



**Colac Otway  
SHIRE**

**AGENDA**

**ORDINARY COUNCIL MEETING  
OF THE  
COLAC-OTWAY SHIRE  
COUNCIL**

**26 FEBRUARY 2014**

**at 5:00 PM**

**COPACC Meeting Rooms**

All Council and Committee meetings are audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings. Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy. In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission. Council will not use or disclose the recordings for any other purpose. It is an offence to make an unauthorised recording of the meeting.

# COLAC-OTWAY SHIRE COUNCIL MEETING

26 FEBRUARY 2014

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NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** will be held in COPACC Meeting Rooms on 26 February 2014 at 5.00pm.

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## **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 community input and participation in Council decisions. Council meetings provide an opportunity for the community to ask Council questions, either verbally at the meeting or in writing.

Please note that Council may not be able to answer some questions at the meeting. These will be answered later.

Council meetings enable Councillors to debate matters prior to decisions being made. I ask that we all behave in a courteous manner.

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Thank you. Now 30 minutes is allowed for question time. Please remember, you must ask a question. If you do not ask a question you will be asked to sit down and the next person will be invited to ask a question. 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**

- Ordinary Council Meeting held on the 22/01/14.

**Recommendation**

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

**OFFICERS' REPORTS****Chief Executive Officer**

- OM142602-1 CEO'S PROGRESS REPORT TO COUNCIL  
OM142602-2 MOBILE PHONE COVERAGE - COLAC OTWAY SHIRE  
OM142602-3 SOCIAL MEDIA POLICY

**Corporate and Community Services**

- OM142602-4 CEO INSTRUMENT OF DELEGATION FROM COUNCIL  
OM142602-5 UPDATE S6 INSTRUMENT OF DELEGATION - COUNCIL TO MEMBERS OF STAFF  
OM142602-6 HEATHFIELD ESTATE RESERVE  
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OM142602-12 COUNCILLOR NOMINATION TO TIGER RAIL TRAIL FEASIBILITY STUDY FEASIBILITY STUDY STEERING COMMITTEE

**Infrastructure and Services**

- OM142602-13 G21 REGION PUBLIC TRANSPORT STRATEGY  
OM142602-14 COLAC MUNICIPAL AERODROME BUSINESS PLAN  
OM142602-15 APOLLO BAY COMMUTER FOOTPATH STRATEGY  
OM142602-16 ROAD DISCONTINUANCE - ROAD ABUTTING 275 FLANNAGANS ROAD IRREWILLIPE

**Sustainable Planning and Development**

- OM142602-17 PLANNING SCHEME AMENDMENT C70 RESPONSE TO SUBMISSIONS  
OM142602-18 PLANNING SCHEME AMENDMENT C73 (APOLLO BAY HARBOUR MASTER PLAN) - CONSIDERATION OF SUBMISSIONS  
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OM142602-21 SMALL TOWN IMPROVEMENT PROGRAM (STIP) GUIDELINES REVIEW

**General Business**

- OM142602-22 ASSEMBLY OF COUNCILLORS

**Notices of Motion**

- OM142602-23 CAPITAL UPGRADE AND RENEWAL EXPENDITURE

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

**CHIEF EXECUTIVE OFFICER**

ITEM	
<b><u>OM142602-1</u></b>	<b><u>CEO'S PROGRESS REPORT TO COUNCIL</u></b>
<b><u>OM142602-2</u></b>	<b><u>MOBILE PHONE COVERAGE - COLAC OTWAY SHIRE</u></b>
<b><u>OM142602-3</u></b>	<b><u>SOCIAL MEDIA POLICY</u></b>



**OM142602-1****CEO'S PROGRESS REPORT TO COUNCIL**

AUTHOR:	Rhonda Deigan	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	F11/3291

**EXECUTIVE****Electric Line Clearance Consultative Committee (ELCCC)**

The CEO attended a meeting of the ELCCC on 23 January 2014. Agenda items included:

- Electric Line Clearance Regulations – Proposals and Positions - Engineering Solutions
- Low Bushfire Risk Areas Code Clearance
- Review of timelines for reporting a revised code for line clearance under powerlines to the Minister.

**G21 Sport & Recreation Pillar**

The CEO chaired a meeting of the G21 Sport & Recreation Pillar on 23 January 2014 in Queenscliffe. Items on the agenda included:

- Proposed Australian Regional Games – Presentation
- Summary of the G21 Sport & Recreation Pillar activities
- Beechy Precinct Update
- Regional Trails Project Update
- State of Play Reports Update
- Regional Tennis Strategy Update
- Physical Activity Strategy (Presentation)
- Regional Netball Strategy/AFL Strategy
- Pillar projects confirmation
- Recommendations of new priority projects for G21 Board consideration at the January 2014 Board meeting
- Draft G21 Sports Development Plan.

**G21 Region Board Meeting**

The Mayor and CEO attended the January meeting of the G21 Board in Torquay on 31 January 2014. Discussion included:

- G21 Business Plan Action Sheet
- G21 Board Committee and Pillar Representation
- G21 Region Councillor Breakfast
- G21 Canberra Delegation
- Avalon Campaign
- G21 Regional Growth Plan – “Power of Alliances”
- Barwon South West Regional Development Australia update
- Barwon South West Regional Management Forum update
- G21 Pillar updates
- Election of Chair of G21 Board

**Great South Coast CEO Forum**

The Acting General Manager, Corporate and Community Services, on behalf of the CEO, attended a meeting of Great South Coast CEOs in Warrnambool on 31 January 2014. Items on the agenda included:

- Great South Coast Regional Trade Delegation
- Regional Growth Plan implementation
- Closed landfill audit and Environment Protection Authority requirements
- Canberra delegation
- Great South Coast mental health statistics
- Natural Assets Register project
- Roads advocacy
- Education Attainment Forum – 21 February 2014
- Board strategic planning session update
- G21 update and Avalon Airport advocacy
- MAV request re Heavy Vehicle Framework.

**Municipal Association of Victoria (MAV) Strategic Planning Meeting**

The MAV's annual strategic planning process commenced in February 2014 with eight consultation sessions being held across the state to provide the opportunity for members to influence the MAV's work priorities and to inform the development of their 2014-15 Strategic Work Plan.

Cr Hart and the CEO attended the consultation session held in Warrnambool on 18 February 2014.

**Systemic Inquiry Into Natural Resource Management Governance**

The CEO attended the third of a series of workshops that are being held to undertake an inquiry into natural resource management (NRM) governance in the Corangamite region on 26 February 2014 in Winchelsea. This has particular relevance to landcare groups.

The five parts of the system that were examined at the workshop included:

- Measuring NRM outcomes
- Inclusiveness in NRM
- Inspired, integrated planning
- Facilitating partnerships
- Bridging the city/country divide

To date in the Governance Project, participants have:

- Shared experiences and knowledge of NRM governance in the Corangamite region
- Explored what nurtures and/or kills off collaboration
- Discovered how intended and unintended consequences in parts of the system can support or block the effectiveness of NRM.

**CORPORATE & COMMUNITY SERVICES****HEALTH & COMMUNITY SERVICES****Maternal & Child Health**

There have been 23 babies born in the area since Christmas and all centres are open again after a short break. We are excited that we have 2 new initiatives starting; one is a regular

session with a Paediatric Occupational Therapist to help in our assessment of children who may be struggling with developmental milestones. The second is the ability to offer some lactation consultations through the Maternal and Child Health Centre to assist mothers with breast feeding issues.

### Statistics – January 2014

- 23 infants enrolled from birth notifications.
- 7 first-time mothers.

<u>Key Ages and Stages Consultations</u>					
Home visits 19					
<b>2wks</b>	16	<b>4wks</b>	14	<b>8wks</b>	18
<b>4mths</b>	16	<b>8mths</b>	11	<b>12mths</b>	18
<b>18mths</b>	11	<b>2yrs</b>	8	<b>3.5yrs</b>	10

Other services provided include:

- 68 additional consultations
- 43 phone consultations
- 5 opportunistic immunisations
- 29 child and family referrals. Maternal emotional health and child referrals for illness and audiology being the main reasons for referral.
- 29 child and family counselling sessions provided. The majority of referrals and counselling were for maternal emotional health and child nutrition.
- New Parents Groups - 4 sessions in Colac
- 24 families currently enrolled under Enhanced Home Visiting service (vulnerable and at risk families), with 6 new families enrolled this month.

### Older Person's and Ability Support Service (OPASS)

#### **National Disability Insurance Scheme (NDIS)**

The implementation of the NDIS in the Colac Otway Shire is currently underway with approximately 30 clients at various stages of the transition process from the State Home and Community Care (HACC) funded system to NDIS. Another 30 – 50 clients are anticipated to transition in April/May 2014, depending upon NDIS eligibility rulings. This has posed significant challenges to the OPASS Unit in terms of technology systems compatibility/functions and administrative resources to complete the 'back of house' transition requirements for each person. A projected increase in existing client services along with new clients seeking access to Colac Otway Shire services is also placing further demands upon available Community Care Worker resources. The National Disability Insurance Agency planning process has identified some very positive opportunities for individuals and many people are seeking the specialised skills of Colac Otway Shire staff to implement community based activities.

Actions currently critical to the OPASS unit include:

- Aligning service delivery and administrative functions to meet changes required under the NDIS.
- Identifying appropriate disability support service budgets.
- Identifying target service delivery areas and maintaining service quality.

- Maintaining links with community facilities and organisations.
- Maintaining staffing levels to respond to the unpredicted increased demand for services following the introduction of the NDIS. Additional staff may be required however full cost recovery would mean that this would be “cost neutral” to Council.

### Projects 2014

The OPASS unit will be working on a number of Commonwealth and State projects in 2014 that will enhance the quality of services to our client base. Many of these projects will have mandatory reporting requirements of the outcomes and associated analyses. Agencies that we will need to report to include the Department of Health; Commonwealth Health, and Ageing; and Australian Healthcare Associates.

Listed below are a number of these projects:

- The Active Service Model Implementation: 3 year plan and review.
- Diversity Plan for 2014-2017.
- Transfer of ultimately 83 HACC clients to the NDIS.
- Positive Ageing, 50+ strategies that will incorporate opportunities from the Improving Liveability for Older People (ILOP) project.
- Introduction into the Assessment/Care Management Domestic Violence Victoria, Elder Abuse Prevention and Information.
- Planning for and providing Seniors Week activities.
- Implementation of the Commonwealth Home Care Packages Programs.

### Environmental Health

#### Statutory Inspections

Food premises	21
Prescribed accommodation	0
Tobacco	5
Caravan parks	0

#### Childhood Immunisation

Age	Fully Immunised	State Average	Council Position
12-15 months	91.3%	91.2%	36 <sup>th</sup>
24-27 months	95.8%	92.9%	15 <sup>th</sup>
60-63 months	88.33%	92.7%	72 <sup>nd</sup>

There has been a general improvement in the 12 -15 & 24-27 month old figures, however the 60-63 month old age group suffered a reversal of trend and is markedly down on the previous September 2013 quarter. This trend needs to be monitored and addressed if it continues into 2014.

#### Septic Tanks

- 4 permits to install issued.
- 3 permits to use issued.

#### Infectious Disease Reports

An outbreak of gastroenteritis was reported and investigated at the Wye Valley Caravan Park. Collected data indicated that an individual had a previously acquired bacterial infection prior to checking into the park and subsequently passed the illness onto two other family groups whom they knew and mixed with. One child was admitted to hospital after returning to Melbourne at the end of their break.



**Complaints**

- 1 party noise.
- 1 improper syringe disposal.
- 2 drainage.
- 4 defective septic tanks.
- 1 foreign object in food – metal fragment.

**Food Sampling**

- 1 sample submitted to identify a metal fragment in a mashed potato product.

**Food Recalls**

Cashew Nuts	Undeclared Peanuts
Meat pies	Inflammable Packaging
Coconut Drink	Undeclared Milk Allergen
Feta cheese	Possible Listeria Bacteria Contamination
Flavoured Cheeses	Possible Listeria Bacteria Contamination

**Legal Action / Orders**

- 2 orders served for unclean premises.

**Premises New/Changes**

- 2 Home industry hairdressing salons inspected and registered.

**RECREATION ARTS AND CULTURE****EVENTS****The Heritage Festival (Colac Showgrounds) – 1 and 2 February**

Large crowds attended this year's Colac Heritage Festival. Approximately 400 Exhibitors displayed historic machinery and artefacts, wood turning, wool spinning, logging equipment, farm machinery, motorcycles, cars and working donkeys. This year's event featured a "Meccano" exhibition. The event attracted visitors from across the state and beyond.

**Run Colac for Charity (Lake Foreshore and Botanic Gardens) – 7 February**

Now in its fourth year, this popular Fun Run held at the botanic gardens and the Lake Foreshore attracted about 400 competitors despite warm weather. Approximately \$7,000 was raised for Colac Area Health.

**Hoot 'n' Nanny (Irrewillipe Recreation Reserve) – 8 February**

The 2014 Hoot 'n' Nanny event was postponed due to extreme weather conditions which were predicted for 8 February and the threat of current fire activity in the area. Council will work with the event organisers and the CFA to establish a rescheduled date for the event. Council applauds the organisers of the event for their co-operation and understanding that arrangements had to be changed at late notice in order to reduce risk and protect patrons.

**Colac West Rotary Club – Bulla Fun Run (Colac) – 28 February**

This event is now in its third year, and includes a run of 9.7kms and walk of 5.2kms which is suitable for families and individuals. The event is designed to promote health and enjoyment.

**Upcoming Events**

Events which will be held throughout the Colac Otway Shire in March include the Gellibrand Blues and Blueberry Festival (Gellibrand) – 1 March, Apollo Bay Music Festival (Apollo Bay) – 1 and 2 March, Apollo Bay & Otway District show (Apollo Bay) – 15 March, Kana Festival

(Colac) – 15 March, Old Beechy Rail Trail Run (Gellibrand) – 16 March, Great Ocean & Otway Classic Ride – 16 March and the Colac Quilters Exhibition – 22 to 24 March.

## RECREATION

### **Tiger Rail Trail Feasibility Study**

Terry Mulder, Member for Polwarth, recently announced funding of \$45,000 from the Putting Locals First Program to undertake the Tiger Rail Trail Feasibility Study. The State Government funding will be matched by \$10,000 from the Birregurra Community Group and \$5,000 from Council. The funding has been welcomed by the Birregurra community who have been advocating for some time for the development of a walking/cycling trail that follows the former rail corridor from Birregurra to Forrest, via Deans Marsh and Barwon Downs. The project is expected to take 9 months to complete and will provide direction on the feasibility of the proposed trail.

### **Colac Secondary College Sports Field**

The construction of the new sports field at the Colac Secondary College is complete and the project has now entered the 12 week maintenance period. Contractors were able to plant the kikuyu surface prior to recent hot weather which has resulted in a good strike with the grass establishment. It is anticipated that the ground will be available for community use from mid-2014 onwards.

### **Colac and Apollo Bay Wayfinding Strategy**

Council officers have been in recent discussions with representatives of the Department of Transport, Planning and Infrastructure (DTPLI) with respect to priority projects which may be able to be funded through the *Transport Investing in Regions* initiative. Council flagged as one of its priorities the need to complete a way finding strategy for both Colac and Apollo Bay. The formulation of such a strategy was a key recommendation from the Active Transport Strategy which was adopted by Council at its July 2013 meeting.

Council was successful with the funding application to the *Transport Investing in Regions* initiative and in October 2013, engaged Visual Voice to prepare the strategy for Colac and Apollo Bay as part of the Colac and Apollo Bay Cycling and Walking Signage project. The project proposes an integrated walking and cycling signage strategy for the two towns and the installation of destination, directional and information signage. The objective of the project is to encourage active, healthy and connected communities and support local tourism through the installation of signage infrastructure.

### **Council Community Funding Program 2014/15**

Council officers have undertaken an annual review of the Council Community Funding Program to ensure that the applications and guidelines have incorporated improvements identified throughout the year. This funding program comprises four funding categories – Recreation Facilities, Community Projects, COPACC Assistance and Small Equipment and Training. The revised guidelines and application forms plus dates for implementing the scheme in 2014/15 is presented to Council this month for adoption.

## COPACC

### **Performing Arts**

COPACC held its 2014 Colac Herald Season Launch on Saturday 22 February. Australian music icon Shane Howard, performed at the launch. The season of 17 productions, including puppetry, family theatre, drama, music, comedy, circus and physical theatre was well received.

COPACC has received strong sponsorship support from the business community for both the Morning Music Season and the theatre season.

Colac based production company Red Door's youth production of the musical *Hairspray* will be performed in the auditorium, by a cast of 40, in late February.

### Business Events

After a slow start to the year the business events calendar is growing strongly. Two independent touring companies are bringing live performances to COPACC in March and the centre is almost fully booked for October and November. Trinity College has booked the theatre for a week-long hire in August for a musical production.

### Visual Arts

The workshops and masterclasses programme for *CrossXpollination*, the second annual textile and fibre event, is being finalised. Exhibitions will be held at COPACC and Red Rock Regional Theatre and Gallery. COPACC has partnered with Creative Otways to host the first cross-Shire art exhibition. The *Wish You Were Here* postcard art prize will be exhibited for the month of May with works hung at Apollo Bay Arts Inc. Gallery, Red Rock Regional Theatre and Gallery and COPACC.

## INFRASTRUCTURE & SERVICES

### CAPITAL WORKS

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Apollo Bay Footpath Strategy	In Progress	75%	A draft Strategy is included for consideration in the February 2014 Council agenda to seek endorsement for placing the document on public exhibition.
Complete the 2013/14 component of the Old Beechy Rail Trail project funded by RIDF.	In Progress	75%	Works have commenced on the construction of the Beech Forest to Ferguson section of the trail. Works are expected to commence at the start of March for the Ditchley to Dinmont sections of the trail.
Facilitate the review of Council's Road Safety Strategy in conjunction with Colac Road Safe.	In Progress	90%	A draft of the Strategy has been forwarded to Victoria Police, VicRoads and the Colac Community Road Safety Council for initial comments. The draft strategy will be presented to Council at the March 2014 meeting for endorsement for placing the document on public exhibition.
Implement the Cressy Shelford Road rehabilitation plan.	In Progress	75%	Actions associated with the rehabilitation plan are progressing. Targeted weed control will be undertaken during Autumn 2014. Monitoring plots are being installed to inform and measure the success of weed control, threatened species

<i><b>ACTIONS</b></i>	<i><b>STATUS</b></i>	<i><b>% COMPLETION</b></i>	<i><b>PROGRESS COMMENTS</b></i>
			recovery, and to inform future burning regimes.

### **Bridge Reconstruction Program**

Construction for the Lyness Road Bridge is on track to commence during April 2014 after the awarding of the tender in late 2013. A permit for Native Vegetation Removal is now being sought following confirmation of the required construction footprint with the successful contractor. Onsite works will not commence until all statutory permits are in place. A draft condition, loading and options report has been completed for the Sand Road Bridge by GHD. This report and the options proposed for rehabilitation of the structure are presently being reviewed by Council officers.

### **Road Reconstruction Program**

Tenders for the reconstruction of Ferrier Drive in Marengo have closed. Tenders are presently being evaluated by the tender panel. Construction is planned for March 2014. Planning for the 2014/15 Sealed Road Reconstruction Program has started, with investigation works for Richmond Street, Colac scheduled for late March 2014.

### **SUSTAINABLE ASSETS**

<i><b>ACTIONS</b></i>	<i><b>STATUS</b></i>	<i><b>% COMPLETION</b></i>	<i><b>PROGRESS COMMENTS</b></i>
Work with the Finance Unit to complete Stage 1 of the Authority Asset Management Module implementation.	In Progress	30%	The working group is nearing completion on loading known Council assets into the new Authority Asset Management Module. The next stage of this project will involve integration with finance modules which will then allow attribute data to be loaded against individual assets.
Asbestos Register Update.	In Progress	10%	Consultancy brief is being developed for a review of Council's existing Asbestos Register
Review annual budget requirements for renewal program and present to Exec as part of the budget process and incorporate into long term and capital works plans.	In Progress	50%	Modelling of future asset renewal needs has been completed in preparation for the 2014/15 Budget. The outcomes of this will be reported to the Executive Management Team and Council early in the 2014 calendar year.
Monitor the performance and condition of Council's various asset types through programmed inspections and data collection.	In Progress	50%	There has been a slight delay in the commencement of the condition audit commissioned for Council's footpath network. It is now expected that field survey work will commence in late February 2014. CCTV inspections of parts of Council's underground drainage network have commenced.

<b>ACTIONS</b>	<b>STATUS</b>	<b>% COMPLETION</b>	<b>PROGRESS COMMENTS</b>
Complete road and footpath network inspections to meet frequencies prescribed by Council's Road Management Plan.	In Progress	58%	All inspections are conducted in accordance with Council's Road Management Plan. Inspections of Council's Rural Link and Collector Roads were inspected during the month of January 2014. Inspections were also conducted of Council managed infrastructure at rail crossings throughout the Shire.
Complete specific incident inspections to identify and address safety/risk issues associated with elements of Council's road and footpath networks; including rail crossings and in response to reported incidents.	In Progress	58%	Incident inspections are completed as required in line with Council's Road Management Plan.
Implement the 2013/14 Kerb & Channel Renewal Programme.	In Progress	10%	Works associated with the kerb and channel renewal programme are expected to commence in late February 2014.
Manage building maintenance programme to address programmed and reactive maintenance needs.	In Progress	58%	Maintenance works during January and early February 2014 have been routine in nature to ensure the safety and serviceability of our buildings and facilities.
Coordinate inspections and reporting of Essential Safety Measures relating to nominated Council buildings.	In Progress	15%	Services for the inspection and testing of Essential Safety Measures are presently out to tender and close on 5 March 2014. This will involve the inspection and testing of various fire safety elements such as fire extinguishers, exit lights, emergency lights, etc at prescribed intervals to ensure that Council meets its statutory responsibilities.
Footpath Renewal Program	In Progress	85%	Approximately 140 metres of the Apollo to Marengo Shared path has been replaced with concrete to alleviate ongoing maintenance issues associated with scouring. Replacement of the section of footpath adjacent to Memorial Square in Murray Street has been programmed. It is expected that this work will take place during March 2014.
Annual Road Resealing Program	In Progress	100%	All works associated with Council's 2013/14 Sealing Programme have been finalised successfully.

<i><b>ACTIONS</b></i>	<i><b>STATUS</b></i>	<i><b>% COMPLETION</b></i>	<i><b>PROGRESS COMMENTS</b></i>
Bridge Reconstruction Program	In Progress	20%	VEC Civil Engineering, who were awarded the contract for the replacement of the Lyness Access bridge, Carlisle River, have started preliminary designs for the new structure. GHD have recently completed inspections of the Sand Road bridge and are presently documenting concept designs for the remediation of this structure. Both of these projects are being completed under Council's \$1M allocation from the State Government's Country Roads and Bridges Initiative.
Building Renewal Program	In Progress	45%	<p>The following is a status summary of projects being completed under the 2013/14 Building Renewal programme:</p> <ul style="list-style-type: none"> <li>• Larpent Hall Kitchen Refurbishment - Documentation for his project is being finalised. Quotations are to be sought shortly.</li> <li>• Gellibrand Works Depot Amenity Upgrades - Shower facilities to be provided in works depot to meet WorkSafe requirements for staff amenities. A building permit has been applied for. Quotations will be sought once this is received.</li> <li>• Eastern Reserve Netball Rooms - The replacement of the existing hot water service to this facility has been completed.</li> </ul>

#### Other Highlights for This Period

##### **Bluewater Fitness Centre Redevelopment**

The Bluewater Fitness Centre Redevelopment project is progressing to schedule with significant demolition works undertaken and commencement of excavation works for the extension of the stadium. At this point in time the project is expected to be completed by the end of 2014.

There has been a steady flow of Requests for Information (RFI's) from the builder to clarify design and specification issues. These are being responded to through Site Instructions issued by Council's Project Manager to the builder as RFI's are resolved in conjunction with the Architect and their sub-consultants. The next stage of works will involve the rough in of services (e.g. water, sewer, etc). Investigations are still progressing in relation to leaks in

the existing pool. The water level has stabilised following initial losses and any additional water loss now occurring is as a result of evaporation.

**Memorial Square Furniture Maintenance**

Painting of fixtures and fittings in Memorial Square has commenced, and it is aimed at rejuvenating the appearance of such items as light poles and public seating. This is being undertaken through Council's 2013/14 Street Furniture Renewal Programme.

**COSWORKS**

Works undertaken by Cosworks during the month of January 2014 are as follows:

**Road Regrading**

Regrading of gravel roads across the Shire was reduced due to ongoing dry weather conditions. Grading of unsealed roads is only undertaken when the moisture content of pavement materials is sufficient to maintain cohesiveness of soil aggregates. This avoids issues of excessive dust and corrugations reforming shortly after regading.

**Gravel Road Resheeting**

Approximately 4km of gravel road resheeting has been completed. Roads recently resheeted include Old Bay Road, McDonnells Road, Hallets Lane and Darcys Road.

**Routine Drainage Works**

Routine drainage works were completed in the last month in the townships of Apollo Bay, Wye River, Kennett River, Separation Creek, Skenes Creek and Marengo.

**Major Patching Works**

Major patching works commenced on Moomoowrong Road and Dewings Bridge Road to repair extensive failed sections. Completion of these works is anticipated to occur during March 2014.

**Major Drainage Works**

Major drainage works were completed on Meadowell Road, Yeodene Road, Killala Road and Old Bay Road.

**Roadside Slashing**

Roadside slashing has been completed in the areas of Apollo Bay, Marengo, Kawarren, Gellibrand, Bungador, Larpent, Cororooke, Coragulac, Gerangamete and Barwon Downs.

**Vegetation Control**

Vegetation Control works were carried out on Old Bay Road, Kents Road, Blacks Road, Binns Road, Blue Johanna Road and Old Colac Road.

**Tree Maintenance**

Tree maintenance works were completed within the Apollo Bay township, along Old Bay Road, Old Lardners Road, Harris Road, Sinclair Street and Arnolds Road.

**Bridge Maintenance**

Bridge maintenance was carried out at Scorcis Access to remove and replace broken beams. Fifty per cent of the timber decking was also replaced to improve the safety of the structure. This bridge is presently load limited to 5 tonnes.

Works on Rollings Access Bridge to replace timber abutments with concrete foundations have commenced. This is to compliment major repair works which were undertaken on this bridge in 2012/13.

**Township Mowing**

Township mowing has been completed at Apollo Bay, Lavers Hill, Gellibrand, Beech Forest, Barwon Downs, Carlisle, Beeac, Cressy, Birregurra and Colac.

**Linemarking**

With the warmer weather, linemarking works have continued focussing on parking bays and intersection lines in the Colac area.

**Road Construction**Division Road

Reconstruction works along a section of Division Road have largely been completed with only linemarking yet to be finalised. Traffic warning signage will remain in place until this is complete.

**MAJOR CONTRACTS / WASTE UNIT****Environmental Protection Authority (EPA) – Open House Event**

The EPA Victoria scheduled an open house forum which was held at COPACC on 25 February 2014 from 4:00 pm to 7:00 pm.

The forum was attended by Cheryl Batagol - EPA Chairman, John Merritt - CEO, and other staff providing reports on the progress achieved by the EPA against its 5 year plan.

The CEO and Council officers from Waste, Planning and Environment units attended the forum to discuss issues that are important to Council such as closed landfill rehabilitation costs, complex landfill monitoring and auditing requirements especially in the situation of small rural landfills that were closed more than 15-20 years ago.

**Barwon Regional Waste Management Group (BRWMG) Board Meeting and Waste Inspection Tour**

A meeting of the BRWMG is scheduled in Colac on 27 February 2014. This will include an inspection of Colac waste management infrastructure prior to the meeting. These inspections will provide BRWMG Board members an insight into the funding requirements and extent of works required to manage and enhance waste management infrastructure in our local government area. Cr Hart is the Councillor representative on the BRWMG Board.

**Tenders**

Tenders opened since the last reporting period:

1337 – Supply & Deliver 4 Wheel Drive Loader

1406 – Supply of Crushed Rock & Pavement Materials

Tenders awarded since the last reporting period:

1321 – Construction of Footpath – Grant Street, Forrest – to Greencon Australia

1337 – Supply & Deliver 4 Wheel Drive Loader – to William Adams

Tenders advertised since the last reporting period:

1401 – Ferrier Drive Reconstruction – Stage 1 – closing 26 February 2014

1403 – Supply & Service of Multi-Function Devices (Photocopiers/Printers) – closing 12 March 2014

**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 (19 Lots)	A certificate of compliance has been issued and outstanding works guaranteed with a security bond. Fill to lots is continuing with surface drainage, landscaping and some ancillary works remaining.
202A Pound Road Stage 2 (13 Lots)	Civil works have been completed for this subdivision stage. A certificate of compliance has been issued.

### **Colac Livestock Selling Centre Roof Construction**

Installation of the colorbond roofing and clear panel roof sheets at the Colac Saleyards was completed by mid February 2014. Completion of the stormwater drainage system including gutters and downpipes is currently being finalised and four rainwater tanks have been erected to harvest approximately 400 kilolitres of runoff. The project has proceeded without adverse disruption to any Saleyards operations or sale day and is currently programmed to be completed by 14 March 2014.



### **Annual Bituminous Spray Sealing Works**

The road sealing works program contracted to Inroads Pty Ltd this year has been completed. Line marking will be followed up with a second coat next month to finalise the contracted work.

### **Footpath Construction – Grant St, Forrest**

Construction of the footpath, road crossing and parking area on Grant Street, Forrest has commenced with Greencon Australia Pty Ltd pouring footpath along the eastern side of the main road.

The works are expected to be fully completed by the end of March 2014.

### **Waste Services on Extreme and Code Red Fire Days**

Extreme weather conditions have meant the implementation of the fire danger plan including early collections and closure of Council transfer stations on two days during January 2014. These changes have been carried out in the interest of staff and public welfare. Early starts to collection ensure that trucks are back in safe areas prior to the afternoon when fire danger is at its highest.

Council has reminded residents through media to ensure that bins are placed out the night before for collection to avoid possible missed collection in the event of early start times.

**Transfer Stations and Drop Off**

Apollo Bay Transfer Station has returned to normal summer hours being open 6 days a week, closed on Thursday. The summer hours will continue through until Easter Tuesday. Winter hours will then commence with the transfer station also being closed to the public on Tuesdays.

Drop Off Facilities at Carlisle, Gellibrand, Beech Forest and Lavers Hill have reverted back to fortnightly collections following the summer peak period.

**Regional Recycle Bin Inspection Program**

Through the auspice of Barwon Regional Waste Management Group (BRWMG) Council will become involved in a regional recycle inspection program. The program will be funded by Sustainability Victoria as part of an initiative to help reduce the level of contamination in recycling. The program is aimed at educating residents as to which materials are appropriate for recycling and will involve household bin audits with educational cards being left and return audits to assist the education process.

**SUSTAINABLE PLANNING and DEVELOPMENT****Planning & Building****Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary Review)**

With the financial assistance of the State Government Rural Planning Flying Squad, a consultant planner is currently finalising an amendment to implement the recommendations of the Apollo Bay Settlement Boundary and Urban Design Review, adopted by Council in 2012. A rezoning of the Rural Conservation zoned land between Pisces Caravan Park and Wild Dog Creek to a residential zone will also be incorporated into the amendment, along with amendments to the planning controls applying to the Marriners Vue land. The amendment will be placed on exhibition following receipt of Ministerial authorisation.

**Colac Structure Plan Review**

Council officers are working closely with Regional Development Victoria (RDV) to secure funding to match a contribution allocated by Council in the 2013/14 Council budget to undertake a review of the Colac Structure Plan. The project cannot commence until external funding is committed. A revised project proposal has been submitted to RDV for consideration, in accordance with advice received from the Department in discussions with officers.

**Planning Scheme Amendment C75 (Open Space Strategy)**

The independent panel established to consider submissions to Amendment C75 to the Planning Scheme held a full hearing of submissions on 12 February 2014. The amendment implements the planning recommendations of the Council's Open Space Strategy. Officers will present the findings of the Panel to Council once the panel report is received.

**Domestic Wastewater Management Plan**

Officers are in the process of working with water authorities to establish a Steering Committee to oversee the preparation of a Domestic Wastewater Management Plan (DWMP) for the Shire. This followed Council receiving confirmation from Wannon Water and Barwon Water that they are prepared to contribute up to \$70,000 and \$25,000 respectively, based on a \$25,000 contribution to the project from Council. Whilst Council does not have any funds in the current budget available for this purpose, the opportunity presented to

undertake the plan with mainly external funding (Council's contribution would be no more than \$25,000 within a \$120,000 project budget) is significant. There was strong agreement from Councillors at a recent workshop for the CEO to agree to Council's involvement in the project. Officers have prepared an outline business case for consideration in the 2014/15 budget for the allocation of funds required to meet Council's contribution.

#### **Amendment C76 (Birregurra Structure Plan & Neighbourhood Character Study)**

A planning panel has been appointed by Planning Panels Victoria to hear submissions to Amendment C76. A Directions Hearing was held in Colac on 24 February 2014, with the full hearing scheduled to commence on 1 April 2014. The amendment implements the recently adopted Birregurra Structure Plan and Neighbourhood Character Study. Officers will be engaging the consultant which prepared these studies for Council, Hansen Partnership, as an expert witness at the Panel hearing to ensure that submissions are appropriately addressed.

### **Economic Development**

#### **Business development**

Council is holding a business event, in partnership with Crowe Horwath, on 5 March 2014 at COPACC. The business event, titled 'Secrets of My Success', will be an interactive forum with a panel of five local successful business owners and operators. The panel will discuss how take the most direct route to success and the traps to avoid in business. Chris Quinn, from Quinn Funerals, will be the MC for the night with the event starting at 6pm.

#### **Colac Marketing Strategy**

Marketing collateral is currently being developed as part of a Colac marketing campaign to be held during the long weekend in March. Local cafés and restaurants have been invited to participate in the local marketing campaign. Cafés and restaurants will be encouraged to hand out flyers, postcards and printed coffee cups which will display the "Colac – Life, your way" logo. Local art students from both Colac Secondary College and Trinity College Colac have been invited to provide artwork that will be printed on a number of postcards for the marketing campaign weekend.

Development of marketing collateral is also currently being completed for the upcoming Regional Victoria Living Expo. The Expo will be held at Melbourne Exhibition Centre from 11-13 April 2014. The Expo is an opportunity for council to attract those living in metro areas to relocate to Colac and the surrounding towns.

### **Tourism**

#### **Colac VIC Visitor Statistics**

January	2013	2014	% Change
Visitor Numbers	4190	4640	+ 11%
Phone Statistics	363	227	-37%

**Great Ocean Road VIC Visitor Statistics**

January	2013	2014	% Change
Visitor Numbers	23,511	21,895	-7%
Phone Statistics	2,928	2,543	-13%

The January Colac VIC Visitor Trends were up (11%). The Great Ocean Road VIC figures for January were down on this time last year however this may be a reflection of some of the extreme weather experienced during that month. The EU and China have been key sources of international travelers as has the east coast of Australia for domestic visitors.

While visitor numbers overall were down in January for the Great Ocean Road VIC, sales of tickets to the Otway Fly were up significantly, reinforcing the value of the VIC's in driving custom into local businesses off the Great Ocean Road. The Colac VIC has also assisted with 12 enquiries this month from people requesting information on making the move to Colac. The visitors were provided with new resident kits. This is an important role for the VIC's as many prospective new residents visit on weekends when Shire offices are not open.

The sustained heat wave in January also triggered a review of practices in the VIC's during severe weather. The VIC's have developed a list of "cooler options" for tourists in extreme weather. In the case of a Code Red day being declared VIC's will advise all visitors that "The CFA does not recommend any travel to fire prone areas on Code Red days." For practical purposes this includes all non-urban areas of the Shire.

**Great Ocean Road Regional Tourism Board**

The Board had its first meeting on 7 February and along with the important steps taken at this first meeting to establish appropriate governance procedures for the new body. It also ratified a number of activities developed under the interim board. These include a proposal to deliver 17 free Wi-Fi hotspots along the Great Ocean Road. These will be complemented by a new Digital Strategy and a Customer Relationship Management package that will allow local tourism businesses to market their goods and services directly to visitors as they move through the region.

The GORRT Board appointments have been made, the appointments include Sharon Bradshaw (Director, Forrest Brewing), Sam Lucas (Director, Warrnambool Buslines), John Maher (Former chairman, Shipwreck Coast Tourism), Dean Newell (General Manager, RACV Resort Torquay), Fay Valcanis (Marketing Manager, Melbourne Museum), Bill Millard (Warrnambool City nominee), Dean Robertson (Moyne Shire nominee), Andrew Mason (Corangamite Shire nominee), Tony White (Colac Otway Shire nominee), Cr Clive Goldsworthy (Surf Coast Shire nominee) and Wayne Kayler-Thomson (Chairman, former CEO VECCI).

**Advancing Country Towns (ACT)**

A skills & workforce audit survey has been completed by businesses to assist with the Skills & Workforce Development Plan project. The survey gathered vital data from businesses within the Shire regarding recruitment, business planning, skills gaps and demographic modeling. Consultant firm Grant Thornton will develop a draft Workforce Development Assessment Report to the project steering group on 27 February and this will be used as the basis of individual workforce development plans for some of Colac's larger employers. That Steering Group will also receive updates on the Early Years project and the Green Industry Feasibility Study.

**Small Town Improvement Program**

Contact has been made with eligible community groups to advise that applications for 2014/2015 Small Town Improvement Program funding will be accepted up until 28 March 2014. Further work has been done on reviewing the guidelines to ensure an equitable distribution of funds across the shire and amendments to the guidelines will be proposed to Council.

**Lake Colac**

Work has commenced to determine an appropriate funding agreement to deliver the Federal Government's \$50,000 grant to develop the Lake Colac Foreshore. State government representatives have indicated that this may be leveraged into a much larger Victorian government grant particularly if additional Shire funds are allocated to this project. A larger more detailed project could be geared toward developing an investment hierarchy for development of the foreshore area that had broad community involvement and support.

**G21 Regional Marketing Proposal**

RDV convened a meeting of G21 Councils on 30 January to examine proposals for a coordinated regional marketing proposal to attract investment into the region. While all councils cooperated with the exercise the reality is that the types of investment each council (or sub region within councils) is targeting is very different. For instance, the types and targets of marketing to attract investment to replace Alcoa in Geelong, to attract international students to Deakin or to attract a new milk processor in Colac are very different. There was some agreement that any proposal to move forward with this idea should be evidence based and funded by the State.

**Environment & Community Safety****Fire Inspections Continue**

The Fire Inspection process is being undertaken to ensure landowners are maintaining their property to a suitable standard. So far over 340 fire prevention notices have been issued but the vast majority are being complied with. Given the seasonal conditions the compliance rate is high but people have been advised to maintain their vigilance right through to the end of the fire danger period. If people have any questions about what to do, or reasons for delay, they need to contact Council and talk to Council's Municipal Fire Prevention Officer. If the necessary works are not undertaken in a timely manner a fire prevention notice will be issued to the landowner. If this notice is not subsequently complied with, a fine will be issued and contractors sent in to clean up the property. The fine for not complying with a fire prevention notice is \$1,444.

**New Working Groups Formed to Help Improve Lake Colac**

At the last Lake Colac Committee meeting held in December 2013 it was resolved that two new working groups would be formed to help improve the values of the lake. One working group will focus on improving the values of the lake for recreational fishing and the other will focus on the maintenance and enhancement of the foreshore vegetation. The Recreational Fishing Working Group had its first meeting on 5 February 2014. The discussion focused on what level the water in the Lake would need to reach before it was able to be re-stocked and what steps need to be taken to make sure we are ready to restock it as soon as the lake reaches a suitable level. The first meeting of the working group that will focus on the foreshore vegetation will be held in late February. The two working groups will report back to the Lake Colac Committee and provide advice to Council officers and the other key agencies on how to make progress in these areas.

**Climate Resilient Communities of the Barwon South West Project**

Phase One of the Climate Resilient Communities of the Barwon South West Project has been completed. Phase One of the project has identified the priority areas where the 10

member Councils need to do work at both a regional and municipal level to help better manage extreme climate events. A workshop was held with the project partners in Torquay on 31 January 2014 to begin scoping out the priority projects to be delivered in Phase Two of the project.

### **Colac Integrated Water Cycle Management (IWCM) Plan**

Council has been working with Barwon Water, the Corangamite Catchment Management Authority and Southern Rural Water on the development of an Integrated Water Cycle Management Plan for Colac. A consultant was engaged by Barwon Water to develop concepts for key projects that will be included in the plan. The consultant presented the final concept plans to Council in January 2014. These concept plans will provide the focus of a broader Integrated Water Cycle Management Plan for Colac that is currently being finalised by Barwon Water.

### **Forestry Code Review**

As part of a timber harvesting regulatory framework review, the Department of Environment and Primary Industries (DEPI) has produced a *Draft Code of Practice for timber harvesting operations 2014* which applies to all land in Victoria that is either being used for, or is intended to be used for, timber harvesting operations. The Draft 2014 Code is available for public comment until 4 April 2014 and is viewable on the DEPI website at [www.depi.vic.gov.au/timbercode](http://www.depi.vic.gov.au/timbercode). Submissions are due by 4 April 2014.

### **Water Bill Reform**

The Victorian Government has released the Water Bill Exposure Draft to give Victorians the opportunity to provide feedback on proposed changes to the State's water laws. The Water Bill Exposure Draft proposes to bring the *Water Act 1989* and *Water Industry Act 1994* into a single, streamlined Water Act that reflects contemporary practice in water management and government policy. Forums to discuss the Water Bill Exposure Draft were held in early February 2014 and submissions were due by 14 February 2014, giving Council and the community a very short timeframe to prepare submissions. Council's submission made it clear that the tight timeframe was not suitable and identified a number of areas where further consideration needs to be given to address community concerns relating to licences for stock and domestic bores. The new Water Bill is expected to be presented to Parliament in June 2014 with a view to the new Water Act commencing in January 2016.

### **Attachments**

Nil

### **Recommendation(s)**

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

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**OM142602-2****MOBILE PHONE COVERAGE - COLAC OTWAY SHIRE**

|             |           |           |           |
|-------------|-----------|-----------|-----------|
| AUTHOR:     | Rob Small | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive | FILE REF: | 11/95881  |

**Purpose**

The purpose of this report is to provide Councillors with information regarding the Federal Government's recently announced mobile telephone coverage program.

It is also provided so that Council can endorse the proposed submission to the Federal Government on Council's behalf.

**Declaration of Interests**

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

**Background**

The Federal Government produced a discussion paper on mobile telephone coverage on 16 December 2013.

The Government proposed to introduce the following program:

- **\$80 million Mobile Network Expansion Project:** to improve mobile coverage along major transport routes, in small communities and in areas that are prone to experiencing natural disasters.
- **\$20 million Mobile Black Spots Project:** to improve mobile coverage in locations with unique coverage problems, such as areas with high demand for services during seasonal holiday periods.

The discussion paper sought feedback on how the provision of additional mobile telephone towers and coverage should be tendered.

The options canvassed in the paper included:

1. Single mobile network operator contracted to deliver the whole program.
2. Order of merit from base stations proposed by multiple mobile network operators (MNOs). This involves tenders for individual base stations.
3. Network infrastructure provider to coordinate implementation. In this case an MNO would win a tender to build base stations but these base stations would be available to all MNOs.

Council is not equipped to provide advice on the technical issues raised in the paper (which is attached to this report).

The paper does however, pose the question relating to the extent to which mobile telephone coverage and National Broadband Network (NBN) access could improve outcomes for communities in rural and regional Australia. This matter was further, or at least, more clearly canvassed in the recent public meetings convened by Sarah Henderson MP, Member for Corangamite, with the Federal Parliamentary Secretary of Communications, the Hon. Paul Fletcher MP. The Secretary addressed meetings in Birregurra and Gellibrand on 4 February

2014. In both cases over 50 locals were present to voice their concerns about poor mobile coverage in the Shire.

The Secretary made it clear that members of the community should make submissions to the website, or directly to the Minister's office, outlining the need for coverage in their area.

There are very significant black spots across the Shire in terms of mobile telephone coverage. Indeed the black spots are so extensive in the Shire, that it would be more appropriate to call them black expanses. In the main, three critical broad areas exist:

1. Gellibrand, Kawarren and Carlisle River
2. Beeac, Dreeite, Warrion Birregurra, Irrewarra and back to Gerangamete and Yeo
3. The Cape Otway area and the Glenaire Valley.

There are also seasonal loads on coastal communities during summer which can virtually block out business web contacts in peak summer periods.

There are at least 13 areas of more than two kilometres along the Great Ocean Road that have no mobile telephone coverage.

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

#### **A Planned Future**

Creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

#### *Our Goal:*

Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

#### **A Place to Live and Grow**

Is a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential.

#### *Our Goal:*

Improve access to buildings, spaces, services and education to support and enable quality of life.

### **Issues / Options**

There is little option for Council to do anything but advocate for this vital mobile telephone coverage. One of Council's functions is to advocate on behalf of our community. The issues of public and community safety, viability of business enterprises and the social connectedness of community are all of significance and reasonable expectations in today's society. The fact that a substantial area of the shire has poor or non-existent coverage is a critical issue that this Council should lobby and advocate for at State and Federal levels.

Indeed that has been the practice of all Mayors and Council over the past five years.

### **Proposal**

That this Council should lobby strongly for mobile telephone coverage for all its community. Council should endorse the proposed submission to the Minister for Communications.



**Financial and Other Resource Implications**

There are no financial and resource implications for Council. It already has Council Plan advocacy objectives relating to this issue and has been actively pursuing these for many years. It has been suggested that Councils may join with mobile coverage providers in subsidising base stations. This is not an option that Council should pursue since it is a Federal Government responsibility.

**Risk Management & Compliance Issues**

Improved mobile coverage of the more remote areas of the shire will ensure safer workplace environments for Council staff.

**Environmental and Climate Change Considerations**

There are no environment and climate change considerations.

**Community Engagement**

The community engagement strategy follows 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 the community. The CEO has already had two radio interviews on the subject and more press releases have followed. The message to be clearly communicated is that the more contacts that the Federal Mobile Coverage Program website receives, the more notice will be drawn to this significant problem in our Shire.

**Implementation**

Should Council adopt the below recommendation, the attached submission will be forwarded to the Minister for Communications, our local Federal and State MPs and the Secretary to the Federal Minister for Communications, the Hon. Paul Fletcher MP. We also continue to actively encourage our community to raise this matter through a high volume of submissions to the Minister for Communications.

**Conclusion**

Mobile phone coverage is a significant issue for many of our residents and Council should pursue all avenues in its advocacy efforts for better service in our remote areas both through its regular contact with State and Federal Members of Parliament and the attached submission.

**Attachments**

1. Invitation to Black Spot Mobile Coverage Community Meeting
2. Invitation - Submission Commonwealth Government's Mobile Coverage Programme - Minister for Technology
3. Mobile Coverage Program Discussion Paper
4. Submission – Mobile Coverage Program Discussion Paper

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

1. ***Endorses the submission to the Minister for Communications***
2. ***Continues to advocate strongly on behalf of its community for improved and effective mobile telephone coverage across the Shire.***

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**OM142602-3****SOCIAL MEDIA POLICY**

|             |                 |           |           |
|-------------|-----------------|-----------|-----------|
| AUTHOR:     | Tamzin McLennan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive       | FILE REF: | F11/2160  |

**Purpose**

The purpose of this report is to seek Council adoption of the Social Media Policy.

**Declaration of Interests**

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

**Background**

Council is increasingly using social media as a tool to communicate and engage with the community. The Social Media Policy aims to provide clear parameters for the use of social media by Council staff, Councillors and contractors acting on behalf of Council.

**Council Plan / Other Strategies / Policy****Good Governance**

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

*Our Goal:*

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

**Issues / Options**

The Social Media Policy is based on a policy developed by the Municipal Association of Victoria (MAV) on behalf of member councils. The policy has legal endorsement.

As the policy indicates, social media provides new opportunities for dynamic and interactive two-way communication which can complement existing communication and further improve information, access and delivery of key services. The policy's intent is to provide understanding and guidance for the appropriate use of social media platforms and tools by users for the purpose of conducting Council business.

**Proposal**

It is proposed that Council adopts the Social Media Policy.

**Financial and Other Resource Implications**

There are no additional financial and other resource implications.

**Risk Management & Compliance Issues**

The policy addresses issues relating to risk management and compliance.

**Environmental and Climate Change Considerations**

Not applicable.

**Community Engagement**

The community engagement strategy follows 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 to involve staff in the development and review of the draft policies. The draft Social Media Policy was released for public exhibition, and received no submissions from the public.

In response to feedback provided by a Councillor, several changes have been made to the draft document. In essence, the changes seek to differentiate the way the policy applies to Councillors and staff/contractors. These changes acknowledge that Councillors use social media as part of their civic duties in a different way to staff and contractors, and as such the changes provide more clarity to the policy.

**Implementation**

If adopted, the Social Media Policy will become a policy of Council. Copies will be provided to staff, Councillors and contractors accordingly. The policy will also be placed on Council's website.

**Conclusion**

Social media affords Council an avenue to be more efficient, effective and productive in its engagement with the community. This policy ensures that Council meets its legal responsibilities in its use of social media, and that Councillors, staff and contractors understand their obligations when using social media as part of their official roles.

**Attachments**

1. Social Media Policy 2.7
2. Social Media Policy 2.7 with tracked changes

**Recommendation(s)**

***That Council adopts the revised Social Media Policy No. 2.7***

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**CORPORATE AND COMMUNITY SERVICES**

| ITEM                      |                                                                                                                |
|---------------------------|----------------------------------------------------------------------------------------------------------------|
| <b><u>OM142602-4</u></b>  | <b><u>CEO INSTRUMENT OF DELEGATION FROM COUNCIL</u></b>                                                        |
| <b><u>OM142602-5</u></b>  | <b><u>UPDATE S6 INSTRUMENT OF DELEGATION - COUNCIL TO MEMBERS OF STAFF</u></b>                                 |
| <b><u>OM142602-6</u></b>  | <b><u>HEATHFIELD ESTATE RESERVE</u></b>                                                                        |
| <b><u>OM142602-7</u></b>  | <b><u>EVENTS POLICY</u></b>                                                                                    |
| <b><u>OM142602-8</u></b>  | <b><u>FESTIVAL AND EVENTS SUPPORT SCHEME 2014/2015</u></b>                                                     |
| <b><u>OM142602-9</u></b>  | <b><u>2014-2015 COMMUNITY FUNDING PROGRAM</u></b>                                                              |
| <b><u>OM142602-10</u></b> | <b><u>DRAFT COLAC OTWAY SHIRE PHYSICAL ACTIVITY STRATEGY</u></b>                                               |
| <b><u>OM142602-11</u></b> | <b><u>DRAFT COLAC AND APOLLO BAY WAYFINDING SIGNAGE STRATEGIES</u></b>                                         |
| <b><u>OM142602-12</u></b> | <b><u>COUNCILLOR NOMINATION TO TIGER RAIL TRAIL FEASIBILITY STUDY FEASIBILITY STUDY STEERING COMMITTEE</u></b> |



**OM142602-4****CEO INSTRUMENT OF DELEGATION FROM COUNCIL**

|             |                                |           |           |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR:     | Colin Hayman                   | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96474  |

**Purpose**

The purpose of this report is for Council to consider the updated Instrument of Delegation to the Chief Executive Officer.

**Declaration of Interests**

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

**Background**

As part of section 98(6) of the *Local Government Act 1989* (the Act) Council must review within the period of 12 months after a general election all delegations which are in force and have been made by Council.

Council last reviewed its delegation to the CEO in March 2013.

The Instrument of Delegation to the CEO is based on a pro-forma document provided by Maddocks Lawyers as part of its Delegation and Authorisations “package” that is updated on a regular basis as part of a subscription service.

The objectives of the review to delegations are:

- to ensure that the delegations provide an effective and efficient mechanisms for Council;
- to make minor wording enhancements, where necessary, to improve the documents; and
- to make changes in line with *Local Government Act* amendments.

**Council Plan / Other Strategies / Policy****Good Governance**

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

*Our Goal:*

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Section 98(1) of the Act details Council's ability to delegate to a member of its staff any power, duty or function of a Council under the Act or any other Act with certain exceptions.

**Issues / Options**Review of Instrument of Delegation

As per the Act, the various delegations need to be reviewed within the period of 12 months after a general election.

This report only considers the Instrument of Delegation to the Chief Executive Officer.

A separate report will be provided to Council that considers the Instrument of Delegation to Members of Council Staff.

#### Changes to Instrument of Delegation to the CEO

A limitation on the Chief Executive Officer's (CEO) delegation that they not take an action or do an act or thing which is required by law to be done by Council resolution. This change is not the result of legislative amendment, but is added to clarify the position that where something is required to be done by Council resolution, the CEO will not be able to exercise that power, duty or function under delegation.

In these circumstances, the CEO or other sub-delegates are able to take action to implement a decision made by Council resolution.

A clause to delegate to the Chief Executive Officer approval to accept changes to a section 86 Committee that occur during a term of a Committee has also been added.

#### **Proposal**

That Council resolves to delegate to the CEO as per the revised Instrument of Delegation.

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

Not applicable

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

In order for a Council to effectively delegate its powers, functions and duties to the CEO, a Council must:

- resolve to delegate its powers to the CEO; and
- make an Instrument of Delegation.

Under the Act, Council is required to review delegations within the period of 12 months after a general election.

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

Not applicable

#### **Community Engagement**

The community engagement strategy follows 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.

No consultation is required as it is a legislative requirement to review delegations. A register of delegations to members of Council staff is kept.

#### **Implementation**

The Instrument of Delegation from Council to the Chief Executive Officer comes into force immediately the Common Seal of Council is affixed to the delegation, subject to any conditions and limitations set out in the Schedule and must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

#### **Conclusion**

The delegation to the Chief Executive Officer has been reviewed and the powers, duties and functions vested in the CEO under the Act has been updated.



**Attachments**

1. Chief Executive Officer Instrument of Delegation

**Recommendation(s)**

***That Council in the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of delegation, resolves that :***

1. ***There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.***
2. ***The instrument comes into force immediately the Common Seal of Council is affixed to the instrument.***
3. ***On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.***
4. ***The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt. It is noted that the Instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.***

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**OM142602-5****UPDATE S6 INSTRUMENT OF DELEGATION - COUNCIL TO MEMBERS OF STAFF**

|             |                                |           |           |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR:     | Colin Hayman                   | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96474  |

**Purpose**

The purpose of this report is to update Council's Instrument of Delegation to Members of Council Staff.

**Declaration of Interests**

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

**Background**

Council must update its Instrument of Delegation to enable enforcement of the statutory powers and responsibilities required within changing legislation and confer these duties to the relevant staff. Council last updated the delegation in June 2013 to reflect legislative changes and is now required to make further amendments.

Council's resolution when adopting the Instrument of Delegation at its meeting on 27 March 2013 (ref OM132703-6) called for the CEO to arrange a workshop with Council on the delegations by 30 June 2013. Council in particular had expressed an interest in reviewing the operation of the Planning related delegations. Whilst this time frame was unable to be met, workshops on planning related delegations took place on 6 November 2013 and 15 January 2014, followed by a final briefing on 12 February 2014.

**Council Plan / Other Strategies / Policy****Good Governance**

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

*Our Goal:*

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

**Issues / Options**

Council is required to have an updated Instrument of Delegation to staff as per legislation.

The Maddocks delegation package provides Council with legislative amendments required to the Instrument of Delegation since changes made by Council in June 2013.

Various amendments have been made to the provisions for the:

- *Food Act 1984*
- *Planning and Environment Act 1987*
- *Planning and Environment Regulations 2005.*

The *Planning and Environment (Fees) Interim Regulations 2013* have been revoked and replaced with the *Planning and Environment (Fees) Further Interim Regulations 2013*.

#### Review of Planning Delegations

The current delegation to Council officers for planning permit applications is that officers can determine (ie approve or refuse) applications (refer Sections 60, 61(1)(a), 61(1)(b), 61(1)(c), 62 (1), 62(2), 62(5)(b), 84(1) and 96G(1)), save where the proposed land use and/or development:

- Does not provide the required amount of car parking spaces pursuant to Clause 52.06 of the Colac Otway Planning Scheme; or
- The proposed development is more than 8m above natural ground level; or
- There are four or more objections; or
- Where the application may have an effect on the broader community.

In reference to the final dot point above, in instances where a planning application may not necessarily meet any of the other delegation triggers, but where it is considered that a matter may have potential to have a broader political or community based interest to Council and where it is considered that any decision may best be made by the Council, officers will consider this in the approval process and through discussions with the Manager of Planning and the General Manager Sustainable Planning and Development, determine that this would be the subject of a full report to the Planning Committee of Council.

Officers also have delegation to approve amendments to permits and approved plans, as well as to extend the time for commencement and completion of development authorised by planning permits.

In most cases, delegated decisions on applications, amendments and extensions of time are made by the Planning Manager or Coordinator Statutory Planning, who reviews the officer reports. This ensures a peer review of all reports by a specific officer, consistency in the decision, professional informed assessment in line with the planning regulations, and probity in terms of potential for conflict of interest. Officers handling applications directly have delegation to sign off on more minor procedures within the broader process.

The result is that officers determine the vast majority of planning permit applications – on average 95% each year (268 applications were determined in 2012/13 in total). In 2012/13 officers also processed 40 applications to amend planning permits/approved plans, and 63 extension of time requests.

As acknowledged by Councillors in the recent workshops, this process appears to be working effectively, and there was strong agreement that the delegations to planning officers are appropriate, with a suggested change to Sections 60, 61(1)(a), 61(1)(b), 61(1)(c), 62 (1), 62(2), 62(5)(b), 84(1) and 96G(1) which would allow Council to make decisions on matters where a permit has expired and the development has commenced lawfully under the permit, and where officers have recommended refusal of the proposal to either extend the life of the permit or approve a fresh application to complete those works.

At the workshop, it was further agreed by those present that Council could consider allowing officers to determine planning applications seeking a reduction or waiver to the car parking requirements of the Planning Scheme for small scale proposals. This suggestion was made given the reduced parking rates now applying to Colac and Apollo Bay arising from the Car Parking Strategy for those towns, and the clear policy framework for decisions (eg cash-in-lieu requirement for Apollo Bay where more than two car spaces are being waived).

Councillors suggested a change to the criteria relevant to waiving parking requirements that would allow an officer to approve/refuse applications seeking a waiver/reduction of up to 3 car spaces. Under this proposal, applications seeking a higher reduction/waiver would need to be determined by the Planning Committee.

An updated version of the S6 Instrument of Delegation including the changes suggested by Maddocks in its update, as well as those discussed with Councillors as described above, has been agreed to by the Executive and provided to Council at a workshop on 12 February 2014. A copy is attached to this agenda.

**Proposal**

That Council resolves to seal the revised Instrument. The complete document is attached.

**Financial and Other Resource Implications**

Not applicable

**Risk Management & Compliance Issues**

Council is required to review all delegations and the Instrument of Delegation to Members of Council Staff to reflect changing legislation.

**Environmental and Climate Change Considerations**

Not applicable

**Community Engagement**

The community engagement strategy follows 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 level of community engagement to date has been to consult internally with the Executive and appropriate Managers as to the delegate responsible for each part.

There have been discussions with Councillors with respect to the changes in the *Planning and Environment Act* delegations.

The adopted Instrument of Delegation will be placed on the Intranet for staff reference.

**Implementation**

The Instrument of Delegation comes into force after adoption by Council and fixing of the Council seal and a signed copy is placed on the register.

**Conclusion**

The update provides the latest amendments as required and provides for minor changes to the Planning related delegations which have been discussed with Councillors and which would improve their operation.

**Attachments**

1. S6 Council to Members of Staff Instrument of Delegation

**Recommendation(s)**

***That Council, In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the tabled Instrument of Delegation, resolves that:***

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the tabled Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.***
- 2. The Chief Executive Officer is authorised to affix the Common Seal to the Instrument. The Instrument comes into force immediately the Common Seal of Council is affixed.***
- 3. On the coming into force of the Instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.***
- 4. The duties and functions set out in the Instrument must be performed and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that may from time to time be adopted.***

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**OM142602-6****HEATHFIELD ESTATE RESERVE**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Ian Seuren                     | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3468     |

**Purpose**

The purpose of this report is for Council to consider the recommendations of the Heathfield Estate Reserve Community Reference Group regarding the future use 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 Heathfield Estate Reserve (the reserve) was transferred to Council as part of the Heathfield Estate residential subdivision in the early 1990s. The reserve covers an area of 11.5 hectares and is located between the eastern boundary of the Heathfield Estate and the Barham River, Marengo. The reserve is currently zoned Public Park and Recreation with a number of overlays including the Land Subject to Inundation Overlay (LSIO). The reserve remains undeveloped.

At its February 2012 meeting, Council resolved to establish the Heathfield Estate Reserve Community Reference Group (CRG) consisting of eleven members of the community, the Mayor, one other Councillor and Council's Manager Recreation, Arts and Culture.

The purpose of the CRG is to assist Council in determining the future use of the reserve. This follows the completion of the Colac Otway Public Open Space Strategy which recommended that Council retain the reserve and engage the community in determining future use of the site.

A report was presented to Council's August 2012 meeting providing an update on the Heathfield Estate Reserve CRG and its discussions regarding the future use of the reserve. It was determined at the time to wait for a new Council to be informed on the issues following the 2012 Council elections.

Following the 2012 Council elections, Councillors have visited the site and been briefed on the issues at a subsequent Councillor Briefing session.

This report was considered by Council at its October 2013 meeting. Council deferred this decision until the December 2013 Council meeting to allow time for the Otways and Coast Permaculture Group to put in their submission regarding this matter. The permaculture group lodged a submission with Council in December 2013 however it was too late for it to be considered at the December 2013 Council meeting. A decision was made to defer the report until the CRG had time to consider the submission.

**Council Plan / Other Strategies / Policy****Good Governance**

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

*Our Goal:*

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Other Strategies

The Colac Otway Public Open Space Strategy proposes that Council explores the Heathfield Estate Reserve's potential value for recreation use through a community consultation process.

**Issues / Options**

The CRG consists of a mix of local residents and representatives from community groups that have a strong interest in the future use of the reserve. The CRG has met on three occasions to discuss possible uses of the site.

At its initial meeting, the CRG requested that a number of options be further investigated by Council. These options included the provision of more detailed information and broad cost estimates. The options investigated focussed on providing vehicular and/or pedestrian access to the site via a range of means.

The options investigated included:

- Constructing a bridge over the Barham River to provide vehicular access to the site.
- Constructing a bridge over the Barham River to provide pedestrian access to the site. This option also included investigating a shared pathway to Apollo Bay and pathways/boardwalks through the reserve to link the residential estate.
- Constructing the 'bridle paths' to provide vehicular access to the site including car parking.
- Purchasing private land to provide vehicular access to the site including car parking.
- Providing parking off Barham River Road and constructing a pedestrian/horse walking bridge across the Barham River.
- Leasing part or all of the reserve for grazing purposes.
- Selling part or all of the reserve and using the proceeds to develop other recreation infrastructure for Apollo Bay/Marengo residents.

Council officers undertook investigations on the above options and provided comments and broad cost estimates to the CRG. The CRG agreed that Council should not sell the land which is consistent with the recommendations of the Colac Otway Public Open Space Strategy. Based on community need, access to the site, the reserve being flood-prone and infrastructure costs, the general consensus from the CRG was that a pedestrian bridge over the Barham River and walking trails should be the key considerations.

Of the seven options discussed, there was a strong degree of interest in developing a pedestrian bridge over the Barham River initially and car parking at a later date. This would need to be supported by internal footpaths and boardwalks through the reserve to link with the Heathfield Estate.

In addition, the CRG agreed that a pathway along the Barham River, linking the reserve and the Apollo Bay township, could be an important piece of local infrastructure. However, this



could be problematic due to the narrowness of Barham River Road and a number of 'pressure points' along the road where it is currently close to the river. A pathway would require boardwalks or bridges to enable the pathway to continue off-road, increasing the cost significantly. Alternatively, a pathway could run through private land which would require either acquiring land or entering into agreements with the private landowners.

There was also mixed support for the provision of vehicular access to the reserve via Ocean Park Drive. The prime support for this option was from the Apollo Bay Pony Club who would like to consider possible use of the reserve for equestrian based activities at some point in the future. There were concerns from some members of the CRG regarding:

- Increased level of traffic through the estate.
- The possible need to acquire land to support this proposal.
- The cost of the infrastructure required.

The issue of the Apollo Bay Pony Club's long-term base could be resolved through the use of the former Marengo Landfill site, should it become available, for equestrian use. Indications from the Environment Protection Authority and the Department of Environment and Primary Industries support this proposed use in principle. Council has been working with the two agencies as well as the Apollo Bay Pony Club and the Apollo Bay and Otway Adult Riding Club to progress this site for equestrian use.

The CRG identified the following possible options for future use of the reserve:

1. Lease a substantial area of the reserve for grazing purposes and retain a small part at the eastern end for recreational purposes.
  - With the installation of a pedestrian bridge, this would enable pedestrian access over the river and provide a connection with the 'bridle paths' in Costerman Terrace and Barton Place.
  - It would also provide for linear and parkland open space.
  - The CRG considered a walking path back to Apollo Bay along the Barham River as an important requirement.
  - This could also provide for continued use of a small parcel of land by the Otways and Coast Permaculture Group.
2. Establish a lease agreement for grazing purposes.
  - This would allow for the area to be maintained by the lessee until such time that part of the land could be developed for recreational purposes.
  - If this is done, the agreement would need to be flexible to enable Council options to develop part of the land for recreational purposes and/or permaculture activities at a future stage.
  - Maintenance will be an issue if the reserve is not leased/used for grazing.

The need to formalise an agreement for use of the land for grazing purposes was considered to be the highest priority. The advice from the CRG was that the lease agreement should:

- Be for a period of 12 months and reviewed on an annual basis.
- Include the need for the lessee to secure fencing, gates etc.
- Include an option for community use (eg: horse riding and the Otways and Coast Permaculture Group) of the reserve on occasions by arrangement with the lessee.

Should Council determine to provide access to the reserve and develop the open space to a suitable standard, there will be significant cost implications for Council.

The Otways and Coast Permaculture Group have since provided a submission seeking in principle support to establish a 'food forest' on one hectare of land on the reserve. The permaculture group has previously used a small portion of the reserve to establish a trial grain crop.

The submission from the permaculture group was forwarded to the CRG for consideration and sought feedback on the request. Of the 10 community members on the CRG, feedback was received from 5 members. A collation of the feedback is listed in the following table:

| Feedback | Support proposal | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | No               | <ul style="list-style-type: none"> <li>Community garden already established and thriving.</li> <li>Control of access to reserve and privacy issues with neighbouring properties.</li> <li>Existing structure used for grain trial still not removed and lays as rubbish on reserve.</li> <li>Questionable long term commitment of the group.</li> <li>Access and bogging of vehicles.</li> <li>Providing access for one community group sets a precedent and isn't fair on other community groups eg: Pony Club.</li> </ul>                 |
| 2        | No               | <ul style="list-style-type: none"> <li>Community garden already established at P-12 College and thriving.</li> <li>Control of access to reserve and privacy issues with neighbouring properties.</li> <li>Existing structure used for grain trial still not removed and lays as rubbish on reserve.</li> <li>Questionable long term commitment of the group.</li> <li>Access and bogging of vehicles.</li> <li>Providing access for one community group sets a precedent and isn't fair on other community groups eg: Pony Club.</li> </ul> |
| 3        | No               | <ul style="list-style-type: none"> <li>Poor maintenance of area and structure during the grain trial. Rubbish still laying on reserve.</li> <li>Residents enjoy the outlook now as a passive reserve.</li> <li>Currently acts as a good fire break as it is maintained well by the adjacent farmer.</li> <li>Access to the site is a major issue.</li> </ul>                                                                                                                                                                                |
| 4        | No               | <ul style="list-style-type: none"> <li>Totally opposed as the grain trial attempt - was pathetic.</li> <li>It was not maintained at all.</li> <li>Believes that it was all sorted out at previous CRG meetings and consensus gained from the group.</li> <li>Access a major concern.</li> <li>Concerned about what other facilities they will want/expect.</li> <li>Horticulture activities successfully occurring at the P-12 College.</li> </ul>                                                                                          |
| 5        | Yes              | <ul style="list-style-type: none"> <li>Concerns regarding access and maintenance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Based on the above feedback from the CRG, it is clear that the possible options and recommendations determined by the CRG are still relevant and applicable.

**Proposal**

That Council endorse the recommendations from the Heathfield Estate Reserve CRG and immediately establish a lease agreement for use of the reserve for grazing purposes.

**Financial and Other Resource Implications**

Of the seven options investigated, initial cost estimates for providing access to the site ranged from approximately \$250,000 to \$685,000. The most expensive options include constructing a vehicular bridge over the Barham River, associated car parking, acquiring private land and developing appropriate infrastructure.

The costs associated with the options preferred by the CRG at this stage, being a pedestrian bridge over the Barham River and pathway linking Apollo Bay, would equate to approximately \$250,000. This figure does not include pathways and boardwalks within the reserve which would increase the cost. In addition, there are some issues with developing a pathway along Barham River Road due to its narrowness and a number of 'pressure points' along the Barham River Road where the road is currently close to the river. A pathway would require boardwalks or bridges to enable the pathway to continue off-road, increasing the cost significantly.

The establishment of a lease for grazing purposes would provide Council with a source of revenue, albeit a small amount. Whilst the market has not been tested as yet, advice is that Council could expect an amount of around \$100 per acre per year.

**Risk Management & Compliance Issues**

Leasing the reserve for grazing purposes will have a positive impact on local residents as it will manage grass levels and in turn mitigate the risk of fire. It will also assist in managing weed infestation.

A lease agreement would be established in accordance with Council's Property Leasing Policy.

**Environmental and Climate Change Considerations**

There are no environmental or climate considerations relevant to this report other than the control of environmental weeds..

**Community Engagement**

The community engagement strategy follows 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 to involve the community and stakeholders.

Establishing a CRG to assist Council in determining the future use of the Heathfield Estate Reserve has allowed the community to make an active and informed contribution to this ongoing issue. To date, the CRG has been actively involved in determining options and providing recommendations on future use of the site.

The CRG recommends that the group continues to exist in the short to medium term in the event that opportunities arise to fund the development of the site eg: pedestrian bridge, pathways etc. The CRG would then provide Council with an established vehicle to consult on development of the site. It is expected that the CRG would only need to meet if required.

Following Council's decision to defer the report to the December 2013 Council meeting to allow for the Otways and Coast Permaculture Group to provide their submission regarding this matter, a submission was received, however it was too late for Council to consider at its December 2013 meeting.

Further feedback was requested from the CRG on the submission from the permaculture group. As detailed above, the feedback received from members of the CRG was not supportive of the proposal to use part of the reserve for a 'food forest'.

It should be noted that the Otways and Coast Permaculture Group was represented on the CRG and the above recommendations cover the needs of the Group as discussed and agreed to at the previous CRG meetings.

### **Implementation**

Should Council endorse the recommendation to lease the reserve for grazing purposes, an agreement would be developed in accordance with Council's Property Leasing Policy.

### **Conclusion**

Establishing the Heathfield Estate Reserve CRG provided Council with a mechanism to assist in determining the future use of the reserve. The CRG enabled Council to get a strong sense of what the local community wanted for this parcel of land.

The CRG recommends that the land could partly be used for passive recreation purposes in the future, subject to obtaining funding to undertake works. In the immediate term, the CRG recommends that the land should be leased out for grazing purposes.

### **Attachments**

Nil

### **Recommendation(s)**

***That Council accepts the recommendation of the Heathfield Estate Reserve Community Reference Group to commence the process of establishing a lease agreement to use the reserve for grazing purposes.***

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**OM142602-7****EVENTS POLICY**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Jodie Fincham                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96037     |

**Purpose**

The purpose of this report is to seek Council adoption of the Events Policy following the conclusion of the public exhibition period seeking public comment.

**Declaration of Interests**

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

**Background**

As part of the review of Council Policies a new policy was developed for Events to address issues that have been raised through various forums and/or processes.

In the process of developing the General Local Law - Local Law 2, the need for additional documentation in relation to events was recognised. As part of the discussion it was indicated that an Events Policy was required to address the concerns that were raised.

At the 27 November 2013 Council Meeting, Council resolved to endorse the Draft Events Policy.

Following the Council meeting, the policy was placed on public exhibition seeking feedback from the community. The period for comment closed on Friday 31 January 2014 and no responses were received during this phase.

**Council Plan / Other Strategies / Policy****Good Governance**

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

*Our Goal:*

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

**Issues / Options****Policy No. 12.7 – Events**

The policy defines Council's role in supporting, managing and evaluating events. It outlines the process for communicating about events and for determining the level of Council support. The policy is designed to support the Local Law for events by providing a framework for the operations of Council in relation to events.

Council is committed to ensuring that events are run safely and all compliance requirements are met, whilst minimising negative impacts upon the community. Council assists with education and skill development for event organisers, many of whom are volunteers.

The objectives of the Events Policy are to:

- a. Promote and encourage events in the Colac Otway Shire which enhance the resident, participant and visitor experience.
- b. Set principles for determining the level of Council support for events.
- c. Ensure that risks are minimised and there is compliance with regulatory requirements during events.
- d. Provide a framework for the approval, communication and evaluation of events.

During the 6 week submission process no responses were received from the community, and as a result, no changes have been made to the draft policy.

Three options are presented:

- Option 1      Adopt the Policy.  
Option 2      Not endorse the Policy and direct officers to make changes.  
Option 3      Not endorse the Policy.

Option 1 is the preferred option as the policy has been developed to address issues that have been raised and a public consultation process has been undertaken.

### **Proposal**

It is proposed that Council adopts Policy No. 12.7 – Events Policy.

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

There are no additional financial and other resource implications.

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

The policy address issues with respect to risk management and compliance.

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

Not applicable.

### **Community Engagement**

The community engagement strategy follows 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 to date has been to consult the community with respect to the policy.

A copy of the draft policy was forwarded to various groups and individuals seeking initial comments on the policy prior to making the policy available during the consultation phase.

An advertisement was placed in the Colac Herald and the Apollo Bay News during December 2013 seeking comments on the policy by Friday 31 January 2014.

Staff involved in the events process provided input into the development of the draft policy.

### **Implementation**

Once the Events Policy is adopted Council records and website will be updated.

**Conclusion**

The policy addresses issues that have been raised by staff, council and the community.

The policy puts in place processes that provide clear guidelines for Council.

**Attachments****Attachments**

1. Policy No 12.7 - Events

**Recommendation(s)**

***That Council adopts Policy No. 12.7 – Events Policy.***

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**OM142602-8****FESTIVAL AND EVENTS SUPPORT SCHEME 2014/2015**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Vicki Jeffrey                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291     |

**Purpose**

The purpose of this report is to seek Council endorsement of the revised guidelines, application form and budget allocation proposed for the 2014/2015 Festival and Events Support Scheme.

**Declaration of Interests**

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

**Background**

The Festival and Events Support Scheme (FESS) commenced in 2007/208 due to the increasing growth and demand for events and the need to develop a transparent and fair program to support the allocation of funding for events within the Shire. Since its introduction in 2007, the FESS has been well supported by both commercial and community based event organisers with the number of events supported increasing significantly.

Events and festivals of varying kinds have been funded under this scheme, including:

- Sporting Events – Great Ocean Road Marathon, Amy Gran Fondo, Mountain Bike Events and Fun Runs.
- Community Festivals – Apollo Bay Music Festival, Birregurra Festival and Art Show, Colac Kana, Carols by Candlelight and the Gellibrand Blues and Blueberry Festival.
- Other events – Otway Soup Festival, Colac Orchid Show, Warrion Flower Show and the Heritage Festival.

**Council Plan / Other Strategies / Policy****Good Governance**

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

*Our Goal:*

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Dedicated program funding for this scheme has been identified through the implementation of the 2007-2011 Colac Otway Festivals and Event Strategy.

**Issues / Options**

Over the past year, the following trends have been identified with regard to the Colac Otway FESS:

### Events

- Continuing evidence of community interest and scope for more community events across the Shire. (e.g. Carols by Candlelight, Gellibrand River Blues and Blueberry Festival).
- An increase in the number of overall requests received for festival and events funding for the first time through this scheme or for continued funding (e.g. Colac Orchid Show, Warrion Flower Show, Colac Garden and Lifestyle Expo).
- A steady number of major event organisers applying for funding (e.g. Amy Gran Fondo, Great Ocean Road Marathon and the Great Victorian Bike Ride).
- An increasing number of 'sporting' events has continued in 2013/14. It is anticipated that these events will continue to seek funding into the future (e.g. Old Beechy Rail Trail Fun Run, Run Colac Fun Run and Two Day Mountain Bike Festival in Forrest).

### General

Applicants are requested to provide evidence of any funding support received from the Colac Otway Shire in the past three years and to supply detailed financial statements or a Treasurer's report for the past two years. This is consistent with changes that were made to the Council's Policy "Funding Advances to Community Organisations".

A review of the program has been undertaken involving input from the FESS Advisory Committee. At the FESS Advisory Committee meeting held 5 June 2013, the Committee acknowledged an increase in funding from \$60,000 to \$75,000 as a result of budget decisions.

An in-house unit review was conducted for the 2014/2015 FESS Guidelines. A number of changes were suggested and have been incorporated in the attached guidelines.

- Section 8 – last point – include '*or existing*' under Non-conforming Applications. This will avoid a clash of two major events being held on the same day as occurred with the Apollo Bay Music Festival and Gellibrand Blues and Blueberry Festival in 2014.
- Section 9 – include details of Survey Requirements.
- Section 10 – point 7. After feedback from some event organisers, change to include '*or two detailed summaries of arrangements prior to the event*'.
- Section 10 – point 10. Agreement of Event/Festival organiser to ensure '*that all waste at the event is appropriately managed.*'
- Section 10 – point 11. Include the paragraph '*where available*'. Resources are not always available.
- Section 10 – point 12. Include the paragraph '*where possible and subject to availability of labour to assist with set up. All requests for equipment must be booked at least 3 months before the event*'. Employee resources are not always available.
- Section 11 – include at the end of the first paragraph. '*All event organisers are required to complete and sign the Colac Otway Shire's Form of Indemnity. This means that you agree to indemnify, and to keep indemnified, the Colac Otway Shire, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever, which may be brought or made or claimed against them, or any of them, in connection with event organiser's performance. The Events Officer will provide you with the Council's Indemnity form, to read, sign and return along with the Events Application forms.*'
- The above indemnity information is part of the newly revised Event Application form. This is a practice that the City of Greater Geelong includes with all of their events and means that the event organiser takes responsibility to collect all public liability insurances for their event. This negates the need to provide copies to the Colac Otway Shire which results in less in-house paperwork and a reduction in the time to process event applications.

The proposed funding allocation for the 2014/2015 FESS is \$75,000 based on the 2013/2014 budget allocation.

The proposed timelines for the FESS for 2014/15 are as follows:

- Applications open Friday 21 March 2014
- Applications close Friday 2 May 2014
- Submissions evaluated May – June 2014
- Notification of funding at Civic Reception July 2014
- Project completion, evaluation forms returned 3 months after each event.

There are three options for Council's consideration:

1. Commence implementation of the 2014/15 FESS in accordance with:
  - a. The revised guidelines and application forms including the proposed processes and timelines, and
  - b. The current funding levels.
2. Further review the 2014/2015 FESS and propose alternative program options to Council for further consideration.
3. Wait for outcomes of the 2014/2015 Council budget and commence funding programs in August 2014 in accordance with:
  - a. The revised guidelines and application forms including the proposed processes and timelines, and
  - b. Adopted funding levels.
4. Not support or continue the program.

### **Proposal**

This report proposes that Council Supports Option 1: Commence implementation of the 2014/2015 FESS in accordance with:

- The revised guidelines and application forms including the proposed processes and timelines, and
- The current funding levels.

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

The proposed funding allocation for the 2014/2015 FESS is \$75,000.

The program contributes significantly to many events across the Shire. Specifically in 2013/2014, it is estimated that the \$75,000 allocated to the FESS assisted in the delivery of 36 events with a total project value of \$4,822,490.

The FESS ensures that local community event organisers can apply for funding to support their events. It is important to offer this Scheme, as limited funding opportunities exist at a State or Federal Government level.

### **Risk Management and Compliance Issues**

Specific risk management and compliance issues embedded within each event application are assessed on their individual merit. The proposed guidelines and application forms ensure potential risk and compliance issues are identified.

There are increased risks associated with the implementation of Option 3. Waiting for outcomes of the 2014/2015 Council budget and commencing the scheme in August 2014 will

reduce the amount of time community groups have to commence and complete their funded events. It is anticipated that this option would therefore result in events being carried over into the next financial year. The later the scheme commences and funding allocated in the financial year, the less time organisations have to undertake their projects.

Furthermore, if Option 3 is implemented there is the likelihood that events held within the first three months of the financial year will not be able to access funding. This will have impacts on event planning due to uncertainty associated with funding availability.

The risk of Option 4 is the increased burden placed on volunteer organisations throughout the Shire as a result of no available funding.

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

The FESS 2014/2015 guidelines specify that it is a condition of all successfully funded applicants that their event meets set criteria regarding event waste management. Other environment considerations are identified throughout the approval process and are dealt with accordingly.

### **Community Engagement**

The community engagement strategy follows 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. Should Council endorse this report, application forms and guidelines will be advertised across the Shire in early March 2014 for the 2014/2015 FESS. Application forms will be made available through direct database mail-out. The program will also be promoted via social media. Email application lodgement will again be offered to make the process easier for applicants to submit applications electronically. Council officers will meet with individual applicants as required providing further assistance to progress applications.

### **Implementation**

It is proposed that the implementation of the 2014/2015 FESS would commence in March 2014, following Council endorsement of this report.

Applications are assessed at Officer level and presented to an Advisory Committee of Council for ratification. It was resolved at the Statutory Council Meeting held 13 November 2013 that all Councillors and Council's Events Officer and Tourism Development Officer would comprise the FESS Advisory Panel.

Applicants will be notified immediately of the outcome of their submission, subject to Council endorsement of the recommendations made by the Advisory Committee for applications received under the 2014/2015 FESS. Funding will be released to successful applicants upon the receipt of a tax invoice for those groups registered for GST.

### **Conclusion**

The dedicated funding of events and festivals by Council has resulted in a broad range of community managed events that otherwise would not be staged within the Shire. Since 2005 the number of events funded by Council annually has increased from four to a maximum of 36. The annual FESS is a highly valued program, evidenced by the number of applications received each year.

### **Attachments**

1. Festival & Events Support Scheme Guidelines July 2014 to June 2015
2. Festival & Events Support Scheme Application July 2014 to June 2015

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

- 1. Endorses the revised Festival and Events Support Scheme guidelines and application forms as attached.***
- 2. Commences implementation of the 2014/2015 Festival and Events Support Scheme in accordance with:***
  - a. The revised guidelines and application forms including the proposed process and timelines, and***
  - b. The current funding levels of \$75,000.***

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**OM142602-9****2014-2015 COMMUNITY FUNDING PROGRAM**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Jodie Fincham                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291     |

**Purpose**

The purpose of this report is to seek Council endorsement for the proposed funding to be made available to community clubs and organisations through the 2014/2015 Council Community Funding Program. It is also seeking Council endorsement of the revised guidelines and implementation process for the Community Funding Program.

The proposed 2014/2015 Colac Otway Shire Community Funding Program will include four categories:

1. Recreation Facilities – Total project cost up to \$10,000
2. Community Projects – Total project cost up to \$10,000
3. COPACC Hire Assistance – Total project cost up to \$10,000
4. Community/Recreation Projects – Total project cost up to \$2,000 (small equipment and training).

This report also includes the program guidelines and application forms for these programs.

**Declaration of Interests**

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

**Background**

Council has provided financial assistance to a broad range of community organisations and clubs through specific funding programs for the past sixteen years. Over this time the program has typically provided funding assistance to improve community facilities, purchase essential equipment items, conduct community projects and to hire COPACC for community activities. Emerging trends in requests for financial assistance and changes in community needs have resulted in changes to the nature of requests for funding, but the criteria for the funding program have remained the same.

Due to the increasing growth and demand for events, there was a need to develop a transparent and fair program to support the allocation of funding for events within the Shire. This resulted in the Festival and Event Support Scheme which commenced in 2007/2008. Endorsement of the Festival and Event Support Scheme guidelines and implementation process is presented for consideration in a separate report to Council.

A total program review was undertaken prior to the 2012/13 financial year of the Council Community Funding Program resulting in the development of a new funding category entitled "Community/Recreation Projects – up to \$2,000 (small equipment and training).

The program currently comprises four categories: Recreation Facilities, Community Projects, COPACC Hire Assistance Fund and Community Projects (small equipment and training). Implementation of this program typically results in the allocation of \$40,000 to various community projects, \$80,000 towards recreation facility works and \$10,000 towards functions held at COPACC.

Over the past year of the Colac Otway Community Funding Program the following trends have been identified within the specific program categories:

#### Community Projects

- Delivery of a diverse range of projects demonstrating community interest and support for increased participation, or new initiatives e.g. Colac and District Riding for the Disabled - Carriage rides for RDA Colac clients, Beeac Golf Club - Purchase of a defibrillator and The Friends of the Botanic Gardens - Research and publication - 150 Years of History

#### Recreation Facilities

- Evidence of significant works to be undertaken on Council owned and other facilities e.g. Irrewillipe Sports and Entertainment - safety fencing and matting for cricket practice net complex, Colac Football Netball Club - Electronic scoreboard at Central Reserve, Colac Lawn Tennis Club -Tournament box and canteen upgrade.

#### COPACC

- Successful applicants continue to hold culturally important events at COPACC such as school productions, amateur theatre productions, an eisteddfod, and the Colac Woodturners Exhibition, which each attract hundreds of people.
- Each of the funded events assist in supporting and nurturing creativity within our community and boost social connectedness. These events are largely supported by volunteers. Applicants report they remain reliant on this funding in order to hold these events. Applicant acquittals show these events contribute to the economy of Colac Otway Shire.

#### Small Equipment and training

- Following its successful introduction in 2012/13, this category has proved extremely popular, resulting in the purchases of small equipment and training for 20 projects e.g. Colac and District Dog Obedience - Flyball training aids and refrigerator purchase, Colac and District Gem Club - Jewellery drill purchase, Colac Veterans Cycling Club -Road Safety Communication equipment. There has been an increase in the number of applications in this category compared to previous years.

#### **General**

Applicants are requested to provide evidence of any funding support received from the Colac Otway Shire in the past three years and to supply detailed financial statements or a treasurer's report for the past two years. This is consistent with changes that were made to Council's Policy "Funding Advances to Community Organisations."

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

##### **Good Governance**

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

##### *Our Goal:*

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

The Council Community Funding Program is supported by the Colac Otway Recreation Strategy, Colac Otway Arts and the Culture Strategy.



### Issues / Options

The Council Community Funding Program was reviewed internally in 2013/2014 in order to better respond to current community trends particularly within the sport, recreation, arts and event sectors within the Shire. Minor changes were made to assist with program administration.

### Review Process – Council Community Funding Program 2014/2015

Feedback from staff who participated in an in-house review of the program resulted in the following recommendations:

- Council owned and managed facilities will require that all compliance requirements are met.
- Depending on the project, compliance requirements may be required to be completed for projects across all categories, the exception being for small equipment purchases.
- Projects with a total project cost of up to \$15,000 will be considered on a case by case basis for Recreation Facility and Community Projects categories. However, the maximum grant amounts still remain at \$5,000. The introduction of this clause reflects rising costs associated with project delivery and materials.
- Application form improvements include requesting information from applicants regarding the physical address of where the project will take place. This will assist Council's Planning Department when reviewing applications and provide a more streamlined approach.
- It was suggested at the June 2013 Council meeting that consideration be given to undertaking the COPACC funding process twice per year i.e. at six monthly intervals. After thoroughly considering this proposal, it was rejected on the basis of the significant increase in resources it would require to deliver. In addition, COPACC are taking on a high number of bookings for large events up to 14 months out (and in some cases two years on week long hires), which would create challenges in terms of finding appropriate dates for grant applicants twice per year.

The funding allocation will be considered as part of the 2014/2015 Budget process.

Proposed funding allocations for 2014/2015 Council Community Funding Program:

|                             | (13/14)  | (14/15)  |
|-----------------------------|----------|----------|
| • Community Projects        | \$40,000 | \$40,000 |
| • Recreation facility works | \$85,000 | \$90,000 |
| • COPACC assistance         | \$10,000 | \$10,000 |

The requested amount for recreation facility works has increased from \$85,000 to \$90,000 to reflect CPI increases which has been calculated across all categories and the total funding allocation.

Small equipment/training funding is to be taken from the above allocations, excluding the COPACC assistance category.

The proposed timelines for the Council Community Funding Program for 2013/2014 are as follows:

- |                         |                      |
|-------------------------|----------------------|
| • Applications open     | Friday 21 March 2014 |
| • Applications close    | Friday 2 May 2014    |
| • Submissions evaluated | May - June 2014      |

- Notification of funding at Civic Reception July 2014
- Project completion, evaluation forms returned by May 2015

The attached guidelines for the 2014/2015 Community Funding Program have been amended to reflect the above changes.

There are four options for Council's consideration:

1. Commence implementation of the Council Community Funding Program in accordance with:
  - a. The revised guidelines and application forms including the proposed processes and timelines, and
  - b. The current funding levels increased by CPI.
2. Further review the 2014/2015 Council Community Funding Program and propose alternative program options to Council for further consideration.
3. Wait for outcomes of 2014/2015 Council budget and commence funding programs in August 2014 in accordance with:
  - a. The revised guidelines and application forms including the proposed processes and timelines, and
  - b. The current funding levels increased by CPI .
4. Not support/continue the program. This would be detrimental to the broader community as it will prevent the delivery of numerous projects which would otherwise not be possible without funding assistance.

### **Proposal**

This report proposes that Council supports Option 1: Commence implementation of Council's 2014/2015 Community Funding Program in accordance with:

- The revised guidelines and application forms including the proposed processes and timelines, and
- The current funding levels.

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

The program contributes significantly to many community projects across the Shire. Specifically, for Community Projects, \$20,465 was allocated to support 12 projects which resulted in \$49,034 of estimated project value. The small equipment and training category received a funding amount of \$13,274 resulting in the delivery of 20 projects worth \$25,035 of estimated project value. The COPACC hire assistance funding allocation of \$10,751 resulted in 8 performances and exhibitions with an estimated total value of \$163,555. The remaining balance of \$91,221 was allocated to Recreation Facilities and resulted in 24 project improvement works to the estimated value of \$190,276.

### **Risk Management and Compliance Issues**

Specific risk management and compliance issues embedded within each project application are assessed on their individual merit. The proposed guidelines and application forms ensure potential risk and compliance issues are identified.

There are increased risks associated with the implementation of Option 3. Waiting for outcomes of the 2014/2015 Council budget and commencing the program in August 2014 will reduce the amount of time community groups have to commence and complete their funded projects. It is anticipated this option would therefore result in project carry over into

the next financial year. The later the program commences and funding allocated in the financial year, the less time organisations have to undertake their projects.

The risk of Option 4 is the increased burden placed on several volunteer organisations throughout the Shire as a result of no funding.

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

Specific environmental issues embedded within projects are assessed throughout the application assessment. Council's Environment Unit is engaged in project assessment or implementation where environmental issues are identified or possible.

### **Community Engagement**

The community engagement strategy follows 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 includes significant communication from Council to the community released via local media, electronic newsletters, social media and direct correspondence informing the community of the grants program and its associated timelines. Information sessions will be held in Colac and Apollo Bay.

Applications are initially assessed at officer level. The applications are then presented to an Advisory Committee, comprising all Councillors, for further assessment and the final recommendations are presented to Council for consideration.

### **Implementation**

It is proposed that implementation of the 2014/2015 program would commence March 2014 following Council endorsement of this report. Applications are assessed at officer level and presented to an Advisory Committee of Council for ratification. It was resolved at the Statutory Meeting held on 13 November 2013 that all Councillors would comprise the Community Funding Advisory Committee.

It is proposed to advise all applicants in writing subject to Council's adoption of the recommendations for funding. A civic reception will be held at COPACC on 18 July 2014 to present the grant cheques to successful applicants. Festival and Events Support Scheme grant recipients will also be invited to attend the civic reception to be formally presented with their funding. The timelines are designed to enable the grant recipients to have maximum time to undertake their projects and meet project acquittal requirements.

### **Conclusion**

Council's Community Funding Program allocation in 2013/2014 resulted in community projects, events, facility improvements, exhibitions and performances with a total estimated value in excess of \$427,900.

Furthermore, strong community partnerships were formed and/or consolidated with arts and cultural groups, committees of management of recreation facilities, schools and performing arts groups. The annual Community Funding Program is a much valued scheme which achieves significant results for local communities.

**Attachments**

1. Colac Otway Shire Community Funding Program 2014/15 Guidelines & Application - Recreation Facilities
2. Colac Otway Shire Community Funding Program 2014 /15 Guidelines & Application Community Projects (Up to \$10,000)
3. Colac Otway Shire Community Funding Program 2014/15 Community/Recreation Small Equipment & Training (Up to \$2,000)
4. Colac Otway Shire Community Funding Program 2014/15 COPACC Hire Assistance

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

1. ***Endorses the revised 2014/2015 Council Community Funding Program guidelines and application forms.***
2. ***Commences implementation of Council's Community Funding Program in accordance with:***
  - a. ***The revised guidelines and application forms including the proposed processes and timelines, and***
  - b. ***The proposed funding levels:***

|                                     |                        |
|-------------------------------------|------------------------|
| <b><i>Recreation Facilities</i></b> | <b><i>\$90,000</i></b> |
| <b><i>Community Projects</i></b>    | <b><i>\$40,000</i></b> |
| <b><i>COPACC Assistance</i></b>     | <b><i>\$10,000</i></b> |

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**OM142602-10****DRAFT COLAC OTWAY SHIRE PHYSICAL ACTIVITY STRATEGY**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Ian Seuren                     | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96721     |

**Purpose**

The purpose of this report is to present the draft Colac Otway Shire Physical Activity Strategy for endorsement by Council in order to commence public exhibition in accordance with Council's Community Engagement Policy 2010.

**Declaration of Interests**

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

**Background**

In 2013, the City of Greater Geelong received funding from VicHealth and Sport and Recreation Victoria's 'Be Active' program. Through this program, the development of a regional Physical Activity Strategy was proposed to provide an evidence base to guide policy and decision making at a regional and municipal level to create environments that support physical activity.

The development of the regional Physical Activity Strategy was supported by G21 and is now referred to as the G21 Physical Activity Strategy.

Through the development of the regional strategy, each municipality had an option of leveraging the work being undertaken to prepare their own specific municipal physical activity strategies. Colac Otway Shire took up this option as it was a way of using the significant work undertaken at a regional level and localising it to our needs at a minimal cost. It is much more cost effective to prepare a strategy this way. This is one of many values to Colac Otway Shire in belonging to regional alliances like G21 and Great South Coast.

The project has been coordinated by the City of Greater Geelong through a Project Control Group, supported by a Project Steering Group to which Colac Otway Shire officers were appointed. Consultants *Community Vibe* were engaged to undertake the development of the G21 Physical Activity Strategy and the municipal level strategies.

For the purposes of the study, physical activity is defined as "any bodily movement produced by skeletal muscles that requires energy expenditure." It includes "sports, exercise and other activities such as playing, walking, doing household chores or gardening."

The aim of the draft Colac Otway Shire Physical Activity Strategy (draft Strategy) is to establish an evidence base to guide policy and decision making at a regional and municipal level. This will help to create an environment that supports physical activity and will generate recommendations that are linked into the Municipal Health and Wellbeing Plan. The strategy particularly focuses on identifying physical activity interventions such as facility development, policies, programs and services that are cost effective and most likely to succeed in

increasing people's ongoing participation in physical activity using available resources and through the development of strategic partnerships.

Specific objectives of the draft Strategy are:

- Provide the policy context that describes the role of Colac Otway Shire and other key stakeholders in planning, developing, managing and supporting opportunities that foster physical activity,
- Integrate planning for physical activity at a regional and municipal level.
- Foster partnerships that influence physical activity across the region.
- Identify levels of physical activity at a regional and local level.
- Identify key social and economic determinants of physical inactivity at a regional and local level.
- Identify enablers and barriers to physical activity at a local level.

The draft Strategy provides an overview of the importance of physical activity and the ways in which Council can help to create environments that support physical activity in the community, based on specific interventions supported by national and/or international evidence. The study also includes a Background Report and Evidence Review which detail the research and consultation outputs.

### **Council Plan / Other Strategies / Policy A Healthy Community and Environment**

Actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

#### *Our Goal:*

Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability.

### **Issues / Options**

An inactive community has a profound effect on the health and wellbeing of individuals, families, communities and workplaces. In order to create a healthier community, a strategic approach is required to encourage physical activity at every opportunity in people's daily lives.

The draft Strategy is a comprehensive document developed through an evidence-based process to guide future policy and decision making. The supporting documentation, being the Background Report and Evidence Review, are an extremely thorough research base which detail the data in terms of current activity levels and the best investments to increase levels of physical activity.

### ***Benefits of physical activity***

Physical activity has many benefits for individuals and our community including the prevention of injuries and the onset of non-communicable diseases such as:

- cardiovascular disease
- breast cancer
- colon cancer
- type 2 diabetes
- osteoporosis.

It can also help:

- increase people's self-esteem and confidence

- improve sleep quality
- provide people with a greater sense of energy
- reduce depression, stress and anxiety
- improve mental health
- increase life expectancy.

Physical inactivity has an estimated cost of \$13.8 billion to our nation including a cost of \$719 million to our country's health sector. Furthermore, 16,178 deaths can be attributed to physical inactivity each year.

### ***Council's role in supporting physical activity***

Council plays an important role in the facilitation and promotion of physical activity opportunities. The quality of our planning, design and management of physical activity opportunities can either help to support physical activity, or in fact discourage it. Key roles of Council include:

- Strategic planning eg: structure plans, Small Town Master Plans, recreation strategies etc.
- Programming eg: Bluewater Fitness Centre programs, sporting competitions etc.
- Infrastructure eg: leisure centres, recreation reserves, footpaths and trails etc.

Council currently invests in physical activity opportunities through the provision and maintenance of a range of infrastructure including leisure centres, sports ovals, tennis and netball courts, footpaths and trails, playgrounds and skate parks for example.

### ***Colac Otway Shire data regarding physical activity***

The following tables identify the key data regarding levels of physical activity in Colac Otway Shire.

*Table 1 – Percentage of residents in Colac Otway Shire who met current physical activity guidelines in 2008*

| <b>Gender</b> | <b>Victoria</b> | <b>Colac Otway Shire</b> |
|---------------|-----------------|--------------------------|
| Males         | 61%             | 65%                      |
| Females       | 59.7%           | 57.2%                    |

*Table 2 – Percentage of residents in Colac Otway Shire who were overweight or obese in 2008*

| <b>Gender</b> | <b>Overweight</b> |                          | <b>Obese</b>    |                          |
|---------------|-------------------|--------------------------|-----------------|--------------------------|
|               | <b>Victoria</b>   | <b>Colac Otway Shire</b> | <b>Victoria</b> | <b>Colac Otway Shire</b> |
| Males         | 39.99%            | 38.5%                    | 17.3%           | 19.0%                    |
| Females       | 24.2%             | 29.5%                    | 16.1%           | 16.6%                    |

Key facts identified through the research:

- There is a significant gap in the number of residents that meet the minimum physical activity guidelines. The rate of physical inactivity in our community is increasing.
- By 2012, 50.8% of people were overweight or obese.
- By 2025, if current trends continue, the Department of Health predict that 83% of men and 75% of women aged 20 years or more will be either overweight or obese.
- According to Diabetes Australia, 1,062 people in Colac Otway Shire had diabetes in 2011, up from 540 people in 2001 (a change of 97%).

- A higher percentage of females living in Colac Otway Shire in 2008 were overweight or obese, compared with Victorian women.

### ***Barriers to physical activity***

There are a broad range of social and economic determinants that influence people's participation in physical activity. Barriers exist at an individual, organisational, community and societal level as outlined below.

| <b>Individual level</b>                                                                                                                                                                                                                                   | <b>Community level</b>                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Lack of time</li> <li>• Cost of activities</li> <li>• Poor health</li> <li>• Lack of motivation</li> <li>• Inability to access childcare</li> <li>• Lack of confidence or self-esteem</li> </ul>                 | <ul style="list-style-type: none"> <li>• Inadequate facilities and areas of open space</li> <li>• Communities that are based around cars as the major form of transport</li> <li>• Lack of public transportation</li> <li>• Communities where people do not feel connected to each other</li> </ul> |
| <b>Organisation and club level</b>                                                                                                                                                                                                                        | <b>Societal level</b>                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Lack of inclusive policies and practices</li> <li>• Lack of information about opportunities available</li> <li>• Inadequate facilities</li> <li>• Organisations that do not respond to cultural needs</li> </ul> | <ul style="list-style-type: none"> <li>• People don't feel that facilities and areas of open space are safe</li> <li>• People feel that spectators will make it unpleasant to participate</li> <li>• People feel that it is more enjoyable to spend leisure time using technology</li> </ul>        |

Those members of the community who are less likely to be active are women, older adults, people from culturally and linguistically diverse communities, people with a disability, Indigenous Australians, young people and people with a low socio-economic status.

### ***Best investments to increase physical activity***

There is no single investment or intervention that will significantly increase levels of physical activity, but rather a whole of community approach is required. Based on an evidence review of over 50 publications, the best investments for physical activity are:

1. Whole of school programs
2. Transport policies and systems that prioritise walking and cycling
3. Urban design regulations and infrastructure
4. Physical activity and non-communicable disease prevention integrated into primary health care systems
5. Community-wide programs
6. Sports systems and programs.

It is imperative that Council recognises that participation in physical activity is a cornerstone of good health and wellbeing and that such participation contributes to the building of successful, connected and active communities.

Much of government focus for investment has been on formalised active recreation eg: competitive sport. However, research consistently indicates that informal recreation (eg: walking, gym, cycling) are the most popular forms of physical activity. There needs to be a greater recognition and investment focus in these areas to sustain and increase levels of physical activity.

The draft Strategy identifies that local government can best influence the take up of physical activity in seven areas:



1. Leadership and governance
2. Information
3. Financing
4. Partnerships
5. Workforce developments
6. Land use and planning
7. Licensing and regulation.

The draft Strategy is inclusive of an Action Plan where actions have been identified from consultations and the evidence review as the most likely to have an impact on participation in physical activity. Whilst Council is the lead for many of the actions, implementation of the plan will require a partnership approach with a range of organisations such as schools, health services, state government departments, community clubs and organisations.

### Options

Council has the options of:

1. Endorsing public exhibition of the draft Strategy to commence public consultation
2. Requiring further work to be undertaken to the draft Strategy prior to public exhibition  
- or
3. Not supporting exhibition of the draft Strategy and ceasing the project.

Considering the significant work that has been undertaken in preparing the draft Strategy, it is recommended that Council supports the public exhibition of the draft Strategy. A further report will be provided to Council following the public consultation period that will respond to the submissions received and may make further recommendations on the adoption of a final Colac Otway Shire Physical Activity Strategy.

### **Proposal**

It is proposed that Council resolve to publicly exhibit the draft Colac Otway Shire Physical Activity Strategy for a minimum six week period in line with the Colac Otway Shire Community Engagement Policy 2010.

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

The draft Strategy has been undertaken in accordance with the 2013/14 budget allocation for this project (\$10,000). Council was able to leverage off the work undertaken for the development of the G21 Physical Activity Strategy funded through the City of Greater Geelong's 'Be Active' funding allocation.

It is important to note that implementation of the draft Strategy will require future financial contributions from Council. Council will need to commit resources to budget and seek external funding through government programs and community and stakeholder partnerships to ensure that adequate resources are secured to increase levels of physical activity.

The report infers that our investment in organised sports and indoor recreation should at least be equalled by financial commitment to broader community activity and health and wellbeing. This is currently not the case.

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

There are no risk management or compliance issues associated with this report.

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

The key environmental benefits of the draft Strategy include increasing the use of active transport as a means of transport. These benefits can be summarised as:

- Walking and cycling emit a negligible amount of greenhouse gases.
- Switching to active transport helps decrease noise and air pollution.
- Active transport uses land in a very efficient manner relative to motor vehicles, requiring less road space and parking.
- Switching to active transport helps to reduce the 'heat island' effect.
- Unlike motor vehicles, active transport does not emit oil and petrol residue, which becomes a major source of water pollution once it enters the stormwater system (Cycling Promotion Fund, 2007).
- Bicycles have relatively low levels of 'embodied energy': A typical \$500 bike embodies just 8.8 gigajoules of energy, or 0.75 tonnes of CO2 equivalents, whereas a typical \$30,000 car embodies 475 gigajoules of energy, or 41 tonnes of CO2 equivalents (Cycling Promotion Fund, 2007).
- Active transport produces minimal air pollution. In Australia it is estimated that 900 to 2,000 early deaths are caused from vehicle based air pollution each year (Cycling Promotion Fund, 2007).

### **Community Engagement**

The community engagement strategy follows 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 consult.

Considerable research around physical activity took place just prior to or during the development of the G21 Physical Activity Strategy. Council has recently developed the Active Transport Strategy which was inclusive of a thorough community engagement process. In addition, the development of the G21 Regional Health & Wellbeing Plan and Council's Municipal Public Health & Wellbeing Plan 2013-2017 included a variety of community consultation activities.

Rather than replicating these studies, where possible, the project team sought to include questions around physical activity in these studies. However, as part of the development of the draft Strategy, the project team interviewed six external stakeholders, including Colac Area Health and Otway Health and Community Services. The project team also undertook two key stakeholder workshops, one specifically for Colac Otway Shire which included representatives from a range of organisations.

Following Council consideration of the draft Strategy, officers will commence the public exhibition process by writing to local community organisations, placing advertisements in the local media and directly contacting organisations and individuals who have previously been involved in this field. Copies of the document will be available on Council's website and for viewing in the Colac and Apollo Bay Customer Service Centres and at the Colac Community Library and Learning Centre.

The exhibition period will be for a minimum of six weeks within which time written submissions may be received.

### **Implementation**

The public consultation will be implemented as outlined above and will commence in late February 2014, subject to the endorsement of this report.

At the conclusion of the public exhibition period, all written submissions and comments will be received and reviewed by the Project Steering Committee. Modifications to the draft Strategy may be made as deemed appropriate.

Implementation of the recommendations outlined in the draft Strategy provide clear guidance about enhancements required to increase levels of physical activity within Colac Otway Shire.

Implementation of recommendations within the draft Strategy will only commence following Council's adoption of the final Colac Otway Shire Physical Activity Strategy.

### **Conclusion**

The draft Colac Otway Shire Physical Activity Strategy establishes an evidence base to guide policy and decision making at a municipal level. The draft Strategy clearly articulates the barriers to being physically active and the associated issues physical inactivity creates.

It is imperative that Council recognises that participation in physical activity is a cornerstone of good health and wellbeing and that such participation contributes to the building of successful, connected and active communities.

There is not one simple solution to increase physical activity levels and a whole of community approach is needed. This is detailed in the accompanying action plan which proposes a range of recommendations to be implemented through a partnership approach.

### **Attachments**

1. Draft Colac Otway Shire Physical Activity Strategy

### **Recommendation(s)**

***That Council endorses the draft Colac Otway Shire Physical Activity Strategy to be placed on public exhibition for a 6 week period in accordance with Council's Community Engagement Policy 2010.***

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**OM142602-11****DRAFT COLAC AND APOLLO BAY WAYFINDING SIGNAGE STRATEGIES**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Jodie Fincham                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291     |

**Purpose**

The purpose of this report is to present the draft Colac and Apollo Bay Wayfinding Signage Strategies for endorsement by Council in order to commence public exhibition in accordance with Council's Community Engagement Policy 2010.

**Declaration of Interests**

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

**Background**

A number of Council documents were considered in the preparation of this report, in particular, the Colac Otway Shire CBD Entrances Project.

During the second half of 2013 Council officers were approached by representatives of the Department of Transport, Planning and Infrastructure (DTPLI) with respect to priority projects which may be able to be funded through the *Transport Investing in Regions* initiative.

This funding program supports local solutions for:

- Access and connectivity for local communities;
- An effective freight and local ports network;
- Growing local economies through investment in strategic tourism and cultural assets; and
- Integrated transport and land use planning for regional growth areas; and recognition and value of Aboriginal culture and heritage.

Council flagged as one of its priorities the need to complete a way finding strategy for both Colac and Apollo Bay. The formulation of such a strategy was a key recommendation from the Active Transport Strategy which was adopted by Council at its July 2013 meeting.

As a result of these discussions Council was successful in securing funding of \$40,000 from the *Transport Investing in Regions* initiative to develop the wayfinding strategies and commence installation of signage.

In October 2013, Council engaged Visual Voice to prepare wayfinding Signage Strategies for Colac and Apollo Bay.

The project aims to deliver an integrated walking and cycling signage strategy for Colac and Apollo Bay as well as the installation of map based information and directional signage.

The objective of the project is to encourage active, healthy and connected communities and support local tourism through the installation of signage infrastructure. Information and direction signs are designed and located to facilitate ease of movement by local people and visitors to Colac and Apollo Bay from one point of interest to another.

**Council Plan / Other Strategies / Policy****A Healthy Community and Environment**

Actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

*Our Goal:*

Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability.

Strategy 1 – Encourage active participation in recreation, arts and leisure pursuits.

Key Strategic activity – Implement the Active Transport Strategy.

The Active Transport Strategy recommends actions to create an environment in the Shire that is supportive of walking and cycling as alternative forms of transport.

**Issues / Options****Key Issues**

Walking and cycling offer significant economic, environmental, social and health benefits for the Colac Otway Shire (COS), which like most municipalities, is facing increasing problems and costs related to congestion, accidents, loss of amenity and space, noise, obesity, heart disease and energy consumption. Walking and cycling are low-cost, low impact and highly accessible modes of travel, with significant health benefits. They are the most 'human' forms of transport available, creating virtually no negative impact in urban environments and offering immense benefits to the individual and society.

The development of a Wayfinding strategy was identified as a recommendation in the 2013 Colac Otway Shire Active Transport Strategy (Ref. Infrastructural Actions 7 I-7). The purpose of the Wayfinding strategy is to motivate greater participation in walking and cycling among the community. It is anticipated that implementation of the strategy will lead to an increased level of participation in walking for short local trips and recreational trips. It will also encourage walking for short local trips to support local businesses and social attractions.

*Colac Wayfinding Signage Strategy*

The Wayfinding signage recommendations for Colac are based on two distinct goals:

1. To provide pedestrian orientation to the town and the key walking routes.
2. To promote cycling via signed cycling routes.

The introduction of best practice pedestrian wayfinding signage at key points on the walking network will make people aware of the walking (and cycling routes) and reinforce the option to walk (or ride) to key areas and destination across the town.

Cycling signage is proposed to be allocated along streets with existing on-road bike lanes and can be expanded in the future as the bike lane network grows. These signs are located across a broader area of the town reflecting the longer journeys cyclists take.

*Apollo Bay Wayfinding Signage Strategy*

The Wayfinding signage recommendations for Apollo Bay are based on three distinct goals:

1. To provide general orientation to the town.
2. To promote use of the Coastal trail.
3. To sign selected cycling routes.

*Proposed sign family*

Best practice wayfinding signage for pedestrians consists of map based signs (MBS) and directional signs (DS). Maps should contain information relevant to pedestrians i.e.

suggested walking routes, public toilets, seats, water fountains, preferred road crossing points etc. The map based signs also highlight cycling routes.

Directional signs should include walking times in minutes and the distance (where possible) to encourage walking and overcome the often common perception that “it takes too long to walk there.”

Directional signs for the cycling network are recommended to be produced in a different design and following an established cycling signing standard.

### **Options**

Council has the options of:

1. Endorsing public exhibition of the draft Colac and Apollo Bay Wayfinding strategies to commence public consultation
2. Requiring further work to be undertaken to the draft Strategies prior to public exhibition or
3. Not supporting exhibition of the draft Strategies and ceasing the project.

Considering the significant work that has been undertaken in preparing the draft Strategies, (including several site visits and meetings with key partners), and that the development of a Wayfinding Strategy is identified as a key action in the Council Plan, it is recommended that Council supports the public exhibition of the draft Strategies. A further report will be provided to Council following the public consultation period that will respond to any submissions received and may make further recommendations on the adoption of the final Colac and Apollo Bay Wayfinding Strategies.

### **Proposal**

It is proposed that Council endorse the draft Colac and Apollo Bay Wayfinding Signage Strategies for public exhibition.

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

Council was successful in securing funding of \$40,000 from the *Transport Investing in Regions* initiative. This was contingent on Council providing matching funding of \$40,000 towards the project, amounting to a total funding envelope of \$80,000. Less than a quarter of the total budget has been used on producing the Wayfinding strategies, with the remaining amount allocated to detailed design, manufacture and installation of signs

Council's contribution towards this project has been funded from existing budget allocations. An allocation of \$20,000 has been made from the Transport Connections Programme and \$20,000 has been used from the 2013/14 Street Furniture Budget as elements of the project will involve enhancement and renewal of existing signs and facilities.

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

Not applicable to this report.

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

The key environmental benefits of active transport (and therefore by association the benefits of the Wayfinding Strategies) can be summarised as:

- Walking and cycling emit a negligible amount of greenhouse gases.
- Switching to active transport helps decrease noise and air pollution.
- Active transport uses land in a very efficient manner relative to motor vehicles, requiring less road space and parking.
- Switching to active transport helps to reduce the 'heat island' effect.
- Unlike motor vehicles, active transport does not emit oil and petrol residue, which becomes a major source of water pollution once it enters the stormwater system (Cycling Promotion Fund, 2007).

- Bicycles have relatively low levels of 'embodied energy'. A typical \$500 bike embodies just 8.8 gigajoules of energy, or 0.75 tonnes of CO2 equivalents, whereas a typical \$30,000 car embodies 475 gigajoules of energy, or 41 tonnes of CO2 equivalents (Cycling Promotion Fund, 2007).
- Active transport produces minimal air pollution. In Australia it is estimated that 900 to 2,000 early deaths are caused from vehicle based air pollution each year (Cycling Promotion Fund, 2007).

### **Community Engagement**

The community engagement strategy follows 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 consult and includes significant communication from Council to the community released via local media, electronic newsletters and direct correspondence informing the community of the availability of the draft Strategies for public comment and associated timelines. Copies of the document would also be available on Council's website and for viewing in the Colac and Apollo Bay Customer Service Centres and at the Colac Community Library and Learning Centre.

The exhibition period will be for a minimum of six weeks within which time written submissions may be received. The exhibition period will commence 27 February and conclude on 10 April 2014.

### **Implementation**

Implementation of the recommendations outlined in the draft Colac and Apollo Bay Wayfinding Signage Strategies will provide clear guidance about signage enhancements required to increase active transport options within Colac Otway Shire.

If fully adopted and implemented, the proposed signage and the associated collateral will form a best practice wayfinding system. This will improve the legibility of the towns, enhance the experience and encourage greater levels of walking and cycling.

Implementation of recommendations within the Strategies will only commence following Council's adoption of the final Colac and Apollo Bay Wayfinding Signage Strategies. Should Council adopt the strategies for Colac and Apollo Bay, the next stage of this project will involve the installation of information and directional signs as recommended. The extent of implementation will depend on the remaining project budget following detailed design and specification.

### **Conclusion**

The Colac and Apollo Bay Wayfinding Signage Strategies represent a commitment by Council to implement recommendations contained in the Active Transport Strategy, adopted July 2013. These recommendations have been guided by Federal, State and local planning policies and community consultation.

The benefits of encouraging people to walk and cycle to more destinations, more often are substantial. Improved infrastructure and environment benefit individuals, business, public transport systems and their users. The recommendations contained in the draft Colac and Apollo Bay Wayfinding Signage Strategies are necessary for the health and prosperity of local communities.

### **Attachments**

1. Colac Wayfinding Signage Strategy
2. Apollo Bay Wayfinding Signage Strategy



**Recommendation(s)**

***That Council endorses the draft Colac and Apollo Bay Wayfinding Signage Strategies for public exhibition.***

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**OM142602-12****COUNCILLOR NOMINATION TO TIGER RAIL TRAIL  
FEASIBILITY STUDY FEASIBILITY STUDY STEERING  
COMMITTEE**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Ian Seuren                     | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F13/8896     |

**Purpose**

To seek a Councillor nomination to the Tiger Rail Trail Feasibility Study Steering Committee.

**Declaration of Interests**

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

**Background**

In recent years, local communities have identified a desire to develop a rail trail from Birregurra to Forrest via Deans Marsh and Barwon Downs, predominantly following a former rail corridor. Known as the Tiger Rail Trail the proposal seeks to establish a multi-use trail linking the four towns.

The name of the Tiger Rail Trail pays tribute to a Dodge motor vehicle converted for rail passenger use on the Birregurra – Forrest line from 1937 through to 1952, which was painted in yellow and black stripes and affectionately known as ‘The Tiger’.

The proposed route of the Tiger Rail Trail follows the former branch line which carried timber from the Otway forest to the main rail link. Beginning at the Birregurra Railway Station, the proposed route proceeds in a south-easterly direction to Deans Marsh, then heads south-west towards Barwon Downs before terminating in Forrest. It crosses scenic country with a range of established tourist destinations nearby – wineries, berry farms, picturesque towns, trestle bridges, Lake Elizabeth and waterfalls.

In addition, the Forrest township is highly regarded for its extensive network of Mountain Bike trails and attracts large numbers of visitors annually to experience these facilities.

In 2008, the first 7km of the Tiger Rail Trail was constructed linking the Forrest township with the Yaugher Mountain Bike Trail network.

Council in partnership with the community has determined a need to investigate the feasibility of further developing the Tiger Rail Trail.

**Council Plan / Other Strategies / Policy****A Planned Future**

Creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

*Our Goal:*

Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

**Issues / Options**

For many years, the Birregurra and Forrest communities have lobbied for the development of the Tiger Rail Trail. Council has recently received notification that Regional Development Victoria will contribute \$45,000 through the *Putting Locals First Program* for the development of the Tiger Rail Trail Feasibility Study. This funding will be matched by \$10,000 from the Birregurra Community Group and \$5,000 from Council.

The aim of the Tiger Rail Trail Feasibility Study is to determine the feasibility of the proposed Tiger Rail Trail. The objectives of this project are to determine:

- The practicality of establishing a shared-use trail on the former railway alignment between Birregurra, Deans Marsh, Barwon Downs and Forrest.
- The level of support for developing the proposed Tiger Rail Trail including from the community, landowners, tourism and business sector, and government.
- Demand – understanding the target market, the proposed use and resultant visitation to the area.
- The strategic fit for the development of trails including policy, strategic land use planning and literature support.
- The issues, barriers, constraints and opportunities associated with developing the proposed trail.
- The social, economic and environmental impacts and benefits of developing trails, in particular rail trails, in regional areas.
- Tourism/economic opportunities, and subsequent township development, through trail development. This should include a case study on one or more of the towns associated with the proposed trail to highlight the impact the trail could have.
- A proposed route that has strong community, government and private landowner support.
- The capital cost and ongoing maintenance support required for the proposed trail.
- Should the trail be considered feasible, an implementation plan with priority action areas.

A Steering Committee will be established to guide the project. The Steering Committee will be managed by Council and be representative of Council officers and the local communities.

To assist in the process it is important that a Councillor is appointed to the Steering Committee to ensure Council's views are represented.

**Proposal**

That Council nominates a Councillor to represent Council on the Tiger Rail Trail Feasibility Study Steering Committee.

**Financial and Other Resource Implications**

There are no financial or resource implications in the setting up of a Steering Committee. Council has allocated \$5,000 to the project and has secured additional funding of \$45,000 from Regional Development Victoria. The Birregurra Community Group has committed \$10,000 to the project.

**Risk Management & Compliance Issues**

There are no risk management or compliance issues in the setting up of a Steering Committee.

**Environmental and Climate Change Considerations**

There are no environmental or climate change considerations in the setting up of a Steering Committee.

### **Community Engagement**

The community engagement strategy follows 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'.

The strategy at this point is to refine the Steering Committee as follows:

- A Councillor to be nominated by Council
- Five Colac Otway Shire officers representing Recreation, Economic Development, Planning, Infrastructure and Environment
- Three local community representatives from the Birregurra Community Group – Tiger Rail Trail Committee representing Birregurra, Forrest and the local business sector.

Council has discussed community representation with the Birregurra Community Group who will nominate three members to the Steering Committee.

The consultant's brief for the development of the Feasibility Study includes a community consultation plan in accordance with the Council Community Engagement Policy of January 2010.

### **Implementation**

Once Council nominates a Councillor Representative, project Steering Committee meetings will commence.

### **Conclusion**

Council Officers have been working with the Birregurra Community Group – Tiger Rail Trail Committee to gain a full understanding of the feasibility of developing the Tiger Rail Trail.

There are a number of issues associated with developing the Tiger Rail Trail. Therefore, a comprehensive feasibility study is required to gain a full understanding of these issues and if the development of the proposed trail is possible.

A Steering Committee is being formed and a Council representative is sought to represent Council's views on the study.

### **Attachments**

Nil

### **Recommendation(s)**

***That Council nominates Councillor ..... to represent Council on the Tiger Rail Trail Feasibility Study Steering Committee.***

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**INFRASTRUCTURE AND SERVICES**

| ITEM                      |   |
|---------------------------|---|
| <b><u>OM142602-13</u></b> | <b><u>G21 REGION PUBLIC TRANSPORT STRATEGY</u></b>                                    |
| <b><u>OM142602-14</u></b> | <b><u>COLAC MUNICIPAL AERODROME BUSINESS PLAN</u></b>                                 |
| <b><u>OM142602-15</u></b> | <b><u>APOLLO BAY COMMUTER FOOTPATH STRATEGY</u></b>                                   |
| <b><u>OM142602-16</u></b> | <b><u>ROAD DISCONTINUANCE - ROAD ABUTTING 275 FLANNAGANS<br/>ROAD IRREWILLIPE</u></b> |





**OM142602-13****G21 REGION PUBLIC TRANSPORT STRATEGY**

|             |                           |           |              |
|-------------|---------------------------|-----------|--------------|
| AUTHOR:     | Adam Lehmann              | ENDORSED: | Phil Corluka |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | 11/96723     |

**Purpose**

The purpose of this report is to provide Council with an overview of the development of the final draft G21 Region Public Transport Strategy prior to G21 undertaking a process of public exhibition. This report recommends that the Strategy be noted for exhibition.

**Declaration of Interests**

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

**Background**

In January 2013, G21 commenced preparation of a G21 Region Public Transport Strategy to replace the 2009 G21 Integrated Public Transport Strategy which has largely been implemented.

The G21 Region Public Transport Strategy has the overall goal of increasing utilisation of public transport and in turn:

- Reducing traffic congestion
- Improving the environment
- Overcoming isolation.

Public transport is seen as the network of rail, coach, bus and ferry services within the Region.

A comprehensive strategy development process, including data analysis and extensive stakeholder consultation in each local government area of the G21 region has been undertaken by AECOM, the consultants appointed for the project. They work under the oversight of a project steering committee comprising representatives of each Council, G21 and Public Transport Victoria (PTV).

The G21 Transport Pillar has been briefed three times, and the G21 Board also briefed, during the course of the project to keep members informed, and to shape the strategy development process.

The State Government recognised the need and importance of this study and has supported the project with a grant of \$100,000. Each municipality also contributed both cash and in kind support towards the project.

*Timelines*

Key milestones in the project have been:

- Project inception: January 2013
- Stakeholder workshop: March 2013

- Completion of strategic context review: May 2013
- Community forums: early May 2013
- Summit: late May 2013
- First draft strategy: June 2013
- Final draft strategy: September 2013
- Formatting and draft document design: November 2013.

The G21 Region Public Transport Strategy has been developed through a rigorous process. The key steps have been:

- Background policy/project review, including review of 2009 strategy.
- Development of strategic frameworks, addressing public transport network design approaches and trade-offs in service planning.
- Conversation with community on trade-offs and priorities.
- Application of data analysis to develop evidence base for change.
- Development of Strategy and Action Plan, comprising a long-term (20 year horizon) Strategy and a short-term four-year Action Plan.

The G21 Region Public Transport Strategy is aligned with the *Transport Integration Act 2010*, the Regional Growth Plan and the Implementation Plan.

The core of the Strategy addresses the trade-offs inherent in public transport planning.

There was strong support (upwards of 80 percent) for the four themes of the Strategy:

- *Access for all:* The G21 Region advocates that a base level of service should be available to all across the region, and that all services should be accessible to potential users.
- *A well connected region:* The G21 Region seeks a public transport network that will serve the need for access to and between the Region's centres.
- *Urban public transport for an urban centre:* The G21 Region supports developing a 'go anywhere' public transport network in Geelong by reshaping and simplifying the current network.
- *Improving information, planning and partnerships:* The G21 Region will take a leadership role in finding new ways to implement better public transport, sooner.

Specific actions that benefit Colac Otway Shire that are included in the Action Plan are:

- Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- Encourage the building of transport hubs, particularly in major regional towns.
- Advocate for an increase in service levels between Geelong, Colac, Warrnambool and Apollo Bay to five services daily in the short-term

Other regional actions that will benefit the Colac Otway Shire include:

- Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.
- Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- Advocate for an urgent boost to weekend services to at least five services per day.

- Seek a simpler 'clockface' rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- Collaborate with the Victorian Government to share more data about public transport.
- Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

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

#### *A Planned Future:*

Creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

#### *Our Goal:*

Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

### **Issues / Options**

Following review by all members of the Project Steering Committee, the draft Strategy has now been recommended for noting by Councils in advance of formal exhibition.

### **Proposal**

It is proposed that Council note the draft G21 Region Public Transport Strategy and the further period of consultation which is to follow prior to its finalisation.

Council will also continue to be an active participant in the G21 Transport Pillar group so that the profile of public transport related issues affecting our municipality can continue to be raised and advocated for.

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

The G21 Region Public Transport Strategy does not commit Council to specific financial expenditure so there is no impact to budget.

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

There are no notable risks associated with the draft report recommendations. Stakeholder risk has been mitigated throughout the process by a documented and transparent public engagement process, and by inclusion of key State government agency Public Transport Victoria in the project steering committee. The draft G21 Region Public Transport Strategy is an advocacy document, explicitly aligned with the State Government *Transport Integration Act 2010* (the 'Act') framework for the development of transport strategy and policy in Victoria. The stakeholder engagement process was undertaken in accordance with the principles of the Act, and is considered to be a good example of community engagement approaches. Stakeholder risk has been mitigated throughout the process by a documented and transparent public engagement process, and by inclusion of Public Transport Victoria in the project steering committee.

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

The G21 Region Public Transport Strategy recognises the environmental value of public transport. Its key environmental measure is to support increased public transport mode

share, through network improvement initiatives such as increased service frequency and availability. A number of supporting measures are targeted at facilitating public transport access by sustainable modes such as bicycles.

### **Community Engagement**

The community engagement strategy follows 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 methods selected would be involve and collaborate.

The strategy development process placed community engagement central to the process, and delivered a structured and staged process. The key elements were:

- A stakeholder engagement workshop was held with stakeholders from across the Region who had a direct interest in the Strategy.
- Community forums were held in each local government area with an audience selected and invited from the community. Approximately one-third of participants were local stakeholders; one-third were specially invited on the basis that they were part of social groups who usually did not attend forums (for example, students); and one-third responded to advertising and information about the forums.
- The website provided a discussion forum, survey and background information on the Strategy, and provided another forum to explore the key strategic questions asked at the stakeholder engagement workshop and community forums.
- The Summit brought together participants from the stakeholder engagement workshop, community forums and website as well as other members of the G21 Region. It tested the strategic objectives and Action Plan presented in this Strategy through interactive voting technology.

### *Process for Exhibition and Adoption*

The Strategy exhibition process is proposed to be supported with a media release, reactivation of the project website, and supporting communication in Council publications.

Submissions will be received through various channels including the project website, email and hard copy. The proposed exhibition program is from 17 February 2014 to 28 March 2014. G21 will collate the submissions and a report to G21 on the final strategy's adoption will be submitted in April 2014.

### **Implementation**

Community consultation associated with the G21 Regional Public Transport Strategy is being coordinated through the G21 Transport Pillar. Council will make hardcopies of the Strategy available at both its Colac and Apollo Bay Customer Service Centres. Links to the Strategy and project website will be made available via Council's own website.

### **Conclusion**

The G21 Region Public Transport Strategy sets out goals, long term strategic directions and a four year Action Plan for improvements to public transport services across the G21 Region.

Having accessible, safe, affordable and reliable public transport services will provide the community greater access to employment, retail, social, community, sporting, entertainment and cultural services and facilities.

### **Attachments**

1. Draft G21 Region Public Transport Strategy

**Recommendation(s)**

***That Council notes the final draft G21 Region Public Transport Strategy that will be promoted for public exhibition and comment.***

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**OM142602-14****COLAC MUNICIPAL AERODROME BUSINESS PLAN**

|             |                           |           |              |
|-------------|---------------------------|-----------|--------------|
| AUTHOR:     | Ranjani Jha               | ENDORSED: | Phil Corluka |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F13/6964     |

**Purpose**

The purpose of this report is to advise Council of the completion of the Colac Municipal Aerodrome Business Plan, and to seek the endorsement of Council to place the document on public exhibition.

**Declaration of Interests**

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

**Background**

In February 2013 Council was advised by Peter Ryan MLA Deputy Premier, Minister for Regional and Rural Development, that its application for funding under the "Putting Locals First" Program for the development of the Colac Municipal Aerodrome Business Plan was successful. Council received a grant of \$30,000 (excl. GST) to complete the Business Plan.

GHD were appointed to prepare the Business Plan. The key outcomes from the Business Plan that were specified in the consultancy brief were:

- Investigate the infrastructure requirements to meet current demand as well as support the future growth and development of the aerodrome such as runway upgrades, future hangar sites, and access road and aircraft parking area upgrades.
- Explore land planning issues in order to allow for future runway extension, hangar space and associated infrastructure.
- Consultation with the Colac Aerodrome Committee of Management, Council officers, the Department of Environment and Primary Industry (DEPI), Country Fire Authority (CFA), State Emergency Services and other key stakeholders.
- Explore opportunities for the creation of linkage with other regional aerodromes.
- Target promotional opportunities focusing on economic growth, increased tourism, and agricultural and emergency management activities.

**Council Plan / Other Strategies / Policy****A Planned Future**

Creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

*Our Goal:*

Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

**Strategies**

- Plan for future land use to respond to population growth and changing needs.
- Develop an integrated response to meet future infrastructure needs.
- Advocate for improved public transport.

- Grow Tourism to support the local economy.

### **Issues / Options**

Consistent feedback had been received in the past in relation to issues such as the standard of the available runways, future requirements relating to hangar space, and necessary improvements to the access road, parking facilities and storm water drainage network.

The G21 Transport Plan highlights the importance of regional tourism connectivity and the linkage of regional aerodromes with the Avalon Airport. Due to increased visitation to the Otway National Park and Great Ocean Road, there has been an increased inflow of tourists to the Colac region necessitating a review of air transport facilities. The Colac Aerodrome is ideally located between Avalon, Warrnambool and Ballarat airports and is at a convenient flight distance to other airports located at Mount Gambier, Hamilton, Apollo Bay, Lorne, Port Campbell and Portland. Given this there is an opportunity to upgrade the Colac Aerodrome to a consistent standard with other key regional aerodromes.

GHD conducted thorough research into the future requirements of Colac Municipal Aerodrome in consultation with the Committee of Management, Council officers and various stakeholders and have identified the following constraints:

- Inadequate runway width and length
- Runway pavement strength
- Existing gap and poor condition of present infrastructure.

The capacity of utility services, such as power, water and telecommunications may also impose further constraints on development.

### **Proposal**

GHD have identified that in the near future there is limited likelihood of regular passenger transport services being established at the Colac Aerodrome. It is projected that aircraft activity will be generally restricted to general aviation operations by private, commercial (business, training, charter) and emergency services aircraft. The largest aircraft likely to use the aerodrome are those operated by Victorian Government Emergency Services such as the Victorian Air Ambulance (VAA) Beechcraft 350.

The following key components of infrastructure upgrade works have been identified in the Colac Aerodrome Business Plan:

- Runways 09/27 (a gravel runway) and 18/36 (a grass strip runway) to be lengthened to 1140m and widened to 18m.
- The need to allow for parallel taxiways for both runways in the longer term.
- The fuel storage and dispensing facility to be upgraded and relocated to a more convenient location.
- Construction of a new sealed apron outside of 09/27 runway.
- Extension of the existing hangar precinct to the South toward McKays Road.
- Development of a new hangar precinct to the West of the existing hangar site.
- Development of an agricultural flying precinct located East of runway 18/36 and South of 09/27.
- A new access road and public car park.
- Upgrades to the Aero Club and amenities building.



During the preparation of the draft Plan it was brought to Council's attention that the DEPI is also working on developing a State-wide Regional Airport Master Plan. It is understood that GHD have taken part in the development of the DEPI master plan. It is likely that there may be common themes contained in both Council's Business Plan for the facility and DEPI's masterplan. It is advisable that Council works closely with DEPI in future to implement major infrastructure upgrade works.

The Business Plan recommends the following key upgrade works on a priority basis over the next 15 years:

- Year 1-5
  - Lengthening, widening, strengthening 09/27 runway
  - Lengthening, widening, strengthening 18/36 runway
  - Southern hangar precinct extension
  - Agricultural operations precinct development.
- Year 6-10
  - Widening of 09/27 and 18/36 runways to 18m
  - Parallel taxiway for 09/27 runway
  - New apron
  - New fuel station
  - New Aero Club building
  - New car park and access road.
- Year 11-20
  - 09/27 taxiway extension
  - Taxiway for 18/36
  - New Western hangar precinct.

In regard to land acquisition issues, it has been identified that the total land area required to be acquired from adjoining property owners would be approximately 24 – 25 hectares. Any land proposed to be purchased for the expansion of the aerodrome will need to be zoned from Farming Zone to Public Use Zone. Future land acquisition will allow for extension to runways and expansion of existing hangar space to cater for future demand.

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

At the time of preparation of Business Plan the following cost estimates were provided for the infrastructure upgrade works:

- Year 1-5               \$4.45M
- Year 6-10           \$2.25M
- Year 11-20          \$2.55M

Council has recently become aware that the State Government has been assisting other regional airports with significant funding to undertake important airport developmental works. The objective is to utilise the Business Plan when applying for future funding, and to carry out upgrade works with the support of funding from other levels of government. Funding from external bodies does not generally include provision for the acquisition of land, and these costs may need to be met by Council in the future. Any allocations for land purchase will need to be considered in future Council budgets.

**Risk Management & Compliance Issues**

It is expected that, with the improvement of major infrastructure such as runways, taxiways, the refuel facility and other associated works, safety at the Colac airport will be greatly enhanced and any ongoing maintenance requirements will be substantially decreased.

**Environmental and Climate Change Considerations**

Council has an Airport Environs Overlay extending to approximately 1,000m from the aerodrome boundary. This planning control ensures that any new development proposals consider whether they are compatible with the present and future operation of the airport in accordance with the Business Plan. It is anticipated that a Cultural Heritage Management Plan will not be required in association with future development works, as the ground conditions within the airfield premises have been subject to disturbance in the past.

**Community Engagement**

The community engagement strategy follows 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 consult and collaborate.

During the development of the Colac Aerodrome Business Plan extensive consultation took place with a range of key stakeholders, including; relevant Council departments, the Colac Aerodrome Committee of Management, Otway Tourism, Colac Area Health, Otway Business Inc., DEPI and CFA.

The plan was presented to Councillors at a briefing on 15 January 2014 and the key components of the Business Plan were explained by the Aviation consultants. Should Council receive the Business Plan and authorise releasing the document for public consultation, it will be displayed on Council's website and hard copies will be made available at Council offices for reference by the public. The draft Business Plan will be placed on public exhibition for a period of six (6) weeks.

**Implementation**

As indicated, the Business Plan is a master document that will provide direction into the future developmental works at the Colac Aerodrome to be carried out over the next 15-20 year horizon.

The adoption of the Business Plan will strengthen Council's endeavours in obtaining funding in the future reducing the financial burden on Council.

Currently Council has secured \$182,000 through Regional Airport Funding (RAF) for the sealing of the gravel runway. This work will complement any future runway upgrade works and will be carried out within the timeframe stipulated in the RAF funding document. Council officers will continue to work closely with the Committee of Management and the users of the aerodrome, in order to identify the future work priorities and continue to seek government funding to carry out development works in the order of priority.

**Conclusion**

In response to the ongoing requests from the Committee of Management and other users of the Colac Aerodrome, Council applied for and successfully secured government funding for the preparation of a Business Plan.

The Colac Municipal Aerodrome Business Plan presents a long term strategy for the facility, which documents the strategic importance of the aerodrome as a stimulant and facilitator of regional economic development and enhanced emergency services capabilities. The

Business Plan will demonstrate economic justification for investments when seeking funding support from other levels of government.

The Business Plan identifies the development works on a 20 year timeframe, separating works into three different timespans - short, medium and long term.

Council is requested to receive the attached Business Plan, note its contents and authorise the release of the document for public comment for a period of six (6) weeks.

**Attachments**

1. Colac Municipal Aerodrome Business Plan - February 2014

**Recommendation(s)**

***That Council endorses the Draft Colac Aerodrome Business Plan for public exhibition for a period of six (6) weeks.***

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**OM142602-15****APOLLO BAY COMMUTER FOOTPATH STRATEGY**

|             |                           |           |              |
|-------------|---------------------------|-----------|--------------|
| AUTHOR:     | Paula Gardiner            | ENDORSED: | Phil Corluka |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | 11/95454     |

**Purpose**

To present the draft Apollo Bay Commuter Footpath Strategy to Council seeking resolution to commence public consultation.

**Declaration of Interests**

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

**Background**

In 2002 Council adopted the Apollo Bay Strategic Footpath Network Plan, which identified a hierarchical network of footpaths consisting of “Primary” network and “Secondary” network. In implementing this Plan, Council has constructed footpaths along Cawood Street, Costin Street, Moore Street, Pengilley Avenue and McLachlan Street. These works were fully funded by Council through allocations made in past budgets. Sections of the “Primary” network identified within the plan that are yet to be completed include Montrose Avenue and Pascoe Street.

Even with the significant lengths of footpath constructed as part of the 2002 Apollo Bay Strategic Footpath Network Plan, the current footpath network has many gaps making pedestrian movement around the township difficult.

It has been considered necessary to review and update the 2002 Plan with a new footpath strategy. This will address the current pedestrian needs of residents and visitors to Apollo Bay.

**Council Plan / Other Strategies / Policy****A Planned Future**

Creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

*Our Goal:*

Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

**Issues / Options**

As a result of the manner in which residential subdivision development has occurred in the recent past, there are a range of connectivity issues between the Apollo Bay CBD and the surrounding community nodes and residential areas.

The existing network is, in places, not fully contiguous which leaves pedestrians with little alternative but to walk along the road or nature strip areas. The mix of pedestrians and vehicles utilising the same road space is not conducive to a safe road environment.

**Proposal**

The draft Apollo Bay Commuter Footpath Strategy outlines a number of objectives, which are to:

- Highlight the issues with the existing footpath network and identify projects to address these infrastructure shortcomings.
- Propose a revised footpath hierarchy which helps to better define the differing types of footpath based on function. This includes proposed levels of service and construction standards which apply to each of the hierarchy classifications.
- Provide recommendations on how any works are to be funded.
- Propose a prioritised works program with estimated costs.

It is proposed that Council endorses the draft Strategy for public exhibition.

**Financial and Other Resource Implications**

The works program recommended within this strategy includes that:

- An additional annual allocation of \$43,830 for a ten year period is provided to enable the finalisation of the “Primary” network in Apollo Bay.
- The remainder of the proposed works program be included in Council’s 10 year Capital Works and Major Projects Program for prioritisation.
- The extension of the “Secondary” and “Local” network is either funded partly or wholly through Special Charge Schemes.

**Risk Management & Compliance Issues**

There are hazards associated with the provision of a public footpath network and this Strategy will assist Council in better managing those associated risks.

**Environmental and Climate Change Considerations**

There are no environmental or climate change issues to be considered as part of this strategy.

**Community Engagement**

The community engagement strategy follows 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 consult and include exhibiting the draft Apollo Bay Commuter Footpath Strategy and inviting comments and submissions from the public.

**Implementation**

Following Council’s consideration of the draft Apollo Bay Commuter Footpath Strategy, Council officers will commence the public consultation process by placing copies of the draft Strategy in the Colac and Apollo Bay Customer Service Centres, the Colac Community Library and the Apollo Bay Library. The document will also be made available on Council’s website. Advertisements within the local media will be placed to ensure the public are aware that the Strategy is available for comment through the consultation period. A minimum of six (6) weeks will be given for lodgement of written submissions.

**Conclusion**

There have been issues identified by the community regarding the existing footpath network within Apollo Bay. The Apollo Bay Commuter Footpath Strategy defines the issues and provides a basis for categorising the necessary works and proposes a prioritised program of works to address the issues identified. The strategy also provides a structure for the long term management of Council’s commuter footpath network within Apollo Bay.

By endorsing this document for public exhibition and comment, Council will provide the opportunity for community input to further refine the Strategy's recommendations.

**Attachments**

1. Draft Apollo Bay Commuter Footpath Strategy

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

- 1. Endorses the draft Apollo Bay Commuter Footpath Strategy for public consultation; and***
- 2. Places the draft Apollo Bay Commuter Footpath Strategy on exhibition for a period of six (6) weeks.***

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**OM142602-16****ROAD DISCONTINUANCE - ROAD ABUTTING 275  
FLANNAGANS ROAD IRREWILLIPE**

|             |                           |           |              |
|-------------|---------------------------|-----------|--------------|
| AUTHOR:     | James Watson              | ENDORSED: | Phil Corluka |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F13/8545     |

**Purpose**

The purpose of this report is to consider the proposal to declare that section of Flannagans Road, Irrewillipe, fully described as the unused Government Road South East of Crown Allotment 32D, Parish of Irrewillipe, as unused.

**Declaration of Interests**

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

**Background**

Council was approached in September 2013 by the applicant. The road reserve is presently an unconstructed natural surface. It is considered that the road reserve is not presently required for future expansion of the road network in this area.

Council at its Ordinary Meeting of 23 October 2013 resolved:

***That Council:***

- 1. Gives public notice of its intension to declare the section of unmade road described as the government road south east of Crown Allotment 32D, Parish of Irrewillipe as unused.***
- 2. Subject to a six (6) week notification period, considers any submissions in accordance with section 223 of the Local government Act 1989.***

No submissions were received during the public notification period.

**Council Plan / Other Strategies / Policy****Good Governance**

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

***Our Goal:***

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

This proposal has also been considered against Council's Closure of Unused Government Roads, Licencing of an Unused Road or Water Frontage Policy.

**Issues / Options**

Council has two options with respect to this matter:

1. To declare the section of Government Road previously described as unused to allow it to be licenced; or

2. Resolve not to declare this section of road as unused and allow it to continue to be used with no formal tenure arrangements in place.

Declaration of this portion of road as unused will not compromise access to any other abutting properties in the foreseeable future, as all abutting parcels of land are either owned by the applicant or declared as public crown land which is state forest.

Two thirds of the unused road East of Crown Allotment 32D is currently licensed by the applicant in this instance meaning that the land in question is currently inaccessible from the North. The declaration of this portion of road as unused would then further reinforce current tenure arrangements along the full length of the unmade road.

### **Proposal**

It is recommended that the subject section of Flannagans Road be declared as unused on the basis that the public's right to access the road is not compromised, and other amenity issues can be controlled through enforcement of the conditions of the license by the Department of Environment and Primary Industries (DEPI).

Section 130 of the *Land Act 1958* gives the DEPI the power to issue licences for agricultural purposes, including grazing. The maximum statutory term for an agricultural licence is 99 years which is the general period for such licences issued for unused roads. A licence may be cancelled at any time if conditions are not met or Council requires the road to be reopened for traffic purposes.

It has been established under common law (*King v Bass Coast, Supreme Court, 1999*) that all Government Roads are Public Highways. The public at large may use any Public Highway, even if it is declared unused. In *Fenelon v Dove, County Court, 2008* it was found that the granting of a grazing licence, over an unused road, by DEPI cannot take away the rights of the public to "pass and repass" over the licensed land.

Once declared as unused, the road will no longer be subject to the requirements of the *Road Management Act 2004*, and care and management of the unused road will pass to DEPI.

This declaration does not give approval for sale of the land. Council's current Policy is that it does not sell land unless the land is of strategic significance. If a further request to purchase the land was received at a later stage, it would be very unlikely for a sale to occur as the strategic significance test to sell the land could not be justified on the current information.

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

There are no direct costs to Council in performing its legislative functions under the *Land Act 1958*. Council officer time will be required for the preparation of public notices. It is considered that this will have minimal impact on the performance of core duties.

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

As this section of road is currently not listed in Council's Municipal Road Register, the classification change to unused has no effect on any risk management or compliance issues.

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

Advice was sought from the Infrastructure Environment Officer with regard to the conservation values of the site. Based on desktop assessment, aerial imagery indicates the road reserve has been cleared of native vegetation and used as a plantation since at least 2005 and there are no significant environmental considerations which would prevent the licensing of this land.

**Community Engagement**

The community engagement strategy follows 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 DEPI and the applicant of Council's decision.

**Implementation**

Public notices were issued in the Colac Herald on 15 December 2013. At the close of the six week consultation period on 10 January 2014 no submissions were received. Should Council resolve to declare the subject length of road as unused, the Schedule 4 notice will be arranged to be signed by the Chief Executive Officer and forwarded to the applicant.

**Conclusion**

Council has received no submissions within the six week advertisement period. It is considered that the declaration of the section of government road abutting the property at 275 Flannagans Road, Irrewillipe, as unused will not impact on service delivery.

**Attachments**

1. Schedule 4
2. Locality Plan

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

1. ***Declares as unused that section of Flannagans Road Irrewillipe, fully described as the unused road South East of Crown allotment 32D, Parish of Irrewillipe.***
2. ***Instructs the Chief Executive Officer to give notice to the Department of Environment and Primary Industries of Council's determination to declare the road as unused, by signing the attached document, being Schedule 4 of the Land Regulations 2006.***

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**SUSTAINABLE PLANNING AND DEVELOPMENT**

| ITEM                      |   |
|---------------------------|---|
| <b><u>OM142602-17</u></b> | <b><u>PLANNING SCHEME AMENDMENT C70 RESPONSE TO SUBMISSIONS</u></b>   |
| <b><u>OM142602-18</u></b> | <b><u>PLANNING SCHEME AMENDMENT C73 (APOLLO BAY HARBOUR MASTER PLAN) - CONSIDERATION OF SUBMISSIONS</u></b> |
| <b><u>OM142602-19</u></b> | <b><u>GREAT SOUTH COAST STREET SMART LIGHTING PROGRAM UPDATE</u></b>  |
| <b><u>OM142602-20</u></b> | <b><u>COLAC OTWAY BUSHFIRE PLANNING PROJECT - DRAFT REPORT FOR CONSULTATION</u></b>                         |
| <b><u>OM142602-21</u></b> | <b><u>SMALL TOWN IMPROVEMENT PROGRAM (STIP) GUIDELINES REVIEW</u></b>                                       |



**OM142602-17****PLANNING SCHEME AMENDMENT C70 RESPONSE TO SUBMISSIONS**

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Gemma Browning                     | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | F11/3291   |

**Purpose**

The purpose of this report is to present the findings of the internal officer review that was undertaken in response to the submissions received to Planning Scheme Amendment C70 and the State Government native vegetation removal reform. The report proposes a revised approach which recognises the extent of community concern and the changed circumstances as a result of reforms to the State native vegetation regulations, as well as providing a mechanism to maintain Councils responsibilities from a planning perspective.

**Declaration of Interests**

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

**Background**

In 2009 the former Department of Sustainability and Environment provided an updated set of biodiversity maps to Council for inclusion in the planning scheme. Amendment C70 aims to update four of Council's existing Vegetation Protection and Environmental Significance Overlays, which have existed over significant areas of the Shire for many years, in accordance with this mapping. In addition Amendment C70 proposes to update some of the text in the schedule to the Environmental Significance Overlay Schedule 1 (there was no mapping change associated with this overlay).

Given the Council's responsibility as a Planning Authority under the *Planning & Environment Act 1987* (the Act) to maintain a relevant and up to date planning scheme, Council sought to prepare and exhibit an amendment to the planning scheme to bring this updated information and mapping of sites of biodiversity value into the scheme. This was intended to ensure Council maintains its comprehensive approach towards planning for the protection and enhancement of environmental assets in the municipality. The availability of funding through the State Government Rural Planning Flying Squad enabled the appointment of a consultant to develop the amendment material and progress the implementation of the updated mapping.

**Amendment C70**

Amendment C70 was exhibited for six weeks from 20 March 2013 through to 1 May 2013. Specific notification was sent to affected land owners. This mailout involved direct notification to over 2,000 owners and occupiers.

In total, seventy submissions were received. The main issue highlighted in these submissions was perceived inaccuracies in the mapping of biodiversity sites on individual properties. It is important to note that whilst the mapping is the best available modelled mapping, the mapping was only undertaken at a broad scale to enable consideration of vegetation management through planning permit processes.

There was a significant amount of misinformation circulating throughout the exhibition period that generated additional submissions. This misinformation centred on arguments that the amendment would prevent farmers from continuing their current agricultural practices. Importantly, existing grazing and cropping are not affected by this amendment.

Any new controls introduced by the amendment would only be relevant if there was a change in current practices – for example, if a farmer decided to crop an area that had not been previously cropped and native vegetation needed to be removed. The application of the overlays essentially puts in place a trigger for a permit requirement for the removal of native vegetation (VPO and ESOs) and buildings and works (ESOs only), over and above state-wide planning permit requirements which exist under Clause 52.17 of the Planning Scheme.

#### Biodiversity Mapping

Biodiversity values are currently recognised in the Planning Scheme through schedules under the Environmental Significance Overlay (ESO) and the Vegetation Protection Overlay (VPO). The ESO and VPO schedules relate to the following biodiversity values:

- ESO2 – ‘Lakes, wetlands and watercourses’ covers aquatic systems that are valuable natural assets and provide important functions related to stream habitat, drainage, wildlife corridors and water quality. The ESO2 includes a permit trigger for buildings and works (including the removal of native vegetation).
- ESO4 – ‘Habitat protection’ covers a range of areas including wetlands and vegetation that are important for the provision of habitat for the survival of species of fauna including those listed under legislation as rare or threatened. The ESO4 includes a permit trigger for buildings and works (including the removal of native vegetation).
- VPO1 – ‘Significant and remnant vegetation’ that is valuable for maintaining biodiversity, functions as wildlife corridors, aids in land protection and provides landscape and recreational value. The VPO1 is limited to a permit trigger for removal of native vegetation only.
- VPO2 – ‘Roadside vegetation’ within the Shire that often contains the last vestiges of flora communities, have a high conservation value, are important wildlife links and provide landscape and scenic value. The VPO2 is limited to a permit trigger for removal of native vegetation only.

Sites currently covered by the ESO and VPO schedules were mapped and included in the Planning Scheme in 2002. Implementation of Amendment C70 would implement the 2009 mapping of biodiversity values and result in a change in the extent of mapped area currently in the scheme.

The updated mapping also informed the development of new tables of biodiversity values for the existing overlay schedules which provide detailed information on individual sites or areas of biodiversity value whether related to aquatic ecosystems, habitat or vegetation. This level of information is useful for Council because it not only covers areas of value in a mapped form but also conveys information to assist in decision making about what it is that is important about a particular site or area covered by the particular overlay.

#### State Government Reform

On 22 May 2013 the State Government released reforms to Victoria's native vegetation regulations, foreshadowing changes to Victorian Planning Provisions (VPPs). This coincided with, but was preceded by, the exhibition period for Amendment C70. The information released indicated that application requirements and decision guidelines for applications to remove native vegetation under state-wide permit triggers would change. As a part of the State Government's announcement, the Department of Environment and Primary Industries



(DEPI) indicated that updated guidance on the application of environmental overlays would be provided later in 2013.

Initial contact with DEPI indicated that this updated guidance would have a significant impact on Amendment C70, although this had not previously been advised to Council in any discussions with the State government in the preparation of the amendment.

Ministerial Guideline No.15 dictates the planning scheme amendment process that Council is obligated to comply with. This guideline specifies that the planning authority (Council) must request the appointment of a Panel under Part 8 of the Act within 40 business days of the closing date for submissions unless a Panel is not required. Due to the large number of submissions received and the release of the reform information from DEPI Council officers wrote to the Minister for Planning requesting approval to extend the timeline for Council consideration of submissions. An approval was granted from the Ministers delegate through to 28 February 2014 to enable officers to better understand the implications of the State reform.

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

#### **A Healthy Community and Environment**

Actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

#### *Our Goal:*

Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability.

### **Issues / Options**

#### State Vegetation Management Reform

On 20 December 2013, Amendment VC105 removed all reference to 'Victoria's Native Vegetation Management Framework' 2002 and Net Gain from the VPPs. A new policy has been incorporated into the VPPs titled, 'Permitted Clearing of Native Vegetation: Biodiversity assessment guidelines.' The objective of the new policy is:

*'No net loss in the contribution made by native vegetation to Victoria's biodiversity.'*

The policy specifically relates to clause 52.17 (Native Vegetation) of the Victorian Planning Provisions. The changes introduce new guidelines that set out a risk-based approach to assessing permit applications for clearing native vegetation under the state-wide clause. Applications will be assessed under three different risk-based pathways determined by the size and location of the vegetation removal on new publicly available modelled native vegetation risk mapping. A native vegetation location risk map divides the State into three categories Location 'A', 'B' and 'C'. An applicant is required to follow the low, medium or high risk pathway depending on the risk location the vegetation removal falls into, combined with the amount of vegetation that is to be removed.

Importantly, application requirements and decision guidelines are proportionate to the three available risk categories. For example, if more than 1 hectare of native vegetation is to be removed in Location B then a high risk pathway must be followed, a habitat hectare assessment is required and the application would be referred to DEPI. Alternatively, if less than 1 hectare of native vegetation is removed in Location A then a low risk pathway must be followed, there would be no referral to DEPI and the applicant would be issued a permit with standard conditions specifying that an offset that meets the State Government requirements must be secured.

This approach is significantly different to the previous framework used to assess application under Clause 52.17. Whilst it is in part a relaxation of the permit application requirements for small applications, it does ensure a greater level of scrutiny is applied to applications considered under the medium or high risk pathway. It also particularly responds to native vegetation that specifically contributes to biodiversity, and in doing so, is more closely linked to the objectives of the VPO1 and VPO2.

#### Amendment C70 Internal Review Process

Due to the significant number of submissions received and the State Government changes to clause 52.17 an internal review process was undertaken by Councils Strategic Planning and Environment Units to determine how to proceed with the mapping revisions. The internal review process was a two-step approach that examined the overlap between the new 52.17 control and then whether ground truthing was required to further refine the scale of the exhibition mapping.

#### ***VPO1 (Significant and Remnant Vegetation)***

The 52.17 control and the VPO1 have a very similar intent, in that they both aim to protect native vegetation through a specific native vegetation permit trigger. The VPO1 does have fewer exemptions and does aim to protect vegetation for scenic and recreational values as well as biodiversity outcomes, however, it was felt that in areas where vegetation would be assessed under the medium or high risk pathways there would be a satisfactory level of control. A more detailed assessment of the overlap between areas identified in the 2009 VPO1 mapping and the Location B and C areas identified in the State Government mapping will provide greater clarity on whether there are significant areas that are not protected through clause 52.17. This assessment is currently underway however due to difficulties in obtaining mapping data from the State Government it has been delayed.

It was also determined that in order to meet landowner expectations the 2009 VPO1 mapping would need to be refined to provide greater accuracy to a finer scale. Ground truthing would be required to improve the accuracy of the modelled mapping and given the size of the proposed overlay this exercise would be time consuming and expensive.

It was concluded that given our current understanding of the duplication that exists between the VPO1 and clause 52.17 it would be difficult to justify spending additional money to pursue reviewing the mapping and introducing new coverage of the VPO1 would not be justified. Therefore it is not recommended to proceed with the exhibited VPO1 mapping changes without further detailed analysis of the level of duplication.

#### ***VPO2 (Roadside vegetation)***

The 52.17 control and the VPO2 also have a very similar intent, in that they both aim to protect native vegetation through a specific native vegetation permit trigger. Similarly to the VPO1, the VPO2 does have fewer exemptions and does aim to protect vegetation for scenic and recreational values as well as biodiversity outcomes, however it was felt that in areas where vegetation would be assessed under the medium or high risk pathways there would be a satisfactory level of control. A more detailed assessment of the overlap between areas identified in the 2009 VPO2 mapping and the Location B and C areas identified in the State Government mapping will provide greater clarity on whether there are significant areas that are not protected through clause 52.17. Initial assessments have indicated that there are significant gaps between what is proposed for VPO2 coverage and what would fall within the state-wide Location B or C risk areas.

Importantly, the VPO2 mapping was sourced from specific botanic surveys completed on Colac Otway Shire roadsides. The mapping is also restricted to public road reserves and will have minimal impact for adjoining landowners.

The application of the VPO2 provides greater certainty for management of Council owned roads to ensure that appropriate processes are followed to manage significant flora. Therefore no further work would be required to proceed with the exhibited VPO2 mapping revision.

It was concluded that given the specific nature of the VPO2 mapping and the possibility that the clause 52.17 control and the associated state-wide mapping will not provide satisfactory protection it is recommended to proceed with the exhibited VPO2 mapping changes.

***ESO2 (Lakes, wetlands and watercourses)***

The 52.17 control and the ESO2 are significantly different planning controls. Importantly, the ESO2 triggers a permit requirement for buildings and works, including the removal of native vegetation, whilst the 52.17 control is limited to a native vegetation removal permit trigger. This enables the ESO2 to trigger consideration of biodiversity and broader environmental factors when assessing a development proposal. This provides a much greater level of protection for these ecosystems, extending to the protection of water quality, management of erosion and prevention of pollution and increased turbidity.

It is not anticipated that there would be the need for extensive ground truthing to refine the accuracy of the ESO2 due to the greater certainty associated with mapping aquatic assets. It was also considered that because the exhibited C70 ESO2 maps would actually result in a significant reduction (2,000ha) in coverage this would be reducing the current burden on a significant number of landowners.

It was concluded that given the specific nature of the ESO2 mapping and the possibility that the clause 52.17 control and the associated state-wide mapping will not provide satisfactory protection it is recommended to proceed with the exhibited ESO2 mapping changes.

***ESO4 (Habitat protection)***

The 52.17 control and the ESO4 are also significantly different planning controls. The ESO4 triggers a permit requirement for buildings and works, including the removal of native vegetation, whilst the 52.17 control is limited to a native vegetation removal permit trigger. This enables the ESO4 to trigger consideration of biodiversity and broader environmental factors to ensure development does not adversely impact on rare or threatened species and their habitats. This provides a greater level of protection for these rare or threatened species or communities than what can be achieved by implementation of the 52.17 control alone.

It was determined that in order to meet landowner expectations the 2009 ESO4 mapping would need to be refined to provide greater accuracy to a finer scale. Ground truthing would be required to improve the accuracy of the modelled mapping. Whilst there would be some cost involved in further refining the ESO4 mapping, the specific nature of the mapping is anticipated to make it more cost effective than the VPO1. A review is currently underway to prepare a list of critical species so that the necessary field work can be tailored around this. Suitably qualified consultants would need to be appointed to complete this field work.

The review found a critical gap between what the 52.17 control can achieve and what the ESO4 control can achieve for habitat protection. It was determined that not pursuing this overlay would potentially put significant habitat at risk and consequently put Council at risk of not upholding its obligations under both Federal and State threatened species legislation. Ground truthing is required to further refine the accuracy of the C70 ESO4 mapping and it is recommended that following this further work an amendment is pursued to proceed with the implementation of the refined ESO4 mapping.

**Proposal**

The internal review process has recommended:

- Not pursuing the VPO1 mapping review
- Pursuing the VPO2 and ESO2 mapping review largely as exhibited
- Further refining the exhibited ESO4 mapping

Due to the significant changes recommended to the C70 exhibition documents it is recommended to abandon Amendment C70. Following the review of the ESO4 mapping a new amendment will be presented for consideration by Council and will include the revised ESO4 mapping along with the previously exhibited ESO2 and VPO2 maps. This new amendment would need to go through a fresh exhibition process.

**Financial and Other Resource Implications**

Abandonment of Amendment C70 at this point would prevent the significant resource allocation required if Council were to resolve to appoint an independent planning panel to consider the 70 submissions received during the exhibition period. Most costs to date associated with the amendment have been met by the State Government through the Rural Planning Flying Squad program.

Further refinement of the ESO4 mapping is dependent on a successful Council funding bid in 2014/15 or the reallocation of existing funding.

It is noted that the Council resolution from the June 2013 Council meeting was that Council “not be liable for any costs related to mapping discrepancies and their amelioration”. The State Government at this time has no intention of undertaking further mapping of the overlays relevant to this Shire, therefore any mapping changes would need to be funded by Council. This report has recommended against further pursuing changes to the VP01 given it would represent an excessive cost that on balance is not considered necessary, however the changes to ESO4 are not likely to be as resource intensive and are considered desirable to meet Council’s planning responsibilities and its obligations under the enforceable undertaking for Cressy Shelford Road.

**Risk Management & Compliance Issues**

It is a challenge to balance the risk of adverse landowner reaction to increased planning controls and the risk to Council if it does not appropriately uphold its responsibility as Planning Authority to continue to improve its level of management of biodiversity values and assets across the Shire. The internal review process has thoroughly considered the need to meet landowner expectations whilst managing the risk to the environment and significant habitat. There is a risk that not further pursuing the VPO1 may leave significant and remnant vegetation vulnerable. Whilst this is understood, it is important to recognise that due to the potential duplication with clause 52.17 it is difficult to justify further expenditure to improve the available mapping without further detailed analysis of the level of duplication.

At the same time Council is subject to separate enforceable undertaking agreements with both the State and Federal government as a result of the Cressy Shelford Road incident where Council has been held responsible for damage caused by a Council engaged contractor. These enforceable undertakings have specific clauses requiring Council to have the 2009 biodiversity mapping included in the Local Planning Provisions. If the process recommended in this report is adopted by Council resolution, Council would need to write to the State and Federal Government Ministers seeking confirmation that the revised approach meets Councils commitments. This is addressed in the recommendations of this report.

**Environmental and Climate Change Considerations**

Updating the coverage and information base for the ESO2, ESO4 and VPO2 under the Planning Scheme should have positive effects on the environment through more effective targeting of planning controls over land with high conservation value.

**Community Engagement**

The community engagement strategy follows 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 to consult in the form of a public notice of the amendment in accordance with the requirements of the *Planning and Environment Act 1987* with an exhibition period of six weeks. Seventy submissions were received.

If another more limited amendment was pursued to implement a revised ESO4, along with the ESO2 and VPO2, further community engagement would occur including a formal six week exhibition period.

**Implementation**

Should Council support the recommendation to abandon the amendment, Council officers would formally notify the Minister for Planning. Following the revision of the ESO4 mapping, officers would seek a resolution from Council to prepare and exhibit a new amendment and would seek formal authorisation from the Planning Minister.

**Conclusion**

An internal review process which examined the issues raised in submissions and the impact of the State Government changes to the native vegetation removal requirements has concluded that the exhibited C70 documents require significant changes, including the removal of the VPO1 mapping revision. It is therefore recommended to abandon Amendment C70. Following the review of the ESO4 mapping a new amendment will be presented for consideration by Council and will include the revised ESO4 mapping along with the previously exhibited ESO2 and VPO2 maps.

**Attachments**

1. Attachment 1 Explanatory Report Schedules Maps

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

- 1. Abandons Amendment C70.***
- 2. Forwards the decision to the Minister for Planning.***
- 3. Writes to both the State and Federal Environment Ministers seeking confirmation that the revised approach to revision of the Council's environmental overlays is sufficient to meet Councils commitments identified in the Enforceable Undertaking Agreement that requires the 2009 biodiversity mapping to be incorporated into the Planning Scheme.***
- 4. Pursues further work to refine the Environmental Significance Overlay Schedule 4 (Habitat Protection) mapping before considering a further report on whether to proceed with a new planning scheme amendment that:***
  - a. Revises the mapping of the Environmental Significance Overlay – Schedule 4 (ESO4) based on more refined mapping;***
  - b. Revises the mapping of the Environmental Significance Overlay - Schedule 2 (ESO2) generally in accordance with the mapping included in Amendment C70;***
  - c. Applies the Vegetation Protection Overlay – Schedule 2 (VPO2) generally in accordance with the mapping included in Amendment C70; and***
  - d. Updates the schedules to the various environmental overlays***

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**OM142602-18****PLANNING SCHEME AMENDMENT C73 (APOLLO BAY HARBOUR MASTER PLAN) - CONSIDERATION OF SUBMISSIONS**

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Doug McNeill                       | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | F11/3291   |

**Purpose**

The purpose of this report is for Council to consider submissions received to Planning Scheme Amendment C73 which introduces the recommendations of the Apollo Bay Harbour Master Plan 2013 into the Colac Otway Planning Scheme. Officers have identified changes to the exhibited provisions that would address some concerns raised but are recommending that all submissions be referred to an independent planning panel for consideration.

**Declaration of Interests**

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

**Background**

The redevelopment of the Apollo Bay Harbour has been listed as a Council priority in all Council Plans since 2005. Council has worked over this period with a range of State Government Departments and/or agencies represented on a high level Interdepartmental Steering Committee that included representation from Colac Otway Shire, Department of Treasury and Finance, Regional Development Victoria (RDV), Tourism Victoria, former Department of Planning and Community Development (DPCD) and former Department of Sustainability and Environment (DSE). The project was given high prominence at State Government level with the harbour redevelopment placed as one of the State's highest priority tourism development projects. The State Government's Boating Coastal Action Plan 2007 seeks to elevate the harbour's recreational facilities from a district to a regional level facility, and the G21 Regional Alliance has identified the Harbour re-development as one of its priority projects.

Some of the key milestones since 2005 have been:

|           |                                                                                                                                                                                                                                                                              |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2006      | DSE Harbour Capacity Study that identified the need to upgrade facilities at the Harbour to attract tourists.                                                                                                                                                                |
| June 2007 | Draft Master Plan prepared by consultant firm Meinhardt that included a new Harbour entrance road and a hotel and wellbeing centre.                                                                                                                                          |
| Sep 2008  | Enquiry by Design (EbD) to review the 2007 Master Plan. The concept plan arising from the EbD ultimately retained the hotel and wellbeing centre in a scaled down proposal, but retained the golf course and removed the contentious new road through the foreshore reserve. |
| Oct 2008  | Council adopted the EbD Master Plan, and resolved to exhibit a planning scheme amendment which translates the key outcomes into planning controls.                                                                                                                           |

|                |                                                                                                                                                                                                       |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aug 2009       | Steering Committee decision to proceed with amendment to Planning Scheme as a precursor to redevelopment funds being sought, to provide certainty about the outcome intended to be achieved.          |
| May 2010       | Funding received from Tourism Victoria to undertake planning scheme amendment (\$160,000).                                                                                                            |
| Oct 2010       | Further funding received from DPCD under Creating Better Places Program to undertake planning scheme amendment (\$95,000).                                                                            |
| Early 2011     | Council received criticism from some in the community about hotel element of the proposal.                                                                                                            |
| April/May 2011 | Council sent comprehensive information to Apollo Bay residents to better inform them of the Master Plan.                                                                                              |
| June/Aug 2011  | Council engaged Vawser & Associates to undertake an independent telephone survey to accurately gauge community opinion on the Master Plan.                                                            |
| Sep 2011       | Council considered results of telephone survey and deferred resolution until the views of State Government were sought regarding the dependence of funding for the project on the hotel component.    |
| Oct 2012       | Council wrote to Tourism Victoria seeking its views about whether harbour redevelopment funds were dependant on the hotel.                                                                            |
| Dec 2012       | Response from Tourism Victoria did not categorically link the hotel component to future funding of the harbour.                                                                                       |
| Feb 2012       | Council resolved to remove the hotel and well being component of the development from the adopted EbD Master Plan.                                                                                    |
| March 2012     | Council wrote to, and met with, senior State Government representatives seeking reassurance that funds for the Planning Scheme Amendment were still available.                                        |
| July 2012      | Confirmation from both DPCD and Tourism Victoria that Council could proceed with the amendment using their funds.                                                                                     |
| July 2012      | Council appointed a project manager (Isis Planning) for the planning scheme amendment and to manage the finalisation of a more detailed Master Plan based on the Council resolution of February 2012. |

Meinhardt was engaged late in 2012 to prepare a revised Master Plan including development guidelines in a single report, consistent with Council's February 2012 resolution. Key elements of this plan, titled '*Apollo Bay Harbour Master Plan 2013*', as shown in Figure 1, are:

1. Upgraded entry road to improve safety
2. Improved road treatments
3. New & improved pedestrian/cycle paths
4. Expanded Fisherman's Co-op building
5. Small harbourside commercial/community buildings
6. Recreational marina on eastern breakwater
7. Formalised & upgraded boat ramp and trailer parking
8. Relocated port operations yard
9. New sailing club



- 10. Aboriginal Cultural Centre
- 11. Floating commercial site
- 12. Extended eastern breakwater
- 13. Formalised Mother's Beach car park.

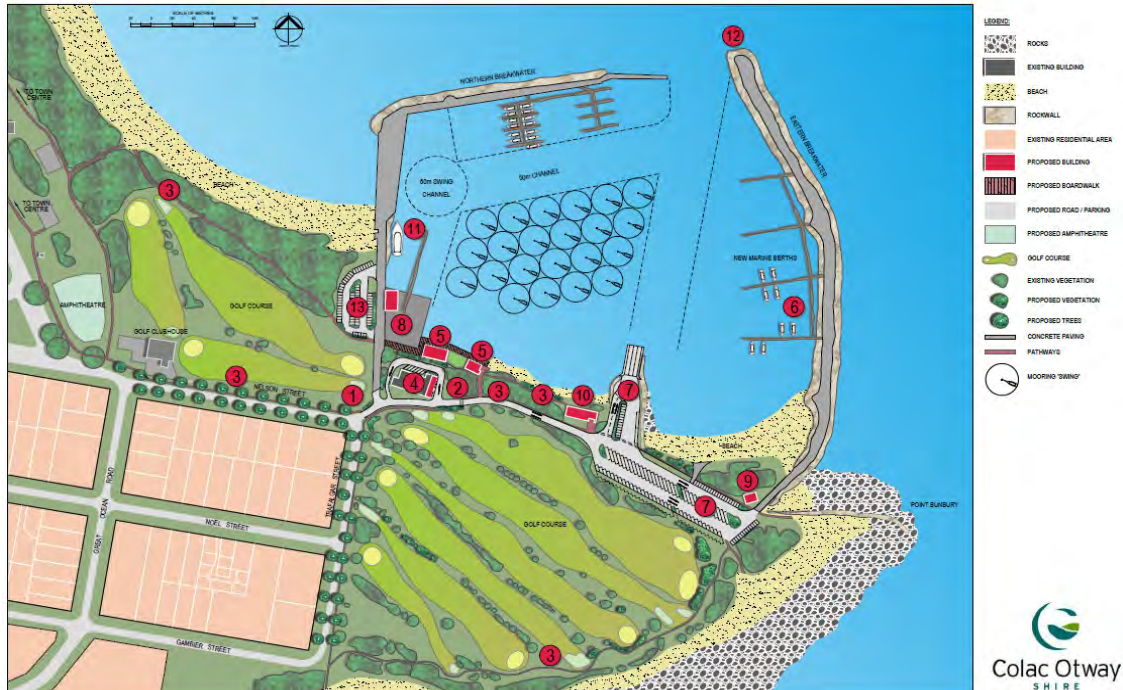


Figure 1 Apollo Bay Harbour Master Plan

The Master Plan has been divided into the following two precincts as shown in Figure 2:

- Precinct 1 – Harbour entry and central precinct; and
- Precinct 2 – Boating and sailing precinct.

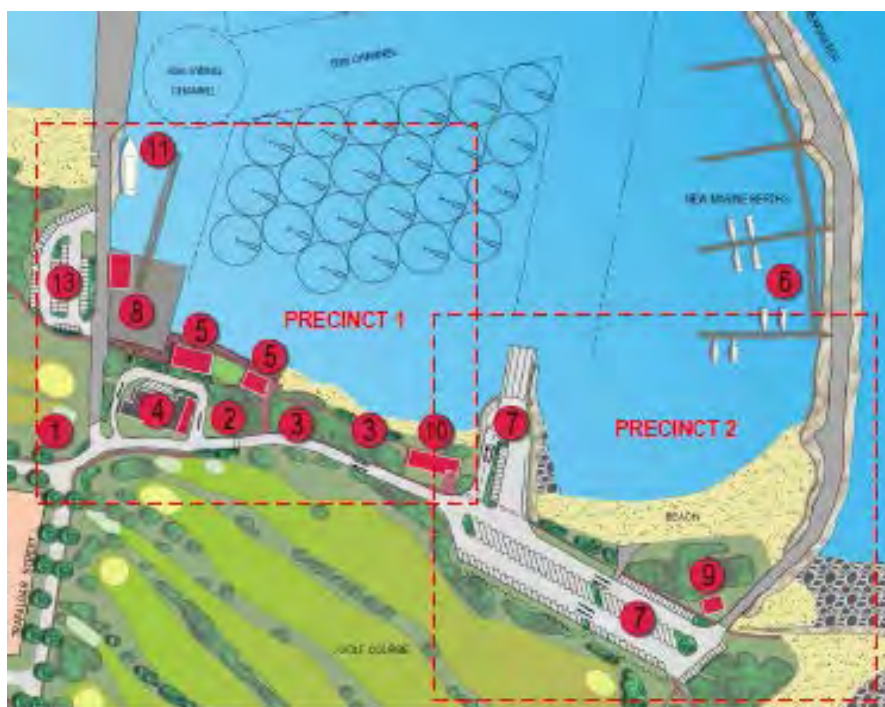


Figure 2 Apollo Bay Harbour Precinct Plan

### Implementation of the Master Plan in the Colac Otway Planning Scheme

Amendment C73 proposes to introduce the 2013 Master Plan into the Colac Otway Planning Scheme. It does this by:

- Rezoning the Harbour from the Public Park and Recreation Zone (PPRZ) to the Special Use Zone (SUZ) and introducing Schedule 2 of the SUZ (SUZ2).
- Amending the Schedule to Clause 81 by listing the Apollo Bay Harbour Master Plan 2013 as an incorporated document in the planning scheme.
- Amending the Schedule to the Heritage Overlay for item HO300 (Pier Precinct Apollo Bay) by listing the *Apollo Bay Harbour Master Plan 2013* as an incorporated document.

The effect of Amendment C73 will be:

- The SUZ2 allows Council to prepare specific use and development controls for the Harbour. Schedule 2 to the SUZ is structured to:
  - Require a Development Plan for Precinct 1 (Harbour entry and central precinct) to address the complex nature of this area (ie port operations, public access, commercial development and the like)
  - Not require a planning permit for any use of the land that is consistent with the Master Plan, allow Council to consider some uses with a permit and prohibit other uses (eg accommodation)
  - Require a permit for buildings and works for all but:
    - Car/boat parking redevelopments
    - Minor public works such as pathways, barbeques, shelters and picnic tables
    - Dredging works to maintain navigable depths; and
    - Repair or removal of navigation aids.

Once part of the Planning Scheme, the SUZ2 cannot be altered without a further planning scheme amendment.

The Incorporated Document is a summary of the key planning related elements of the 2013 Master Plan and contains some guidance for Section 1 uses identified by the SUZ2, the Precinct 1 Development Plan preparation requirements and the Development Guidelines. The requirements of this document must be complied with, and as with the SUZ2, it can only be changed through a planning scheme amendment.

Council resolved to seek Ministerial Authorisation to prepare and exhibit Amendment C73 on 28 August 2013. Ministerial authorisation (AO2612) was granted on 6 September 2013, and the amendment was exhibited for six weeks between 19 September 2013 and 30 October 2013.

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

#### **A Planned Future**

Creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

#### *Our Goal:*

Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

**A Place to Live and Grow**

Is a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential.

*Our Goal:*

Improve access to buildings, spaces, services and education to support and enable quality of life.

The exhibition of Planning Scheme Amendment C73 relating to the Apollo Bay Harbour Master Plan is listed in Council's 2013/14 Operational Plan.

**Issues / Options**Submissions

As a result of public exhibition 27 submissions were received. A submitter briefing was held on 25 November 2013 in Apollo Bay and a Community Reference Group (CRG) meeting on 10 February 2014.

The objecting submissions vary in the nature. Some projects are supported and some are the subject of an objection. If there is an objection to any part of the Master Plan then this submission is listed as an objection even if the submitter supports other parts of the amendment. **Appendix 1** contains a summary of each submission. 22 of the 27 submissions object to the Master Plan or one or more of the projects included in it. The direction of each submission is as follows:

- Submission 1            No objection
- Submission 2            Corangamite CMA – no objection
- Submission 3            Environment Protection Authority (EPA) – no objection
- Submission 4            Skenes Creek Advancement Association (SCAA) – objection
- Submissions 5 - 20    Objection
- Submission 21           No objection
- Submissions 22-23    Objection
- Submission 24           No Objection
- Submission 25-27    Objection

The submissions can be categorised into the following issues/themes:

- Procedural issues
- Lack of detail/need for Development Plan
- Hotel accommodation
- Preference for Otway Forum proposal
- Aboriginal well and Cultural Centre
- Built form and height/Visual impact
- Location of the sailing club
- Type of boat moorings
- Impact on town centre
- Landscaping

- Climate change impacts
- Car parking
- Amenity
- Location of indoor pool.

Before addressing each of these issues/themes it is important to clarify what options Council has in responding to the submissions. Under the provisions of Section 23(1) of the Planning and Environment Act 1987, after considering submissions that request a change to the amendment, Council must:

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

Most objecting submissions have sought a change to one or more of the projects supported by the Master Plan. On this basis, if Council does not support the change requested, it should either resolve to refer the submission to a panel or abandon the amendment. This report recommends that Council refer all submissions to a panel.

A workshop was held with submitters on 25 November 2013 in Apollo Bay. This was well attended and attracted some people that did not lodge submissions. The discussions were useful and contributed to some of the changes proposed in this report. This report addresses all issues that have been raised as follows.

#### Procedural issues

A number of submitters considered there was a lack of public consultation on the latest version of the Master Plan.

It is correct to state there was no previous public consultation on this version of the Master Plan, however the development of this Plan commenced in 2005 and ultimately Council resolved in October 2008 to adopt a concept Master Plan arising from the EbD community engagement process, and in February 2012 the hotel and health and wellbeing centre components were deleted. The 2013 Master Plan is entirely consistent with these resolutions of Council and simply provides more detail based on the adopted concept. The current amendment process is seeking feedback on the revised 2013 Master Plan and changes arising from submissions have been identified in this report. As highlighted above a submitter meeting was also held in November last year and a CRG meeting in February 2014.

It is recommended that objections based on this issue not be supported.

#### Lack of detail/need for Development Plan

A number of submitters considered there was not enough detail in the Master Plan.

The Special Use Zone Schedule 2 (SUZ2) has been structured to require a Development Plan for Precinct 1 (Harbour entry and central precinct) which includes the Co-op building, port operations, the boardwalk and the proposed retail/commercial outlets with community space. It is a complex area which requires an additional level of detail on which to base detailed planning. It is considered the Development Plan, which will provide for community input, will deliver the added detail that submitters seek. The width of the boardwalk will be determined by this Development Plan.

In addition to this all of the key projects such as the co-op redevelopment, port operations, retail outlets, Aboriginal Cultural Centre and sailing club will require a planning permit which in itself will provide an added level of detail.

It is recommended that the SUZ2 be amended to require the Development Plan to identify locations for barbeques, toilets and showers and text be added to require a 6 week period of community review of the Development Plan.

It is recommended that objections based on this issue be supported in part.

#### Hotel accommodation

A number of submitters considered the wording prohibiting the hotel or other types of accommodation is not strong enough.

The SUZ2 has been structured to prohibit the hotel and accommodation. Under Clause 1.0, as a Hotel or Accommodation are not a listed use in Sections 1 (no permit required) or 2 (permit required), both a Hotel and Accommodation are then prohibited as they default to Section 3 (prohibited). To make this entirely transparent it is proposed to list a Hotel and Accommodation as Section 3 uses.

It is recommended that objections based on this issue be supported.

#### Aboriginal Well and Cultural Centre

This issue is related to the Otway Forum proposal discussed below and its desire to locate the Cultural Centre where the well is reputedly located.

The condition of the well would be extremely compromised as it lies under the Port Operations building and concrete slab. The location of the well, in itself, is not a reason to relocate one of the most significant projects for the Harbour. The Master Plan was derived from a comprehensive EbD community engagement process which balanced a wide range of issues and constraints.

It is recommended that objections based on this issue not be supported.

#### Location of the sailing club

A number of the sailing club members considered the proposed location of the new club building to the north east of the boat parking area was impractical due to its location on a sand dune, insufficient room for expansion or storage of sailing vessels. They also considered the new building was beyond the financial capability of the club.

The Sailing Club relocation has been part of the Master Plan since 2007, and has been viewed as necessary to provide a site for the Aboriginal Cultural Centre. As a double storey building it provides for internal storage, administration, race facilities and is well located providing view lines to beach. However, having further considered the practical requirements for the club's operations to be near the boat ramp and the potential impact a new building may have had on the dunes at the eastern end of the harbour, it is now proposed to relocate the Cultural Centre to the former hotel site (to the west) and retain the sailing club in its current location. This would reduce the environmental and visual impact of the development on Point Bunbury and can be accommodated due to the space created in the Master Plan by the hotel's removal. This change would satisfy many of the submitters concerns.

In regard to the costs of the new building, many of the key projects will need to be funded via Council, sailing club and community contributions, and grants from various levels of government, and this will occur over a period of time. The sailing club would be able to continue using its current facility until such time as funding became available to develop a more comprehensive and permanent facility.

It is recommended that objections based on this issue be supported.

#### Preference for the Otway Forum proposal

A number of submitters referred to the Otway Forum master plan that was developed in 2009/2010. It is noted a submission from the Otway Forum has been lodged however it is understood individual members of the Otway Forum have lodged submissions.

This master plan located the Aboriginal Cultural Centre where the historic well is reputedly located under the current Port Operations building, proposed only single storey development, deleted the hotel and retained the vegetation west of the boat ramp.

The development of the 2013 Master Plan has been through significant community engagement with input from community members, including from members of the Otway Forum. The draft Master Plan and EbD process considered all issues. The resolutions of Council in October 2008 and February 2012 provided some finality to the Council position and the revised 2013 Master Plan has been finalised based upon these resolutions. It is not considered appropriate to re-open discussion on the general layout as Council has a firm position on the Master Plan and there is a need to conclude the implementation process so further planning and investment can occur.

It is recommended that objections based on this issue not be supported.

#### Built form and height/Visual impact

A number of submitters were concerned with the height and intensity of buildings proposed on the harbour foreshore. It was considered the visual impact of this development would be significant from the breakwater and the town centre. Another issue raised was the Amendment may not result in 'iconic' buildings in the Harbour.

The height and intensity of buildings has lowered significantly from those originally proposed. Council has resolved to support two storey development on the foreshore as it provides for added commercial and community space and activity in an area where increased activity is sought. It is noted these two storey buildings are set lower in the landscape than the Co-op building and will not exceed the current height of the ridge of the Co-op building. It is considered these new buildings will not have an overt visual impact as they are within the 'vertical envelope' that currently exists. There was some concern about how many storeys would be permitted, which is no more than two, and questions raised about whether the height of the development should be tapered down towards the eastern end to reduce the visual impact.

The text contained in the Incorporated Plan on this issue should be amended to clarify the intention of restricting development to no more than two storeys, and that the height of buildings should be tapered down towards the east to follow the reducing height of the dunes behind. It is further recommended that the Incorporated Document be amended to replace reference to the ridge of the Fisherman's Co-op building with a maximum height that is lower, being no higher than 9m. This will provide flexibility for innovatively designed two storey development but would address submitter concerns about the visual impact of development.

Submitters also requested that Council allow a more flexible approach to tenancies within two storey buildings to allow for café/restaurants and other commercial uses to be considered on the second storey level to maximise views. The Master Plan currently refers to that level being used as community space. This change is supported as there is no need to restrict the use of the first floor. It is recommended that the SUZ2 be amended to provide greater flexibility for tenancies of the new buildings.

In regard to the ability to facilitate iconic buildings with impressive architecture, it is considered the Development Principles and Development Guidelines in the Incorporated Document, which must be met, contain sufficient direction for new buildings to be of impressive architecture. Officers disagree that the amendment would stifle the capacity for innovative and interesting buildings/development.

It is recommended objections based on this issue be supported (in part).

### Type of boat moorings

A number of submitters objected to the use of Mediterranean moorings due to the impacts of tidal changes and storm surges within the Harbour.

The SUZ2 does not require a permit for a 'Pleasure Boat Facility' provided it is consistent with the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*. This document refers to Project 6 (new recreational marina mooring) 'to be based on Mediterranean berths and swing moorings'. If there are difficulties with Mediterranean moorings then the Incorporated Document should not be too prescriptive. It is therefore proposed that the text be amended in the Incorporated Document that provides for other suitable mooring mechanisms or types.

It is recommended that objections based on this issue be supported.

### Impact on town centre

A number of submitters were concerned that any retail development would impact upon the retail opportunities at the town centre and be difficult to meet the purpose of the SUZ2 that states:

*"To ensure retailing in the Apollo Bay shopping centre is not adversely impacted by small scale commercial development at the Apollo Bay Harbour."*

The 2013 Master Plan proposed only limited retail opportunities that are at a scale that is consistent with the context of the Harbour and designed to protect the role of the town centre as the major retail centre for Apollo Bay. The SUZ2 does not require a permit for a food and drink premises (ie café) provided the floor area does not exceed 200 sqm per premises. A permit would be required if a larger café/restaurant was proposed. It is considered this appropriately constrains, in the first instance, the size of café/restaurant and secondly puts in place a framework where a permit process may test a larger facility. It is recommended the purpose statement on this issue contained in the SUZ2 be re-worded as follows:

*"To encourage small scale development that does not adversely impact retailing in the Apollo Bay shopping centre."*

The Incorporated Document should also be amended to reflect this. With these adjustments it is considered an appropriate balance has been achieved.

It is recommended that objections based on this issue be supported (in part).

### Landscaping

A few submitters considered that any additional landscaping be with locally indigenous species and specifically objected to the use of Norfolk pines.

Landscaping within the harbour area will be with locally indigenous species however the entry roads will be enhanced by the use of Norfolk pines or other similar species to complement those already there to achieve an avenue entry affect. It is considered this is appropriate as the Norfolk pines are a key feature of the harbour entry experience. Notwithstanding, it is agreed that flexibility should be retained for the species of tree to be considered at the time that a detailed landscape plan is prepared for the precinct. It is recommended that the wording of the Plan be amended to refer to "Norfolk Pines or other similar species.....".

It is recommended that objections based on this issue be supported in part.

### Climate change impacts

Some submitters were concerned that any new development would be constructed to address the implications of climate change, particularly sea level rise and storm surge events. One submitter suggested an Apollo Bay-wide assessment should be completed.



A broad Coastal Hazard Vulnerability Assessment (CHVA) was completed for the harbour as part of the development of the 2013 Master Plan. It supported the direction of the Master Plan and concluded that the harbour will be affected by sea level rise, be buffered from storm surges by the breakwater and that any new buildings should take this into consideration. This will be done via the permit approval process.

It is recommended that the submissions based on this issue are not supported.

#### Car parking

Some submitters were concerned that initiatives contained in the Master Plan would compromise car parking and boat trailer parking at the harbour.

The formalisation of the two key parking areas (Mother's Beach and boat ramp) will provide at least 116 car spaces and 63 car/trailer spaces. It will improve safety and efficiency for users of the harbour but is not intended to address parking demand during peak periods. The approach to parking at the harbour will be on a precinct basis and not as part of any individual project that is currently allowed within the confines of the proposed master plan. The removal of the hotel component has reduced the demand for parking at the harbour.

It is recommended objections based on this issue not be supported.

#### Amenities

Some submitters considered the most urgent need was for public toilets at the harbour, including change rooms and showers.

This issue is also addressed under the heading Lack of Detail/Need for a Development Plan. Public toilets facilities will be provided with the construction of the sailing club (9) and the retail foreshore buildings (5). Stand-alone toilet facilities are not proposed. It is recommended the text of the Amendment be clarified to make this clear.

It is recommended that objections based on this issue be supported in part.

#### Broadening the uses that could be considered

An issue raised by submitters was the need to broaden the range of uses in the SUZ2 that could be considered. Uses that have been proposed are boat building, conference rooms, art and craft market, leisure and recreation uses and exhibition space. It was also proposed by the sailing club submitters to specifically list it as a Section 1 Use. This should be considered in light of the State Government policy around restricting uses that are coastal dependent or deemed appropriate by a master plan.

The SUZ2 already provides for boat building (industry), Place of Assembly and a market. In response it is proposed to list Outdoor Recreation Facility as a Section 1 Use with a condition that it be for the sailing club and include a museum as a Section 2 Use. This covers many of the uses suggested by the submitters but retains the integrity of the Master Plan. It is not recommended that an Indoor Recreation Facility be included as a permitted use given the range of inappropriate uses which this would allow (this is discussed further below in regard to the Indoor Pool issue).

It is recommended to support these submissions in part.

#### Floating Restaurant

Concern was raised over retaining this as part of the 2013 Master Plan as the proponent has not pursued it at all.

While the project has been retained it is recognised that, at the time of developing the initial version of the Master Plan, there was a specific proponent for this project. Even though this may now not be the case it is considered appropriate to retain it as it would add to the mix of the harbour and it is in a location that is not proposed for any other use.

It is recommended not to support these submissions.



### Location of Indoor Pool

A late submission was received from the pool committee that seeks a change to the SUZ2 to allow Council to consider an indoor pool at the harbour. This was subsequently supported by the lodgement of an alternative Master Plan for the harbour prepared for the pool committee, which was handed to officers at the CRG meeting on 10 February 2014. The committee claims there is broad support in the community to place the pool at the harbour, and that this is the best opportunity for the community to attract the funds required to construct a pool. The alternative plan presented to Council includes an enclosed pool with program pool, spa, amenities, massage rooms and provision for other health and well being uses, as well as an outdoor saltwater pool. Both facilities would be constructed over the current rock shelf. The plan represents a significant transformation from the 2013 Master Plan placed on exhibition with the amendment. The committee is seeking that Council exhibits this alternate plan and seeks to have objections to the amendment based on the Council Master Plan withdrawn.

The indoor pool would be defined as an Indoor Recreation Facility and is currently prohibited under the exhibited SUZ2. Whilst Council has previously resolved to fund the operation of an indoor pool at Apollo Bay, this was based on the premise of the funds being raised by the committee for the capital costs of construction, at the Apollo Bay Primary School site. This support was not based on construction of the pool at the harbour in a location which is significantly exposed to salt and the harsh coastal environment, where construction, maintenance and running costs would be significantly higher.

Quite apart from this issue, the location of an indoor swimming pool at the harbour would not be consistent with the Victorian Coastal Strategy as it would locate a use on the coast that is not coastal dependent. This position is consistent with previous advice received from Department of Environment and Primary Industries (DEPI) in relation to a similar facility proposed for the harbour in 2011, located to the east of the boat trailer parking area.

Introducing this project to the Master Plan would also impact on the usage of parking at the harbour that has been set aside for coastal dependent uses such as the car/trailer parking area at the boat ramp.

Officers have met with the Committee proposing the pool and have indicated that it is not consistent with the Master Plan developed by Council with significant community input over a long period of time, and that it cannot be included in the Master Plan at this late stage. The committee was advised that it is an issue that should be raised instead at a Panel hearing.

In particular, the alternate Master Plan presented to Council at the recent CRG meeting (which provides more detail than was available to officers in the pool committee's submission or in the meeting with Council officers) would mean a radical transformation of the Council's Plan, and would require an abandonment of the current Master Plan and amendment process. It would necessitate the process of developing a new Harbour Master Plan to start afresh.

The State Government has invested significant funds in the Master Plan to date, and it is questionable whether further support would be provided for expenditure of State funds for a new process. If Council supported the inclusion of a pool within the Master Plan or abandoned Amendment C73 to pursue a new master plan of the nature suggested (to include an indoor pool and health and well being facilities), Council would need to allocate significant funds for an extensive array of technical and engineering assessments, and for fresh community engagement.

This approach is not warranted given the community support for the Council's Master Plan which was derived from the EbD process, without the hotel component, and the significant investment of time and money by Council and State Government to progress the Plan to this point.

Council, should it choose to support the inclusion of an indoor pool in the Master Plan and/or delay the process to introduce a radically different proposal, would risk any plan being developed for the precinct, or redevelopment occurring.

It is clear the desire of the pool committee to have a pool constructed in Apollo Bay is driving their proposal for it to be located at the harbour. This proposal is compromising the Plan which has been developed in partnership with the community. The CRG has supported the current Council prepared Master Plan up until the recent meeting where the alternate plan was presented to officers.

It is strongly recommended that Council not support this submission, and instead refer the submission to the Panel for consideration.

### **Proposal**

In summary it proposed to:

- Support submissions 1-3 and 21 and 24;
- Not support (in part or fully) submissions 4-20 and 22-23 and 25-27;
- Amend the Schedule 2 to the Special Use Zone in the following way:
  - Amending the 6<sup>th</sup> purpose statement to:  
*'To encourage small scale development that does not adversely impact retailing in the Apollo Bay shopping centre.'*
  - Inserting 'Outdoor recreation facility' as a Section 1 No Permit Required Use with a condition that it be for the Apollo Bay Sailing Club.
  - Inserting a Museum as a Section 2 Permit Required Use.
  - Inserting 'Accommodation' as a Section 3 Prohibited use.
  - Amending clause 4.0 Development by inserting:  
*'Locations of all BBQs, toilets and shower facilities'.*
  - Amending clause 4.0 Development Plan with the following text:  
*'The Development Plan must be placed on exhibition for a period of 6 weeks for community comment prior to its consideration by the responsible authority. The Development Plan may be amended by the responsible authority as required.'*
  - Amend the *Apollo Bay Harbour Master Plan 2013 Incorporated Document* by:
    - Retaining the sailing club in its current position and relocating the Aboriginal and Cultural Centre to the former location of the hotel to the west of the sailing club.
    - Completing a full update to text and figures once Amendment C73 has been approved.
    - Amending Section 2 by replacing 'approx.' with 'at least' for Project 1, when describing the width of the boardwalk.
    - Amending Section 2, Project 5 by adding:  
*'A Café or other commercial use could use the second storey to maximize views.'*
    - Inserting in Section 2 Project 6 the following additional text, '... or other appropriate mooring mechanisms or types.'
    - Amending Section 3, by inserting:  
*'Locations of all BBQs, toilets and shower facilities'.*

- Amending Section 4.1 by adding the following new dot point:  
*'Providing for consolidation of structures and multi-use approach to buildings.'*
- Amend Section 4.2.1 under Built Form and Siting by adding the following to dot point 7:  
*'New Harbour front buildings should taper down from the new double storey retail/community buildings towards the east, in line with the taper of the landscape.'*
- Amend Section 4.2.1 under Landscape and Public Realm by providing flexibility for Council to consider species other than Norfolk Island Pines.
- Amend Sections 4.2.2 and 4.3.1 under Cultural and Aesthetic by using the term *Aboriginal Cultural Centre* to describe this project.
- Amend Section 4.2.3 under Economic Principles by adding:  
*'Providing small scale retail activity at the harbour to ensure it does not impact the viability of the Apollo Bay shopping centre.'*
- Amend Section 4.3.1 under Harbour Edge Building by adding:  
*'The height of these buildings must not exceed 9 metres.'*
- Amend Section 4.3.2 to delete reference to the sailing club and relocate this text to Section 4.3.1. This includes the deletion of Figure 4.
- Amend Section 4.3.2 under Trailer Parking by adding:  
*'Maximise the number of car and trailer parking spaces.'*
- Amend the *Apollo Bay Harbour Master Plan 2013* by completing a full update once Amendment C73 has been approved.
- Refer all submissions to an independent planning panel.

It is proposed to include a recommendation which clarifies the February 2012 resolution of Council to provide for relocation of the Aboriginal Cultural Centre to the position of the former hotel, given that resolution had called for the hotel site to be retained as open space.

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

The State Government and Tourism Victoria have contributed funding of \$265,000 to the development of the Apollo Bay Harbour Master Plan thus far, compared to a contribution by Council of \$23,000. This does not include significant officer time at the most senior levels of Council or the involvement of senior State Government officers as members of the State Steering Committee referred to earlier in the report.

The State Government has provided a further \$255,000 to complete the Planning Scheme Amendment. This includes engagement of the current Project Manager, Isis Planning, and the consultants required to revise the Master Plan as well as all costs associated with a Panel hearing. All costs associated with Amendment C73 are being funded from the Government grants and contributions.

As noted earlier in the report, there would significant risk to Council of losing unspent grant funding for the planning scheme amendment if the current amendment is abandoned in favour of developing a new Master Plan to accommodate an indoor pool and health and well being facilities as shown on the plan submitted to Council at the end of recent CRG meeting. Council would also need to recognise the significant cost of developing any new plan to include a pool, and the subsequent cost implications on an annual basis of maintaining and operating a pool in such a salty and harsh coastal environment (should the pool be built).

**Risk Management & Compliance Issues**

The risk in Council not proceeding with the planning scheme amendment is that it will not resolve the uncertainty around the Harbour and its Master Plan. As the planning scheme amendment process is a forerunner to a bid for State Government funds and private investment for implementation of the Plan, not proceeding would also send a negative message to the State Government and the development sector, that despite the funds spent on the Master plan to date Council does not support redevelopment of the harbour.

Without a Planning Scheme Amendment, under the current planning scheme provisions Council does not have much control over the size, scale and design of any future development that may occur in the Harbour precinct. The planning scheme amendment aims to put in place clear safeguards that guide the preferred scale and intensity of development through the introduction of specific planning controls, offering a greater level of long term protection to the community.

The recent development of the 2013 Master Plan and preparation of amendment documentation has been undertaken using State Government funds. There is a risk of reputational damage given the level of grant funds and other support that has been provided for this project if Council chose not to proceed with the Amendment, which is firmly based on previous consultation with the community and a layout adopted by Council.

**Environmental and Climate Change Considerations**

The Apollo Bay Harbour Master Plan 2013 has been informed by a Coastal Hazard Vulnerability Assessment (CHVA). This assessment found that the proposed infrastructure in the Master Plan is at low risk of being adversely affected by future sea level rise, stronger storm surge activity or coastal erosion, but that any new buildings and works would need to ensure they are sited and designed to be protected from rising sea levels and storm surge events.

**Community Engagement**

The community engagement strategy has followed 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 has been ‘Consult’, and included a letter sent to the Community Reference Group, a notice of amendment delivered to all residents and ratepayers in Apollo Bay and the surrounding hinterland, advertisements in the local newspapers and a media release. The community has taken the opportunity to make written submissions to the amendment, and will have the option of presenting directly before an independent panel that would be appointed by the State Government to advise Council on the final amendment.

In addition to this there has been meetings with submitters as noted earlier in the report (November 2013) and the CRG (February 2014) since the exhibition of the Amendment.

It is also important to note that the amendment has been based on a master plan design that had previously been adopted by Council, recognising extensive input from the community.

The Community Reference Group had provided its support for the exhibited Master Plan in 2013 prior to exhibition, but as described earlier in this report, had changed its view to support the alternate plan prepared by the pool committee at the February 2014 meeting. The clear desire by elements of the Apollo Bay community to achieve an indoor swimming pool in the town has led members of the CRG to vary their support for the Plan.

**Implementation**

Should the Council adopt the officer's recommendation, the 27 submitters will have the opportunity to be heard before the panel. The panel would provide a report with recommendations to Council that it would consider at a Council meeting later in 2014.

**Conclusion**

The *Apollo Bay Harbour Master Plan 2013* identifies a number of important projects to increase the tourist appeal of the harbour, provide more appropriate infrastructure for the port operations, provide better facilities for other stakeholders and a range of public realm initiatives for improved pedestrian linkages, public facilities such as toilet facilities and boat trailer and car parking areas. All of this can occur within a Master Plan that integrates with the main shopping area and is designed to identify and fit the unique local character of Apollo Bay.

Amendment C73 implements the 2013 Master Plan in the Colac Otway Planning Scheme. 27 submissions have been received, most of which seek some sort of change to the Amendment. This report supports some minor changes to the provisions in response to the submissions, the most significant being the retention of the sailing club in its current position. It is strongly recommended that Council not include an indoor swimming pool in the proposed SUZ2 and Master Plan on the grounds that it did not constitute a part of the exhibited amended plan, compromises the balance of the Plan, is not a coastal dependent use, and would require the abandonment of the current amendment and allocation of funds for a new Master Plan process. There would be a real risk in these circumstances of no redevelopment occurring at the harbour in the near future.

It is recommended that Council refer all submissions received for Amendment C73 to a Panel for consideration.

**Attachments**

1. C73 - Summary of Submissions Received
2. C73 Apollo Bay Harbour Master Plan Incorporated Document - Post Exhibition changes Feb 2014
3. C73 SUZ 2 Post Exhibition Changes Feb 2014
4. C73 Apollo Bay Harbour Master Plan - Meinhart - May 2013
5. C73 Special Use Zone Map

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

- 1. Supports submissions 1-3 and 21 and 24;***
- 2. Not support (in part of fully) submissions 4-20 and 22-23 and 25-27;***
- 3. Amends Schedule 2 to the Special Use Zone in the following way:***
  - ***Amending the 6<sup>th</sup> purpose statement to:***  
***‘To encourage small scale development that does not adversely impact retailing in the Apollo Bay shopping centre.’***
  - ***Inserting ‘Outdoor recreation facility’ as a Section 1 No Permit Required Use with a condition that it be for the sailing club.***
  - ***Inserting a Museum as a Section 2 Permit Required Use.***
  - ***Inserting ‘Accommodation’ as a Section 3 Prohibited use.***
  - ***Amending clause 4.0 Development by inserting:***  
***‘Locations of all BBQs, toilets and shower facilities’.***
  - ***Amending clause 4.0 Development Plan with the following text:***  
***‘The Development Plan must be placed on exhibition for period of 6 weeks for community comment prior to its consideration by the responsible authority. The Development Plan may be amended by the responsible authority as required.’***
- 4. Amends the Apollo Bay Harbour Master Plan 2013 Incorporated Document by:***
  - ***Retaining the Sailing Club in its current position and relocating the Aboriginal and Cultural Centre to the former location of the hotel to the west of the Sailing Club.***
  - ***Completing a full update to text and figures once Amendment C73 has been approved.***
  - ***Amending Section 2 by replacing ‘approx.’ with ‘at least’ for Project 1, when describing the width of the boardwalk.***
  - ***Amending Section 2, Project 5 by adding:***  
***‘A Café or other commercial use could use the second storey to maximize views.’***
  - ***Inserting in Section 2 Project 6 the following additional text, ‘... or other appropriate mooring mechanisms or types.’***
  - ***Amending Section 3, by inserting:***  
***‘Locations of all BBQs, toilets and shower facilities’.***
  - ***Amending Section 4.1 by adding the following new dot point:***  
***‘Providing for consolidation of structures and multi-use approach to buildings.’***
  - ***Amending Section 4.2.1 under Built Form and Siting by adding the following to dot point 7:***  
***‘New Harbour front buildings should taper down from the new double storey retail/community buildings towards the east, in line with the taper of***

*the landscape.'*

- *Amending Section 4.2.1 under Landscape and Public Realm by providing flexibility for Council to consider species other than Norfolk Island Pines.*
  - *Amending Sections 4.2.2 and 4.3.1 under Cultural and Aesthetic by using the term Aboriginal Cultural Centre to describe this project.*
  - *Amending Section 4.2.3 under Economic Principles by adding:  
'Providing small scale retail activity at the Harbour to ensure it does not impact the viability of the Apollo Bay shopping centre.'*
  - *Amending Section 4.3.1 under Harbour Edge Building by adding:  
'The height of these buildings must not exceed 9 metres.'*
  - *Amending Section 4.3.2 to delete reference to the Sailing Club and relocate this text to Section 4.3.1. This includes the deletion of Figure 4.*
  - *Amending Section 4.3.2 under Trailer Parking by adding:  
'Maximise the number of car and trailer parking spaces.'*
5. *Amends the Apollo Bay Harbour Master Plan 2013 by completing a full update once Amendment C73 has been approved.*
  6. *Refers all submissions to an independent planning panel.*
  7. *Acknowledges that the proposal to locate the Aboriginal Cultural Centre in the position of the former hotel, between the current location of the Sailing Club and retail development, through an amendment to the exhibited 2013 Master Plan, is on land which had been intended for public open space in accordance with the resolution of Council on Item OM122202-12 at the 22 February 2012 Council meeting.*

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**OM142602-19****GREAT SOUTH COAST STREET SMART LIGHTING  
PROGRAM UPDATE**

|             |                                       |           |            |
|-------------|---------------------------------------|-----------|------------|
| AUTHOR:     | Dora Novak                            | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning<br>& Development | FILE REF: | F11/3291   |

**Purpose**

The purpose of this report is to seek Council's decision regarding the financing arrangements for Council's contribution to the Great South Coast Street Smart Lighting Program that will improve the energy efficiency of street lights across six municipalities in the region. The proposal is to use additional Local Government Infrastructure Program (LGIP) funding to enable the replacement program to install LED globes rather than the previously agreed T5 globes, now that LED has been approved by Powercor for this purpose and in recognition of the ongoing cost savings they provide.

**Declaration of Interests**

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

**Background**

The Councils of the Great South Coast were successful in receiving \$1.4 million funding through the Federal Government's Community Energy Efficiency Program (CEEP) in June 2012 to improve the energy efficiency of street lights in residential streets. The Great South Coast Street Smart Lighting Program has the potential to be one of the largest sustainable infrastructure projects in the Great South Coast region.

In total, the Great South Coast region has approximately seven thousand five hundred 80 Watt mercury vapour (MV) lamps in Category P (residential) streets. These luminaires are mainly owned and managed by local distribution business Powercor but the electricity used to power them is paid for by Councils.

At the commencement of the project most of these lamps could be replaced by either Twin 14 Watt T5 lamps or 32-Watt compact fluorescent lamps, which reduce energy usage by 68% and 62% respectively compared to the existing 80-Watt mercury vapour lamps. In addition to offering lower costs, energy consumption and greenhouse emissions, the new lights could provide better lighting outcomes for the community, including:

- Greater uniformity of light across and along the street
- Better colour rendering and visibility
- Less depreciation of the light output over time
- Lower glare.

The Federal funding was not sufficient to cover the cost of changing over all of the streetlights in Colac Otway Shire to T5 lamps so a Council report was submitted in January 2013 recommending that Council use \$122,000 of the LGIP funds and take out a loan of \$156,000 to cover the remaining costs. The loan payments under this agreement were to be repaid out of cost savings over a 5-6 year period. The recommendation was supported by Council.

In early February 2014 LED street lighting technology was approved by Powercor for installation (22W LED street lights), which if installed would reduce energy usage by 77% compared to the existing 80-Watt mercury vapour lamps. The majority of the Great South Coast councils are now planning to install the LED technology as part of this project.

In total, the changeover of all the streetlights in the GSC region is expected to cost between \$2.5 million and \$3.7 million. Although this is a very significant cost the financial and environmental benefits from a bulk change are significant, with net lifetime cost savings (after project costs are removed) projected to be between \$13.7 million and \$17.7 million. The project becomes cash flow positive in 5 to 6 years depending on which technology and implementation timeframe is adopted. An abridged overview of the project costs for LED globes and T5 globes and the associated savings is provided in the table below.

**Table 1: Summary of bulk change scenarios for All Councils**

|   | <b>LED</b>    | <b>T5</b>     |
|---|---------------|---------------|
| Total project cost                                    | \$ 3,632,759  | \$ 2,525,800  |
| Simple net savings                                    | \$ 17,692,088 | \$ 14,836,306 |
| Net present value                                     | \$ 6,586,198  | \$ 6,158,886  |
| Greenhouse savings<br>(20 years, tCO <sub>2</sub> –e) | 63,192        | 56,098        |
| Year at which the project is cash flow positive       | 6             | 5             |

### **Council Plan / Other Strategies / Policy** **A Healthy Community and Environment**

Actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

#### *Our Goal:*

Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability.

The objectives and outcomes of the Great South Coast Street Smart Lighting Project align with the objectives and targets outlined in the following documents:

- Colac Otway Shire Council Plan 20013-2017
- Colac Otway Shire Environment Strategy 2010-2018
- Colac Otway Shire Environment Action Plan 2013-2015
- Colac Otway Shire Council - Annual Business Plan – Environment and Community Safety 2013/2014
- Colac Otway Shire Environmental Sustainability Policy 2012
- Colac Otway Carbon Neutral Roadmap 2013.

### **Issues / Options**

As previously stated, the option to install LED lights has recently become available to councils participating in the Great South Coast Street Smart Lighting Program. Although LED's cost more to install, their ongoing maintenance and replacement costs are less than those of T5 globes.

In Colac Otway Shire the change-over to T5 globes will save Council approx. \$660,000 over 10 years in running costs of streetlights, while using recently approved LED lighting technology will save \$880,000 over the same period.

On this basis installing LED globes instead of T5 globes is an economically attractive option in the long term but initially requires additional funding from all councils. The extra cost of installing LED globes in all of the streetlights in Colac Otway Shire equates to \$139,000.

In addition to the reduced ongoing maintenance and reduction costs for LED globes it is important to recognise that this technology is expected to become more widespread in the future. Five of the six participating Councils in the Great South Coast Street Smart Lighting Program are investing the extra funds to go full LED. Experts in the field have advised that the industry is moving toward LED and this is where future efficiency gains are expected.

**Proposal**

To increase the LGIP funds allocated for this project from \$122,000 to \$261,000 to install LED globes in all of the streetlights in the Colac Otway Shire rather than T5 globes which were subject to an earlier resolution of Council.

At the time of Council initially allocating \$122,000 of LGIP funds to support the project, LGIP funding was also attached to the CBD and Entrances Project to act as Council matching funding for an application through RDAF Round 4. Now that the Federal Government have advised that RDAF Round 4 funding will not be available for the CBD and Entrances Project, this report proposes that an additional \$139,000 of Council's LGIP funding that was previously allocated to match the RDAF Round 4 funds be reallocated to cover the additional costs required to install LED globes in all of the streetlights in the Colac Otway Shire.

**Financial and Other Resource Implications**

In January 2013 Council approved a loan of \$156,000 and the use of \$122,000 of LGIP funds to changeover all streetlights in the Colac Otway Shire to T5 globes. If the proposal in this report is supported the LGIP funds allocated for this project would be increased from \$122,000 to \$261,000 to enable LED globes to be installed in the streetlights in the Colac Otway Shire.

Although there is an additional upfront cost for this revised program, there are also substantial financial benefits associated with reduced street lighting running costs. The project is expected to have paid for itself within 5-6 years of completion. In addition, this new technology also reduces Council's exposure to expected rising electricity costs.

**Risk Management & Compliance Issues**

For a project of this scale it is critical to ensure all potential risks have been identified and mitigation strategies implemented. However, it is worth noting that despite this being a relatively large project for the Great South Coast and each of the six Councils, it is not technically challenging as it involves one technology change implemented on a large scale. Bulk changes have been carried out in Australia on dozens of occasions, so the potential risks are well known.

**Environmental and Climate Change Considerations**

The Great South Coast Street Smart Lighting Program will deliver approximately 62-69% reduction in electricity consumption and associated greenhouse emissions annually representing a substantial financial saving in street lighting energy costs for Council. Given that the emissions associated with electricity use for streetlights equates to almost a quarter of all of Council's carbon emissions, it is expected that this project would reduce Council's total carbon emissions by 15% (approx. 500t CO<sub>2</sub>-e) annually. This reduction in emissions will be a significant step towards achieving Council's target to become carbon neutral by 2020.

**Community Engagement**

The community engagement strategy follows 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 community engagement method selected is to collaborate with the Great South Coast and its member councils and then inform the general public regularly as the project is rolled out across the region. The federal government's \$1.4 million commitment to the program has already been widely reported in the local media.

### **Implementation**

The project is managed and implemented by the Great South Coast group of Councils. It is being implemented under the auspices of the South West Sustainability Partnership. The Great South Coast Board forms the steering committee for the project and a working group has been created comprising representatives from each council.

The program of changeover works in the Colac Otway Shire is expected to be completed by the end of June 2014. In order to enable this program to be undertaken, Council needs to have purchased all the globes by the end of March 2014.

### **Conclusion**

The Great South Coast Street Smart Lighting Program is a unique opportunity to install more efficient street lighting that will reduce power bills and associated carbon emissions by approximately 60%. The Federal Government is providing \$1.4 million to undertake the project. As a result of the State Government removing funding for the Green Light program in May 2012 the GSC Councils committed to fund the shortfall.

In January 2013, Council approved a loan of \$156,000 and the use of \$122,000 of the LGIP funds to changeover all streetlights in the Colac Otway Shire to T5 globes.

In early February 2014, LED street lighting technology was approved by Powercor for installation (22W LED street lights). LED's cost more to install but their ongoing maintenance and replacement costs are less than those of T5 globes. In Colac Otway Shire, the changeover to T5 globes will save Council approximately \$660,000 over 10 years in running costs of streetlights while using recently approved LED lighting technology will save \$880,000 over the same period.

There are higher upfront costs to install LED globes but these are expected to be paid off within 5-6 years by the savings associated with reduced street lighting running costs.

As a result it is proposed that Council finances the \$417,000 required for the project through a combination of a loan and LGIP funds with installation being completed by 30 June 2014. This option will utilise increased savings on street lighting charges to pay off the previously approved \$156,000 loan as quickly as possible and therefore avoid the need to use additional Council funds over and above those funds that are already required to cover electricity costs for street lights.

### **Attachments**

Nil

### **Recommendation(s)**

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

- 1. Approves the installation of LED street lighting to complete the Great South Coast Street Smart Lighting Program.***
- 2. Gives support to increasing the LGIP funds allocated to this project from \$122,000 to \$261,000 to enable LED globes to be installed in the street lights in the Colac Otway Shire.***

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**OM142602-20****COLAC OTWAY BUSHFIRE PLANNING PROJECT - DRAFT  
REPORT FOR CONSULTATION**

|             |                                       |           |            |
|-------------|---------------------------------------|-----------|------------|
| AUTHOR:     | Don Lewis                             | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning<br>& Development | FILE REF: | F11/3291   |

**Purpose**

To seek Council's endorsement of the draft Colac Otway Bushfire Planning Project report for public consultation prior to the project being finalised.

**Declaration of Interests**

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

**Background**

Tract Consultants and Terramatrix were engaged to undertake the Colac Otway Bushfire Planning Policy Project in October 2012. The Project is funded by State Government under the Bushfire Planning Provisions Support Funding Program which was established following the Bushfire Royal Commission, to assist with future planning in the municipality from a bushfire risk perspective.

The project focuses on eight settlements, each of which is located within an inherently high bushfire risk landscape, presenting a number of challenges in managing bushfire risk. The settlements are:

Coastal settlements

Skenes Creek  
Kennett River  
Separation Creek  
Wye River

Inland settlements

Beech Forest  
Gellibrand  
Lavers Hill  
Forrest

The Project is divided into two key parts:

- Part 1 (applicable to all settlements) - preparation of Bushfire Attack Level (BAL) maps to inform schedules, where appropriate, to the Bushfire Planning Overlay (BMO) in the Colac Otway Planning Scheme; and
- Part 2 (applicable to the inland settlements) - a strategic assessment of growth potential from a bushfire risk point of view, including previously identified areas arising from the Rural Living Strategy and Forrest Structure Plan.

A project steering committee was established late in 2012 and included officers from CFA, Department of Environment and Primary Industries (DEPI), Department of Transport, Planning and Local Infrastructure (DTPLI), Parks Victoria, Council officers and staff from appointed consultants Terramatrix and Tract.

Community engagement was conducted to introduce the project in February/March 2013 and the seven drop-in information sessions were well attended. Many issues raised were bushfire related but beyond the scope of this project including operational issues concerning

management of crown land, tree clearing on road reserves and the role of fire prevention notices.

A Background Report was completed in April 2013, followed by a series of technical maps supported by both desktop and on-ground investigation by Terramatrix. These technical maps were further scrutinised by the CFA who carried out additional ground truthing in September 2013. A Technical Report was produced in conjunction with the draft report to further explain the methodology and details of the recommendations contained in the draft report. Councillors were briefed on the recommendations of the draft report on 4 December 2013 and 15 January 2014.

#### Requirements under the BMO

Following the recommendations of the Victorian Bushfire Royal Commission, the State Government replaced the former Wildfire Management Overlay (WMO) with the Bushfire Management Overlay (BMO) and introduced new State planning policies and guidelines. As a result of these changes, significant emphasis was placed on the protection of human life over other policies and the application of the precautionary principle when assessing what is acceptable risk.

A Bushfire Attack Level (BAL) rating was introduced into the building and planning statutory approval systems to measure the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact. The BAL rating forms the basis for establishing the requirements for building construction and defensible space around buildings. There are six BAL ratings: Low, 12.5, 19, 29, 40 and Flame Zone (FZ). The required construction standard is proportionate to the BAL rating. As part of the introduction of the BMO, vegetation within 150 metres of development is now required to be classified (in accordance with Australian Standard AS3959) to determine radiant heat and to determine the most appropriate BAL.

The BMO is capable of containing a schedule which determines the requirements for a particular location, and which can vary the standard requirements and can limit the requirement for defensible space to be created around a building to the property boundary. The CFA is encouraging the development of BMO schedules for lower risk areas (up to a BAL rating of 29, but no higher) as a way of streamlining planning processes, creating certainty for land owners and reducing referral requirements. For areas with BAL 29 or lower, a BMO schedule can establish a pre-determined BAL and avoid the need for land owners to provide a full Bushfire Management Statement when lodging planning applications for development. If an applicant decides to challenge the pre-determined BAL, there is an option to do this by submitting a full Bushfire Management Statement for the property and following the normal requirements of the BMO, including referral to the CFA. Schedules can mandate conditions associated with a dwelling including provision of emergency water and management of defensible space.

Whilst the CFA has only refused a handful of dwelling applications in Colac Otway since the BMO was introduced late in 2011, many landholders have withdrawn their applications or not applied for permits after seeking preliminary advice from the CFA. The requirement to achieve adequate defensible space within proposed development sites in high risk areas, such as Wye River, has proved difficult due to the sloping terrain, surrounding vegetation and high bushfire risk in the wider landscape.

The Bushfire Planning Project aims to provide some certainty for planning applications triggered under the BMO in townships within the Shire, and to clarify the future growth potential from a bushfire perspective for towns where previous planning studies such as the Rural Living Strategy have identified a desire for future growth.

It should be noted that the Planning Minister recently announced he will be conducting a review of the BMO, to be completed this year. It is unclear what the implications of this review will be.

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

#### **A Planned Future**

Creates an attractive Shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

#### *Our Goal:*

Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

The Bushfire Planning Project is listed in the Council Operational Plan for 2013/14.

### **Issues / Options**

#### Project methodology

The assessments carried out in the Bushfire Planning Project include a description of the landscape scale risk and detailed modelling of radiant heat and bushfire attack levels for dwellings within the settlements. Although there is no specific measure of landscape risk within the BMO, the study has identified and reported on a number of factors that influence landscape risk in the various towns.

In order to determine BALs for existing settlements and nominated future growth areas, consultant Terramatrix considered a range of factors including defendable space, existing vegetation, slope classification and other key hazard indicators. Classification of vegetation determines fuel loads which contribute to potential level of radiant heat.

A series of maps were produced based on radiant heat that would be generated in a major bushfire. These maps showed the highest risk areas through to areas that would receive relatively low levels of radiant heat. The radiant heat mapping was then translated into an appropriate BAL rating for properties within the towns.

#### Summary of findings

The draft report has recommended BMO schedules be prepared for parts of Skenes Creek, Forrest and Gellibrand, but has been unable to recommend schedules for the towns of Lavers Hill, Beech Forest, Wye River, Kennett River or Separation Creek due to the high landscape risk of these towns and the extensive areas of the towns which are classified with a BAL rating of 40 or Flame Zone (the highest rating).

In terms of growth potential, the report has arrived at positive recommendations to support future expansion of Forrest to the north-west in accordance with the outcomes sought by the Forrest Structure Plan 2011, and for moderate expansion of the Township Zone at Gellibrand subject to future investigation of water catchment implications and a structure plan. Whilst ruling out southern expansion of Beech Forest or rezoning of the southern investigation area to Rural Living Zone, the report has recommended potential expansion of the Township Zone to the north-east from a bushfire perspective, again, subject to investigation of water catchment implications and a structure plan for the town which confirms this area's suitability from a broader planning perspective.

The following is a summary of the recommendations for each town:

- **Beech Forest** – No BMO schedule. Support from bushfire perspective for future township expansion in an area to the north-west (Option A) - requires further investigation of water catchment and strategic planning issues. No support to rezone Farming Zone land to the south (Option B).
- **Forrest** – BMO schedule recommended for central part of town. Support for future township expansion to the north-west in accordance with Forrest Structure Plan.
- **Gellibrand** – BMO schedule recommended for part of town. Support for future township expansion from a bushfire perspective (requires further investigation of water catchment and strategic planning issues).
- **Lavers Hill** – No BMO schedule recommended. Discourages future township expansion, and does not support rezoning of the Farming Zone investigation area (identified in the Rural Living Strategy) to Rural Living Zone.
- **Skenes Creek** – A BMO schedule is recommended for much of the town.
- **Kennett River** – No BMO schedule is recommended.
- **Separation Creek and Wye River** – No BMO schedule is recommended.

The following is a more detailed assessment of the issues for each town:

### **Beech Forest**

Beech Forest is set in complex topography, carrying a mixture of forest and agricultural grassland. The potential radiant heat exposure for the existing allotments and across the two areas identified for potential growth is heavily influenced by the proximity of the fingers of forest that extend into the settlement.

The Option 'A' growth area located north-west of the existing settlement is less constrained by remnant gully vegetation and would allow a BAL 29 or lower residential construction in parts. As this area is contiguous with the existing settlement, it offers the opportunity for consolidated expansion. The consultants have recommended land closest to the Beech Forest-Lavers Hill Road and Buchanan Street, being located away from sloping bushland, be considered for rezoning to a zone that allows for residential use.

This 'in principle' support from a bushfire perspective for part of Option 'A' to accommodate township development would be subject to the outcomes of the Colac Otway Domestic Wastewater Management Plan (DWMP) project. This is about to commence with funding support from the relevant water authorities. The DWMP will be clarifying development potential in water catchment areas of the Shire, and will be the determining factor as to whether this area can be developed in the future. In addition, Council will need to further consider the Option 'A' area through a township planning exercise to ensure other strategic planning issues are appropriately considered before rezoning is ultimately recommended.

The Option 'B' growth area located to the south of the existing township, which has previously been nominated as a candidate for Rural Living Zone from the Rural Living Strategy, was not considered appropriate for township expansion. This is due to the expansive area of high radiant heat (much of that area is mapped as BAL 40 and Flame Zone), lack of adequate defendable space and the location's disconnection from the settlement area.



Quite apart from the option of growth or expansion of the Township Zone, the consultant has recommended against applying the Rural Living Zone based on bushfire risk.

The existing Township zoned land was assessed for a BMO schedule and although modelling showed that approximately a third of existing lots could be classified as BAL 29 or lower, the CFA and project consultants were concerned about the level of landscape risk to Beech Forest, the relative isolation of the settlement, the fragmented distribution of the allotments and the lack of a consolidated low threat area within the centre of the settlement. As a consequence, it was not recommended to introduce a schedule for Beech Forest, meaning that development proposals will continue to be assessed against the full BMO requirements on a site by site basis.

### **Forrest**

The bushfire assessment considered schedules for the current Township zoned land and the growth potential of an area to the north in the Farming Zone that was identified in the Forrest Structure Plan 2011 for rezoning. The landscape around Forrest is hilly with the settlement located on a rise within a valley. No part of the settlement is further than 700 metres from bushland, which makes it highly susceptible to ember attack during a bushfire event. The large area of forest to the west could support a fully developed fire with intense fire characteristics.

The radiant heat modelling indicates that some allotments around the perimeter of the settlement, many of which are already built on, have the potential to be exposed to levels in excess of what the house may be built to withstand. However, the BAL map shows a significant area of the township falls below the acceptable BAL 29 threshold and therefore most of the Township Zone land is acceptable for a schedule. In addition, a significant part of the undeveloped western section of the Township Zone which represents the bulk of remaining developable land in Forrest, attracts a BAL 40 and the higher Flame Zone rating and therefore should not be expected to provide the density of housing for growth that exists elsewhere in Forrest. Of the 142 allotments within the study area, 84 of these are scheduled at BAL 29 or lower.

In relation to the investigation areas to the north known as 2330 and 2324 Birregurra-Forrest Road, the consultants determined that there is potential for a consolidated BMO compliant extension to the settlement. Although the area is partially forested and radiant heat modelling is currently greater than BAL 40, the isolated nature of this patch of forest and the potential for it to pose a bushfire hazard to the existing town would justify its modification for future settlement expansion (through removal of some of the vegetation). The benefits of doing this would be to reduce the bushfire hazard exposure to the north of Forrest and provide potential BMO compliant subdivision, which is consolidated and connected with the existing township. This supports the outcome of the Forrest Structure Plan and would provide for continued expansion of Forrest over time, building on the current tourism and recreation related growth.

### **Gellibrand**

Gellibrand is surrounded by open farmland and hilly native forest further beyond with the exception of a linear strip of vegetation that runs north south in the centre of the town. The extent of defendable space (ie cleared farmland) around Gellibrand has reduced radiant heat impacts and allowed for parts of the town to be included in a BMO schedule. Despite the extent of defendable space, direct impact from embers is a possibility with no part of the settlement further than 700 metres from bushland. Much of the radiant heat generated comes from isolated patches of classified vegetation, including the north south strip through the township along Main Road. The consultant believes that the radiant heat contribution of this vegetation would be negligible in most bushfire events, but some fire behaviour could be expected in the township during extreme fire conditions.

Notwithstanding the broader landscape risk and small sections of vegetation in the township, the proposed BMO schedule includes 19 of the 59 allotments rated a BAL 29 or below. Following ground truthing, it was decided that several allotments on the eastern side of the vegetated strip south of Smiths Lane would not be included in a BMO schedule due to their large size and bush frontages.

The allotments on the western side of the Colac-Lavers Hill Road were mapped at BAL 29 or lower. Following ground truthing, it was considered a tailored approach was required to include limitations on the set back of future dwellings by applying a 'building exclusion zone' reflecting the status of the nearby classified vegetation. This approach was also taken at the northern end of the study area where similar sized lots experience a grassland hazard from the west. The exclusion zone would only apply if landholders were to take advantage of the streamlined requirements of the BMO schedule. A land owner could seek to build within the exclusion zone by following the standard BMO process (ie including preparation of a full site specific Bushfire Management Statement, including referral to the CFA).

The project also considered potential growth areas in Gellibrand from a bushfire perspective as identified in the Colac Otway Rural Living Strategy 2011 and concluded that the potential expansion into the central west area carries limited bushfire risk due to the flat and grassy surrounds. Radiant heat mapping indicated a BAL 29 in some parts and higher where small isolated sections of vegetation currently exist, although this could be easily managed to reduce its impact. The proposed expansion is adjacent to the existing settlement and would consolidate the central township area. Future growth in the area between Charleys Creek and the Gellibrand River was also considered feasible from a bushfire perspective. Overall, the radiant heat mapping confirms that Gellibrand has large areas of land on both the west and the east of the settlement that are below the BAL 29 threshold provides options for long term settlement expansion. This would be subject to such expansion being considered appropriate from a water catchment viewpoint, and more detailed planning through a township structure plan process. As with Beech Forest, the Colac Otway Domestic Wastewater Management Plan will offer the opportunity for the water catchment issues to be investigated.

### **Lavers Hill**

Lavers Hill lies on a ridgeline and is surrounded by forest with some areas of agricultural cleared land. The surrounding landscape is hilly and generally falls away to the north and south with steep complex valleys.

BMO schedules were considered for the township, however analysis indicated almost all areas of the settlement would require BAL Flame Zone construction and therefore development applications should continue to be assessed on an individual basis under the full requirements of the BMO. This decision is based on the lack of defensible space and the high landscape risk of the settlement. A small area in the north east part of the settlement did register radiant heat levels at BAL 29, but this relatively small number of allotments was not considered appropriate or practical to be included in a BMO schedule.

The Rural Living Strategy had recommended that several small lots in the Farming Zone to the south of the settlement should be rezoned to Rural Living Zone (RLZ) to reflect their current use. The consultants considered landscape fire approach scenarios, settlement fuel character, proximity to bushland and radiant heat factors. The bushfire hazard of the Lavers Hill landscape is substantial, with large tracts of forested areas close to the settlement that, under the right conditions, could cause significant fires travelling up through the gullies and make fire suppression extremely difficult. 95% of the settlement is less than 50 metres from the forest.

The consultant concluded that due to the large amount of forest and steep terrain close to the settlement, bushfire protection measures under the BMO would not reliably reduce the risk to life, property and community infrastructure to an acceptable level. Therefore, despite the current development pattern to the south-west, the rezoning of that land to Rural Living Zone is not supported.

### **Skenes Creek**

The landscape around Skenes Creek is dissected and generally falls to the south east as the ranges level out towards the ocean. Vegetation within the settlement and immediately around the settlement comprises a mixture of grassy agriculture land, native forest and partially modified vegetation often described as 'bush garden' which still has comparatively high fuel loads.

The Township Zone of the settlement covers 352 allotments located in two areas, a larger one to the east of Skenes Creek watercourse (297 allotments) and a smaller area to the west (55 allotments).

Likely fire scenarios assumed by the BMO, are fires starting in the Otway ranges to the north-west, a fire starting on the south-west slopes often associated with a cool wind change and a less likely fire spreading from the east under extreme conditions. Radiant heat modelling suggests that many allotments on the northern and western edges of the settlement have the potential to be exposed to high levels of radiant heat generated by fire in the strip of vegetation along Skenes Creek Road. Direct ember attack from the north is also likely due to the large number of canopy trees.

The consultants concluded that whilst bushfire from the north of the settlement remains a risk, bushfire protection methods of the BMO respond adequately to the broader landscape risk. Of the 352 allotments within the study area, 258 of these received a BAL 29 or BAL 12.5 rating, allowing them to be included in the BMO schedule. Most notably the perimeter allotments were deemed unsuitable for a schedule due to the grassfire hazard. The Great Ocean Road frontage allotments in the eastern area of the settlement were rated BAL 12.5 as the beachside scrub would not be able to carry a developed fire of any significant intensity. It is considered that Skenes Creek is better suited to the development of a BMO schedule than any of the other towns in the study.

### **Kennett River**

The landscape around Kennett River is steep, complex and consists of heavily forested ridgelines that transition to scrub type vegetation as the landscape falls towards the ocean. Several parts of the settlement interface with the forest, meaning that potential impact from a forest fire starting in the nearby Otway National Park is credible.

Within the settlement, there are 189 allotments located in two areas, a larger one to the south of the Kennett River watercourse (106 allotments) and a smaller area to the north (83 allotments).

All edges of Kennett River, with the exception of the eastern edge of the southern area that is adjacent to the coast, could potentially be exposed to high levels of radiant heat, flame contact and ember attack. There is little separation or differentiation between the forest, township vegetation and residential properties.

Radiant heat mapping indicates that the location and condition of the classified vegetation at Kennett River provides very few allotments which achieve a BAL 29 rating or below. Of the 189 allotments in the settlement, only 40 of these could have potentially been scheduled and these were located in the southern part of the settlement.

The consultants did not support any scheduling of properties for Kennett River due to the potential for the settlement to be impacted by a large fire, the complexity of the landscape, the extensive tracts of high fuel load vegetation and the close proximity of the forest vegetation to the settlement.

### **Separation Creek & Wye River**

The landscape around Wye River and Separation Creek is rugged and dissected and generally consists of heavily forested spurs with steep slopes. Tall scrub like vegetation occurs on the lower slopes and closer to the sea.

The two settlements have been analysed together due to their proximity and related fire characteristics. Wye River contains 390 allotments and Separation Creek contains 123 allotments. Within the Township Zone there is extensive vegetation and canopy cover and strips of vegetation along several parts of the foreshore.

The radiant heat modelling showed that of a total of 513 allotments, only 21 of these were BAL 29 or lower, resulting in 96% of all allotments affected by BAL Flame Zone. This analysis confirmed the lack of defendable space in the two settlements and the high level of landscape risk.

The consultants recommended that no schedule be included in the BMO for Wye River and Separation Creek due to the small number of allotments available to be scheduled, the extent of vegetation within the settlement which would contribute to burning through the settlements and add to radiant heat levels, the high landscape risk surrounding the settlements and the lack of defendable space. Whilst this means that landholders in Wye River and Separation Creek will not benefit from the certainty and streamlining of planning processes offered by a schedule, this work reflects the significant fire threat in these locations which warrants consideration of individual planning applications through the full BMO process.

### **Conflict between Existing Overlays**

Since the introduction of the BMO and the emphasis on defendable space, a conflict between the objectives of removing vegetation for bushfire safety and retaining vegetation for neighbourhood character and landscape values has caused difficulties when assessing applications under the BMO.

The Bushfire Planning Project draft report has provided direction around this issue which is particularly relevant to coastal settlements covered by the Neighbourhood Character Overlay and Significant Landscape Overlay. It is proposed that current expectations for re-planting of vegetation on a development site as part of planning permit conditions will be reduced, to avoid creating future fire risk within areas nominated for defendable space. This would require a future planning scheme amendment to alter the Municipal Strategic Statement and the requirements of specific overlays.

### **Proposal**

It is proposed that Council receives the draft Colac Otway Bushfire Planning Project report and endorses it for public consultation.

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

The project is primarily being funded from a \$120,000 State Government grant. Council has allotted \$15,000 to the project from the 2013/14 strategic planning program budget.

It is anticipated that the inclusion of schedules to the BMO will considerably reduce the resource implication for Council staff in assessing applications within this overlay and for initial planning enquires. It will also reduce the burden for property owners which benefit from a Schedule due to the less onerous application requirements.

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

As with other strategic planning projects, there is always a risk that some peoples' expectations will not be met in the final document. However, Council has committed to significant community consultation during the project while continuing to point out that the bushfire assessments are technical in nature and recommendations must be aligned with broader State Government policies.

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

The Bushfire Planning Project responds to the increased threat of bushfires from climate change by strengthening bushfire planning policy at the local level. The conflict between existing overlays and the objectives of the BMO will be clarified in relation to vegetation management.

### **Community Engagement**

The community engagement strategy follows 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 to inform and consult which has been demonstrated through:

- A series of community drop-in sessions held throughout late February 2013 to introduce the project to the various townships.
- Community bulletins have been mailed to owners and occupiers in the identified townships on several occasions.

Formal exhibition of the draft document is proposed for six weeks, dependant on the Council resolution, and will include advertising in the Colac Herald and other local newspapers as well as a mail out to affected landowners. In addition, community information sessions have been planned within the consultation period as an opportunity to explain the methodology and findings of the project in more detail and to answer any questions from interested parties.

The next round of community consultation will assist in shaping the final document for Council to consider for adoption later in 2014.

### **Implementation**

If Council resolves to endorse the recommendations of the report, officers will commence public consultation on the draft document. This will include further community consultation sessions scheduled for March/April 2014.

### **Conclusion**

The Colac Otway Bushfire Planning Project was established through funding from the State Government in response to the recommendations of the Bushfire Royal Commission. The draft project report contains detailed information backed up by field studies and radiant heat mapping which was produced using the current BMO planning criteria.

The project has assessed bushfire risk in eight townships and concluded that Gellibrand, Forrest and Skenes Creek can accommodate local schedules to the Bushfire Management Overlay and has identified future growth potential in some areas of Gellibrand, Forrest and Beech Forest where the bushfire risk can be managed to an acceptable level.

It is recommended this report now be subject to community engagement over a six week period prior to being finalised.

**Attachments**

1. Colac Otway Bushfire Planning Report - Draft 17.02.2014

**Recommendation(s)**

***That Council receives the draft Colac Otway Bushfire Planning Project Report and endorses the document for public consultation for a period of 6 weeks.***

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**OM142602-21****SMALL TOWN IMPROVEMENT PROGRAM (STIP)  
GUIDELINES REVIEW**

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Katrina Kehoe                      | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | 11/96428   |

**Purpose**

The purpose of this report is to seek endorsement for amendments to the Small Town Improvement Program (STIP) guidelines.

**Declaration of Interests**

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

**Background**

Council's STIP aims to assist in improving infrastructure on public land in the small towns of Colac Otway Shire. Proposals are sought annually from Small Town community groups/progress associations/organisations to assist in implementing this program. The program does not allocate funding directly to community groups, with successful projects managed by Council.

Council currently allocates \$80,000 per year towards this Program.

**Council Plan / Other Strategies / Policy****A Planned Future**

Creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

*Our Goal:*

Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

**A Place to Live and Grow**

Is a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential.

*Our Goal:*

Improve access to buildings, spaces, services and education to support and enable quality of life.

**Issues / Options**

An internal review of the STIP process was conducted to improve our process. This presented an opportunity to review the STIP guidelines also.

**Eligible Applicant Criteria**

Gellibrand Kwarren Progress Association ceased operation in October 2013 and is now unincorporated. The guidelines as currently constructed would need to be updated to remove this community group from the list of eligible groups who can apply for STIP funds.

This would result in Gellibrand and Kwarren having no community group being recorded in the STIP guidelines and no formal group representing the Gellibrand and Kwarren communities in the upcoming round of STIP funding for 2014/2015. It may occur in the future that other small town community groups also cease to operate, and therefore another request to Council to amend the STIP guidelines would be required to update the eligible community groups again.

The Small Town Improvement Program is managed by Council and as such, the need to seek applications only from incorporated community groups may be unnecessary. If the guidelines are broadened, it may be preferable, in instances where no formal community group/progress association/action group/advancement association exists, to allow other community groups (eg: neighbourhood house, recreation reserve) or representatives to apply for STIP funding, if they can link the proposal to a strategic document or demonstrate a high level of community support.

**Township Eligibility for Funding Under STIP**

Apollo Bay has been added to the eligible small towns who can apply for STIP funding for only the past two years. Apollo Bay was previously not eligible to be part of the STIP program and eligibility was capped at a maximum 800 residents per town. This restriction was relaxed so that Apollo Bay could use STIP funding as matching funding for a State funding program that has subsequently ceased to exist. As such, the original rationale for the inclusion of Apollo Bay in the STIP program no longer applies. The Apollo Bay Chamber of Commerce and Tourism was added to the guidelines as an eligible community group to represent Apollo Bay at that time and Apollo Bay has been very successful in getting around 20-25% of the available funding pool over the last two years.

As the annual allocation is \$80,000 to be considered across 15 other small towns (excluding Colac), the competition for the limited funds available is high. The inclusion of Apollo Bay in the 'eligible small towns of Colac Otway Shire' increases the competition for funding and limits the likelihood of the smaller townships receiving funding and also reduces the likelihood that all proposals will be funded. Apollo Bay is a significantly larger town than the small towns which are competing for these funds - which was the original aim of this specifically targeted funding program. Apollo Bay population is 1100 (summertime pop.15,000), compared with some other small town populations eg: Forrest pop.238, Birregurra pop.741, Cressy pop.433, Barwon Downs pop.362. Colac and Apollo Bay are the two major towns within the Colac Otway Shire. Having Apollo Bay in the STIP pool, with its disproportionately higher needs and resources relative to other smaller towns ensures that the overall number of funded projects is likely to be fewer. Apollo Bay also benefits from a national and international profile, an established economic base, tourism centre, outside investments and has increased opportunity to obtain external grants as well as a considerably greater opportunity to achieve Capital Project funding through the normal Council assessment process.

**Township Master Plan Process**

Many of the existing Community Infrastructure Plans / Township Master Plans are becoming out-dated as the communities' priorities have been completed. A review of the priorities within the Infrastructure Plan/Township Master Plan will need to take place for several of the small towns in the near future. Rather than use the STIP funds to review and update the plans, it is suggested that a community meeting be held, with representatives from Colac Otway Shire. The community can identify future infrastructure priorities and discuss these



with representatives from Infrastructure, Economic Development, Arts Culture & Recreation and Environment departments. This may identify early in the process if any proposals are also likely to be included in future budget capital works program or if restrictions to proposals exist, which can be explained to the community. This will allow the STIP funds to be more effectively used for infrastructure projects, rather than updating community infrastructure plans.

**Proposal**

It is proposed that amendments be made to the STIP guidelines to remove the listed eligible community groups/action groups/advancement or progress associations, and broaden the definition to include other community groups or representatives to be eligible to apply for STIP funds. These proposals would be required to include a demonstrated level of community support and/or links to the Community Infrastructure Plan/Small Town Master Plan or other relevant strategic documents.

The original intention of Council in establishing the STIP program was to ensure that the smaller townships in the municipality could access Council funds when they would not normally meet the criteria for Council's Major Capital Works Program funding.

It is proposed to remove Apollo Bay from the list of eligible small towns within Colac Otway Shire, as Apollo Bay would be considered one of the two major towns in the Shire. Apollo Bay and its local economy as a key element of the southern part of the Shire can also be expected to play a major role in the development of the Shire wide Economic Development Plan which is due to be developed in 2014. It is also proposed to revise the Master Plan process as outlined earlier in this report.

**Financial and Other Resource Implications**

The amendments proposed will not affect the current allocation of \$80,000 by Council to the Small Town Improvement Program.

**Risk Management & Compliance Issues**

The broadening of eligibility to non-incorporated associations will not incur additional risk as Council will retain responsibility for delivery of projects rather than handing over funds to these organisations.

**Environmental and Climate Change Considerations**

There are no Environmental and Climate Change considerations associated with this report.

**Community Engagement**

The community engagement strategy follows 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 include formal letter correspondence to all community groups/progress associations/action groups eligible for STIP funding. Further to this the groups will then be involved in the development of projects for the coming financial year.

**Implementation**

Following adoption of these amendments, a letter will be sent to the relevant community groups/progress associations/actions groups or community representatives outlining the amendments. Where no community group exists then existing community contacts such as those that deal with the Shire's recreation staff will be consulted.

**Conclusion**

Council's Small Town Improvement Program is an integral part of Council's role within the smaller townships in the Shire. It ensures that development that may otherwise be overlooked is undertaken and it helps to develop and strengthen relationships and engenders a sense of ownership and pride amongst these smaller communities.

Amendments need to be made to the guidelines to include:

- small town community groups/representatives (eg: neighbourhood house) where no formal community progress association / action group / advancement association exists.
- a change to broaden the definition of linking the proposed project to a 'Strategic document / Community Infrastructure Plan / Township Master Plan' to include 'or equivalent demonstrated community support'.
- remove Apollo Bay from the eligible small towns that can apply for STIP allocation of funds, noting that the State government program that originally justified the more recent inclusion of Apollo Bay no longer exists.

**Attachments**

Nil

**Recommendations*****That Council:***

- 1. Endorses the amendments to the Small Town Improvement Program (STIP) guidelines to broaden the eligible community groups or representatives who can apply where no formal Progress Association/Action Group/Advancement Association exists.***
- 2. Endorses the amendment to exclude the funding of development, update or review of Township Master Plans or Community Infrastructure Plans or similar strategic documents from STIP funds.***
- 3. Endorses the amendment to remove Apollo Bay from the eligible small towns who can apply for STIP funding.***

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**GENERAL BUSINESS**

| ITEM                      |                                       |
|---------------------------|---------------------------------------|
| <b><u>OM142602-22</u></b> | <b><u>ASSEMBLY OF COUNCILLORS</u></b> |



**OM142602-22****ASSEMBLY OF COUNCILLORS**

|             |               |           |           |
|-------------|---------------|-----------|-----------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive     | FILE REF: | F13/6530  |

**Introduction**

The *Local Government Act 1989* (the Act) requires that records of meetings, which constitute an Assembly of Councillors, be tabled at the next practicable meeting of Council and incorporated in the minutes of the Council meeting.

**Definition**

An “assembly of Councillors” is a defined term under section 3(1) of the *Local Government Act 1989*.

It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present; or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

If a meeting fits either of these types, the procedures applying to an assembly of Councillors must be complied with, irrespective of any name or description given to the committee or meeting.

**Advisory Committees**

Section 3(1) of the Act defines an advisory committee to be any committee established by the Council, other than a special committee, that provides advice to:

- *the Council; or*
- *a special committee; or*
- *a member of Council staff who has been delegated a power, duty or function of the Council under section 98.*

**Councillor briefings**

One type of meeting that is clearly an assembly of Councillors is the type of regular meeting, commonly referred to as a “Councillor Briefing” or similar name where Councillors and staff meet to discuss issues that are likely to come before Council for decision.

As part of decision making processes at Colac Otway, it is essential that Councillors are briefed on a range of issues which come before Council for consideration. As a means of providing this information, Assembly of Councillors briefings are conducted.

Assemblies are also attended by Council Officers, and sometimes other specific advisors, to provide Councillors with a detailed knowledge and understanding of issues under consideration to a level of detail that would inhibit timely decision-making, that would not be possible in an open council meeting, where decision-making related debate is governed by strict meeting procedures.

While these meetings have no authority to make Council decisions, they are generally assemblies of Councillors and subject to conflict of interest disclosures.

**What records are to be kept**

Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- conflict of interest disclosures made by a Councillor (if any are made); and
- whether a Councillor who has disclosed a conflict of interest leaves the assembly.

It is a requirement that the record of an assembly is to be reported to the next practicable ordinary meeting of Council and be incorporated in the minutes of that Council meeting.

**Assemblies of Councillors**

The following Assemblies of Councillors have been held:

- |                                      |                   |
|--------------------------------------|-------------------|
| • Councillor Briefing Session        | 18 December 2013  |
| • Councillor Workshop                | 15 January 2014   |
| • Councillor Briefing Session        | 22 January 2014   |
| • Councillor Workshop                | 29 January 2014   |
| • Central Reserve Advisory Committee | 5 February 2014   |
| • Councillor Workshop                | 12 February 2014. |

**Attachments**

1. Councillor Briefing Session - 18 December 2013
2. Councillor Workshop - 15 January 2014
3. Councillor Briefing Session - 22 January 2014
4. Councillor Workshop - 29 January 2014
5. Central Reserve Advisory Committee - Agenda - 05022014
6. Central Reserve Advisory Committee - 5 February 2014
7. Councillor Workshop - 12 February 2014

**Recommendation(s)**

***That Council notes the Assembly of Councillors reports for:***

- |                                                    |                                 |
|----------------------------------------------------|---------------------------------|
| • <b><i>Councillor Briefing Session</i></b>        | <b><i>18 December 2013</i></b>  |
| • <b><i>Councillor Workshop</i></b>                | <b><i>15 January 2014</i></b>   |
| • <b><i>Councillor Briefing Session</i></b>        | <b><i>22 January 2014</i></b>   |
| • <b><i>Councillor Workshop</i></b>                | <b><i>29 January 2014</i></b>   |
| • <b><i>Central Reserve Advisory Committee</i></b> | <b><i>5 February 2014</i></b>   |
| • <b><i>Councillor Workshop</i></b>                | <b><i>12 February 2014.</i></b> |

~~~~~u ~~~~~

**NOTICES OF MOTION**

| ITEM                      |   |
|---------------------------|---|
| <b><u>OM142602-23</u></b> | <b><u>CAPITAL UPGRADE AND RENEWAL EXPENDITURE</u></b> |





**OM142602-23****CAPITAL UPGRADE AND RENEWAL EXPENDITURE (CR  
MICHAEL DELAHUNTY)**

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 26 February 2014:

That Council instructs the CEO to ensure that all future draft budget estimates meet the following parameters:

1. The sum of the upgrade expenditure and renewal expenditure to be not less than 100% of depreciation, where upgrade and renewal expenditure areas comprise components as listed in the 2012-2013 Colac Otway Shire annual report and additional areas as may be added from time to time.
2. Capital Replacement expenditure to be not less than 150% of depreciation where capital replacement expenditure areas comprise components as listed in the 2012-2013 Colac Otway Shire annual report and additional areas as may be added from time to time.
3. The ratios detailed in points (1) and (2) be developed with existing depreciation schedules or higher rates if evidence indicates accelerated depreciation or where different rates are mandated by State or Federal Government agencies.
4. These ratios be maintained at the levels stated in points (1) and (2), as a minimum, for all future budgets unless and until this resolution has been explicitly rescinded or amended to permit lower ratios.

**Recommendation**

***That Council consider the contents of this Notice of Motion.***

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## 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><i>SUBJECT</i></b>                                         | <b><i>REASON</i></b>                                                                                | <b><i>SECTION OF ACT</i></b> |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------|
| Contract 1322 - Bluewater Fitness Centre Redevelopment Update | this matter deals with contractual matters; AND this matter may prejudice the Council or any person | Section 89 (2) (d) (h)       |



# ORDINARY COUNCIL MEETING

## WEDNESDAY, 26 FEBRUARY 2014

### ATTACHMENTS

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#### CHIEF EXECUTIVE OFFICER

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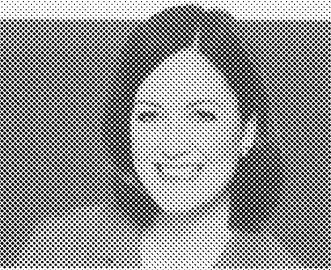
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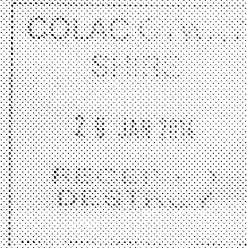




**SARAH HENDERSON MP**  
Federal Member for Corangamite



Mr Rob Small  
Chief Executive Officer  
Colac Otway Shire  
PO Box 283  
Colac Vic 3250



Dear Mr Small

**Invitation**

I write to invite you to attend a mobile phone black spot community meeting in Gellibrand with the Federal Parliamentary Secretary of Communications, the Hon. Paul Fletcher MP. This is an opportunity to provide feedback generally including as to the structure of the Federal Government's \$100 million Mobile Coverage Programme.

Mr Fletcher will be at the Gellibrand Public Hall, 1 Old Main Road, Gellibrand, on **Tuesday 4 February 2014 from 1:30pm - 2:30pm** and he is looking forward to meeting with members of the local community.

I would be grateful if you would register your attendance by Monday 3 February either by telephone on 5243 1444 or via email at [josephine.mitchell@aph.gov.au](mailto:josephine.mitchell@aph.gov.au).

As you are aware, a number of communities across Corangamite including Gellibrand, Birregurra, Carlisle River and Kawarren currently have inadequate mobile phone coverage.

During the election campaign, I campaigned for better mobile phone coverage in the Otways and surrounding areas, and I am continuing that fight as the Member for Corangamite.

The Government has also issued a discussion paper. The paper is available on the Department of Communications' website at [http://communications.gov.au/mobile\\_services/mobile\\_coverage\\_programme](http://communications.gov.au/mobile_services/mobile_coverage_programme). Should you wish to make a submission, these are due by 28 February 2014 and should be sent to the Department of Communications at [mobilecoverage@communications.gov.au](mailto:mobilecoverage@communications.gov.au).

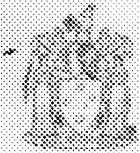
As a strong, local voice for Corangamite, I look forward to hearing your ideas and any other matters you may wish to raise on Tuesday 4 February 2014.

Yours sincerely

**Sarah Henderson MP**  
Federal Member for Corangamite

28/01/2014





Minister for Technology  
Minister for the Aviation Industry

31 JAN 2014

Cr Lyn Russell  
Mayor  
Colac Otway Shire Council  
PO Box 283  
COLAC VIC 3250

COLAC OTWAY  
SHIRE

- 3 FEB 2014

RECEIVED  
DESTROY

1 Macarthur Street  
GPO Box 4179  
Melbourne Victoria 3002  
Telephone: (03) 9651 1044  
Facsimile: (03) 9651 1088  
OX 210759

Dear Cr Russell

I am writing to you regarding consultations that are underway for the Commonwealth Government's Mobile Coverage Programme.

The Victorian Government understands how important mobile phone services are to the business and social activities of our regional communities. The Government also recognises that, as we endure another bush fire season, lack of access to mobile services can have serious implications for public safety.

As you know, regional areas generally do not have the quality and choice of mobile services available in metropolitan areas and some Victorian communities are in mobile black spots where there is no service at all.

The adequacy of regional telecommunications services is a Commonwealth Government responsibility. Since 2010, the Victorian Government has advocated strongly for the Commonwealth to establish a program to improve the quality and coverage of mobile services in regional Victoria and to fix black spots.

Accordingly, the Government has welcomed the Commonwealth Government's commitment of \$100 million to a national Mobile Coverage Programme. The Government is working with the Commonwealth to maximise the benefits of the Mobile Coverage Programme for Victorian communities.

The Commonwealth Government is currently undertaking consultation on the design of the \$80 million Mobile Network Expansion Project as a part of the Mobile Coverage Programme. A discussion paper about the Mobile Coverage Programme can be downloaded at - [http://www.communications.gov.au/mobile\\_services/mobile\\_coverage\\_programme](http://www.communications.gov.au/mobile_services/mobile_coverage_programme).

I encourage interested councils to consider providing a submission to make the Commonwealth aware of the business, social and public safety impact of mobile coverage issues in their area.

The Victorian Government is developing a submission to the Mobile Network Expansion Project consultation process. I also invite you to provide information to the Victorian Government on any specific issues relating to your municipality that the State should consider in preparing its submission.

Please email any comments by 12 February 2014 to the Department of State Development, Business and Innovation ([peter.richell@dsdbi.vic.gov.au](mailto:peter.richell@dsdbi.vic.gov.au)).

Yours Sincerely



THE HON GORDON RICH-PHILLIPS MLC  
Minister for Technology



**Australian Government**  
**Department of Communications**

# **Mobile Coverage Programme**

## **Discussion Paper**

16 December 2013

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## **Introduction**

The Department of Communications is seeking input from the telecommunications industry, all levels of government and other interested stakeholders on the best way to deliver the Government's funding commitment of \$100 million (GST exclusive) towards a programme to improve mobile coverage and competition in regional Australia.

Submissions from stakeholders, including responses to the key questions raised within this Discussion Paper, will help inform the Government's consideration of potential methods of allocating the funding to ensure it best meets the policy objective and achieves maximum value for money.

Further information on the Government's consultation process can be found at page 15 of this Discussion Paper, including instructions on how to make a submission.

## **Background**

Inadequate mobile phone coverage remains a significant issue for Australians living, working and travelling in regional areas of the country. The 2011-12 Regional Telecommunications Review identified a lack of adequate mobile voice and broadband coverage as the issue of greatest concern to regional communities.

Australia's three national mobile network operators (MNOs) - Optus, Telstra and Vodafone Hutchison Australia - collectively claim to provide mobile coverage to 99 per cent of the population (i.e. premises). However, reflecting our country's highly urbanised population, this level of coverage equates to only around 25 per cent of the landmass. In addition:

- in some locations within the mobile coverage footprint, reception is only possible using additional equipment such as a car kit or external antenna – handheld reception is not available; and
- for significant portions of regional Australia where coverage is available, it is provided by only a single MNO.

The objective of the Mobile Coverage Programme is to invest in telecommunications network infrastructure to improve both coverage of high quality terrestrial mobile voice and wireless broadband services in regional Australia, and competition in the provision of such services.

This paper also includes discussion on the role that the NBN fixed wireless rollout can play in enabling greater competition for mobile services in regional Australia (see page 13). A greater role for NBN Co in supporting mobile wireless outcomes would complement the Mobile Coverage Programme.

## **Programme funding**

The Government's \$100 million funding commitment to the Mobile Coverage Programme includes two complementary components:

- **\$80 million Mobile Network Expansion Project:** to improve mobile coverage along major transport routes, in small communities and in areas that are prone to experiencing natural disasters.
- **\$20 million Mobile Black Spots Project:** to improve mobile coverage in locations with unique coverage problems, such as areas with high demand for services during seasonal holiday periods.

## **\$80 million Mobile Network Expansion Project**

Three broad options have been identified for the design of this component of the programme.

### **Delivery option 1 – Single mobile network operator contracted to deliver the programme**

Under this option, the Commonwealth would call for bids from MNOs or consortia of MNOs. The bids would specify the number of proposed mobile network base stations to be built Australia-wide, the location of the base stations, and the improved coverage that would be provided from these base stations, in exchange for receiving funding of \$80 million.

As part of each funding bid, the bidder would be required to specify:

- the total capital cost it would incur in building these base stations (and associated facilities such as fibre optic or microwave backhaul); and
- the amount to be contributed by the bidder in arriving at that total capital cost (in addition to the \$80 million to be contributed by the Commonwealth).

The bidder should also have regard for the list of locations established by the Commonwealth of areas that are reported to have poor, or no, mobile coverage.

The Commonwealth will prepare this list based on:

- representations made by citizens, organisations and elected representatives about locations which have poor, or no, mobile coverage;
- advice provided by state and territory governments; and
- mapping, drive test and other relevant data.

As part of the mandatory criteria, the selected MNO would be required to commit to:

- contributing significantly to the capital costs of the project;
- delivering voice and wireless broadband services in the agreed areas for at least 10 years;
- delivering the services at a specified minimum quality (see questions 1 and 2 on page 5 of this document);
- a range of open access and co-location provisions and arrangements for enforcing these, as described at page 9;
- an agreed timeframe for construction and operation of the services; and
- claw-back and make-good mechanisms to protect against non-compliance at any time during the 10 year duration of the agreement.

Bids would be required to identify the proposed locations at which new services would be provided (either by building new base stations or using existing base stations and infrastructure that is not currently used for mobile services, e.g. existing microwave towers). These locations would need to be in addition to locations already planned to be built in the next three years by the bidder. MNOs would be required to provide, in confidence, details of their mobile coverage extension expenditure and coverage achieved over the past three years and planned for the next three years.



The Commonwealth would assess the competing bids and would choose as the winner the bid which best meets the proposed assessment criteria on pages 11 and 12. The assessment process would make use of independent engineers who would test coverage and related claims in each bid, as well as an external assessment panel established to advise the Government.

### **Pros and Cons**

- Under this option, the whole \$80 million of Commonwealth funding would be awarded to a single MNO (or consortium of MNOs). Therefore, the locations selected would be determined solely from the bid from the successful MNO. The benefits of the Government's subsidy would initially accrue to this MNO (until other MNOs are able to benefit from the open access and co-location opportunities).
- Open access arrangements would enable other operators to co-locate their equipment at prices that reflect the Government's subsidy. However, a delay would be likely between establishment of the new infrastructure and the time that other MNOs take advantage of the open access arrangements.
- This "winner takes all" approach may not generate as much competitive tension for the available funding as options 2 and 3 (below).

### **Questions**

1. Would an appropriate minimum quality standard be that base stations must provide high-speed 4G LTE mobile broadband data communication services and also high quality 3G mobile voice and broadband data services? If this is not an appropriate minimum quality standard, what is?
2. What are the most appropriate indicators that could be used to specify the minimum quality standards that should apply to the mobile services being provided through the programme? For instance, should it be a minimum received service signal indication (RSSI) in decibel-milliwatts (dBm)? A similar approach was adopted recently in the UK where a comparable programme specified a minimum RSSI for 3G voice and basic data service of -85dBm on roads and -75dBm in community areas (outside premises).

### **Delivery option 2 – Order of merit from base stations proposed by multiple MNOs**

Under this option, the Commonwealth would call for bids from MNOs or consortia of MNOs. Each bid would be specific to an individual base station or group of base stations and would specify the number of base stations to be built, the location of each base station, the improved coverage that would be provided from each base station, and the amount of funding sought by the bidder under the programme. This would allow an MNO to bid for only a portion of the \$80 million funding.

Each base station (or group of base stations) proposed by each MNO would be assessed using the criteria at page 11 to establish a single order of merit. Base stations proposed by two or more MNOs that largely overlap the same area would result in the lower ranked proposed base station being removed from the order of merit.

A cut off point in the order of merit would be identified, being the point below which the available funding of \$80 million is expected to be exhausted. Contract negotiations would initially take place with MNOs for each base station (or group of base stations) ranked above the cut-off point.

December 2013

Mobile Coverage Programme Discussion Paper

If negotiations could not be satisfactorily concluded for one or more base stations above the cut-off point, then these base stations would be removed from the list. The highest ranked base stations that were below the cut-off point would accordingly now be above the cut-off point, and negotiations would commence in relation to the new base stations. The mandatory criteria in this option would be the same as those in option 1.

#### **Pros and Cons**

- This option is likely to create greater competitive tension and therefore may lead to a better overall value for money outcome (compared to option 1).
- Other MNOs seeking to use the infrastructure would still need to negotiate terms and conditions with the successful MNO. As a result, the competition benefits may take time to be realised.
- Fewer economies of scale may mean the relative level of Commonwealth contribution is greater and the level of coverage extension is less than in option 1. However, this risk is mitigated by allowing bidders to apply for groups of base stations and the greater competitive tension during the tender process that this option creates.
- There would likely be a need to enter into funding agreements with multiple MNOs and therefore would be more complex to negotiate, administer and ensure compliance.

#### **Question**

3. Does delivery option 2 for the \$80 million Mobile Network Expansion component raise any additional issues that need to be considered?

#### **Delivery option 3 – Network infrastructure provider to co-ordinate implementation**

Under this option, the Commonwealth would call for bids from parties wishing to build, own and operate a network of base stations (and potentially other facilities such as fibre optic or microwave backhaul connecting the base stations). These base stations would be available to all MNOs to install their own network equipment on a commercial basis. Bidders might include specialist network infrastructure providers. Bids might be for proposals to either:

- a) build and operate mobile infrastructure (both base stations and linking backhaul) on which all MNOs could install their own network equipment on a commercial basis (i.e. MNOs contracting with the network infrastructure provider); or
- b) develop a wholesale mobile network capability onto which MNOs could roam locally on a commercial basis (i.e. MNOs contracting with the network infrastructure provider). This sub-option would involve the network infrastructure provider building the infrastructure as in sub-option 3(a) and also installing and operating suitable mobile network equipment that can provide the wholesale mobile service that MNOs can use for local roaming. A key issue with this sub-option would be the need for the successful bidder to provide a suitable wholesale service onto which MNOs can roam locally and the question of access to suitable spectrum.

Under both sub-options, network infrastructure providers applying for funding would need to demonstrate they had secured in-principle agreement from at least one MNO on:

- the locations at which infrastructure would be constructed to maximise outcomes in terms of the assessment criteria (at page 11); and
- use of these base stations on a commercial basis for a minimum of ten years.



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Mobile Coverage Programme Discussion Paper

As with options 1 and 2, bidders would need to specify the location of the base stations to be built, the improved coverage to be delivered, the total capital cost, the capital the bidder intended to contribute; and how the location matched the locations on the list specified by the Commonwealth. The bidder would also need to meet the mandatory criteria.

Bids for funding under these two sub-options would also need to identify each proposed base station (or group of base stations) as under options 1 and 2. These would also be assessed using the same criteria. There may not be a need to specify additional open access provisions beyond the existing facilities access regime as it is in the commercial interest of the network infrastructure provider to have multiple MNOs utilising the infrastructure. Key issues with this option would include:

- whether there would be merit in this option operating in conjunction with options 1 or 2, allowing network infrastructure providers to compete directly with MNOs for funding;
- whether wholesale access costs would need to be regulated (or whether the market would ensure the best outcome); and
- if option 3(a) was to be combined with options 1 or 2, the mandatory open access provisions would have to be identical for all bidders.

#### **Pros and Cons**

- This option is likely to maximise competition benefits as it is in the interests of the network infrastructure provider to have as many MNOs operating on the infrastructure as possible.
- Option 3(b) would minimise costs of building and operating the infrastructure, as only one set of network equipment may be needed on each new base station.
- There are a number of uncertainties and risks with sub-option 3(b) that would need to be addressed (e.g. access to spectrum by the network infrastructure provider, capabilities of the infrastructure provider to run a wholesale service).

#### **Questions**

4. Could options 3(a) or 3(b) for the \$80 million Mobile Network Expansion Project be delivered in conjunction with options 1 or 2 to enable network infrastructure providers to compete with MNOs?
5. Should bidders be able to propose to incorporate the use of base stations owned by NBN Co as part of their bid?
6. Should a joint bid (between a specialist network infrastructure provider and a MNO) be permitted? Should it be encouraged?
7. Is it realistic to expect specialist network infrastructure providers to provide backhaul (recognising that they would presumably need to contract with a third party to provide this)?
8. Is option 3(b) suitable for Australia's regional mobile market?

December 2013

Mobile Coverage Programme Discussion Paper

## \$20 million Mobile Black Spots Project

The Mobile Black Spots Project will improve mobile phone services in locations with unique mobile coverage problems, such as small communities that experience increased population during peak seasonal periods.

This component of the programme will be implemented in three stages:

**Stage 1** involves (as foreshadowed under the \$80 million component) the establishment of a list of locations that currently receive poor, or no, mobile coverage, to which interested stakeholders can contribute (including local communities and local governments). The list of locations will be made available as part of the Request for Tender process under the \$80 million component. A number of locations put forward by local communities may be funded under this component, however there is no guarantee that funding will be available for all such locations.

**Stage 2** once the outcomes of the \$80 million component are publicly announced, Expressions of Interest (EOI) will be sought from local communities for locations that were not funded under the \$80 million component, but for which the local community is seeking improved mobile coverage. It is anticipated that EOIs will be received from local governments, however other entities such as significant local businesses may also submit an EOI.

All EOIs that are submitted at this stage must include a commitment to provide a co-contribution towards the proposed base station. This co-contribution could be provided, for example, by the local government, significant local businesses, large community groups, or the state or territory government. These co-contributions could be in the form of cash, or in-kind contributions such as site access or road and power installation.

**Stage 3** is envisaged to operate in a similar fashion to the \$80 million component, with bids being made by a bidding entity (MNOs and/or network infrastructure providers) for funding support towards a new mobile base station. However, a key difference is that under this component bidders may only propose new base stations from the list of locations that were nominated in the EOI process.

The Commonwealth would fund some of the costs of delivering improved mobile coverage to locations proposed by communities, with co-funding provided by other parties such as local governments, state or territory governments, commercial entities, MNOs and/or network infrastructure providers.

Bidders would be responsible for preparing the funding bids, including arranging for the necessary planning and approvals and securing necessary third party co-contributions. The mandatory criteria at page 4 would apply, as well as the assessment criteria at page 11.

In addition, the number of sites/rooms/cabins offered by accommodation providers in the area which will receive new coverage could form part of the assessment criteria for this component, to account for communities which experience high seasonal demand.

A cut-off point in the order of merit would be identified, being the point below which the available funding of \$20 million was expected to be exhausted. Contract negotiations would initially take place in respect of base stations ranked above the cut-off point.

If this component of the programme is undersubscribed, there would be an opportunity to review and potentially fund additional base stations applied for under the \$80 million component.

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## Open access and co-location provisions

The proposed open access and co-location provisions<sup>1</sup> are as follows:

- **Base station design:** a provision could be included that all new (or “greenfield”) base stations are designed and built to ensure they are capable of supporting at least two further MNOs’ equipment. To meet this requirement, base stations would need to include site space for housing arrangements such as cabinets, as well as providing access to power.

Existing (or “brownfield”) base stations being upgraded to provide mobile coverage would not be required to meet this mandatory requirement.

The successful bidder/s would be required to maintain an online database on the status and progress of subsidised base stations. The required information could include the base station name, proposed location, key build milestones, and expected go-live dates. This would assist MNOs that are interested to make informed decisions about co-locating services.

The successful bidder/s would notify MNOs that have registered on the co-location database when they are ready to discuss base station location and design. To assist in the initial planning and design stages, MNOs would be required to advise the successful bidder/s within 20 days of being notified whether they wish to co-locate their equipment on the base station. MNOs seeking to co-locate their equipment must use all reasonable endeavours to work together with the successful bidder/s to co-ordinate the build activities to maximise efficiency and to reduce costs of any infrastructure being funded through the programme.

- **Base station access and pricing:** it is proposed that all new “greenfield” base stations should be made available for use by all MNOs. In addition, access to new “greenfield” base stations by MNOs seeking to co-locate their equipment on the base stations should be offered at a price which appropriately reflects the level of Commonwealth subsidy provided (which will be made publicly available).

MNOs will, in the first instance, be required to negotiate in good faith the base station access and price terms and enter into commercial arrangements. A starting principle could be that the base station access costs are shared equally between all MNOs using the base station.

Comments are sought from stakeholders on the most appropriate means of determining the price which sufficiently reflects the level of Commonwealth subsidy provided.

- **Backhaul access and pricing:** it is proposed that any new fibre backhaul being provided to new “greenfield” base stations must have sufficient capacity, transmission, and interfacing equipment to enable at least three MNOs to deliver the agreed services.

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<sup>1</sup> Recent international examples of open access requirements can be found at the following links:

- <http://www.med.govt.nz/sectors-industries/technology-communication/communications/broadband-policy/rural-broadband-initiative/rural-broadband-initiative-contracts>
- <https://www.gov.uk/government/consultations/mobile-infrastructure-project-industry-stakeholder-engagement>

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Existing backhaul at “brownfield” base stations may not be required to meet this mandatory requirement.

Backhaul for each base station will be made available at a price which sufficiently reflects the level of Commonwealth subsidy provided (which will be made publically available).

For locations where a microwave or other type of backhaul solution is proposed for a base station that is not capable of providing a backhaul service to other MNOs, the base station design will need to enable other MNOs to co-locate a similar backhaul solution.

MNOs will, in the first instance, be required to seek to negotiate in good faith the backhaul access and price terms and enter into commercial arrangements. A starting principle could be that the backhaul costs are shared equally between all MNOs using the service.

### **Dispute resolution**

MNOs will be given the opportunity to appoint, at their own shared cost, an independent third party to mediate any disputes. If there is disagreement on the selection of the independent third party, the matter will be referred to the Department of Communications for a decision on the appointment of the arbitrator. For disputes relating to technical matters, the views of the independent third party mediator must be accepted. Contractual penalties would apply to an MNO that does not comply with this requirement.

For disputes relating to pricing, the ACCC could arbitrate where an operator seeking access believes the price offered does not sufficiently reflect the level of Commonwealth subsidy provided. Contractual penalties would apply to MNOs that do not comply with this requirement.

Comments are sought from stakeholders on the most appropriate means of determining the price which sufficiently reflects the level of Commonwealth subsidy provided.

### **Questions**

9. What are the appropriate specifications for a base station to be able to accommodate at least two other MNOs?
10. Will the proposed open access provisions be sufficient to encourage other MNOs to use the base stations to provide mobile services?
11. Should MNOs be required to pre-commit to/co-invest in the base stations for which they wish to share infrastructure?
12. What is the estimated additional cost of requiring all new base stations to meet the open access requirements?
13. Should the proposed open access provisions be applicable to base stations funded under the \$20 million component, or should there be scope to exclude some base stations from these requirements?
14. What are the most appropriate models/benchmarks for establishing access and backhaul pricing, and for reflecting in that pricing the value of the public funding received by the owner of the facilities (such that access seekers receive an appropriate discount from the market price for access to the facility)?

## Proposed Assessment Criteria

The following assessment criteria are proposed for each base station and group of base stations proposed for funding (some modification may be needed to suit particular options). These assessment criteria would be used by an external assessment committee as the basis of advice to the Government.

MNOs may propose the use of additional complementary technologies, such as microcells and picocells (which have a coverage radius of approximately 2km and 200m respectively) to improve service for particular areas within a proposed new 'macro-cell' base station footprint. For example, to extend new 'handheld' coverage to a small town which would otherwise lie outside the proposed 'handheld' coverage footprint of the particular base station. While the use of these types of complementary technologies would increase the overall assessed cost of the proposed base station, the additional coverage benefits would be included in the assessment of that base station.

Bidders must provide the following information for each proposed base station (to enable assessment of each proposed base station or group of base stations):

1. **Match with the priority programme locations** – each proposed base station (or single base station within a group) will be assessed according to whether it is located within one of the priority locations:
  - a. **\$80 million Mobile Network Expansion Project:** For a base station included within a bid for this component, whether it improves mobile coverage along major transport routes, in small communities and in areas that are prone to experiencing natural disasters.
  - b. **\$20 million Mobile Black Spots Project:** For a base station included within a bid for this component, whether it provides coverage to improve mobile coverage in locations with unique coverage problems, such as areas with high demand for services during seasonal holiday periods.
2. **New coverage** – claims of additional coverage will be tested by an independent engineering organisation appointed by the Department. Each proposed base station (or group of base stations) will be assessed according to the extent of totally new proposed coverage (i.e. areas not covered by any MNO - either existing or currently planned) using the following sub-criteria:
  - a. The size (in square kilometres) of the mobile coverage footprint area which will receive new 'handheld' coverage where previously there was no coverage at all.
  - b. The size (in square kilometres) of the mobile coverage footprint area which will receive new 'external antenna' coverage.
  - c. The size (in square kilometres) of the mobile coverage footprint area currently receiving 'external antenna' coverage which will receive new 'handheld' coverage.
3. **Extent of coverage benefit** – each proposed base station (or group of base stations) will be assessed according to:
  - a. The number of premises located within the new mobile coverage footprint (as assessed using the current G-NAF - the authoritative index of geocoded Australian addresses).
  - b. The length of national or state highways and arterial roads (as defined by PSMA Australia Ltd) within the new 'handheld' and 'external antenna' footprints (in kilometres).

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- c. *[For the \$20 million component only]* The number of sites/rooms/cabins offered by accommodation providers (for example, motels or caravan parks) within the new 'handheld' and 'external antenna' footprints.
- 4. **Co-contributions** – each proposed base station (or group of base stations) will be assessed according to:
  - a. The amount of co-contribution being provided by the bidder.
  - b. The amount of co-contribution being provided by the relevant state or territory government or other third party. Bidders will need to consult with the relevant state and territory governments to determine and secure their level of co-contribution for each base station.
- 5. **Value for money to the Commonwealth** – each proposed base station (or group of base stations) will be assessed according to:
  - a. The cost to the Commonwealth per square kilometre of coverage provided by the base station/s.
  - b. The cost to the Commonwealth per premises covered by the base station/s.
  - c. The cost to the Commonwealth per kilometre of national or state highway and arterial road covered by the base station/s.
- 6. **Open access** – each proposed base station (or group of base stations) will be assessed according to:
  - a. The capacity of the new base station/s to support three network operators' equipment. See the Open Access Provisions at page 9 for further information on this requirement.
  - b. The capacity of the new fibre backhaul available at the base station/s to enable three network operators to deliver the minimum mandatory service solution. See the Open Access Provisions at page 9 for further information on this requirement.
- 7. **Commitment from more than one MNO** – each proposed base station (or group of base stations) will be assessed according to the number of MNOs that have committed to utilising the proposed base station/s to deliver the mobile services on a commercial basis for a minimum of ten years.
  - a. The minimum requirement for each proposed base station is a commitment from one MNO to deliver the specified services.
  - b. Additional weight will be given to base stations (or groups of base stations) where more than one MNO has agreed to deliver the specified services.

### Questions

- 15. Do the proposed assessment criteria achieve the right balance to deliver the best value for money outcomes?
- 16. Should the proposed assessment criteria be weighted, and if so, how?
- 17. Is there a more effective means of assessing seasonal demand than proposed in criterion 3(c)?



## Utilising the NBN fixed wireless network

The rollout of the National Broadband Network (NBN) fixed wireless network provides an opportunity to improve mobile phone coverage and competition in Australia. These opportunities include co-locating mobile equipment on NBN facilities and NBN Co offering additional services such as backhaul to mobile base stations.

NBN Co is already working with MNOs and mobile infrastructure providers to allow shared and 'build-to-suit' options and may be able to play a more active role in aligning common opportunities. In some instances, NBN Co has negotiated with MNOs to take advantage of existing mobile base stations in constructing its fixed wireless service. There is of course the potential for MNOs to take advantage of NBN Co's base stations and fixed wireless backhaul as these are rolled out further.

Although NBN Co has entered into agreements with some MNOs to share base station infrastructure, to date it has not been tasked explicitly with considering how it can assist in improving mobile coverage and competition. For example:

- NBN Co fixed wireless base stations could specifically be designed to support co-location of MNO's equipment on a commercial basis. While this may involve some marginal additional cost for NBN Co, this cost may well be outweighed by commercial returns;
- consideration of the precise locations of NBN Co fixed wireless base stations could be undertaken in consultation with MNOs to see if mutually beneficial locations could be identified, noting the benefits of early consultation given the significant lead times required; and
- in some circumstances, NBN Co could also sell backhaul to MNOs – given that NBN Co will be installing fibre or microwave backhaul to each of its base stations, it makes sense for it to sell backhaul capacity to MNOs.

There are locations where NBN Co is building new base stations for the delivery of fixed wireless services where there will be limited (or in some cases no) mobile coverage. Encouraging MNOs to co-locate their equipment or to participate in share-build arrangements would lower the cost of providing mobile coverage in these areas. NBN Co could play a more active role to encourage MNOs to work collaboratively to take advantage of these locations. If MNOs engage early in the process, there may be opportunities to negotiate mutually suitable locations and to incorporate their technical requirements in the design process.

Designing and building future NBN fixed wireless services to take advantage of the potential synergies with mobile services could mean the significant investment in the NBN telecommunications infrastructure is used more efficiently and effectively. Of course, in the areas which are to receive fixed wireless coverage from NBN Co, there may already be mobile coverage from one or more MNOs (the fixed wireless network will cover the 93<sup>rd</sup> to 97<sup>th</sup> percentile of the population, and in many cases these are not particularly remote parts of Australia). There may still be benefit however, through allowing MNOs to use NBN Co's base stations, for example by making it easier for a second or third MNO to offer mobile coverage in an area. This would deliver increased mobile competition even though it would not increase the total area where mobile coverage was available.

### Questions

18. To what extent would the use of the NBN fixed wireless network result in improved mobile coverage outcomes in regional Australia?

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19. How best can a greater role for NBN Co improve competition and choice for consumers in regional Australia?
20. In addition to base station location, design and backhaul access, what other considerations would NBN Co need to take into account if it were to also support mobile coverage and competition benefits as part of its mandate?
21. How can early engagement between NBN Co and MNOs be facilitated in the design of each base station? Is there a role here for the Australian Mobile Telecommunications Association (AMTA)?
22. How can the Mobile Coverage Programme best complement any role that the NBN fixed wireless service plays in improving mobile coverage and competition?



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## **Next steps**

### **Preparing Submissions**

All interested stakeholders wishing to have their views considered by the Government on possible implementation methods of delivering the Government's Mobile Coverage Programme are invited to provide a submission to the Department. All submissions must include the name and contact details of the person making the submission and the organisation which they represent (if applicable).

All submissions and comments, or parts thereof, will be treated as non-confidential information unless specifically requested, and acceptable reasons should accompany each request. Email disclaimers will not be considered sufficient confidentiality requests.

Respondents lodging a submission should be aware that submissions (excluding any information agreed to be treated as confidential information) will be made publicly available, including on the Department of Communications' website. Submissions and comments will be subject to freedom of information provisions. Despite a submission being identified as confidential or sensitive, submissions may be disclosed where authorised or required by law, or for the purpose of parliamentary processes.

Submissions should be accompanied by the Submission Cover Sheet which is available at [www.communications.gov.au/mobile\\_coverage](http://www.communications.gov.au/mobile_coverage) and be submitted via email (in MS Word or PDF) or by post (see below). Questions raised in this Discussion Paper are intended as a guide only. The Submission Form template enables respondents to provide more general comments on the issues raised in this paper.

### **Lodging Submissions**

Email submissions are to be sent to the following email address:

**Email:** [mobilecoverage@communications.gov.au](mailto:mobilecoverage@communications.gov.au)

Alternatively, submissions may be sent to the postal address below to arrive by the closing date:

**Post:** The Manager  
Mobile Coverage Programme  
Department of Communications  
GPO Box 2154  
CANBERRA ACT 2615

The closing date for lodging submissions is **5:00pm Friday 28 February 2014**.

All submissions lodged will be acknowledged by the Department of Communications by email (or by letter if no email is provided). Respondents lodging a submission who do not receive acknowledgement of their submission should contact the Department. Submissions which are not acknowledged by the Department as being received may not be considered. Respondents should be aware that emails greater than 10Mb may not be successfully delivered.

### **Contact us**

For further information about the Government's Mobile Coverage Programme or to discuss any elements of this Discussion Paper, please contact the Department of Communications via the above email address or by phone 1800 113 486.

Our Ref:  
Your Ref:  
Contact:

27 February 2014

The Honourable Malcolm Turnbull  
Minister for Communications  
PO Box 6022  
House of Representatives  
Parliament House  
CANBERRA ACT 2600

Dear Minister

**Submission - Mobile Coverage Program Discussion Paper**

The following submission is made on behalf of the Colac Otway Shire on behalf of its communities relating to poor or non-existent mobile telephone coverage across a large percentage of the Shire.

I have attached a map which broadly outlines three significant areas of the Shire with poor coverage and significant black spots.

The three areas can broadly be described as:

1. Gellibrand/Kawarren/Carlisle River
2. Beeac, Irrewarra, Birregurra, Yeo Gerangamete, Dreeite and Warrion
3. Cape Otway and Glenaire River Valley.

In addition to these areas, there are thirteen places along the Great Ocean Road where black spots in mobile coverage exist.

Along the holiday settlements of Wye River, Separation Creek, Kennett River and Skenes Creek, the peak holiday period has seen extreme loads on the existing system which has resulted in ordinary business access to wi-fi and mobile coverage being seriously curtailed to the detriment of our economic prosperity and community safety.

The key concerns expressed by local communities are the following:

1. **Fire Danger:** the Otway Ranges and the hills that lead back to the basalt plains contain eight of Victoria's most fire threatened communities (Barongarook, Barwon Downs, Carlisle River, Forrest, Kawarren, Lavers Hill, Marengo and Wye River/Kennett River/Separation Creek).

The ability to communicate becomes extremely difficult leading up to and during extreme fire events. People's capacity to keep themselves and others safe relies heavily on the communication capacities within a community.

These issues are exacerbated by the high populations of "outsiders" and visitors during the summer months (the fire season).

2. **Individual Access to Medical Aid:** in the public meetings in both Birregurra and Gellibrand at which Federal Parliamentary Secretary of Communications, the Hon. Paul Fletcher MP spoke, many anecdotes were related about people having a fall or a farm accident. The imposts of no mobile communications seriously impacted in the health outcomes for these members of the community.
3. **Social Connectedness:** in isolated communities, particularly those where land based economies have been impacted by drought and storms, the need for contact with fellow community members is extremely high. The severe mental stress of isolated communities is made all the worse where the communication tools that so many in our urban communities have access to, is denied to them. The level of suicides within the agricultural sector strikes a harsh chord within our own farming based communities.

These three key considerations form the basis of the needs within the communities that we represent in terms of mobile telephone coverage. They have a critical impact on their health, economic and social wellbeing.

We urge you to make coverage of these areas within our Shire a priority when considering the implementation of your Mobile Coverage Program.

Yours sincerely

Cr Lyn Russell  
**Mayor**

Rob Small  
**Chief Executive Officer**



## COUNCIL POLICY

|                                 |                            |
|---------------------------------|----------------------------|
| <b>Council Policy Title:</b>    | <b>Social Media Policy</b> |
| <b>Council Policy ref. no:</b>  | 2.7                        |
| <b>Responsible Department:</b>  | Executive                  |
| <b>Date of adoption/review:</b> |                            |

### 1. Policy statement

Council is committed to engaging with the community and recognises that social media affords Council another avenue to communicate. Social media can complement Council's existing communication methods and further improve information, access and delivery of key services.

### 2. Purpose

The purpose of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by users for the purpose of conducting Council business.

### 3. Scope

This policy applies to all councillors, employees, contractors, agents and volunteers of Colac Otway Shire Council who use social media in relation to their involvement with Council.

This policy will also apply to agencies and individuals who provide services to Council and will be included in all relevant external supplier contracts.

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct council business. It aims to:

- Inform appropriate use of social media tools for Colac Otway Shire Council
- Promote effective and productive community engagement through social media
- Minimise miscommunication or mischievous communications
- Help Council manage the inherent challenges of speed and immediacy

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, including:

- Blogs
- Bulletin boards
- Citizen journalism and news sites
- Forums and discussion boards
- Instant messaging facilities
- Microblogging sites (e.g. Twitter)

- Online encyclopaedias (e.g. Wikipedia)
- Podcasts
- Social networking sites (e.g. Facebook, MySpace, Bebo, Friendster, LinkedIn)
- Video and photo sharing sites (e.g. Flickr, YouTube)
- Video podcasts
- Wikis
- Any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment.

As it is not possible to list all specific sites or kinds of social media outlets, the absence of a reference to a particular site or kind of social media activity does not limit the application of this policy.

This policy is not intended to cover personal use of social media where:

- the author publishes information in their personal capacity and not on behalf of, or in association with Colac Otway Shire Council, and
- no reference or inference is made to Council, its councillors, staff, policies and services, suppliers or other stakeholders or council related issues.

This policy should be read in conjunction with other relevant policies and procedures of Colac Otway Shire Council.

#### **4. Legislative and Policy Framework**

Councillors and staff of Colac Otway Shire Council are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation and documents which may be used as a guide is included in at point 8.

#### **5. Using Social Media**

When engaging with social media Users are expected to:

- Adhere to Colac Otway Shire Council codes of conduct, policies and procedures
- Behave with caution, courtesy, honesty and respect
- Comply with relevant laws and regulations
- Reinforce the values of Colac Otway Shire Council.

The following content is not permitted on Council's social media sites at any time:

- Abusive, profane or sexual language
- Content which is false or misleading
- Confidential information about Council or third parties
- Copyright or Trademark protected materials
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation
- Illegal material or materials designed to encourage law breaking
- Material that could compromise council, employee or system safety
- Material which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks)
- Material which would bring the council into disrepute
- Personal details or references to councillors, council staff or third parties, which may

- breach privacy laws
- Spam, meaning the distribution of unsolicited bulk electronic messages
- Statements which may be considered to be bullying or harassment

**Further guidelines for Councillors**

Councillors must comply with the Council Code of Conduct when using social media related to the Colac Otway Shire Council.

**Further guidelines for staff, and other Users identified in this Policy excepting Councillors****Authorisation**

Ensure appropriate authorisation has been obtained before using social media including but not limited to uploading content and acting as a spokesperson on behalf of Council.

**Expertise**

Do not comment outside your area of expertise. Do not commit Council to actions or undertakings.

**Disclosure**

Only discuss publicly available information. Do not disclose confidential information, internal discussions or decisions of Council, employees or third parties. This includes publishing confidential, personal or private information where there is sufficient detail for potential identification of councillors, Council staff or third parties.

**Accuracy**

Be accurate, constructive, helpful and informative. Correct any errors as soon as practicable. Do not publish information or make statements which you know to be false or may reasonably be taken to be misleading or deceptive.

**Identity**

Be clear about professional identity or any vested interests. Do not use fictitious names or identities that deliberately intend to deceive, mislead or lie. Do not participate anonymously or covertly via a third party or agency.

**Opinion**

Clearly separate personal opinions from professional ones and be mindful of Council's Employee Code of Conduct when discussing or commenting on council matters. In general, don't express personal opinions using Council # tags or other identifications. Only where this is not possible, consider using a formal disclaimer to separate official council positions from personal opinions and distance council from comments made by public and other outside interests.

**Privacy**

Be sensitive to the privacy of others. Seek permission from anyone who appears in any photographs, video or other footage before sharing these via any form of social media. If asked to remove materials do so as soon as practicable. Ensure you comply with all laws and regulations relating to privacy.

**Intellectual Property**

Seek permission from the creator or copyright owner, to use or reproduce copyright material including applications, audio tracks (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music. Also seek permission before publishing or uploading material in which the intellectual property rights,

such as Trademarks, are owned by a third party e.g. company logos. Seek permission from the website's owner wherever possible before linking to another site (including a social media application).

**Defamation**

Do not comment, contribute, create, forward, post, upload or share content that is malicious or defamatory. This includes statements which may negatively impact the reputation of another.

**Reward**

Do not publish content in exchange for reward of any kind.

**Transparency**

Do not seek to buy or recompense favourable social media commentary. Encourage online publishers to be open and transparent in how they engage with, or review council personnel, services or wares.

**Political bias**

Do not endorse any political affinity or allegiance when using social media on behalf of Council.

**Respect**

Always be courteous, patient and respectful of others' opinions, including detractors.

**Discrimination**

Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

**Language**

Be mindful of language and expression.

**State of Mind**

Do not use social media if inebriated, irritated, upset or tired.

**Be safe**

Protect your personal privacy and guard against identity theft.

**Media**

Do not issue statements or make announcements through social media channels unless authorised. Do not respond directly if approached by media for comment through social media. Refer the inquiry to the Public Relations Unit as per Council's media policy.

**Modification and moderation**

Ensure that any social media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

**Access**

Be mindful of the requisite government web standards for accessibility. Information made available via non-compliant platforms should be made accessible in another form where practical.

**Be responsive**

Specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Make it easy for audiences to reach Council via other methods by publishing Council's phone number, generic email, Facebook, Skype and Twitter accounts.

## 6. Roles and Responsibilities

| Role                      | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillors               | <ul style="list-style-type: none"> <li>• Ensure Social Media use complies with the Councillor Code of Conduct</li> <li>• Do not use Council branding unless given prior authorisation from the Mayor and Public Relations Unit</li> <li>• Understand and comply with relevant provisions in this policy</li> <li>• Seek training and development if required</li> <li>• Seek advice from the Mayor if unsure about applying the provisions of this policy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Staff and contractors     | <ul style="list-style-type: none"> <li>• Seek approval from relevant manager for business strategy incorporating social media</li> <li>• Seek authorisation from the Public Relations Unit on using social media and developing a communications plan to support business strategy</li> <li>• Seek approval for council branding of social media</li> <li>• Register social media account/tools/site with the Public Relations Unit</li> <li>• Seek training and development for using social media</li> <li>• Understand and comply with the provisions in this policy</li> <li>• Maintain records of email addresses, comments, 'friends', followers and printed copies or electronic 'screen grabs' when using externally hosted sites to the extent practicable</li> <li>• Seek advice from the Legal or Public Relations Unit if unsure about applying the provisions of this policy</li> <li>• Ensure contractors are provided with a copy of this policy</li> <li>• Familiarise self with the End User Licence Agreements of any external social media tools being used</li> </ul> |
| Unit Managers             | <ul style="list-style-type: none"> <li>• Approve business strategy incorporating use of social media</li> <li>• Ensure staff obtain authorisation from the Public Relations Unit on their planned use of social media</li> <li>• Ensure contractors are provided with a copy of the social media policy</li> <li>• Offer training for staff using social media</li> <li>• Advise Information Services of approval to access social media for business purposes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Information Services Unit | <ul style="list-style-type: none"> <li>• Facilitate secure access to support delivery of council business via social media</li> <li>• Regularly back up and archive internally hosted social media sites</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Public Relations Unit     | <ul style="list-style-type: none"> <li>• Authorise use of social media tools for conducting Council business</li> <li>• Provide advice and assist with the development of communication plans using social media</li> <li>• Educate councillors, staff and contractors about this policy and their responsibilities when using social media</li> <li>• Advise appropriate precautions eg disclaimers</li> <li>• Maintain a register of social media being used for conducting Council business including records of the business case for using social media, its strategic imperative, the intended administrator, URL, login, password and audience</li> <li>• Assist staff to retain some record explaining the context or purpose of social media, and a sample of posts where it is impractical to retain large volumes of screen grabs</li> <li>• Monitor social media accounts/tools/sites registered for conducting Council business</li> <li>• Monitor social media for references to the Colac Otway Shire Council</li> </ul>                                                   |



- |  |                                                                                                                                                                       |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• Seek legal advice as appropriate where an issue is likely to be contentious or may create legal risk for Council.</li> </ul> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 7. Enforcement

All content published or communicated by or on behalf of Colac Otway Shire Council using social media must be recorded (including the author's name, date, time and media site location) and kept on record.

Colac Otway Shire Council actively monitors social media for relevant contributions that impact on the municipality, its operations and reputation. Council will be able to find – and act upon – contributions made by councillors and staff if deemed necessary.

This policy will be published and promoted to councillors and staff of Council. Breaching this policy may result in disciplinary action, performance management and review. Serious breaches may result in suspension or termination of employment or association.

Colac Otway Shire Council reserves the right to remove, where possible, content that violates this policy or any associated policies.

## 8. References

### Policies and Guidelines

Council policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

RM-01 Occupational Health & Safety Manual

RM-05 Working from Home Policy

HR-10 Disciplinary Procedure

HR-12 Unacceptable Workplace Behaviour Policy

OD-03 Employee Code of Conduct

C-01 Media Relations Policy

C-02 Web Content Policy

C-03 Photographic Use Policy

IS-01 Information Systems and Security policy and procedures

IS-03 Information Management Policy

IS-04 Smart Phone and Tablet Usage

IS-05 Smart Phone and Tablet Usage guidelines

Public Records Office Victorian Local Government Records - General Records Authority 2002

Councillor Code of Conduct

Social Media Response Guide for Staff

Social Media procedure

Social Media Response Guide for Councillors

Social Media response guide for responding to comments and opinions

**Relevant Legislation**

- *Copyright Act 1968* (Cth)
- *Crimes Act 1958* (Vic)
- *Defamation Act 2005* (Vic)
- *Fair Trading Act 1999* (Vic)
- *Fair Work Act 2009* (Cth)
- *Freedom of Information Act 1982* (Vic)
- *Local Government Act 1989* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *Australian Human Rights Commission Act 1986* (Cth)
- *Information Privacy Act 2000* (Vic)
- *Spam Act 2003* (Cth)
- *Privacy Act 1988* (Cth)
- *Public Records Act 1973* (Vic)
- *Racial and Religious Tolerance Act 2001* (Vic)
- *Wrongs Act 1958* (Vic)

**ADOPTED/AMENDMENT OF POLICY**

| Reviewed Date | Reason for Amendment |
|---------------|----------------------|
|               |                      |
|               |                      |





## COUNCIL POLICY

|                                 |                                |
|---------------------------------|--------------------------------|
| <b>Council Policy Title:</b>    | Social Networking Media Policy |
| <b>Council Policy ref. no:</b>  | 2.7                            |
| <b>Responsible Department:</b>  | Executive                      |
| <b>Date of adoption/review:</b> |                                |

### 1. Policy Statement

Council is committed to engaging with the community and recognises that social media affords Council another avenue to communicate. Social media can complement Council's existing communication methods and further improve information, access and delivery of key services.

#### 1.2 Purpose

Colac Otway Shire Council recognises that social media provides new opportunities for dynamic and interactive two-way communications which can complement existing communication and further improve information, access and delivery of key services.

The purpose of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by users for the purpose of conducting Council business.

#### 2.1 Scope

This policy applies to all councillors, employees, contractors, agents and volunteers of Colac Otway Shire Council who use social media in relation to their involvement with Council.

This policy applies to all councillors, employees, contractors, agents and volunteers of Colac Otway Shire Council who purport to use social media on behalf of Council. This policy will also apply to agencies and individuals who provide services to Council and will be included in all relevant external supplier contracts.

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct council business. It aims to:

- Inform appropriate use of social media tools for Colac Otway Shire Council
- Promote effective and productive community engagement through social media
- Minimise miscommunication or mischievous communications
- Help Council manage the inherent challenges of speed and immediacy

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The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, including:

- Blogs
- Bulletin boards
- Citizen journalism and news sites
- Forums and discussion boards
- Instant messaging facilities
- Microblogging sites (e.g. Twitter)
- Online encyclopedias (e.g. Wikipedia)
- Podcasts
- Social networking sites (e.g. Facebook, MySpace, Bebo, Friendster, LinkedIn)
- Video and photo sharing sites (e.g. Flickr, YouTube)
- Video podcasts
- Wikis
- Any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment.

As it is not possible to expressly refer to or list the all specific sites or kinds of social media outlets, the absence of a reference to a particular site or kind of social media activity does not limit the application of this policy.

This policy is not intended to cover personal use of social media where:

- the author publishes information in their personal capacity and not on behalf of, or in association with Colac Otway Shire Council and
- no reference or inference is made to Council, its councillors, staff, policies and services, suppliers or other stakeholders or council related issues.

This policy should be read in conjunction with other relevant policies and procedures of Colac Otway Shire Council

### 3.4 Legislative and Policy Framework

Councillors and staff of Colac Otway Shire Council are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation and documents which may be used as a guide is included in at point 3.7.

Council policies and guidelines provisions which must be adhered to in relation to the use of social media include the following:

RM-01-Occupational Health & Safety Manual  
RM-05-Working from Home Policy  
HR-12-Grievance and Discipline Procedure

HR-12-Discrimination and Harassment Policy  
HR-13-Grievance and Discipline Procedure

OD-03-Employee Code of Conduct

C-01-Media Relations Policy  
C-02-Web Content Policy  
C-03-Photographic Use Policy

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G-04 Social Media Policy

IS-01 Information Systems and Security policy and procedures  
IS-03 Information Management Policy  
IS-04 Smart Phone and Tablet Usage  
IS-05 Smart Phone and Tablet Usage guidelines

Public Records Office Victorian Local Government Records - General Records  
Authority 2002

Councillor Code of Conduct

Social Media Response Guide for Staff  
Social Media Response Guide for Councillors  
Social Media response guide for responding to comments and opinions

4.5 Using Social Media Policy

When using social media Users are expected to:

- ~~Seek prior authorisation from their Manager~~
- Adhere to Colac Otway Shire Council codes of conduct, policies and procedures
- Behave with caution, courtesy, honesty and respect
- Comply with relevant laws and regulations
- Reinforce the ~~integrity, reputation and values~~ of Colac Otway Shire Council.

The following content is not permitted on Council's social media sites at any time under any circumstances:

- Abusive, profane or sexual language
- ~~Content not relating to the subject matter of that blog, board, forum or site~~
- Content which is false or misleading
- Confidential information about Council or third parties
- Copyright or Trade mark protected materials
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation
- Illegal material or materials designed to encourage law breaking
- Materials that could compromise council, employee or system safety
- Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks)
- ~~Material that would offend contemporary standards of taste and decency~~
- Material which would bring the council into disrepute
- Personal details or references to councillors, council staff or third parties, which may breach privacy laws
- Spam, meaning the distribution of unsolicited bulk electronic messages
- Statements which may be considered to be bullying or harassment

~~If you have any doubt about applying the provisions of this policy, check with your Manager or the Public Relations Department before using social media to communicate.~~

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Depending upon the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice.

Councillors must comply with the Council Code of Conduct when using Social Media related to the Colac Otway Shire.

Further guidelines for Councillors

Councillors must comply with the Council Code of Conduct when using Social Media related to the Colac Otway Shire.

Further guidelines for staff and other Users identified in this Policy excepting Councillors

#### **Authorisation**

Ensure appropriate authorisation has been obtained before using social media including but not limited to uploading content and acting as a spokesperson on behalf of Council.

#### **Expertise**

Do not comment outside your area of expertise. Do not commit Council to actions or undertakings.

#### **Disclosure**

Only discuss publicly available information. Do not disclose confidential information, internal discussions or decisions of Council, employees or third parties. This includes publishing confidential, personal or private information where there is sufficient detail for potential identification of councillors, Council staff or third parties.

#### **Accuracy**

Be accurate, constructive, helpful and informative. Correct any errors as soon as practicable. Do not publish information or make statements which you know to be false or may reasonably be taken to be misleading or deceptive.

#### **Identity**

Be clear about professional identity or any vested interests. Do not use fictitious names or identities that deliberately intend to deceive, mislead or lie. Do not participate anonymously or covertly via a third party or agency.

#### **Opinion**

Clearly separate personal opinions from professional ones and be mindful of Council's Code of Conduct when discussing or commenting on council matters. In general, don't express personal opinions using Council # tags or other identifications. Only where this is not possible, consider using a formal disclaimer to separate official council positions from personal opinions and distance council from comments made by public and other outside interests.

#### **Privacy**

Be sensitive to the privacy of others. Seek permission from anyone who appears in any photographs, video or other footage before sharing these via any form of social media. If asked to remove materials do so as soon as practicable. Ensure you comply with all laws and regulations relating to privacy.

#### **Intellectual Property**

Seek permission from the creator or copyright owner, to use or reproduce copyright

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material including applications, audio tracks (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music. Also seek permission before publishing or uploading material in which the intellectual property rights, such as ~~Trade marks~~trademarks, are owned by a third party e.g. company logos. Seek permission from the website's owner wherever possible before linking to another site (including a social media application).

**Defamation**

Do not comment, contribute, create, forward, post, upload or share content that is malicious or defamatory. This includes statements which may negatively impact the reputation of another.

**Reward**

Do not publish content in exchange for reward of any kind.

**Transparency**

Do not seek to buy or recompense favourable social media commentary. Encourage online publishers to be open and transparent in how they engage with, or review council personnel, services or wares.

**Political bias**

Do not endorse any political affinity or allegiance when using social media on behalf of Council.

**Respect**

Always be courteous, patient and respectful of others' opinions, including detractors.

**Discrimination**

Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

**Language**

Be mindful of language and expression.

**State of Mind**

Do not use social media if inebriated, irritated, upset or tired.

**Be safe**

Protect your personal privacy and guard against identity theft.

**Media**

Do not issue statements or make announcements through social media channels unless authorised. Do not respond directly if approached by media for comment through social media. Refer the inquiry to the Public Relations ~~Unit~~Department as per Council's media policy.

**Modification and moderation**

Ensure that any social media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

**Access**

Be mindful of the requisite government web standards for accessibility. Information made available via ~~non-compliance~~non-compliant platforms should be made accessible in another form where practical.

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**Be responsive**

Specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Make it easy for audiences to reach Council via other methods by publishing Council's phone number, generic email, Facebook, Skype and Twitter accounts.

**5.6 Roles and Responsibilities**

| Role                                            | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillors                                     | <ul style="list-style-type: none"> <li>• Ensure Social Media use complies with the Councillor Code of Conduct</li> <li>• Discuss the use of social media with the Mayor and Public Relations Unit/Seek authorisation from Public Relations Department on using social media</li> <li>• Do not use Council branding unless given prior authorisation from the Mayor and seek approval for council branding of social media Public Relations Unit</li> <li>• Register social media account/tools/site with the Public Relations Unit/Department</li> <li>• Understand and comply with the relevant provisions in this policy</li> <li>• Seek training and development for using social media if required</li> <li>• Seek advice from the Mayor from the Legal or Public Relations Department if unsure about applying the provisions of this policy</li> </ul>                                                                                                                                                                                                                                                                              |
| Staff and contractors                           | <ul style="list-style-type: none"> <li>• Seek approval from relevant manager for business strategy incorporating social media</li> <li>• Seek authorisation from the Public Relations Unit/Department on using social media and developing a communications plan to support business strategy</li> <li>• Seek approval for council branding of social media</li> <li>• Register social media account/tools/site with the Public Relations Communications Unit/Department</li> <li>• Seek training and development for using social media</li> <li>• Understand and comply with the provisions in this policy</li> <li>• Maintain records of email addresses, comments, 'friends', followers and printed copies or electronic 'screen grabs' when using externally hosted sites to the extent practicable</li> <li>• Seek advice from the Legal or Public Relations Unit/Department if unsure about applying the provisions of this policy</li> <li>• Ensure contractors are provided with a copy of this policy</li> <li>• Familiarise self with the End User Licence Agreements of any external social media tools being used</li> </ul> |
| Business Unit Managers                          | <ul style="list-style-type: none"> <li>• Approve business strategy incorporating use of social media</li> <li>• Ensure staff obtain authorisation from the Public Relations Unit/Department on their planned use of social media</li> <li>• Ensure contractors are provided with a copy of the social media policy</li> <li>• Offer training for staff using social media</li> <li>• Advise Information Services of approval to access social media for business purposes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Information Services Unit Department            | <ul style="list-style-type: none"> <li>• Facilitate secure access to support delivery of council business via social media</li> <li>• Regularly back up and archive internally hosted social media sites</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Communications Public Relations Unit/Department | <ul style="list-style-type: none"> <li>• Authorise use of social media tools for conducting Council business</li> <li>• Provide advice and assist with the development of communication plans using social media</li> <li>• Educate councillors, staff and contractors about this policy and their</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>responsibilities when using social media</p> <ul style="list-style-type: none"> <li>• Advise appropriate precautions eg disclaimers</li> <li>• Maintain a register of social media being used for conducting Council business including records of the business case for using social media, its strategic imperative, the intended administrator, URL, login, password and audience</li> <li>• Assist staff to retain some record explaining the context or purpose of social media, and a sample of posts where it is impractical to retain large volumes of screen grabs</li> <li>• Monitor social media accounts/tools/sites registered for conducting Council business</li> <li>• Monitor social media for references to the Colac Otway Shire Council</li> <li>• Seek legal advice as appropriate where an issue is likely to be contentious or may create legal risk for Council.</li> </ul> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 6.7 Enforcement

All content published or communicated by or on behalf of Colac Otway Shire Council using social media must be recorded (including the author's name, date, time and media site location) and kept on record.

Colac Otway Shire Council actively monitors social media for relevant contributions that impact on the municipality, its operations and reputation. Council will be able to find -- and act upon -- contributions made by councillors and staff if deemed necessary.

This policy will be published and promoted to councillors and staff of Council. Breaching this policy may result in disciplinary action, performance management and review. Serious breaches may result in suspension or termination of employment or association.

Colac Otway Shire Council reserves the right to remove, where possible, content that violates this policy or any associated policies.

### 8 References

#### Policies and Guidelines

Council policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

RM-01 Occupational Health & Safety Manual

RM-05 Working from Home Policy

HR-10 Disciplinary Procedure

HR-12 Unacceptable Workplace Behaviour Policy

OD-03 Employee Code of Conduct

C-01 Media Relations Policy

C-02 Web Content Policy

C-03 Photographic Use Policy

C-04 Social Media Policy

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IS-01 Information Systems and Security policy and proceduresIS-03 Information Management PolicyIS-04 Smart Phone and Tablet UsageIS-05 Smart Phone and Tablet Usage guidelinesPublic Records Office Victorian Local Government Records - General Records Authority 2002Councillor Code of ConductSocial Media Response Guide for StaffSocial Media Response Guide for CouncillorsSocial Media response guide for responding to comments and opinions**7 Relevant Legislation** **RELEVANT LEGISLATION**

- Copyright Act 1968 (Cth)
- Crimes Act 1958 (Vic)
- Defamation Act 2005 (Vic)
- Fair Trading Act 1999 (Vic)
- Fair Work Act 2009 (Cth)
- Freedom of Information Act 1982 (Vic)
- Local Government Act 1989 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Australian Human Rights Commission Act 1986 (Cth)
- Information Privacy Act 2000 (Vic)
- Spam Act 2003 (Cth)
- Privacy Act 1988 (Cth)
- Public Records Act 1973 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)
- Wrongs Act 1958 (Vic)

**ADOPTED/AMENDMENT OF POLICY**

| Reviewed Date | Reason for Amendment |
|---------------|----------------------|
|               |                      |
|               |                      |

Date Adopted:

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**COLAC OTWAY SHIRE COUNCIL**  
**Instrument of Delegation**

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* (the Act) and all other powers enabling it, the Colac Otway Shire Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation.

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on ~~26 June~~ 2014;
2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

The common seal of the  
Colac Otway Shire Council  
was hereto affixed in accordance  
with Local Law No 4

.....  
Chief Executive Officer

#### SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

#### Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 4.1 awarding a contract exceeding the value of \$250,000;
  - 4.2 making a local law under Part 5 of the Act;
  - 4.3 approval of the Council Plan under s.125 of the Act;
  - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
  - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
  - 4.6 adoption of the Auditor's Report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
  - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
  - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.61 of the Act;
  - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
  - 4.10 the return of the general valuation and any supplementary valuations;
5. ~~if the issue, action, act or thing is an issue, action or thing which is required by law to be done by Council resolution;~~
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would likely to involve a decision which is inconsistent with a
  - 6.1 policy; or
  - 6.2 strategyadopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a) – (f)(inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

S13. List of CEO Powers

**Powers, duties and functions vested in Council's Chief Executive  
Officer under the Local Government Act 1989**

| Provision   | Power/Duty/Function                                                                                                                                                                   |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| s. 13(4)    | duty to enrol certain persons (where it appears that there are more than 2 owners)                                                                                                    |
| s. 13(5)    | duty to give effect to request regarding enrolment on voters' roll                                                                                                                    |
| s. 13(7)    | duty to choose one rateable property in respect of which the ratepayer entitlement to be enrolled is to be exercised                                                                  |
| s. 15(6)    | duty to notify the owner or joint owners that the Council has received an application under s.15(1)                                                                                   |
| s. 17(1)    | duty to enrol person on voters' roll unless belief of non-entitlement                                                                                                                 |
| s. 17(2)(a) | duty to refuse to enrol person                                                                                                                                                        |
| s. 17(2)(b) | duty to advise person of refusal to enrol in writing, and to give person the reason for the refusal                                                                                   |
| s. 17(3)    | power to request orally, or in writing, any person or corporation to provide information to enable determination of enrolment eligibility                                             |
| s. 17(4)    | power to require information be given in writing and signed by the person giving the information                                                                                      |
| s. 20       | power to determine request that address of person not be shown on voters' roll and notify person accordingly                                                                          |
| s. 21(3)    | duty to supply Victorian Electoral Commission with information requested to prepare voters' list                                                                                      |
| s. 22(1)    | function of being responsible for preparation of the voters' list of ratepayers and the maintenance of any records to facilitate preparation of an accurate and complete voters' list |
| s. 22(2)    | duty to prepare and supply voters' list of ratepayers to Registrar within 7 days of general election                                                                                  |
| s. 23A(1)   | duty to give a letter to a person or a corporation as specified                                                                                                                       |
| s. 23A(2)   | duty to send a letter to a person or corporation as specified                                                                                                                         |
| s. 24(5)    | duty to provide Registrar sufficient information to update exhibition roll in respect to ratepayer entitlements under ss.13 - 16                                                      |
| s. 24(6)    | duty to certify that voters' roll had been prepared in accordance with the Act                                                                                                        |

November 2012 Update

|                  |                                                                                                                                                                                     |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| s. 24A(1)        | power to amend voters' roll in the circumstances listed in (i)-(iii)                                                                                                                |
| s. 24A(2)        | duty to obtain the approval of the Victorian Electoral Commission in certain circumstances                                                                                          |
| s. 24A(3)        | duty to certify an amendment to the voters' roll under subsection (1)                                                                                                               |
| s. 24B           | duty to ensure voters' roll is available for public inspection                                                                                                                      |
| s. 24C(2)        | duty to provide voters' roll to election candidates                                                                                                                                 |
| s. 24C(4)        | power to provide voters' roll to any person or organisation, subject to the requirements in subsections (a)-(c)                                                                     |
| s. 24C(4)(a)-(c) | power to determine form, conditions and fees under section 24C(4)                                                                                                                   |
| s. 24C(7)        | duty to forward a request for a 'permitted purpose' to the Privacy Commissioner                                                                                                     |
| s. 24C(10)       | duty to reject a request for a copy of the voters' roll to be used for a public interest purpose, if the Privacy Commissioner does not approve the proposed use                     |
| s. 37(2)         | duty to notify the Minister of decision to fill an extraordinary vacancy within 6 months before a general election, within 3 working days of the Council making the decision        |
| s. 38(1B)        | duty to notify the Minister that an extraordinary vacancy has occurred within 3 working days                                                                                        |
| s. 40(2)         | power to appoint a prosecution officer for the purposes of s.40                                                                                                                     |
| s.62             | function of receiving election campaign donation return                                                                                                                             |
| s.62A(1)         | duty to submit report to Minister specifying names of persons who were candidates in the election and those who submitted an election donation return within 28 days of election    |
| s.62A(2)         | duty to ensure that a summary of each election campaign donation return is made available on Council's website, within the prescribed time                                          |
| s.62A(2A)        | duty to ensure that a summary of each election campaign donation return is made available on Council's website (where return is given after time period specified in section 62(1)) |
| s.62A(2C)        | duty to ensure that a summary of each election campaign donation return is made available on Council's website until the entitlement date for next general election                 |
| s.62A(3)         | duty to ensure election campaign donation return is available for inspection                                                                                                        |
| s.68A(1)         | function of receiving resignation from a Councillor                                                                                                                                 |
| s. 68A(4)        | power to commence the holding of an election to fill extraordinary vacancy                                                                                                          |



|                 |                                                                                                                                                                                                                                                                         |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| s.77(2)(c)      | power to designate information to be 'confidential information' for the purposes of s.77A                                                                                                                                                                               |
| ss.79(2)(a)(ii) | function of receiving advice of a conflict of interest of a Councillor or member of a special committee                                                                                                                                                                 |
| s. 79(5)(a)     | duty to keep written disclosures given to him or her under this section in a secure place for 3 years after the date the Councillor or member of a special committee who made the disclosure ceases to be Councillor or member of a committee                           |
| s. 79(5)(b)     | duty to destroy the written disclosure when the 3 year period referred to in section 79(5)(a) has expired                                                                                                                                                               |
| s. 79(8)        | duty to record a conflict of interest in the minutes of a meeting                                                                                                                                                                                                       |
| s. 80(1)(b)     | power to apply, in writing, to the Minister, after receiving written declarations of conflicts of interest from a majority of Councillors, for an exemption of those Councillors from any or all of the provisions of section 79                                        |
| s. 80(1A)       | function of providing additional information regarding an application made under section 80(1)(b)                                                                                                                                                                       |
| s. 80A(1)       | duty to ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending, the matters considered and any conflict of interest disclosures made by a Councillor attending under section 80A(3) |
| s. 80A(2)(a)    | duty to ensure a written record of an assembly of Councillors is, as soon as practicable, reported at an ordinary meeting of the Council                                                                                                                                |
| s. 80A(2)(b)    | duty to ensure a written record of an assembly of Councillors is, as soon as practicable, incorporated in the minutes of that Council meeting                                                                                                                           |
| s. 80B(2)(b)    | duty to disclose type and nature of conflict of interest to the Mayor or the Council                                                                                                                                                                                    |
| s. 80B(2)(c)    | function of receiving disclosure of conflict of interest from staff member                                                                                                                                                                                              |
| s.81(1)         | power to nominate a 'nominated officer'                                                                                                                                                                                                                                 |
| s.81(2)         | function of receiving a primary return from a Councillor or a member of a special committee                                                                                                                                                                             |
| s.81(4)         | function of receiving a primary return from a nominated person                                                                                                                                                                                                          |
| s.81(5)         | function of receiving an ordinary return from a Councillor, member of a special committee or a nominated officer                                                                                                                                                        |
| s.81(9)         | duty to maintain a register of the interests of Councillors, members of special committees and nominated officers                                                                                                                                                       |
| s.81(10)        | duty to allow a person to inspect the register following a written request to the Chief Executive Officer                                                                                                                                                               |



|            |                                                                                                                                                                                                                                                             |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| s.81(12)   | duty to take all reasonable steps to ensure that only persons who made written applications may inspect the register                                                                                                                                        |
| s. 81(13A) | duty to maintain a record of the names of persons who have inspected the register of interests under section 81(10)                                                                                                                                         |
| s.81(16)   | duty to remove all the returns submitted by a Councillor or a member of a special committee or a nominated officer from the register, as soon as practicable after a person ceases to hold that position                                                    |
| s.84(3)    | duty to call the special meeting as specified in a notice or resolution                                                                                                                                                                                     |
| s.84A      | power to call a special meeting within 14 days after the results of a general election are publicly declared                                                                                                                                                |
| s.85(1)    | power to call require all Councillors to attend a call of the Council meeting if a quorum cannot be formed or maintained                                                                                                                                    |
| s.85(4)    | duty to immediately advise the Minister if a Councillor does not remain at or attend a call of the Council meeting within 30 minutes after the fixed time                                                                                                   |
| s.86(2)    | power to approve changes to section 88 membership of committees                                                                                                                                                                                             |
| s.94A(2)   | power to appoint members of Council staff to enable the statutory functions of Council or the Chief Executive Officer to be carried-out                                                                                                                     |
| s. 94A(3)  | function of appointing, directing, managing and dismissing Council staff                                                                                                                                                                                    |
| s.94B(1)   | power to appoint a senior officer                                                                                                                                                                                                                           |
| s.94B(3)   | duty to ensure that a person who has filled a senior officer's position on an acting basis for 12 months is not remunerated in any way for anything the person does in respect of that position after that 12 month period (unless subsection (1) applies). |
| s.94D      | duty to give Council staff an opportunity to apply for any vacant permanent full-time Council staff position                                                                                                                                                |
| s. 95AA(1) | duty to develop and implement a code of conduct for Council staff                                                                                                                                                                                           |
| s. 95AA(3) | duty to ensure members of Council staff have access to the code of conduct for Council staff                                                                                                                                                                |
| s. 95B(5)  | duty to comply with a notice under section 95B(3)(b)                                                                                                                                                                                                        |
| s.95B(6)   | duty to employ a person on an acting basis where the Council or the Chief Executive officer is forbidden to fill a vacancy by a notice                                                                                                                      |
| s.97A(2)   | duty to review the performance of every senior officer at least once each year                                                                                                                                                                              |
| s.138      | duty to give quarterly statements at a Council meeting that is open to the public                                                                                                                                                                           |
| s.219(12)  | duty to summon a Council meeting within 14 days after the public declaration of the election result                                                                                                                                                         |

|                    |                                                                                                                                                                                                           |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| s.229(2)(b)        | function of receiving an application for a land information certificate                                                                                                                                   |
| s.242(2)           | power to sign a certificate certifying any matter relating to the contents of any document kept by a Council                                                                                              |
| Cl.14(1) Sch 3     | function of receiving returning officer's report                                                                                                                                                          |
| Cl.14(3) Sch 3     | duty to ensure that the returning officer's report is submitted to the Council at the earliest meeting of Council that is practicable                                                                     |
| Cl.17(1)(c) Sch 3  | power to appoint a scrutineer                                                                                                                                                                             |
| Cl.7A(1)(a) Sch 3A | function of receiving notice of failure of the countback or the returning officer's failure to fill an extraordinary vacancy                                                                              |
| Cl.7(e) Sch 5      | function of receiving record of Councillor Conduct Panel process                                                                                                                                          |
| Cl.8(1) Sch 5      | duty to appoint a member of Council staff to be the CCP Registrar                                                                                                                                         |
| Cl.8(2)(a) Sch 5   | duty to ensure that the members of a Councillor Conduct Panel are paid in accordance with the schedule of fees set by the MAV                                                                             |
| Cl.8(2)(b) Sch 5   | duty to ensure the sealed records of the Councillor Conduct Panel are stored safely and made accessible only in accordance with sub-clause (3) for a period of 7 years after the conclusion of the matter |
| Cl.8(3) Sch 5      | duty to comply with a request for the sealed records from VCAT, a court or an Inspector of Municipal Administration                                                                                       |



Maddocks Delegations and Authorisations

***S6. Instrument of Delegation — Members of Staff***

**Colac Otway Shire Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**

**26 February 2014**

S6. Instrument of Delegation — Members of Staff

## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference in the Schedule to:

|         |                                                            |
|---------|------------------------------------------------------------|
| "BEA"   | means Building and Environment Administrator               |
| "CC"    | means Contracts Co-ordinator                               |
| "EHC"   | means Environmental Health Co-ordinator                    |
| "EHO"   | means Environmental Health Officer (FSO)                   |
| "EO"    | means Environment Officer                                  |
| "EP"    | means Environment Planner                                  |
| "GMCCS" | means General Manager Corporate and Community Services     |
| "GMSPD" | means General Manager Sustainable Planning and Development |
| "GMIS"  | means General Manager Infrastructure and Services          |
| "LLC"   | means Local Laws Co-ordinator                              |
| "LLO"   | means Local Laws Officer                                   |
| "MBS"   | means Municipal Building Surveyor                          |
| "MCW"   | means Manager Capital Works                                |
| "MCWS"  | means Manager Cosworks                                     |
| "MECS"  | means Manager Environment & Community Safety               |
| "MFCS"  | means Manager Finance & Customer Services                  |
| "MFPO"  | means Municipal Fire Prevention Officer                    |
| "MHCS"  | means Manager Health & Community Services                  |
| "MPB"   | means Manager Planning and Building                        |
| "MSA"   | means Manager Sustainable Assets                           |
| "PA"    | means Planning Assistant                                   |
| "PC"    | means Planning Co-ordinator                                |
| "PCofC" | means Planning Committee of Council                        |
| "PRC"   | means Property & Rates Co-ordinator                        |
| "PLO"   | means Planning Officer (inc. Planning Enforcement Officer) |

3. declares that:
  - 3.1 this Instrument of Delegation is authorised by resolution of Council passed on 26 February 2014.
  - 3.2 the delegation:
    - 3.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 3.1.2 remains in force until varied or revoked;
    - 3.1.3 is subject to any conditions and limitations set out in the Schedule; and
    - 3.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of the )  
COLAC OTWAY SHIRE COUNCIL was )  
hereunto affixed in the presence of: )

Date \_\_\_\_\_

26 February 2014

## SCHEDULE

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                                                |                      |                                                             |
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| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                                                       | Column 3             | Column 4                                                    |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                                                                | DELEGATE             | CONDITIONS & LIMITATIONS                                    |
| s.8(1)(a)(ii)                                                                                                                                                                                                                                                                               | power to manage one or more public cemeteries                                                                                                                  | PRC<br>GMCCS<br>MFCS | * where appointed to manage cemetery by Governor in Council |
| s.12(1)                                                                                                                                                                                                                                                                                     | function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act. | PRC<br>GMCCS<br>MFCS | where Council is a Class B cemetery trust                   |
| s.12(2)                                                                                                                                                                                                                                                                                     | duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions                                                                   | PRC<br>GMCCS<br>MFCS | where Council is a Class B cemetery trust                   |
| s.13                                                                                                                                                                                                                                                                                        | duty to do anything necessary or convenient to enable it to carry out its functions                                                                            | PRC<br>GMCCS<br>MFCS |                                                             |
| s.14                                                                                                                                                                                                                                                                                        | power to manage multiple public cemeteries as if they are one cemetery                                                                                         | PRC<br>GMCCS<br>MFCS |                                                             |
| s.15(1) and (2)                                                                                                                                                                                                                                                                             | power to delegate powers or functions other than those listed                                                                                                  | PRC<br>GMCCS<br>MFCS |                                                             |
| s.15(4)                                                                                                                                                                                                                                                                                     | duty to keep records of delegations                                                                                                                            | PRC<br>GMCCS<br>MFCS |                                                             |
| s.17(1)                                                                                                                                                                                                                                                                                     | power to employ any persons necessary                                                                                                                          | PRC<br>GMCCS<br>MFCS |                                                             |

[MAR-228402-v01] S6. Instrument of Delegation – Members of Staff

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                      |                      |                                                                                                             |
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| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                             | Column 3             | Column 4                                                                                                    |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                      | DELEGATE             | CONDITIONS & LIMITATIONS                                                                                    |
| s.17(2)                                                                                                                                                                                                                                                                                     | power to engage any professional, technical or other assistance considered necessary | PRC<br>GMCCS<br>MFCS |                                                                                                             |
| s.17(3)                                                                                                                                                                                                                                                                                     | power to determine the terms and conditions of employment or engagement              | PRC<br>GMCCS<br>MFCS | subject to any guidelines or directions of the Secretary                                                    |
| s.18(3)                                                                                                                                                                                                                                                                                     | duty to comply with a direction from the Secretary                                   | PRC<br>GMCCS<br>MFCS |                                                                                                             |
| s.19                                                                                                                                                                                                                                                                                        | power to carry out or permit the carrying out of works                               | PRC<br>GMCCS<br>MFCS |                                                                                                             |
| s.20(1)                                                                                                                                                                                                                                                                                     | duty to set aside areas for the interment of human remains                           | PRC<br>GMCCS<br>MFCS |                                                                                                             |
| s.20(2)                                                                                                                                                                                                                                                                                     | power to set aside areas for the purposes of managing a public cemetery              | PRC<br>GMCCS<br>MFCS |                                                                                                             |
| s.20(3)                                                                                                                                                                                                                                                                                     | power to set aside areas for those things in paragraphs (a) – (e)                    | PRC<br>GMCCS<br>MFCS |                                                                                                             |
| s.21(1)                                                                                                                                                                                                                                                                                     | power to establish and operate a crematorium in a public cemetery                    | PRC<br>GMCCS<br>MFCS | Council must not establish or operate a crematorium set aside for particular religious or community groups. |
| s.22                                                                                                                                                                                                                                                                                        | power to establish mausoleum facilities                                              | PRC<br>GMCCS<br>MFCS | subject to the prior written approval of the secretary                                                      |

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S6. Instrument of Delegation – Members of Staff

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                            |                      |                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                   | Column 3             | Column 4                                                                                                                 |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                            | DELEGATE             | CONDITIONS & LIMITATIONS                                                                                                 |
| s.24(2)                                                                                                                                                                                                                                                                                     | power to apply to the Secretary for approval to alter the existing distribution of land                                    | PRC<br>GMCCS<br>MFCS |                                                                                                                          |
| s.26(1)                                                                                                                                                                                                                                                                                     | power to make rules for or with respect to the general care, protection and management of a public cemetery                | PRC<br>GMCCS<br>MFCS |                                                                                                                          |
| s.36                                                                                                                                                                                                                                                                                        | power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section | PRC<br>GMCCS<br>MFCS | subject to the approval of the Minister                                                                                  |
| s.37                                                                                                                                                                                                                                                                                        | power to grant leases over land in a public cemetery in accordance with this section                                       | PRC<br>GMCCS<br>MFCS | subject to the Minister approving the purpose                                                                            |
| s.39(1)                                                                                                                                                                                                                                                                                     | power to fix fees and charges or a scale of fees and charges for its services in accordance with this section              | PRC<br>GMCCS<br>MFCS | Subject to the Minister approving the purpose                                                                            |
| s.39(3)                                                                                                                                                                                                                                                                                     | power to fix different fees and charges for different cases or classes of cases                                            | PRC<br>GMCCS<br>MFCS |                                                                                                                          |
| s.40                                                                                                                                                                                                                                                                                        | duty to notify Secretary of fees and charges fixed under section 39                                                        | PRC<br>GMCCS<br>MFCS |                                                                                                                          |
| s.45                                                                                                                                                                                                                                                                                        | power to invest money                                                                                                      | PRC<br>GMCCS<br>MFCS | subject to any direction of the Minister.<br>This provision does not apply if the management of the public cemetery is a |

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S6. Instrument of Delegation – Members of Staff

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                        |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                               | Column 3             | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                                        | DELEGATE             | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                       |
| s.46                                                                                                                                                                                                                                                                                        | power to borrow money to enable it to perform its functions and exercise its powers                                                    | PRC<br>GMCCS<br>MFCS | municipal council, not a cemetery trust. in this case the borrowing and investment powers are governed by the <i>Local Government Act 1989</i><br><br>subject to the approval and conditions of the Treasurer.<br>This provision does not apply if the management of the public cemetery is a municipal council, not a cemetery trust. In this case the borrowing and investment powers are governed by the <i>Local Government Act 1989</i> . |
| s.47                                                                                                                                                                                                                                                                                        | power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery | PRC<br>GMCCS<br>MFCS | provided the street was constructed pursuant to the <i>Local Government Act 1989</i>                                                                                                                                                                                                                                                                                                                                                           |
| s.57(1)                                                                                                                                                                                                                                                                                     | duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act                         | PRC<br>GMCCS<br>MFCS | applies only to municipal councils, not cemetery trusts.<br>Report must contain the particulars listed in s.57(2)                                                                                                                                                                                                                                                                                                                              |
| s.59                                                                                                                                                                                                                                                                                        | duty to keep records for each public cemetery                                                                                          | PRC<br>GMCCS<br>MFCS |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s.60(1)                                                                                                                                                                                                                                                                                     | duty to make information in records available to the public for historical or research purposes                                        | PRC<br>GMCCS<br>MFCS |                                                                                                                                                                                                                                                                                                                                                                                                                                                |

S6. Instrument of Delegation -- Members of Staff

26 February 2014

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                 |                      |                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                        | Column 3             | Column 4                                                               |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                                 | DELEGATE             | CONDITIONS & LIMITATIONS                                               |
| s.60(2)                                                                                                                                                                                                                                                                                     | power to charge fees for providing information                                                                                  | PRC<br>GMCCS<br>MFCS |                                                                        |
| s.64(4)                                                                                                                                                                                                                                                                                     | duty to comply with a direction from the Secretary under section 64(3)                                                          | PRC<br>GMCCS<br>MFCS |                                                                        |
| s.64B(d)                                                                                                                                                                                                                                                                                    | power to permit interments at a reopened cemetery                                                                               | PRC<br>GMCCS<br>MFCS |                                                                        |
| s.66(1)                                                                                                                                                                                                                                                                                     | power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park                 | PRC<br>GMCCS<br>MFCS | the application must include the requirements listed in s.66(2)(a)-(d) |
| s.69                                                                                                                                                                                                                                                                                        | duty to take reasonable steps to notify of conversion to historic cemetery park                                                 | PRC<br>GMCCS<br>MFCS |                                                                        |
| s.70(1)                                                                                                                                                                                                                                                                                     | duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed | PRC<br>GMCCS<br>MFCS |                                                                        |
| s.70(2)                                                                                                                                                                                                                                                                                     | duty to make plans of existing place of interment available to the public                                                       | PRC<br>GMCCS<br>MFCS |                                                                        |
| s.71(1)                                                                                                                                                                                                                                                                                     | power to remove any memorials or other structures in an area to which an approval to convert applies                            | PRC<br>GMCCS<br>MFCS |                                                                        |

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S6. Instrument of Delegation – Members of Staff



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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                                      |                      |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                                             | Column 3             | Column 4                 |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                                                      | DELEGATE             | CONDITIONS & LIMITATIONS |
| s.71(2)                                                                                                                                                                                                                                                                                     | power to dispose of any memorial or other structure removed                                                                                          | PRC<br>GMCCS<br>MFCS |                          |
| s.72(2)                                                                                                                                                                                                                                                                                     | duty to comply with request received under section 72                                                                                                | PRC<br>GMCCS<br>MFCS |                          |
| s.73(1)                                                                                                                                                                                                                                                                                     | power to grant a right of interment                                                                                                                  | PRC<br>GMCCS<br>MFCS |                          |
| s.73(2)                                                                                                                                                                                                                                                                                     | power to impose conditions on the right of interment                                                                                                 | PRC<br>GMCCS<br>MFCS |                          |
| s.75                                                                                                                                                                                                                                                                                        | power to grant the rights of interment set out in subsections (a) and (b)                                                                            | PRC<br>GMCCS<br>MFCS |                          |
| s.76(3)                                                                                                                                                                                                                                                                                     | duty to allocate a piece of interment if an unallocated right is granted                                                                             | PRC<br>GMCCS<br>MFCS |                          |
| s.77(4)                                                                                                                                                                                                                                                                                     | power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application | PRC<br>GMCCS<br>MFCS |                          |
| s.80(1)                                                                                                                                                                                                                                                                                     | function of receiving notification and payment of transfer of right of interment                                                                     | PRC<br>GMCCS<br>MFCS |                          |

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S6. Instrument of Delegation ~ Members of Staff

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(e)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                        |                      |                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                               | Column 3             | Column 4                                                                     |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                                        | DELEGATE             | CONDITIONS & LIMITATIONS                                                     |
| s.80(2)                                                                                                                                                                                                                                                                                     | function of recording transfer of right of interment                                                                                   | PRC<br>GMCCS<br>MFCS |                                                                              |
| s.82(2)                                                                                                                                                                                                                                                                                     | duty to pay refund on the surrender of an unexercised right of interment                                                               | PRC<br>GMCCS<br>MFCS |                                                                              |
| s.83(2)                                                                                                                                                                                                                                                                                     | duty to pay refund on the surrender of an unexercised right of interment (sold holder)                                                 | PRC<br>GMCCS<br>MFCS |                                                                              |
| s.83(3)                                                                                                                                                                                                                                                                                     | power to remove any memorial and grant another right of interment for a surrendered right of interment                                 | PRC<br>GMCCS<br>MFCS |                                                                              |
| s.84(1)                                                                                                                                                                                                                                                                                     | function of receiving notice of surrendering an entitlement to a right of interment                                                    | PRC<br>GMCCS<br>MFCS |                                                                              |
| s.85(1)                                                                                                                                                                                                                                                                                     | duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry                                     | PRC<br>GMCCS<br>MFCS | the notice must be in writing and contain the requirements listed in s.85(2) |
| s.86                                                                                                                                                                                                                                                                                        | power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified | PRC<br>GMCCS<br>MFCS |                                                                              |
| s.87(3)                                                                                                                                                                                                                                                                                     | duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment                  | PRC<br>GMCCS<br>MFCS |                                                                              |

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                                       |                      |                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                                              | Column 3             | Column 4                                                                                                                                                        |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                                                       | DELEGATE             | CONDITIONS & LIMITATIONS                                                                                                                                        |
| s.88                                                                                                                                                                                                                                                                                        | function to receive applications to carry out a life and reposition procedure at a place of interment                                                 | PRC<br>GMCCS<br>MFCS |                                                                                                                                                                 |
| s.89(1)                                                                                                                                                                                                                                                                                     | power to approve or refuse an application for a lift and re-position procedure in accordance with sub-section (2) & (3)                               | PRC<br>GMCCS<br>MFCS | <ul style="list-style-type: none"> <li>Can only be delegated to members of a committee established under section 86 of the Local Government Act 1989</li> </ul> |
| s.90                                                                                                                                                                                                                                                                                        | power to authorise a person without an exhumation licence to carry out a lift and re-position procedure as set out in section 90(1)(a)-(d)            | PRC<br>GMCCS<br>MFCS | <ul style="list-style-type: none"> <li>Can only be delegated to members of a committee established under section 86 of the Local Government Act 1989</li> </ul> |
| s.91(1)                                                                                                                                                                                                                                                                                     | power to cancel a right of interment in accordance with this section                                                                                  | PRC<br>GMCCS<br>MFCS |                                                                                                                                                                 |
| s.91(3)                                                                                                                                                                                                                                                                                     | duty to publish notice of intention to cancel right of interment                                                                                      | PRC<br>GMCCS<br>MFCS |                                                                                                                                                                 |
| s.92                                                                                                                                                                                                                                                                                        | power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment | PRC<br>GMCCS<br>MFCS |                                                                                                                                                                 |
| s.98(1)                                                                                                                                                                                                                                                                                     | function of receiving application to establish or alter a memorial or a place of interment                                                            | PRC<br>GMCCS<br>MFCS |                                                                                                                                                                 |
| s.99                                                                                                                                                                                                                                                                                        | power to approve or refuse an application made under section 98 or to cancel an approval                                                              | PRC<br>GMCCS<br>MFCS |                                                                                                                                                                 |

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                                                               |                      |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                                                                      | Column 3             | Column 4                 |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                                                                               | DELEGATE             | CONDITIONS & LIMITATIONS |
| s.99(4)                                                                                                                                                                                                                                                                                     | duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested | PRC<br>GMCCS<br>MFCS |                          |
| s.100(1)                                                                                                                                                                                                                                                                                    | power to require a person to remove memorials or places of interment                                                                                                          | PRC<br>GMCCS<br>MFCS |                          |
| s.100(2)                                                                                                                                                                                                                                                                                    | power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)                                                       | PRC<br>GMCCS<br>MFCS |                          |
| s.100(3)                                                                                                                                                                                                                                                                                    | power to recover costs of taking action under section 100(2)                                                                                                                  | PRC<br>GMCCS<br>MFCS |                          |
| s.101                                                                                                                                                                                                                                                                                       | function of receiving applications to establish or alter a building for ceremonies in the cemetery                                                                            | PRC<br>GMCCS<br>MFCS |                          |
| s.102(1)                                                                                                                                                                                                                                                                                    | power to approve or refuse (if satisfied of the matters in (b) and (c)) an application under section 101                                                                      | PRC<br>GMCCS<br>MFCS |                          |
| S.102(2)&(3)                                                                                                                                                                                                                                                                                | power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)                                                                       | PRC<br>GMCCS<br>MFCS |                          |
| s.103(1)                                                                                                                                                                                                                                                                                    | power to require a person to remove a building for ceremonies                                                                                                                 | PRC<br>GMCCS<br>MFCS |                          |

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                                                                |                      |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                                                                       | Column 3             | Column 4                 |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                                                                                | DELEGATE             | CONDITIONS & LIMITATIONS |
| s.103(2)                                                                                                                                                                                                                                                                                    | power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)                                                                   | PRC<br>GMCCS<br>MFCS |                          |
| s.103(3)                                                                                                                                                                                                                                                                                    | power to recover costs of taking action under section 103(2)                                                                                                                   | PRC<br>GMCCS<br>MFCS |                          |
| s.106(1)                                                                                                                                                                                                                                                                                    | power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs             | PRC<br>GMCCS<br>MFCS |                          |
| s.106(2)                                                                                                                                                                                                                                                                                    | power to require the holder of the right of interment to provide for an examination                                                                                            | PRC<br>GMCCS<br>MFCS |                          |
| s.106(3)                                                                                                                                                                                                                                                                                    | power to open and examine the place of interment if section 106(2) not complied with                                                                                           | PRC<br>GMCCS<br>MFCS |                          |
| s.106(4)                                                                                                                                                                                                                                                                                    | power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with | PRC<br>GMCCS<br>MFCS |                          |
| s.107(1)                                                                                                                                                                                                                                                                                    | power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs                                                         | PRC<br>GMCCS<br>MFCS |                          |

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(iii) as though it were a cemetery trust (see section 53) |                                                                                                                                                                  |                      |                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------|
| Column 1                                                                                                                                                                                                                                                                                     | Column 2                                                                                                                                                         | Column 3             | Column 4                                                                     |
| PROVISION                                                                                                                                                                                                                                                                                    | THING DELEGATED                                                                                                                                                  | DELEGATE             | CONDITIONS & LIMITATIONS                                                     |
| s.107(2)                                                                                                                                                                                                                                                                                     | power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with                                 | PRC<br>GMCCS<br>MFCS |                                                                              |
| s.108                                                                                                                                                                                                                                                                                        | power to recover costs and expenses                                                                                                                              | PRC<br>GMCCS<br>MFCS |                                                                              |
| s.109(1)(a)                                                                                                                                                                                                                                                                                  | power to open, examine and repair a place of interment                                                                                                           | PRC<br>GMCCS<br>MFCS | where the holder of right of interment or responsible person cannot be found |
| s.109(1)(b)                                                                                                                                                                                                                                                                                  | power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial                                                         | PRC<br>GMCCS<br>MFCS | where the holder of right of interment or responsible person cannot be found |
| s.109(2)                                                                                                                                                                                                                                                                                     | power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies                    | PRC<br>GMCCS<br>MFCS | where the holder of right of interment or responsible person cannot be found |
| s.110(1)                                                                                                                                                                                                                                                                                     | power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary | PRC<br>GMCCS<br>MFCS |                                                                              |
| s.110(2)                                                                                                                                                                                                                                                                                     | power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary         | PRC<br>GMCCS<br>MFCS |                                                                              |

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                       |                      |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                              | Column 3             | Column 4                 |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                       | DELEGATE             | CONDITIONS & LIMITATIONS |
| s.111                                                                                                                                                                                                                                                                                       | power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment    | PRC<br>GMCCS<br>MFCS |                          |
| s.112                                                                                                                                                                                                                                                                                       | power to sell and supply memorials                                                                                    | PRC<br>GMCCS<br>MFCS |                          |
| s.116(4)                                                                                                                                                                                                                                                                                    | duty to notify the Secretary of an interment authorisation granted                                                    | PRC<br>GMCCS<br>MFCS |                          |
| s.116(5)                                                                                                                                                                                                                                                                                    | power to require an applicant to produce evidence of the right of interment holder's consent to application           | PRC<br>GMCCS<br>MFCS |                          |
| s.118                                                                                                                                                                                                                                                                                       | power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met    | PRC<br>GMCCS<br>MFCS |                          |
| s.119                                                                                                                                                                                                                                                                                       | power to set terms and conditions for interment authorisations                                                        | PRC<br>GMCCS<br>MFCS |                          |
| s.131                                                                                                                                                                                                                                                                                       | function of receiving an application for cremation authorisation                                                      | PRC<br>GMCCS<br>MFCS |                          |
| s.133(1)                                                                                                                                                                                                                                                                                    | duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with | PRC<br>GMCCS<br>MFCS |                          |

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                         |                      |                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                | Column 3             | Column 4                                 |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                         | DELEGATE             | CONDITIONS & LIMITATIONS                 |
| s.145                                                                                                                                                                                                                                                                                       | duty to comply with an order made by the Magistrates' Court or a coroner                                                | PRC<br>GMCCS<br>MFCS |                                          |
| s.146                                                                                                                                                                                                                                                                                       | power to dispose of bodily remains by a method other than interment or cremation with the approval of the Secretary     | PRC<br>GMCCS<br>MFCS | subject to the approval of the Secretary |
| s.147                                                                                                                                                                                                                                                                                       | power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation | PRC<br>GMCCS<br>MFCS |                                          |
| s.149                                                                                                                                                                                                                                                                                       | duty to cease using method of disposal if approval revoked by the Secretary                                             | PRC<br>GMCCS<br>MFCS |                                          |
| s.150 & 152(1)                                                                                                                                                                                                                                                                              | power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met        | PRC<br>GMCCS<br>MFCS |                                          |
| s.151                                                                                                                                                                                                                                                                                       | function of receiving an application to inter or cremate body parts                                                     | PRC<br>GMCCS<br>MFCS |                                          |
| s.152(2)                                                                                                                                                                                                                                                                                    | power to impose terms and conditions on authorisation granted under section 150                                         | PRC<br>GMCCS<br>MFCS |                                          |

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| CEMETERIES AND CREMATORIA ACT 2003<br>The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                            |                      |                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------|
| Column 1                                                                                                                                                                                                                                                                                    | Column 2                                                                                                                                   | Column 3             | Column 4                                                      |
| PROVISION                                                                                                                                                                                                                                                                                   | THING DELEGATED                                                                                                                            | DELEGATE             | CONDITIONS & LIMITATIONS                                      |
| Schedule 1A<br>Clause 8(3)                                                                                                                                                                                                                                                                  | power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication | PRC<br>GMCCS<br>MFCS | where Council is a Class B cemetery trust                     |
| Schedule 1<br>Clause 8(8)                                                                                                                                                                                                                                                                   | power to regulate own proceedings                                                                                                          | PRC<br>GMCCS<br>MFCS | where Council is a Class B cemetery trust subject to clause 8 |

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| DOMESTIC ANIMALS ACT 1994 |                                             |            |                                                          |
|---------------------------|---------------------------------------------|------------|----------------------------------------------------------|
| Column 1                  | Column 2                                    | Column 3   | Column 4                                                 |
| PROVISION                 | THING DELEGATED                             | DELEGATE   | CONDITIONS AND LIMITATIONS                               |
| s.41A(1)                  | power to declare a dog to be a menacing dog | LLC<br>LLO | Council may delegate this power to an authorised officer |

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| ENVIRONMENT PROTECTION ACT 1970 |                                                                   |                                          |                                                           |
|---------------------------------|-------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------------|
| Column 1                        | Column 2                                                          | Column 3                                 | Column 4                                                  |
| PROVISION                       | THING DELEGATED                                                   | DELEGATE                                 | CONDITIONS & LIMITATIONS                                  |
| s.53M(3)                        | power to require further information                              | MHCS<br>EHC<br>EHO<br>MECS<br>LLC<br>LLO |                                                           |
| s.53M(4)                        | duty to advise applicant that application is not to be dealt with | MHCS<br>EHC<br>EHO<br>MECS<br>LLC<br>LLO |                                                           |
| s.53M(5)                        | duty to approve plans, issue permit or refuse permit              | MHCS<br>EHC<br>EHO                       | refusal must be ratified by Council or it is of no effect |
| s.53M(6)                        | power to refuse to issue septic tank permit                       | MHCS<br>EHC<br>EHO                       | refusal must be ratified by Council or it is of no effect |
| s.53M(7)                        | duty to refuse to issue a permit in circumstances in (a)-(c)      | MHCS<br>EHC<br>EHO                       | refusal must be ratified by Council or it is of no effect |

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| FOOD ACT 1984 |                                                                                                                                                                                                   |                    |                                                                           |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                                                                                          | Column 3           | Column 4                                                                  |
| PROVISION     | THING DELEGATED                                                                                                                                                                                   | DELEGATE           | CONDITIONS & LIMITATIONS                                                  |
| s.19(2)(a)    | power to direct by written order that the food premises be put into a clean and sanitary condition                                                                                                | MHCS<br>EHC<br>EHO | if section 19(1) applies                                                  |
| s.19(2)(b)    | power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable                                                                 | MHCS<br>EHC<br>EHO | if section 19(1) applies                                                  |
| s.19(4)(a)    | power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises and (ii) inform the public by notice in a published newspaper or otherwise | MHCS<br>EHC<br>EHO | if section 19(1) applies                                                  |
| s.19(4)(b)    | duty to notify the Department of the making of the order                                                                                                                                          | MHCS<br>EHC<br>EHO | if section 19(1) applies                                                  |
| s.19(4)(c)    | duty to notify the registration authority of the making of the order any appeal and the outcome of the appeal                                                                                     | MHCS<br>EHC<br>EHO | if section 19(1) applies and if Council is not the registration authority |
| s.19(6)(a)    | duty to revoke any order under s.19 where the subject of the order has been attended to                                                                                                           | MHCS<br>EHC<br>EHO |                                                                           |
| s.19(6)(b)    | duty to give written notice of revocation under s.19(5)(a)                                                                                                                                        | MHCS<br>EHC<br>EHO | if section 19(1) applies                                                  |
| s.19AA(2)     | power to direct, by written order, that a person must take any of the actions described in (a) – (c)                                                                                              | MHCS<br>EHC<br>EHO | Where Council is the registration authority                               |
| s.19AA(4)(c)  | power to direct, in an order under s.19AA(2) or a                                                                                                                                                 | MHCS<br>EHC        | Note. The power to direct the matters                                     |

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| FOOD ACT 1984 |                                                                                                                                       |                    |                                                                                                                  |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                              | Column 3           | Column 4                                                                                                         |
| PROVISION     | THING DELEGATED                                                                                                                       | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                         |
|               | subsequent written order, that a person must ensure that any food or class of food is not removed from the premises                   | EHO                | under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution |
| s.19AA(7)     | duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with   | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                      |
| s.19A(4)(b)   | function of receiving notice from authorised officer                                                                                  | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                      |
| s.19B(3)      | duty to give notice of the variation or revocation of the order to the general public in the same manner as the original notice       | MHCS<br>EHC<br>EHO | Must be done by the same person as gave the original notice                                                      |
| s.19CB(4)(b)  | power to request copy of records                                                                                                      | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                      |
| s.19E(1)(d)   | power to request a copy of the food safety program                                                                                    | MHCS<br>EHC<br>EHO | Where Council is the "registration authority"                                                                    |
| s.19EA(2)     | function of receiving a copy of any significant revision made to the food safety program                                              | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                      |
| s.19GB        | power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                      |

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| FOOD ACT 1984    |                                                                                                                                                                                                       |                    |                                                                        |  |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------|--|
| Column 1         | Column 2                                                                                                                                                                                              | Column 3           | Column 4                                                               |  |
| PROVISION        | THING DELEGATED                                                                                                                                                                                       | DELEGATE           | CONDITIONS & LIMITATIONS                                               |  |
| s.19(4)(a) & (b) | duty to take into account (a) the food safety performance of the food business; and (b) any guidance issued by the secretary in determining the frequency and intervals of the assessments and audits | MHCS<br>EHC<br>EHO | Where Council is the registration authority                            |  |
| s.19(4)          | duty to conduct a food safety assessment as required under section 19H                                                                                                                                | MHCS<br>EHC<br>EHO | Subject to section 19J:<br>Where Council is the registration authority |  |
| s.19(4)(2)       | duty to give written notice to proprietor if food safety requirements or section 19DC(2) have not been complied with unless subsection (3) applies                                                    | MHCS<br>EHC<br>EHO | Where Council is the registration authority                            |  |
| s.19M(4)(a)&(5)  | power to conduct a food safety audit and take actions where deficiencies are identified                                                                                                               | MHCS<br>EHC<br>EHO | Where Council is the registration authority                            |  |
| s.19N            | function of receiving information from a food safety auditor                                                                                                                                          | MHCS<br>EHC<br>EHO | Where Council is the registration authority                            |  |
| s.19NA(1)        | power to request food safety audit reports                                                                                                                                                            | MHCS<br>EHC<br>EHO | Where Council is the registration authority                            |  |
| s.19U(3)         | power to waive and vary the costs of a food safety audit if there are special circumstances                                                                                                           | MHCS<br>EHC<br>EHO |                                                                        |  |
| s.19U(4)         | duty to ensure that information relating to costs of a food safety audit are available for inspection by the public                                                                                   | MHCS<br>EHC<br>EHO |                                                                        |  |

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| FOOD ACT 1984 |                                                                                                                                                                                        |                    |                                                                                                                                                  |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                                                                               | Column 3           | Column 4                                                                                                                                         |
| PROVISION     | THING DELEGATED                                                                                                                                                                        | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                         |
| s.19UA        | power to charge fees for conducting a food safety assessment or inspection                                                                                                             | MHCS<br>EHC<br>EHO | Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39                             |
| s.19UA(4)     | duty to consider proprietor's history of compliance in deciding whether to charge the fee                                                                                              | MHCS<br>EHC<br>EHO |                                                                                                                                                  |
| s.19UA(5)     | duty to ensure that the method of determining a fee under subsection (3)(e) and the considerations that apply under subsection (4) are available for inspection by the public          | MHCS<br>EHC<br>EHO |                                                                                                                                                  |
| s.19W         | power to direct a proprietor of a food premises to comply with any requirement under Part IIIB                                                                                         | MHCS<br>EHC<br>EHO | power of registration authority                                                                                                                  |
| s.19W(3)(a)   | power to direct a proprietor of a food premises to have staff at the premises undertake training or induction                                                                          | MHCS<br>EHC<br>EHO | power of registration authority                                                                                                                  |
| s.19W(3)(b)   | power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises | MHCS<br>EHC<br>EHO | power of registration authority                                                                                                                  |
| ---           | power to register, renew or transfer registration                                                                                                                                      | MHCS<br>EHC<br>EHO | Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see sec.58A(2)) |

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| FOOD ACT 1984 |                                                                                                                                            |                    |                                             |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------|
| Column 1      | Column 2                                                                                                                                   | Column 3           | Column 4                                    |
| PROVISION     | THING DELEGATED                                                                                                                            | DELEGATE           | CONDITIONS & LIMITATIONS                    |
| s.35A         | function of registering food premises                                                                                                      | MHCS<br>EHC<br>EHO |                                             |
| s.35A(2)      | function of receiving notice of operation from the proprietor of a food premises                                                           | MHCS<br>EHC<br>EHO | where Council is the registration authority |
| s.37          | function of receiving application information and documents required under section 36 from the proprietor of a food business               | MHCS<br>EHC<br>EHO |                                             |
| s.38(3)       | duty to consult with the secretary about the proposed exemption under section 38(2)                                                        | MHCS<br>EHC<br>EHO |                                             |
| s.38AA(2)     | Function of being notified of operation                                                                                                    | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38AA(4)     | duty to determine whether the food premises are exempt from the requirement of registration                                                | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38AA(5)     | power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38AB(4)     | power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)              | MHCS<br>EHC<br>EHO | Where Council is the registration authority |

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| FOOD ACT 1984  |                                                                                                                            |                    |                                             |
|----------------|----------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------|
| Column 1       | Column 2                                                                                                                   | Column 3           | Column 4                                    |
| PROVISION      | THING DELEGATED                                                                                                            | DELEGATE           | CONDITIONS & LIMITATIONS                    |
| s.38A(4)       | Power to request a copy of a completed food safety program template                                                        | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38A(5) & (6) | function of receiving a food safety audit certificate from a proprietor                                                    | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38B(1)(a)    | duty to assess the application and determine which class of food premises under section 19C the food premises belongs      | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38B(1)(b)    | duty to ensure proprietor has complied with requirements of section 38A                                                    | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38B(4)(e)    | duty to inspect premises                                                                                                   | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38B(2)       | duty to be satisfied of the matters in section 38B(2)(a)-(b)                                                               | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38D(1)       | duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39 | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38D(2)       | duty to be satisfied of the matters in section 38D(2)(a)-(d)                                                               | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.38D(3)       | power to request copies of any audit reports                                                                               | MHCS<br>EHC        | Where Council is the registration authority |

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| FOOD ACT 1984 |                                                                                                               |                    |                                                                                                                     |
|---------------|---------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                      | Column 3           | Column 4                                                                                                            |
| PROVISION     | THING DELEGATED                                                                                               | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                            |
|               |                                                                                                               | EHO                |                                                                                                                     |
| s.38E(1)(c)   | function of assessing the requirement for a food safety program                                               | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                         |
| s.38E(2)      | power to register the food premises on a conditional basis                                                    | MHCS<br>EHC<br>EHO | Where Council is the registration authority<br>Not exceeding the prescribed time limit defined under subsection (5) |
| s.38E(3)(e)   | function of receiving certificates                                                                            | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                         |
| s.38E(4)      | duty to register the food premises when conditions are satisfied                                              | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                         |
| s.38F(3)(a)   | duty to note the change to the classification of the food premises on the certificate of registration         | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                         |
| s.38F(3)(b)   | power to require proprietor to comply with requirements of this Act                                           | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                         |
| s.39(2)       | duty to inspect within 12 months before renewal of registration                                               | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                         |
| s.39(3)       | duty to inspect within 3 months before renewal of registration if circumstances in section 39(3)(a)-(d) apply | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                                         |

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| FOOD ACT 1984   |                                                                                                                                                                 |                    |                                                                                                    |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------|
| Column 1        | Column 2                                                                                                                                                        | Column 3           | Column 4                                                                                           |
| PROVISION       | THING DELEGATED                                                                                                                                                 | DELEGATE           | CONDITIONS & LIMITATIONS                                                                           |
| s.39A           | power to register, renew or transfer food premises despite minor defects                                                                                        | MHCS<br>EHC<br>EHO | Where Council is the registration authority Only if satisfied of matters in subsections (2)(a)-(c) |
| s.39A(6)        | duty to comply with direction of Secretary                                                                                                                      | MHCS<br>EHC<br>EHO |                                                                                                    |
| s.40(1)         | duty to issue a certificate of registration in the prescribed form                                                                                              | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                        |
| s.40(2)         | power to incorporate the certificate of registration in one document with any certificate of registration under the <i>Public Health and Wellbeing Act 2008</i> | MHCS<br>EHC<br>EHO |                                                                                                    |
| s.40C(2)        | power to grant or renew the registration of food premises for a period less than 1 year                                                                         | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                        |
| s.40D(1)        | power to suspend or revoke the registration of food premises                                                                                                    | MHCS<br>EHC        | Where Council is the registration authority                                                        |
| s.40D(2)        | duty to specify how long a suspension is to last under s.40D(1)                                                                                                 | MHCS<br>EHC        | Where Council is the registration authority                                                        |
| s.40E(4)        | duty to comply with direction of Secretary                                                                                                                      | MHCS<br>EHC<br>EHO | Where Council is the registration authority                                                        |
| s.43(1) and (2) | duty to maintain records of the prescribed particulars and                                                                                                      | MHCS<br>EHC        | Where Council is the registration authority                                                        |

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| FOOD ACT 1984 |                                                                                                                                                                                                                                                                                  |                    |                                             |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------|
| Column 1      | Column 2                                                                                                                                                                                                                                                                         | Column 3           | Column 4                                    |
| PROVISION     | THING DELEGATED                                                                                                                                                                                                                                                                  | DELEGATE           | CONDITIONS & LIMITATIONS                    |
|               | orders in force under Part III                                                                                                                                                                                                                                                   |                    |                                             |
| s.43(3)       | duty to make available information held in records, free of charge, on request                                                                                                                                                                                                   | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.43F(6)      | duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business                                                                                                 | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.43F(7)      | power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements                                                                                                      | MHCS<br>EHC<br>EHO | Where Council is the registration authority |
| s.43I         | function of receiving a statement of trade of a proprietor of a food business                                                                                                                                                                                                    | MHCS<br>EHC<br>EHO |                                             |
| s.46(5)       | power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution without proceedings first being instituted against the person first charged | MHCS<br>EHC<br>EHO | Where Council is the registration authority |

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| HERITAGE ACT 1993 |                                                      |          |                                                         |
|-------------------|------------------------------------------------------|----------|---------------------------------------------------------|
| Column 1          | Column 2                                             | Column 3 | Column 4                                                |
| PROVISION         | THING DELEGATED                                      | DELEGATE | CONDITIONS & LIMITATIONS                                |
| s.84(2)           | power to sub-delegate Executive Director's functions | GMSPD    | must obtain Executive Director's written consent first. |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                     |                                 |                               |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------|
| Column 1                          | Column 2                                                                                                                                                                            | Column 3                        | Column 4                      |
| PROVISION                         | THING DELEGATED                                                                                                                                                                     | DELEGATE                        | CONDITIONS & LIMITATIONS      |
| s.4B                              | power to prepare an amendment to the Victoria Planning Provisions                                                                                                                   | PCoIC<br>GMSPD<br>PC<br>MPB     | If authorised by the Minister |
| s.4G                              | function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister                                                                         | GMSPD<br>PC<br>MPB              |                               |
| s.4H                              | duty to make amendment to Victorian Planning Provisions available                                                                                                                   | GMSPD<br>PC<br>MPB<br>PLO<br>PA |                               |
| s.4I                              | duty to keep Victoria Planning Provisions and other documents available                                                                                                             | GMSPD<br>PC<br>MPB<br>PLO<br>PA |                               |
| s.8A(2)                           | power to prepare amendment to the planning scheme where the Minister has given consent under s.8A                                                                                   | MPB<br>PC                       |                               |
| s.8A(3)                           | power to apply to Minister to prepare an amendment to the planning scheme                                                                                                           | PCoIC<br>GMSPD<br>PC<br>MPB     |                               |
| s.12A(1)                          | duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s.19 of the Planning and Environment (Planning Schemes) Act 1996) | PCoIC<br>GMSPD<br>PC<br>MPB     |                               |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                               |                                           |                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                      | Column 3                                  | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                               | DELEGATE                                  | CONDITIONS & LIMITATIONS |
| s.12(3)                           | power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of planning scheme with these persons | PCofC<br>GMSPD<br>PC<br>MPB<br>EP<br>MECS |                          |
| s.12B(1)                          | duty to review planning scheme                                                                                                                                                                                | PCofC<br>GMSPD<br>PC<br>MPB<br>EP<br>MECS |                          |
| s.12B(2)                          | Duty to review planning scheme at direction of Minister                                                                                                                                                       | PCofC<br>GMSPD<br>PC<br>MPB<br>EP<br>MECS |                          |
| s.12B(5)                          | duty to report findings of review of planning scheme to Minister without delay                                                                                                                                | PCofC<br>GMSPD<br>PC<br>MPB<br>EP<br>MECS |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                  |                                                 |                                                                                                                   |
|-----------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                         | Column 3                                        | Column 4                                                                                                          |
| PROVISION                         | THING DELEGATED                                                                  | DELEGATE                                        | CONDITIONS & LIMITATIONS                                                                                          |
| s.14                              | Duties of a Responsible Authority as set out in subsections (a) to (d)           | PCoC<br>GMSPD<br>PC<br>PLO<br>EP<br>MPB<br>MECS |                                                                                                                   |
| s.17(1)                           | duty of giving copy amendment to the planning scheme                             | GMSPD<br>PC<br>MPB<br>PLO<br>PA                 |                                                                                                                   |
| s.17(2)                           | duty of giving copy s.173 agreement                                              | GMSPD<br>PC<br>PLO<br>MPB<br>PA<br>EP<br>MECS   |                                                                                                                   |
| s.18                              | duty to make amendment etc. available                                            | GMSPD<br>PC<br>MPB<br>PLO<br>PA                 |                                                                                                                   |
| s.19                              | function of receiving notice of preparation of an amendment to a planning scheme | GMSPD<br>PC<br>MPB<br>PLO<br>PA                 | Where Council is not the planning authority and the amendment affects land within Council's municipal district or |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                        |                                               |                                                                                                   |
|-----------------------------------|------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                               | Column 3                                      | Column 4                                                                                          |
| PROVISION                         | THING DELEGATED                                                        | DELEGATE                                      | CONDITIONS & LIMITATIONS                                                                          |
| s.20(1)                           | power to apply to Minister for exemption from the requirements of s 19 | PCofC<br>GMSPD<br>PC<br>MPB                   | Where the amendment will amend the planning scheme to designate Council as an acquiring authority |
| s.21 (2)                          | duty to make submissions available                                     | GMSPD<br>PC<br>MPB<br>PLO<br>PA<br>EP<br>MECS |                                                                                                   |
| s.21A(4)                          | duty to publish notice in accordance with section                      | GMSPD<br>PC<br>MPB<br>PLO<br>PA<br>EP<br>MECS |                                                                                                   |
| s.22                              | duty to consider all submissions                                       | PCofC<br>GMSPD<br>PC<br>MPB                   |                                                                                                   |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                      |                                 |                          |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                             | Column 3                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                      | DELEGATE                        | CONDITIONS & LIMITATIONS |
| s.23(1)(b)                        | duty to refer submissions which request a change to the amendment to a panel                                         | PCofC<br>GMSPD<br>PC<br>MPB     |                          |
| s.23(2)                           | power to refer to a panel submissions to a panel which do not require a change to the amendment                      | PCofC<br>GMSPD<br>PC<br>MPB     |                          |
| s.24                              | function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D) | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.26(1)                           | power to make report available for inspection                                                                        | GMSPD<br>PC<br>MPB<br>PLO<br>PA |                          |
| s.26(2)                           | duty to keep report of panel available for inspection                                                                | GMSPD<br>PC<br>MPB<br>PLO<br>PA |                          |
| s.27 (2)                          | power to apply for exemption if panel's report not received                                                          | PCofC<br>GMSPD<br>PC<br>MPB     |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                              |                    |                                                                                |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                     | Column 3           | Column 4                                                                       |
| PROVISION                         | THING DELEGATED                                                                                              | DELEGATE           | CONDITIONS & LIMITATIONS                                                       |
| s.28                              | duty to notify the Minister if abandoning an amendment                                                       | GMSPD<br>PC<br>MPB | Note: the power to make a decision to abandon an amendment cannot be delegated |
| s.30(4)(a)                        | duty to say if amendment has lapsed                                                                          | GMSPD<br>PC<br>MPB |                                                                                |
| s.30(4)(b)                        | duty to provide information in writing upon request                                                          | GMSPD<br>PC<br>MPB |                                                                                |
| s.32(2)                           | duty to give more notice if required                                                                         | GMSPD<br>PC<br>MPB |                                                                                |
| s.33(1)                           | duty to give more notice of changes to an amendment                                                          | GMSPD<br>PC<br>MPB |                                                                                |
| s.36(2)                           | duty to give notice of approval of amendment                                                                 | GMSPD<br>PC<br>MPB |                                                                                |
| s.38(5)                           | duty to give notice of revocation of an amendment                                                            | GMSPD<br>PC<br>MPB |                                                                                |
| s.39                              | function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT | GMSPD<br>PC<br>MPB |                                                                                |
| s.40(1)                           | function of lodging copy of approved amendment                                                               | GMSPD<br>PC<br>MPB |                                                                                |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                  |                                 |                          |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                         | Column 3                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                  | DELEGATE                        | CONDITIONS & LIMITATIONS |
| s.41                              | duty to make approved amendment available                                                                                                        | GMSPD<br>PC<br>MPB<br>PLO<br>PA |                          |
| s.42                              | duty to make copy of planning scheme available                                                                                                   | GMSPD<br>PC<br>PLO<br>MPB<br>PA |                          |
| s.46A(1ac)                        | power to request the Growth Areas Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria | GMSPD<br>MPB<br>PC              |                          |
| s.46N(1)                          | duty to include condition in permit regarding payment of development infrastructure levy                                                         | PCofC<br>GMSPD<br>PC<br>MPB     |                          |
| s.46N(2)(c)                       | function of determining time and manner for receipt of development contributions levy                                                            | PCofC<br>GMSPD<br>PC<br>MPB     |                          |
| s.46N(2)(d)                       | power to enter into an agreement with the applicant regarding payment of development infrastructure levy                                         | GMSPD<br>PC<br>MPB              |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                            |                                     |                          |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                   | Column 3                            | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                            | DELEGATE                            | CONDITIONS & LIMITATIONS |
| s.46O(1)(a) & (2)(a)              | power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit                     | GMSPD<br>PC<br>MPB<br>MBS           |                          |
| s.46O(1)(d) & (2)(d)              | power to enter into agreement with the applicant regarding payment of community infrastructure levy                                        | GMSPD<br>PC<br>MPB<br>MBS           |                          |
| s.46P(1)                          | power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured                                               | GMSPD<br>PC<br>MPB                  |                          |
| s.46P(2)                          | power to accept provision of land, works, services or facilities in part or full payment of levy payable                                   | GMSPD<br>CEO<br>PC<br>MPB           |                          |
| s.46Q(1)                          | duty to keep proper accounts of levies paid                                                                                                | GMSPD<br>GMCCS<br>MFCS<br>PC<br>MPB |                          |
| s.46Q(1A)                         | duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency | GMSPD<br>GMCCS<br>MFCS<br>PC<br>MPB |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                  |                            |                                                                                                                                                                               |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                         | Column 3                   | Column 4                                                                                                                                                                      |
| PROVISION                         | THING DELEGATED                                                                                                                                  | DELEGATE                   | CONDITIONS & LIMITATIONS                                                                                                                                                      |
| s.46Q(2)                          | duty to apply levy only for a purpose relating to the provision of the works, services and facilities in respect of which the levy was paid etc. | GMSPD<br>CEO<br>PC<br>MPB  |                                                                                                                                                                               |
| s.46Q(3)                          | power to refund any amount of levy paid if it is satisfied the development is not to proceed                                                     | GMSPD<br>PC<br>MPB         |                                                                                                                                                                               |
| s.46Q(4)(c)                       | duty to pay amount to current owners of land in the area                                                                                         | GMSPD<br>CEO<br>PC<br>MPB  | * must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister |
| s.46Q(4)(d)                       | duty to submit to the Minister an amendment to the approved development contributions plan                                                       | GMSPD<br>CEO<br>PC<br>MPB  | * must be done in accordance with Part 3                                                                                                                                      |
| s.46Q(4)(e)                       | duty to expend that amount on other works etc.                                                                                                   | GMSPD<br>CEO<br>PC<br>MPB  | * with the consent of, and in the manner approved by, the Minister                                                                                                            |
| s.46QC                            | power to recover any amount of levy payable under Part 3B                                                                                        | GMSPD<br>MFCS<br>PC<br>MPB |                                                                                                                                                                               |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                   |                                                   |                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                          | Column 3                                          | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                   | DELEGATE                                          | CONDITIONS & LIMITATIONS |
| s.46V(3)                          | duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available | GMSPD<br>PC<br>MPB                                |                          |
| s.46Y                             | duty to carry out works in conformity with the approved strategy plan                                                                             | PCoIC<br>GMSPD<br>GMIS<br>PC<br>MPB<br>EP<br>MECS |                          |
| s.47                              | power to decide that an application for a planning permit does not comply with that Act.                                                          | GMSPD<br>PC<br>MPB<br>EP<br>MECS                  |                          |
| s.49(1)                           | duty to keep a register of all applications for permits and determinations relating to permits                                                    | GMSPD<br>PC<br>MPB<br>PLO<br>PA<br>EP<br>MECS     |                          |
| s.49(2)                           | duty to make register available for inspection                                                                                                    | GMSPD<br>PA<br>PC<br>PLO<br>MPB                   |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                              |                                 |                          |
|-----------------------------------|----------------------------------------------------------------------------------------------|---------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                     | Column 3                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                              | DELEGATE                        | CONDITIONS & LIMITATIONS |
| s.50(4)                           | duty to amend application                                                                    | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.50(5)                           | power to refuse to amend application                                                         | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.50(6)                           | duty to make note of amendment to application in register                                    | GMSPD<br>PC<br>PLO<br>MPB<br>PA |                          |
| s.50A(1)                          | power to make amendment to application                                                       | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.50A(3)                          | power to require applicant to notify owner and make a declaration that notice has been given | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.50A(4)                          | duty to note amendment to application in register                                            | GMSPD<br>PC<br>PLO<br>MPB<br>PA |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                               |                                 |                          |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                                                      | Column 3                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                               | DELEGATE                        | CONDITIONS & LIMITATIONS |
| s.51                              | duty to make copy of application available for inspection                                                                                                                     | GMSPD<br>PC<br>PLO<br>MPB<br>PA |                          |
| s.52(1)(a)                        | duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.52(1)(b)                        | duty to give notice of the application to other municipal councils where appropriate                                                                                          | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.52(1)(c)                        | duty to give notice of the application to all persons required by the planning scheme                                                                                         | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.52(1)(ca)                       | duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant                     | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.52(1)(cb)                       | duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant        | GMSPD<br>PC<br>PLO<br>MPB       |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                              |                                    |                          |
|-----------------------------------|----------------------------------------------------------------------------------------------|------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                     | Column 3                           | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                              | DELEGATE                           | CONDITIONS & LIMITATIONS |
| s.52(1)(d)                        | duty to give notice of the application to other persons who may be detrimentally effected    | GMSPD<br>PC<br>PLO<br>MPB          |                          |
| s.52(4A)                          | power to refuse an application                                                               | PCofC<br>GMSPD<br>PC<br>MPB        |                          |
| 52(1AA)                           | duty to give notice of an application to remove or vary a registered restrictive covenant    | PCofC<br>GMSPD<br>PC<br>MPB        |                          |
| s.52(3)                           | power to give any further notice of an application where appropriate                         | GMSPD<br>PC<br>PLO<br>MPB          |                          |
| s.53(1)                           | power to require the applicant to give notice under section 52(1) to persons specified by it | GMSPD<br>PC<br>PLO<br>MPB          |                          |
| s.53(1A)                          | power to require the applicant to give the notice under section 52(1AA)                      | PCofC<br>GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.54(1)                           | power to require the applicant to provide more information                                   | GMSPD<br>PC<br>MPB<br>PLO          |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                |                                 |                          |
|-----------------------------------|------------------------------------------------------------------------------------------------|---------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                       | Column 3                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                | DELEGATE                        | CONDITIONS & LIMITATIONS |
| s.54(1A)                          | duty to give notice in writing of information required under s.54(1)                           | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.54(1B)                          | duty to specify the lapse date for an application                                              | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.54A(3)                          | power to decide to extend time or refuse to extend time to give required information           | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.54A(4)                          | duty to give written notice of decision to extend or refuse to extend time und s.54A(3)        | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.55(1)                           | duty to give copy application to every referral authority specified in the planning scheme     | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.57(2A)                          | power to reject objections considered made primarily for commercial advantage for the objector | GMSPD<br>PC<br>MPB              |                          |
| s.57(3)                           | function of receiving name and address of persons to whom notice of decision is to go          | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                       |                                 |                          |
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| Column 1                          | Column 2                                                                              | Column 3                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                       | DELEGATE                        | CONDITIONS & LIMITATIONS |
| s.57(5)                           | duty to make available for inspection copy of all objections                          | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                          |
| s.57A(4)                          | duty to amend application in accordance with applicant's request, subject to s.57A(5) | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.57A(5)                          | power to refuse to amend application                                                  | GMSPD<br>PC<br>CEO<br>MPB       |                          |
| s.57A(6)                          | duty to note amendments to application in register                                    | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                          |
| s.57B(1)                          | duty to determine whether and to whom notice should be given                          | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.57B(2)                          | duty to consider certain matters in determining whether notice should be given        | GMSPD<br>PC<br>PLO<br>MPB       |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Column 1                          | Column 2                                                       | Column 3                           | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PROVISION                         | THING DELEGATED                                                | DELEGATE                           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                               |
| s.57C(1)                          | duty to give copy of amended application to referral authority | GMSPD<br>PC<br>PLO<br>PA<br>MPB    |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s.58                              | duty to consider every application for a permit                | PCoIC<br>GMSPD<br>PC<br>PLO<br>MPB |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s.60                              | duty to consider certain matters                               | PCoIC                              |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                   |                                                                | GMSPD<br>PLO<br>PA<br>MPB<br>PC    | Save where the proposed use and/or development.<br><ul style="list-style-type: none"> <li>Does not provide the required amount of car parking spaces pursuant to Clause 52.06. Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds three (3).</li> <li>Or proposed development is in excess of eight (8) metres in overall height above natural ground level.</li> <li>Or four (4) or more</li> </ul> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                  |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                         | Column 3             | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                  | DELEGATE             | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| s60(1A)                           | power to consider certain matters before deciding on application | PCofC<br>GMSPD<br>PC | <p>objections have been lodged against the grant of a permit.</p> <ul style="list-style-type: none"> <li>* Or where the application may have an affect on the broader community.</li> <li>* Or if the application seeks approval for works which had commenced under a lawful planning permit where: <ul style="list-style-type: none"> <li>o the works had not been completed prior to the expiry of the permit and</li> <li>o the officer recommendation is for refusal unless that recommendation is made due to the response of a referral authority under Section 55 of the Act.</li> </ul> </li> </ul> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                           |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Column 1                          | Column 2                                                                                                                                                  | Column 3                                             | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PROVISION                         | THING DELEGATED                                                                                                                                           | DELEGATE                                             | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| s.61(1)(a)                        | power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application. | PLO<br>MPB<br>PCoIC<br><br>GMSPD<br>PC<br>PLO<br>MPB | <p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> <li>Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds three (3).</li> <li>Or proposed development is in excess of eight (8) metres in overall height above natural ground level.</li> <li>Or four (4) or more objections have been lodged against the grant of a permit.</li> <li>Or if the application seeks approval for works which had commenced under a lawful planning permit where</li> </ul> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                   |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Column 1                          | Column 2                                          | Column 3                          | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| PROVISION                         | THING DELEGATED                                   | DELEGATE                          | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s.61(1)(e)                        | power to decide to grant a permit with conditions | PC&C<br>GMSPD<br>PC<br>PLO<br>MPB | <p>o the works had not been completed prior to the expiry of the permit and</p> <p>o the officer recommendation is for refusal unless that recommendation is made due to the response of a referral authority under Section 55 of the Act</p> <p>Save where the application may have an affect on the broader community.</p> <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>Save where the proposed use and/or development.</p> <p>Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Coleac Otway</p> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                            |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------|----------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                   | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| PROVISION                         | THING DELEGATED            | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                   |                            |          | <p>Planning Scheme.</p> <ul style="list-style-type: none"> <li>Or proposed development is in excess of eight (8) metres in overall height above natural ground level.</li> <li>Or four (4) or more elevations have been lodged against the grant of a permit.</li> </ul> <p>Save where the application may have an effect on the broader community.</p> <p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.</p> |
| s.51(1)(c)                        | power to refuse the permit | PCoC     | <p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> <li>Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme.</li> </ul> <p>Or proposed development</p>                                                                                                                                                                                                                           |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                           |                            |                                                                                                                                                                                                                                               |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                  | Column 3                   | Column 4                                                                                                                                                                                                                                      |
| PROVISION                         | THING DELEGATED                                                                                           | DELEGATE                   | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                      |
|                                   |                                                                                                           |                            | is in excess of eight (8) metres in overall height above natural ground level.<br>• Or four (4) or more objections have been lodged against the grant of a permit.<br>Save where the application may have an effect on the broader community. |
| s.51(2)                           | duty to decide to refuse to grant a permit if determining referral authority objects to grant of permit   | PCoC<br>GMSPD<br>PC<br>MPB |                                                                                                                                                                                                                                               |
| s.51(3)(a)                        | duty not to decide to grant a permit to use coastal Crown land without Minister's consent                 | PCoC<br>GMSPD<br>PC<br>MPB |                                                                                                                                                                                                                                               |
| s.51(3)(b)                        | duty to refuse to grant the permit without the Minister's consent                                         | PCoC<br>GMSPD<br>PC<br>MPB |                                                                                                                                                                                                                                               |
| s.51(4)                           | duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant | PCoC<br>GMSPD<br>PC<br>MPB |                                                                                                                                                                                                                                               |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                  |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                         | Column 3                           | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                  | DELEGATE                           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| s.62(1)                           | duty to include certain conditions in deciding to grant a permit | PCofC<br>GMSPD<br>PC<br>PLO<br>MPB | <p>Save where the proposed use and/or development</p> <ul style="list-style-type: none"> <li>Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds three (3).</li> <li>Or proposed development is in excess of eight (8) metres in overall height above natural ground level.</li> <li>Or four (4) or more objections have been lodged against the grant of a permit.</li> <li>Or where the application may have an effect on the broader community.</li> <li>Or if the application seeks approval for works which had commenced under a lawful planning permit</li> </ul> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                   |                                                 |                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|-----------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                          | Column 3                                        | Column 4                                                                                                                                                                                                                                                                                                                                                 |
| PROVISION                         | THING DELEGATED                   | DELEGATE                                        | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                 |
|                                   |                                   |                                                 | <p>where:</p> <ul style="list-style-type: none"> <li>the works had not been completed prior to the expiry of the permit; and</li> <li>the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act</li> </ul>                                                   |
| s.62(2)                           | power to include other conditions | <p>PCoC</p> <p>GMSPD<br/>PC<br/>PLO<br/>MPB</p> | <p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> <li>Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds three (3).</li> <li>Or proposed development is in excess of eight (8)</li> </ul> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------|-----------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                   |                 |          | <p>metres in overall height above natural ground level.</p> <ul style="list-style-type: none"> <li>* Or four (4) or more objections have been lodged against the grant of a permit.</li> <li>* Or where the application may have an affect on the broader community.</li> <li>* Or if the application seeks approval for works which had commenced under a lawful planning permit where: <ul style="list-style-type: none"> <li>o the works had not been completed prior to the expiry of the permit; and</li> <li>o the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act</li> </ul> </li> </ul> <p>e</p> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                             |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                    | Column 3                               | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PROVISION                         | THING DELEGATED                                                                                                                             | DELEGATE                               | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s.62(4)                           | duty to ensure conditions are consistent with subsections (a), (b) and (c)                                                                  | PCoIC<br>GMSPD<br>PC<br>PLO<br>MPB     |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| s.62(5)(a)                        | power to include a permit condition to implement an approved development contributions plan                                                 | PCoIC<br>GMSPD<br>PC<br>PLO<br>MPB     |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| s.62(5)(b)                        | power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement | PCoIC<br><br>GMSPD<br>PC<br>PLO<br>MPB | Save where the proposed use and/or development <ul style="list-style-type: none"> <li>Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds three (3).</li> <li>Or proposed development is in excess of eight (8) metres in overall height above natural ground level.</li> <li>Or four (4) or more objections have been</li> </ul> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                   |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                          | Column 3                           | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                                                   | DELEGATE                           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| s.62(5)(c)                        | power to include a permit condition that specified works be provided or paid for by the applicant | PCoIC<br>GMSPD<br>PC<br>PLO<br>MPB | <p>lodged against the grant of a permit.</p> <p>* Or where the application may have an effect on the broader community.</p> <p>* Or if the application seeks approval for works which had commenced under a lawful planning permit where:</p> <ul style="list-style-type: none"> <li>o the works had not been completed prior to the expiry of the permit; and</li> <li>o the officer's recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act</li> </ul> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                |                                   |                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                                                                       | Column 3                          | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                | DELEGATE                          | CONDITIONS & LIMITATIONS |
| s.62(6)(a)                        | duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N                                                     | PCoC<br>GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.62(6)(b)                        | duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a) | PCoC<br>GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.63                              | duty to issue the permit where made a decision in favour of the application (if no one has objected)                                                                                           | GMSPD<br>PC<br>PLO<br>MPB         |                          |
| s.64(1)                           | duty to give notice of decision to grant a permit to applicant and objectors                                                                                                                   | GMSPD<br>PC<br>PLO<br>PA<br>MPB   |                          |
| s.64(3)                           | duty not to issue a permit until after the specified period                                                                                                                                    | GMSPD<br>PC<br>PLO<br>PA<br>MPB   |                          |
| s.64(5)                           | duty to give each objector a copy of an exempt decision                                                                                                                                        | GMSPD<br>PC<br>PLO<br>PA<br>MPB   |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                              |                                    |                                                                                                                                                   |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                     | Column 3                           | Column 4                                                                                                                                          |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                              | DELEGATE                           | CONDITIONS & LIMITATIONS                                                                                                                          |
| s.64A                             | duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit; | GMSPD<br>PC<br>PLO<br>PA<br>MPB    | this provision applies also to a decision to grant an amendment to a permit - see section 75A                                                     |
| s.65(1)                           | duty to give notice of refusal to grant permit to applicant and objector                                                                                                                                                                     | GMSPD<br>PC<br>PLO<br>PA<br>MPB    |                                                                                                                                                   |
| s.66(1)                           | duty to give notice under s.64 or s.65 and copy permit to referral authorities                                                                                                                                                               | GMSPD<br>PC<br>PLO<br>PA<br>MPB    |                                                                                                                                                   |
| s.69(1)                           | function of receiving application for extension of time of permit                                                                                                                                                                            | GMSPD<br>PC<br>PLO<br>PA<br>MPB    |                                                                                                                                                   |
| s.69(2)                           | power to extend time                                                                                                                                                                                                                         | PCoIC<br>GMSPD<br>PC<br>PLO<br>MPB | Save where the development has commenced lawfully under the planning permit and:<br>c. the application seeks approval for an extension of time to |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                          |                                    |                                                                                                                                                                                                        |
|-----------------------------------|----------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                 | Column 3                           | Column 4                                                                                                                                                                                               |
| PROVISION                         | THING DELEGATED                                          | DELEGATE                           | CONDITIONS & LIMITATIONS                                                                                                                                                                               |
|                                   |                                                          |                                    | complete the works, and<br>the officer recommendation is<br>for refusal, unless that<br>recommendation is made due<br>to the recommendation of a<br>referral authority under<br>Section 55 of the Act. |
| s.70                              | duty to make copy permit available for inspection        | GMSPD<br>PC<br>PLO<br>PA<br>MPB    |                                                                                                                                                                                                        |
| s.71(1)                           | power to correct certain mistakes                        | GMSPD<br>PC<br>PLO<br>MPB          |                                                                                                                                                                                                        |
| s.71(2)                           | duty to note corrections in register                     | GMSPD<br>PC<br>PLO<br>PA<br>MPB    |                                                                                                                                                                                                        |
| s.73                              | power to decide to grant amendment subject to conditions | PCofC<br>GMSPD<br>PC<br>PLO<br>MPB |                                                                                                                                                                                                        |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                |                                    |                          |
|-----------------------------------|------------------------------------------------------------------------------------------------|------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                       | Column 3                           | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                | DELEGATE                           | CONDITIONS & LIMITATIONS |
| s.74                              | duty to issue amended permit to applicant if no objectors                                      | GMSPD<br>PC<br>PLO<br>MPB          |                          |
| s.76                              | duty to give applicant and objectors notice of decision to refuse to grant amendment to permit | GMSPD<br>PC<br>PLO<br>PA<br>MPB    |                          |
| s.76A                             | duty to give referral authorities copy of amended permit and copy of notice                    | GMSPD<br>PC<br>PLO<br>PA<br>MPB    |                          |
| s.76D                             | duty to comply with direction of Minister to issue amended permit                              | GMSPD<br>PC<br>PLO<br>MPB          |                          |
| s.83                              | function of being respondent to an appeal                                                      | GMSPD<br>PC<br>PLO<br>MPB          |                          |
| s.83B                             | duty to give or publish notice of application for review                                       | GMSPD<br>PC<br>PLO<br>MPB          |                          |
| s.84(1)                           | power to decide on an application at any time after an appeal is                               | GMSPD<br>PC<br>PLO<br>MPB<br>PCofC |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                          |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Column 1                          | Column 2                                 | Column 3           | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PROVISION                         | THING DELEGATED                          | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | lodged against failure to grant a permit | GMSPD<br>PC<br>MPB | <p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> <li>* Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds three (3).</li> <li>* Or proposed development is in excess of eight (8) metres in overall height above natural ground level.</li> <li>* Or four (4) or more objections have been lodged against the grant of a permit.</li> <li>* Or the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> <li>o the works had not been completed prior to the expiry of the permit and</li> <li>o the officer</li> </ul> </li> </ul> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                       |                           |                                                                                                                                                                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                              | Column 3                  | Column 4                                                                                                                                                                                                                        |
| PROVISION                         | THING DELEGATED                                                                                                                       | DELEGATE                  | CONDITIONS & LIMITATIONS                                                                                                                                                                                                        |
|                                   |                                                                                                                                       |                           | <p>recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act</p> <p>Save where the application may have an effect on the broader community.</p> |
| s.84(2)                           | duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit    | GMSPD<br>PC<br>MPB        |                                                                                                                                                                                                                                 |
| s.84(3)                           | duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit | GMSPD<br>PC<br>MPB        |                                                                                                                                                                                                                                 |
| s.84(5)                           | duty to issue permit on receipt of advice within 3 working days                                                                       | GMSPD<br>PC<br>PLO<br>MPB |                                                                                                                                                                                                                                 |
| s.86                              | duty to issue a permit at order of Tribunal within 3 working days                                                                     | GMSPD<br>PC<br>PLO<br>MPB |                                                                                                                                                                                                                                 |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                            |                           |                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                   | Column 3                  | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                            | DELEGATE                  | CONDITIONS & LIMITATIONS |
| s.87(3)                           | power to apply to VCAT for the cancellation or amendment of a permit                                       | GMSPD<br>PC<br>MPB        |                          |
| s.90(1)                           | function of being heard at hearing of request for cancellation or amendment of a permit                    | GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.91(2)                           | duty to comply with the directions of VCAT                                                                 | GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.91(2A)                          | Duty to issue amended permit to owner if Tribunal so directs                                               | GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.92                              | duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90 | GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.93(2)                           | duty to give notice of VCAT order to stop development                                                      | GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.95(3)                           | function of referring certain applications to the Minister                                                 | GMSPD<br>PC<br>MPB        |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                |                             |                                                                                                                                                        |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                                                       | Column 3                    | Column 4                                                                                                                                               |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                | DELEGATE                    | CONDITIONS & LIMITATIONS                                                                                                                               |
| s.95(4)                           | duty to comply with an order or direction                                                                                                                                                                                                                                      | GMSPD<br>PC<br>PLO<br>MPB   |                                                                                                                                                        |
| s.96(1)                           | duty to obtain a permit from the Minister to use and develop its land                                                                                                                                                                                                          | GMSPD<br>PC<br>MPB          |                                                                                                                                                        |
| s.96(2)                           | function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land                                                                                                                                                              | GMSPD<br>PC<br>MPB          |                                                                                                                                                        |
| s.96A(2)                          | power to agree to consider an application for permit concurrently with preparation of proposed amendment                                                                                                                                                                       | GMSPD<br>PC<br>PLO<br>MPB   |                                                                                                                                                        |
| s.96C                             | power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C                                                                                                                                                              | GMSPD<br>PC<br>MPB          |                                                                                                                                                        |
| s.96F                             | duty to consider the panel's report under section 96E                                                                                                                                                                                                                          | GMSPD<br>PC<br>MPB          |                                                                                                                                                        |
| s.96G(1)                          | power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> ) | PCofC<br>GMSPD<br>PC<br>MPB | Save where the proposed use and/or development.<br>* Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Coliac Olway |

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| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------|-----------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                 |          | <p>Planning Scheme, where the number of spaces being waived/reduced exceeds three (3).</p> <ul style="list-style-type: none"> <li>* Or proposed development is in excess of eight (8) metres in overall height above natural ground level.</li> <li>* Or four (4) or more objections have been lodged against the grant of a permit.</li> <li>* Or the application seeks approval for works which had commenced under a lawful planning permit where: <ul style="list-style-type: none"> <li>o the works had not been completed prior to the expiry of the permit, and</li> <li>o the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section</li> </ul> </li> </ul> |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                             |                           |                                                                                                                                                |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                    | Column 3                  | Column 4                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                                                             | DELEGATE                  | CONDITIONS & LIMITATIONS                                                                                                                       |
|                                   |                                                                                                                             |                           | <u>55 of the Act</u><br><ul style="list-style-type: none"> <li>Or where the application may have an effect on the broader community</li> </ul> |
| s.96H(3)                          | power to give notice in compliance with Minister's direction                                                                | GMSPD<br>PC<br>MPB        |                                                                                                                                                |
| s.96J                             | power to issue permit as directed by the Minister                                                                           | GMSPD<br>PC<br>PLO<br>MPB |                                                                                                                                                |
| s.96K                             | duty to comply with direction of the Minister to give notice of refusal                                                     | GMSPD<br>PC<br>PLO<br>MPB |                                                                                                                                                |
| s.97C                             | power to request Minister to decide the application                                                                         | GMSPD<br>PC<br>MPB        |                                                                                                                                                |
| s.97D(1)                          | duty to comply with directions of Minister to supply any document or assistance relating to application                     | GMSPD<br>PC<br>PLO<br>MPB |                                                                                                                                                |
| s.97G(3)                          | function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister | GMSPD<br>PC<br>PLO<br>MPB |                                                                                                                                                |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                        |                                 |                          |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                               | Column 3                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                        | DELEGATE                        | CONDITIONS & LIMITATIONS |
| s.97G(6)                          | duty to make a copy of permits issued under s.97F available for inspection                                                             | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                          |
| s.97L                             | duty to include Ministerial decisions in a register kept under s.49                                                                    | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                          |
| s.97MCA(2)                        | function of consulting with advisory committee regarding the areas for which the Development Assessment Committee is to be established | GMSPD<br>PC<br>MPB              |                          |
| s.97MG                            | duty to provide documents and information to development assessment committee                                                          | GMSPD<br>PLO<br>PA<br>PC<br>MPB |                          |
| s.97MH                            | duty to provide assistance to the development assessment committee                                                                     | GMSPD<br>PLO<br>PA<br>PC<br>MPB |                          |
| s.97MJ(2)                         | duty to ensure that the register of application specifies whether the development assessment committee has made the decision           | GMSPD<br>PLO<br>PA<br>PC        |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                           |                                         |                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                  | Column 3                                | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                           | DELEGATE                                | CONDITIONS & LIMITATIONS |
|                                   |                                                                                                                           | MPB                                     |                          |
| s.97MK                            | function of nominating member of the development assessment committee                                                     | GMSPD<br>MPB<br>PC                      |                          |
| s.97ML(4)                         | power to nominate alternate members of the development assessment committee                                               | GMSPD<br>MPB<br>PC                      |                          |
| s.97O                             | duty to consider application and issue or refuse to issue certificate of compliance                                       | GMSPD<br>PC<br>PLO<br>MPB               |                          |
| s.97P(3)                          | duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate | GMSPD<br>PC<br>PLO<br>MPB               |                          |
| s.97Q(2)                          | function of being heard by VCAT at hearing of request for amendment or cancellation of certificate                        | GMSPD<br>PC<br>PLO<br>EP<br>MPB<br>MECS |                          |
| s.97Q(4)                          | duty to comply with directions of VCAT                                                                                    | GMSPD<br>PC<br>PLO<br>MPB               |                          |
| s.97R                             | duty to keep register of all applications for certificate of                                                              | GMSPD<br>PC                             |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                           |                                 |                          |
|-----------------------------------|-------------------------------------------------------------------------------------------|---------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                  | Column 3                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                           | DELEGATE                        | CONDITIONS & LIMITATIONS |
|                                   | compliance and related decisions                                                          | PLO<br>PA<br>MPB                |                          |
| s.98(1)&(2)                       | function of receiving claim for compensation in certain circumstances                     | GMSPD<br>MPB                    |                          |
| s.98(4)                           | duty to inform any person of the name of the person from whom compensation can be claimed | GMSPD<br>MPB                    |                          |
| s.101                             | function of receiving claim for expenses in conjunction with claim                        | GMSPD<br>MPB                    |                          |
| s.103                             | power to reject a claim for compensation in certain circumstances                         | PCofC<br>GMSPD<br>MPB           |                          |
| s.107(1)                          | function of receiving claim for compensation                                              | GMSPD<br>MPB                    |                          |
| s.107(3)                          | power to agree to extending time for making claim                                         | GMSPD<br>MPB                    |                          |
| s.114(1)                          | power to apply to the VCAT for an enforcement order                                       | GMSPD<br>PC<br>MPB              |                          |
| s.117(1)(a)                       | function of making a submission to the VCAT where objections are received                 | GMSPD<br>PC<br>PLO<br>EP<br>MPB |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                   |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                                                                                                                                                                      | Column 3                  | Column 4                                          |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                                                                                                                               | DELEGATE                  | CONDITIONS & LIMITATIONS                          |
|                                   |                                                                                                                                                                                                                                                                                                                                                                                               | MECS                      |                                                   |
| s.120(1)                          | power to apply for an interim enforcement order where s.114 application has been made                                                                                                                                                                                                                                                                                                         | GMSPD<br>PC<br>MPB        |                                                   |
| s.123(1)                          | power to carry out work required by enforcement order and recover costs                                                                                                                                                                                                                                                                                                                       | GMSPD<br>PC<br>MPB        |                                                   |
| s.123(2)                          | power to sell buildings, materials, etc salvaged in carrying out work under s.123(1)                                                                                                                                                                                                                                                                                                          | GMSPD<br>MPB              | Except Crown Land                                 |
| s.129                             | function of recovering penalties                                                                                                                                                                                                                                                                                                                                                              | GMSPD<br>MFCS<br>MPB      |                                                   |
| s.130(5)                          | power to allow person served with an infringement notice further time                                                                                                                                                                                                                                                                                                                         | GMSPD<br>PC<br>PLO<br>MPB |                                                   |
| s.149A(1)                         | power to refer a matter to the VCAT for determination                                                                                                                                                                                                                                                                                                                                         | GMSPD<br>PC<br>MPB        |                                                   |
| s.156                             | duty to pay fees and allowances (including a payment to the Crown under subsection (2A) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)); power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4) | GMSPD<br>PC<br>MPB        | Where Council is the relevant planning authority. |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                 |                             |                          |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                        | Column 3                    | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                 | DELEGATE                    | CONDITIONS & LIMITATIONS |
| s.171(2)(f)                       | power to carry out studies and commission reports                                                                                                                                                                                               | GMSPD<br>PC<br>MPB          |                          |
| s.171(2)(g)                       | power to grant and reserve easements                                                                                                                                                                                                            | PCofC<br>GMSPD<br>PC<br>MPB |                          |
| s.173                             | power to enter into agreement covering matters set out in s.174                                                                                                                                                                                 | GMSPD<br>PC<br>MPB          |                          |
| ---                               | power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority | GMSPD<br>PC<br>PLO<br>MPB   |                          |
| ---                               | power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority           | GMSPD<br>PC<br>MPB          |                          |
| s.177(2)                          | power to end a section 173 agreement with approval of the Minister or the consent of with agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9                                    | GMSPD<br>PC<br>MPB          |                          |
| s.178                             | power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9                                                                                    | PCofC<br>GMSPD<br>PC<br>MPB |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                            |                           |                          |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                   | Column 3                  | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                            | DELEGATE                  | CONDITIONS & LIMITATIONS |
| s.179(1)                          | duty to lodge agreement with Minister                                                                                      | GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.179(2)                          | duty to make available for inspection copy agreement                                                                       | GMSPD<br>PC<br>PLO<br>MPB |                          |
| s.181                             | power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General | GMSPD<br>PC<br>PLO<br>MPB |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                        |                                 |                          |
|-----------------------------------|------------------------------------------------------------------------|---------------------------------|--------------------------|
| Column 1                          | Column 2                                                               | Column 3                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                        | DELEGATE                        | CONDITIONS & LIMITATIONS |
| s.182                             | power to enforce an agreement                                          | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.183                             | duty to tell Registrar of Titles of ending/amendment of agreement      | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.193(1)                          | function to receive application for planning certificate               | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                          |
| s.193(1)                          | duty to give planning certificate to applicant                         | GMSPD<br>PC<br>PLO<br>MPB       |                          |
| s.201(1)                          | function of receiving application for declaration of underlying zoning | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                          |
| s.201(3)                          | duty to make declaration                                               | GMSPD<br>PC<br>PLO<br>MPB       |                          |

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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                       |                                    |                          |  |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------|--|
| Column 1                          | Column 2                                                                                                                                              | Column 3                           | Column 4                 |  |
| PROVISION                         | THING DELEGATED                                                                                                                                       | DELEGATE                           | CONDITIONS & LIMITATIONS |  |
| -                                 | power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council         | PCoIC<br>GMSPD<br>PC<br>PLO<br>MPB |                          |  |
| -                                 | power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council. | PCoIC<br>GMSPD<br>PC<br>PLO<br>MPB |                          |  |
|                                   | power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or a condition in a permit | PCoIC<br>GMSPD<br>PC<br>PLO<br>MPB |                          |  |
|                                   | power to give written authorisation in accordance with a provision of a planning scheme                                                               | PCoIC<br>GMSPD<br>PC<br>PLO<br>MPB |                          |  |
| s.201UAB(1)                       | function of providing the Growth Areas Authority with information relating to any land within municipal district                                      | GMSPD<br>MPB                       |                          |  |
| s.201UAB(2)                       | duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible                                        | GMSPD<br>MPB                       |                          |  |

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| PLANNING AND ENVIRONMENT REGULATIONS 2005 |                                                                                                                                                                                                                                                                                 |                                 |                                                                                                                                                                                                                     |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                                  | Column 2                                                                                                                                                                                                                                                                        | Column 3                        | Column 4                                                                                                                                                                                                            |
| PROVISION                                 | THING DELEGATED                                                                                                                                                                                                                                                                 | DELEGATE                        | CONDITIONS & LIMITATIONS                                                                                                                                                                                            |
| r 6                                       | duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge                                                                                                                                                        | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                                                                                                                                                                                                                     |
| r 7                                       | duty of responsible authority to provide copy information or report requested by Minister                                                                                                                                                                                       | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                                                                                                                                                                                                                     |
| r 8                                       | function of receiving notice, under section 19(1)(c) of the Act from a planning authority of its preparation of an amendment to a planning scheme                                                                                                                               | GMSPD<br>MPB<br>PC              | Where Council is not the planning authority and the amendment affects land within Council's municipal district or where the amendment will amend the planning scheme to designate Council as an acquiring authority |
| r 22                                      | power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under section 54 of the Act | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                                                                                                                                                                                                                     |

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|      |                                                                                                                                                   |                                 |                                                                                                                                                                                                                     |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| r 40 | function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of an amendment to a planning scheme | GMSPD<br>MPB<br>PC              | Where Council is not the planning authority and the amendment affects land within Council's municipal district or where the amendment will amend the planning scheme to designate Council as an acquiring authority |
| r 55 | duty of responsible authority to tell Registrar of Titles under r 183 of the Act of the cancellation or amendment of an agreement                 | GMSPD<br>PC<br>PLO<br>PA<br>MPB |                                                                                                                                                                                                                     |

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| PLANNING AND ENVIRONMENT (FEES) FURTHER INTERIM REGULATIONS 2013<br>*These regulations expire on 18th October 2014 |                                                                                                                              |                    |                          |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|
| Column 1                                                                                                           | Column 2                                                                                                                     | Column 3           | Column 4                 |
| PROVISION                                                                                                          | THING DELEGATED                                                                                                              | DELEGATE           | CONDITIONS & LIMITATIONS |
| r.16                                                                                                               | power to waive or rebate fee other than a fee relating to an amendment to a planning scheme                                  | GMSPD<br>MPB<br>PC |                          |
| r.17                                                                                                               | power to waive or rebate fee relating to an amendment of a planning scheme                                                   | GMSPD<br>MPB<br>PC |                          |
| r.18                                                                                                               | duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.16 or 17 | GMSPD<br>MPB<br>PC |                          |

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| RAIL SAFETY ACT 2008 |                                                                                                                                                |             |                                                |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------|
| Column 1             | Column 2                                                                                                                                       | Column 3    | Column 4                                       |
| PROVISION            | THING DELEGATED                                                                                                                                | DELEGATE    | CONDITIONS & LIMITATIONS                       |
| s.33                 | duty to comply with a direction of the Safety Director under this section                                                                      | GMIS<br>MCW | duty of Council as a utility under<br>s.3      |
| s.33A                | duty to comply with a direction of the Safety Director to give effect to arrangements under this section.                                      | GMIS<br>MCW | duty of Council as a utility under<br>s.3      |
| s.34                 | duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s.33(1) | GMIS<br>MCW | duty of Council as a utility under<br>s.3      |
| s.34C(2)             | function of entering into safety interface agreements with rail infrastructure manager                                                         | GMIS<br>MCW | where Council is the registration<br>authority |
| s.34D(1)             | function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed                  | GMIS<br>MCW | where Council is the registration<br>authority |
| s.34D(2)             | function of receiving written notice of opinion                                                                                                | GMIS<br>MCW | where Council is the registration<br>authority |
| s.34D(4)             | function entering into safety interface agreement with infrastructure manager                                                                  | GMIS<br>MCW | where Council is the registration<br>authority |
| s.34E(1)(a)          | duty to identify and assess risks to safety                                                                                                    | GMIS<br>MCW | where Council is the registration<br>authority |
| s.34E(1)(b)          | duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)                 | GMIS<br>MCW | where Council is the registration<br>authority |

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| RAIL SAFETY ACT 2006 |                                                                                                                                          |             |                                             |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------|
| Column 1             | Column 2                                                                                                                                 | Column 3    | Column 4                                    |
| PROVISION            | THING DELEGATED                                                                                                                          | DELEGATE    | CONDITIONS & LIMITATIONS                    |
| s.34E(3)             | duty to seek to enter into a safety interface agreement with rail infrastructure manager                                                 | GMIS<br>MCW | where Council is the registration authority |
| s.34F(1)(a)          | duty to identify and assess risks to safety if written notice has been received under section 34D(2)(a)                                  | GMIS<br>MCW | where Council is the registration authority |
| s.34F(1)(b)          | duty to determine measures to manage any risks identified and assessed if written notice has been received under section 34D(2)(a)       | GMIS<br>MCW | where Council is the registration authority |
| s.34F(2)             | duty to seek to enter into a safety interface agreement with rail infrastructure manager                                                 | GMIS<br>MCW | where Council is the registration authority |
| s.34H                | power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c) | GMIS<br>MCW | where Council is the registration authority |
| s.34I                | function of entering into safety interface agreements                                                                                    | GMIS<br>MCW | where Council is the registration authority |
| s.34J(2)             | function of receiving notice from Safety Director                                                                                        | GMIS<br>MCW | where Council is the registration authority |
| s.34J(7)             | duty to comply with a direction of the Safety Director given under section 34J(5)                                                        | GMIS<br>MCW | where Council is the registration authority |
| s.34K(2)             | duty to maintain a register of items set out in subsections (a)-(b)                                                                      | GMIS<br>MCW | where Council is the registration authority |

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| <u>RESIDENTIAL TENANCIES ACT 1987</u> |                                                                                                                                             |                   |                                     |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------|
| <u>Column 1</u>                       | <u>Column 2</u>                                                                                                                             | <u>Column 3</u>   | <u>Column 4</u>                     |
| <u>PROVISION</u>                      | <u>THING DELEGATED</u>                                                                                                                      | <u>DELEGATE</u>   | <u>CONDITIONS &amp; LIMITATIONS</u> |
| s.142D                                | function of receiving notice regarding an unregistered rooming house                                                                        | MHCS<br>EHC       |                                     |
| s.252                                 | power to give tenant a notice to vacate rented premises if subsection(1) applies                                                            | GMCCS<br>PRC      | where Council is the landlord       |
| s.262(1)                              | power to give tenant a notice to vacate rented premises                                                                                     | GMCCS<br>PRC      | where Council is the landlord       |
| s.262(3)                              | power to publish its criteria for eligibility for the provision of housing by Council                                                       | GMCCS<br>PRC      |                                     |
| s.518F                                | power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements | MHCS              |                                     |
| s.522(1)                              | give a compliance notice to a person                                                                                                        | PRC<br>LLC<br>ULO |                                     |
| s.525(2)                              | power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)                                        | GMCCS             |                                     |
| s.525(4)                              | duty to issue identity card to authorised officers                                                                                          | GMCCS             |                                     |
| s.526(5)                              | duty to keep record of entry by authorised officer under section 526                                                                        | PRC<br>ULO        |                                     |
| s.526A(3)                             | function of receiving report of inspection                                                                                                  | PRC<br>LLC        |                                     |
| s.527                                 | power to authorise a person to institute proceedings (either generally or in a particular case)                                             | LLC               |                                     |

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| ROAD MANAGEMENT ACT 2004 |                                                                                              |                            |                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                     | Column 3                   | Column 4                                                                                                       |
| PROVISION                | THING DELEGATED                                                                              | DELEGATE                   | CONDITIONS & LIMITATIONS                                                                                       |
| s11(1)                   | power to declare a road by publishing a notice in the Government Gazette                     | GMIS<br>MSA                | obtain consent in circumstances specified in s11(2)                                                            |
| s11(8)                   | power to name a road or change the name of a road by publishing notice in Government Gazette | GMCCS<br>PRC               |                                                                                                                |
| s11(9)(b)                | duty to advise Registrar                                                                     | GMCCS<br>PRC               |                                                                                                                |
| s11(10)                  | duty to inform Secretary to Department of Sustainability and Environment of declaration etc. | MSA<br>PRC                 | clause subject to s.11(10A)                                                                                    |
| s.11(10A)                | duty to inform Secretary to Dept of Sustainability and Environment or nominated person       | GMIS<br>MSA<br>MCWS<br>MCW | duty of co-ordinating road authority                                                                           |
| s.12(2)                  | power to discontinue road or part of a road                                                  | GMIS<br>MSA                | power of co-ordinating road authority                                                                          |
| s12(4)                   | power to publish, and provide copy, notice of proposed discontinuance                        | GMIS<br>MSA                | power of coordinating road authority where it is the discontinuing body<br>- unless subsection (1) applies     |
| s.12(5)                  | duty to consider written submissions received within 28 days of notice                       | GMIS<br>MSA                | duty of co-ordinating road authority where it is the discontinuing body<br>- unless subsection (1) applies     |
| s.12(6)                  | function of hearing a person in support of their written submission                          | GMIS<br>MSA                | function of co-ordinating road authority where it is the discontinuing body<br>- unless subsection (1) applies |

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| ROAD MANAGEMENT ACT 2004 |                                                                                                                                                                                                                                           |             |                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                                                                                                                                                  | Column 3    | Column 4                                                                                                                                                            |
| PROVISION                | THING DELEGATED                                                                                                                                                                                                                           | DELEGATE    | CONDITIONS & LIMITATIONS                                                                                                                                            |
| s.12(7)                  | duty to fix day, time and place of meeting under subsection (6) and to give notice                                                                                                                                                        | GMIS<br>MSA | duty of co-ordinating road authority where it is the discontinuing body - unless subsection (11) applies                                                            |
| s.12(10)                 | duty to notify of decision made                                                                                                                                                                                                           | GMIS<br>MSA | duty of coordinating road authority where it is the discontinuing body - does not apply where an exemption is specified by the regulations or given by the Minister |
| s.13(1)                  | power to fix a boundary of a road by publishing notice in Government Gazette                                                                                                                                                              | GMIS<br>MSA | power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate                                                                    |
| s.14(4)                  | function of receiving notice from VicRoads                                                                                                                                                                                                | GMIS<br>MSA |                                                                                                                                                                     |
| s.14(7)                  | power to appeal against decision of VicRoads                                                                                                                                                                                              | GMIS        |                                                                                                                                                                     |
| s.15(1)                  | power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport. | GMIS        |                                                                                                                                                                     |
| s.15(1A)                 | power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority                                                                                                                | GMIS<br>MSA |                                                                                                                                                                     |
| s.15(2)                  | duty to include details of arrangement in public roads register                                                                                                                                                                           | GMIS<br>MSA |                                                                                                                                                                     |
| s.16(7)                  | power to enter into an arrangement under s.15                                                                                                                                                                                             | GMIS        |                                                                                                                                                                     |

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| ROAD MANAGEMENT ACT 2004 |                                                                                                     |             |                                                                                               |
|--------------------------|-----------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                            | Column 3    | Column 4                                                                                      |
| PROVISION                | THING DELEGATED                                                                                     | DELEGATE    | CONDITIONS & LIMITATIONS                                                                      |
| s16(8)                   | duty to enter details of determination in public roads register                                     | GMIS<br>MSA |                                                                                               |
| s17(2)                   | duty to register public road in public roads register                                               | MSA         | power of coordinating road authority                                                          |
| s17(3)                   | power to decide that a road is reasonably required for general public use                           | GMIS<br>MSA | power of coordinating road authority                                                          |
| s17(3)                   | duty to register a road reasonably required for general public use in public roads register         | MSA         | power of coordinating road authority                                                          |
| s17(4)                   | power to decide that a road is no longer reasonably required for general public use                 | GMIS        | power of coordinating road authority                                                          |
| s17(4)                   | duty to remove road no longer reasonably required for general public use from public roads register | MSA         | power of coordinating road authority                                                          |
| s18(1)                   | power to designate ancillary area                                                                   | GMIS        | power of coordinating road authority, and obtain consent in circumstances specified in s18(2) |
| s18(3)                   | duty to record designation in public roads register                                                 | GMIS<br>MSA | power of coordinating road authority                                                          |
| s19(1)                   | duty to keep register of public roads in respect of which it is the coordinating road authority     | GMIS<br>MSA |                                                                                               |
| s19(4)                   | duty to specify details of discontinuance in public roads register                                  | GMIS<br>MSA |                                                                                               |

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| ROAD MANAGEMENT ACT 2004 |                                                                                                               |                     |                                                                  |
|--------------------------|---------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                      | Column 3            | Column 4                                                         |
| PROVISION                | THING DELEGATED                                                                                               | DELEGATE            | CONDITIONS & LIMITATIONS                                         |
| s19(5)                   | duty to ensure public roads register is available for public inspection                                       | GMIS<br>MSA         |                                                                  |
| s.21                     | power to reply to request for information or advice                                                           | GMIS<br>MSA         | obtain consent in circumstances specified in s11(2)              |
| s.22(2)                  | power to comment on proposed direction                                                                        | GMIS<br>MSA         |                                                                  |
| s.22(4)                  | duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report | GMIS<br>MSA         |                                                                  |
| s.22(5)                  | duty to give effect to a direction under this section                                                         | GMIS<br>MSA         |                                                                  |
| s.40(1)                  | duty to inspect, maintain and repair a public road.                                                           | GMIS<br>MSA<br>MCWS |                                                                  |
| s.40(5)                  | power to inspect, maintain and repair a road which is not a public road                                       | GMIS<br>MSA<br>MCW  |                                                                  |
| s.41(1)                  | power to determine the standard of construction, inspection, maintenance and repair                           | GMIS<br>MCWS<br>MSA |                                                                  |
| s42(1)                   | power to declare a public road as a controlled access road                                                    | GMIS                | power of coordinating road authority and Schedule 2 also applies |
| s42(2)                   | power to amend or revoke declaration by notice published in Government Gazette                                | GMIS                | power of coordinating road authority and Schedule 2 also applies |

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| ROAD MANAGEMENT ACT 2004 |                                                                                                                                                                                        |                    |                                                                                                                                         |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                                                                                               | Column 3           | Column 4                                                                                                                                |
| PROVISION                | THING DELEGATED                                                                                                                                                                        | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                |
| s.42A(3)                 | duty to consult with VicRoads before road is specified                                                                                                                                 | GMIS               | duty of co-ordinating road authority<br>- if road is a municipal road or part thereof                                                   |
| s.42A(4)                 | power to approve Minister's decision to specify a road as a specified freight road                                                                                                     | GMIS<br>MSA        | power of co-ordinating road authority<br>- if road is a municipal road or part thereof and where road is to be specified a freight road |
| s.48EA                   | duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport) | GMIS<br>MSA<br>MCW | duty of responsible road authority, infrastructure manager or works manager                                                             |
| s.48M(3)                 | function of consulting with the Secretary for purposes of developing guidelines under section 48M                                                                                      | GMIS<br>MSA<br>MCW |                                                                                                                                         |
| s.48N                    | duty to notify the Secretary of the location of the bus topping point and the action taken by Council                                                                                  | GMIS<br>MSA<br>MCW |                                                                                                                                         |
| s.49                     | power to develop and publish a road management plan                                                                                                                                    | GMIS<br>MSA        |                                                                                                                                         |
| s.51                     | power to determine standards by incorporating the standards in a road management plan                                                                                                  | GMIS<br>MSA        |                                                                                                                                         |
| s.53(2)                  | power to cause notice to be published in Government Gazette of amendment etc of document in road management plan                                                                       | GMIS<br>MSA        |                                                                                                                                         |

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| ROAD MANAGEMENT ACT 2004 |                                                                                                    |                            |                                                 |
|--------------------------|----------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------|
| Column 1                 | Column 2                                                                                           | Column 3                   | Column 4                                        |
| PROVISION                | THING DELEGATED                                                                                    | DELEGATE                   | CONDITIONS & LIMITATIONS                        |
| s.54(2)                  | duty to give notice of proposal to make a road management plan                                     | GMIS<br>MSA                |                                                 |
| s.54(5)                  | duty to conduct a review of road management plan at prescribed intervals                           | GMIS<br>MSA                |                                                 |
| s.54(6)                  | power to amend road management plan                                                                | GMIS<br>MSA                |                                                 |
| s.54(7)                  | duty to incorporate the amendments into the road management plan                                   | GMIS<br>MSA                |                                                 |
| s.55(1)                  | duty to cause notice of road management plan to be published in Government Gazette and newspaper   | GMIS<br>MSA                |                                                 |
| s.63(1)                  | power to consent to conduct of works on road                                                       | GMIS<br>MCWS<br>MCW<br>MSA | power of coordinating road authority            |
| s.63(2)(e)               | power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency | GMIS<br>MCWS<br>MCW<br>MSA | power of infrastructure manager                 |
| s.64(1)                  | duty to comply with clause 13 of Schedule 7                                                        | GMIS<br>MCWS<br>MCW<br>MSA | duty of infrastructure manager or works manager |
| s.66(1)                  | power to consent to structure etc                                                                  | LLC<br>LLO                 | power of coordinating road authority            |

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| ROAD MANAGEMENT ACT 2004 |                                                                                                        |                        |                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------|
| Column 1                 | Column 2                                                                                               | Column 3               | Column 4                                         |
| PROVISION                | THING DELEGATED                                                                                        | DELEGATE               | CONDITIONS & LIMITATIONS                         |
| s.67(2)                  | function of receiving the name and address of the person responsible for distributing the sign or bill | LLC<br>LLO             | where Council is the coordinating road authority |
| s.67(3)                  | power to request information                                                                           | LLC<br>LLO             | power of coordinating road authority             |
| s.68(2)                  | power to request information                                                                           | LLC<br>LLO             | power of coordinating road authority             |
| s.71(3)                  | power to appoint an authorised officer                                                                 | GMSPD<br>GMCCS<br>GMIS |                                                  |
| s.72                     | duty to issue an identity card to each authorised officer                                              | GMCCS                  |                                                  |
| s.85                     | function of receiving report from authorised officer                                                   | GMIS<br>MCWS<br>MSA    |                                                  |
| s.86                     | duty to keep register re s85 matters                                                                   | GMIS                   |                                                  |
| s.87(1)                  | function of receiving complaints                                                                       | GMIS<br>MCWS<br>MSA    |                                                  |
| s.87(2)                  | duty to investigate complaint and provide report                                                       | GMIS                   |                                                  |
| s.112(2)                 | power to recover damages in court                                                                      | GMIS<br>MCWS<br>MCW    |                                                  |
| s.116                    | power to cause or carry out inspection                                                                 | GMIS<br>MCWS           |                                                  |

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| ROAD MANAGEMENT ACT 2004  |                                                                                                   |                            |                          |
|---------------------------|---------------------------------------------------------------------------------------------------|----------------------------|--------------------------|
| Column 1                  | Column 2                                                                                          | Column 3                   | Column 4                 |
| PROVISION                 | THING DELEGATED                                                                                   | DELEGATE                   | CONDITIONS & LIMITATIONS |
|                           |                                                                                                   | MCW<br>MSA                 |                          |
| s.119(2)                  | function of consulting with VicRoads                                                              | GMIS<br>MCWS<br>MCW<br>MSA |                          |
| s.120(1)                  | power to exercise road management functions on an arterial road<br>(with the consent of VicRoads) | GMIS<br>MCWS<br>MSA        |                          |
| s.120(2)                  | power to seek consent of VicRoads                                                                 | GMIS<br>MCW                |                          |
| s.121(1)                  | power to enter into an agreement re works                                                         | GMIS<br>MCW                |                          |
| s.122(1)                  | power to charge and recover fees                                                                  | GMIS<br>MCW<br>MSA         |                          |
| s.123(1)                  | power to charge for any service                                                                   | GMIS<br>MCW<br>MSA         |                          |
| Schedule 2<br>Clause 2(1) | power to make a decision re controlled access roads                                               | GMIS                       |                          |
| Schedule 2<br>Clause 3(1) | power to make policy about controlled access roads                                                | GMIS                       |                          |
| Schedule 2<br>Clause 3(2) | power to amend, revoke or substitute policy about controlled<br>access roads                      | GMIS                       |                          |

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| ROAD MANAGEMENT ACT 2004   |                                                                                                                                                                                                                                                                                                    |                            |                                                                                         |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------|
| Column 1                   | Column 2                                                                                                                                                                                                                                                                                           | Column 3                   | Column 4                                                                                |
| PROVISION                  | THING DELEGATED                                                                                                                                                                                                                                                                                    | DELEGATE                   | CONDITIONS & LIMITATIONS                                                                |
| Schedule 2<br>Clause 4     | function of receiving details of proposal from VicRoads                                                                                                                                                                                                                                            | GMIS<br>MCW<br>MSA         |                                                                                         |
| Schedule 2<br>Clause 5     | duty to publish notice of declaration                                                                                                                                                                                                                                                              | GMIS                       |                                                                                         |
| Schedule 7,<br>Clause 7(1) | duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve                                                                                                                                                 | GMIS<br>MCW<br>MSA         | duty of infrastructure manager or works manager                                         |
| Schedule 7,<br>Clause 8(1) | duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road                                     | GMIS<br>MCW<br>MCWS<br>MSA | duty of infrastructure manager or works manager                                         |
| Schedule 7,<br>Clause 9(1) | duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works | GMIS<br>MCW<br>MSA         | duty of infrastructure manager or works manager responsible for non-road infrastructure |
| Schedule 7,<br>Clause 9(2) | duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance.                                                           | GMIS<br>MCWS<br>MCW<br>MSA | duty of infrastructure manager or works manager                                         |

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| ROAD MANAGEMENT ACT 2004    |                                                                                                                                                   |                            |                                                 |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------|
| Column 1                    | Column 2                                                                                                                                          | Column 3                   | Column 4                                        |
| PROVISION                   | THING DELEGATED                                                                                                                                   | DELEGATE                   | CONDITIONS & LIMITATIONS                        |
| Schedule 7,<br>Clause 10(2) | where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected | GMIS<br>MCW<br>MSA         | duty of infrastructure manager or works manager |
| Schedule 7<br>Clause 12(2)  | power to direct infrastructure manager or works manager to conduct reinstatement works                                                            | GMIS                       | power of coordinating road authority            |
| Schedule 7<br>Clause 12(3)  | power to take measures to ensure reinstatement works are completed                                                                                | GMIS<br>MCW<br>MSA         | power of coordinating road authority            |
| Schedule 7<br>Clause 12(4)  | duty to ensure that works are conducted by an appropriately qualified person                                                                      | GMIS<br>MCW<br>MSA         | power of coordinating road authority            |
| Schedule 7<br>Clause 12(5)  | power to recover costs                                                                                                                            | GMIS<br>MCW<br>MFCS<br>MSA | power of coordinating road authority            |
| Schedule 7,<br>Clause 13(1) | duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)             | GMIS<br>MCWS<br>MCW<br>MSA | duty of works manager                           |
| Schedule 7<br>Clause 13(2)  | power to vary notice period                                                                                                                       | GMIS<br>MCWS<br>MCW<br>MSA | power of coordinating road authority            |

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| ROAD MANAGEMENT ACT 2004    |                                                                                                         |                            |                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------|
| Column 1                    | Column 2                                                                                                | Column 3                   | Column 4                                                                                          |
| PROVISION                   | THING DELEGATED                                                                                         | DELEGATE                   | CONDITIONS & LIMITATIONS                                                                          |
| Schedule 7,<br>Clause 13(3) | duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1) | GMIS<br>MCW                | duty of infrastructure manager                                                                    |
| Schedule 7<br>Clause 16(1)  | power to consent to proposed works                                                                      | GMIS<br>MCWS<br>MCW<br>MSA | power of coordinating road authority                                                              |
| Schedule 7<br>Clause 16(4)  | duty to consult                                                                                         | GMIS<br>MCWS<br>MCW<br>MSA | where Council is the co-ordinating road authority responsible authority or infrastructure manager |
| Schedule 7<br>Clause 16(5)  | power to consent to proposed works                                                                      | GMIS<br>MCW<br>MSA         | where Council is the co-ordinating road authority                                                 |
| Schedule 7<br>Clause 16(6)  | power to set reasonable conditions on consent                                                           | GMIS<br>MCW<br>MSA         | where Council is the co-ordinating road authority                                                 |
| Schedule 7<br>Clause 16(8)  | power to include consents and conditions                                                                | GMIS<br>MCW<br>MSA         | where Council is the co-ordinating road authority                                                 |

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| ROAD MANAGEMENT ACT 2004           |                                                                                                                                        |                                  |                                                                                                                                       |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                           | Column 2                                                                                                                               | Column 3                         | Column 4                                                                                                                              |
| PROVISION                          | THING DELEGATED                                                                                                                        | DELEGATE                         | CONDITIONS & LIMITATIONS                                                                                                              |
| Schedule 7<br>Clause 17(2)         | power to refuse to give consent and duty to give reasons for refusal                                                                   | GMIS                             | power of coordinating road authority                                                                                                  |
| Schedule 7<br>Clause 18(1)         | power to enter into an agreement                                                                                                       | GMIS<br>MCW<br>MSA               | power of coordinating road authority                                                                                                  |
| Schedule 7<br>Clause 19(1)         | power to give notice requiring rectification of works                                                                                  | GMIS<br>MSA<br>MCW               | power of coordinating road authority                                                                                                  |
| Schedule 7<br>Clause 19(2)&<br>(3) | power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred     | GMIS<br>MSA<br>MCW               | where Council is the co-ordinating road authority                                                                                     |
| Schedule 7<br>Clause 20(1)         | power to require removal, relocation, replacement or upgrade of existing non-road infrastructure                                       | GMIS<br>MSA<br>LLC<br>MCW<br>LLO | power of coordinating road authority                                                                                                  |
| Schedule 7A<br>Clause 2            | power to cause street lights to be installed on roads                                                                                  | GMIS<br>MSA                      | power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road. |
| Schedule 7A<br>Clause 3(1)(d)      | duty to pay installation and operation costs of street lighting – where road is not an arterial road.                                  | GMIS<br>MSA                      | where Council is the responsible road authority for the road.                                                                         |
| Schedule 7A<br>Clause 3(1)(e)      | duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas. | GMIS<br>MSA                      | where Council is the responsible road authority.                                                                                      |

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| ROAD MANAGEMENT ACT 2004        |                                                                                                                                            |             |                                                                                                                                                                      |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                        | Column 2                                                                                                                                   | Column 3    | Column 4                                                                                                                                                             |
| PROVISION                       | THING DELEGATED                                                                                                                            | DELEGATE    | CONDITIONS & LIMITATIONS                                                                                                                                             |
| Schedule 7A<br>Clause (3)(1)(f) | duty to pay installation and percentage of operation costs of street lighting -- for arterial roads in accordance with clauses 3(2) and 4. | GMIS<br>MSA | where Council is responsible road authority that installed the light (re. installation costs) and where Council is relevant municipal Council (re. operating costs). |

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| CEMETERIES AND CREMATORIA REGULATIONS 2005<br>These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                                                                   |                      |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------|
| Column 1                                                                                                                                                                                                                                                                                                                       | Column 2                                                                                                                                          | Column 3             | Column 4                        |
| PROVISION                                                                                                                                                                                                                                                                                                                      | THING DELEGATED                                                                                                                                   | DELEGATE             | CONDITIONS & LIMITATIONS        |
| r.17                                                                                                                                                                                                                                                                                                                           | power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)                                  | PRC<br>GMCCS<br>MFCS |                                 |
| r.18(1)                                                                                                                                                                                                                                                                                                                        | power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator | PRC<br>GMCCS<br>MFCS |                                 |
| r.18(2)                                                                                                                                                                                                                                                                                                                        | duty to ensure any fittings removed of are disposed in an appropriate manner                                                                      | PRC<br>GMCCS<br>MFCS |                                 |
| r.19                                                                                                                                                                                                                                                                                                                           | power to dispose of any metal substance or non-human substance recovered from a cremator                                                          | PRC<br>GMCCS<br>MFCS |                                 |
| r.20(2)                                                                                                                                                                                                                                                                                                                        | power to release cremated human remains to certain persons                                                                                        | PRC<br>GMCCS<br>MFCS | Subject to any order of a court |
| r.21(1)                                                                                                                                                                                                                                                                                                                        | duty to make cremated human remains available for collection within 2 working days after the cremation                                            | PRC<br>GMCCS<br>MFCS |                                 |
| r.21(2)                                                                                                                                                                                                                                                                                                                        | duty to hold cremated human remains for at least 12 months from the date of cremation                                                             | PRC<br>GMCCS<br>MFCS |                                 |
| r.21(3)                                                                                                                                                                                                                                                                                                                        | power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation                               | PRC<br>GMCCS<br>MFCS |                                 |
| r.21(4)                                                                                                                                                                                                                                                                                                                        | duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period                              | PRC<br>GMCCS<br>MFCS |                                 |

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| CEMETERIES AND CREMATORIA REGULATIONS 2005<br>These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003 and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(i) as though it were a cemetery trust (see section 53) |                                                                                                                                                |                      |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|
| Column 1                                                                                                                                                                                                                                                                                                               | Column 2                                                                                                                                       | Column 3             | Column 4                 |
| PROVISION                                                                                                                                                                                                                                                                                                              | THING DELEGATED                                                                                                                                | DELEGATE             | CONDITIONS & LIMITATIONS |
| r.22                                                                                                                                                                                                                                                                                                                   | duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)                                                                | PRC<br>GMCCS<br>MFCS |                          |
| r.26                                                                                                                                                                                                                                                                                                                   | duty to provide statement that alternative vendors or supplier of monuments exist                                                              | PRC<br>GMCCS<br>MFCS |                          |
| r.36                                                                                                                                                                                                                                                                                                                   | power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)                                                | PRC<br>GMCCS<br>MFCS |                          |
| r.38(2)                                                                                                                                                                                                                                                                                                                | power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area                              | PRC<br>GMCCS<br>MFCS |                          |
| Schedule 6, clause 4                                                                                                                                                                                                                                                                                                   | power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 5                                           | PRC<br>GMCCS<br>MFCS |                          |
| Schedule 6, clause 5(1)                                                                                                                                                                                                                                                                                                | duty to display the hours during which pedestrian access is available to the cemetery                                                          | PRC<br>GMCCS<br>MFCS |                          |
| Schedule 6, clause 5(2)                                                                                                                                                                                                                                                                                                | duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours | PRC<br>GMCCS<br>MFCS |                          |
| Schedule 6, clause 6(1)                                                                                                                                                                                                                                                                                                | power to give directions regarding the manner in which a funeral is to be conducted                                                            | PRC<br>GMCCS<br>MFCS |                          |
| Schedule 6, clause 7(1)                                                                                                                                                                                                                                                                                                | power to give directions regarding the dressing of places of interment and memorials                                                           | PRC<br>GMCCS<br>MFCS |                          |

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| CEMETERIES AND CREMATORIA REGULATIONS 2005<br>These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003 and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) |                                                                                                            |                      |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|
| Column 1                                                                                                                                                                                                                                                                                                                | Column 2                                                                                                   | Column 3             | Column 4                 |
| PROVISION                                                                                                                                                                                                                                                                                                               | THING DELEGATED                                                                                            | DELEGATE             | CONDITIONS & LIMITATIONS |
| Schedule 6,<br>clause 11(1)                                                                                                                                                                                                                                                                                             | power to remove objects from a memorial or place of interment                                              | PRC<br>GMCCS<br>MFCS |                          |
| Schedule 8,<br>clause 11(2)                                                                                                                                                                                                                                                                                             | duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner                 | PRC<br>GMCCS<br>MFCS |                          |
| Schedule 6,<br>clause 12                                                                                                                                                                                                                                                                                                | power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies | PRC<br>GMCCS<br>MFCS |                          |
| Schedule 6,<br>clause 14                                                                                                                                                                                                                                                                                                | power to approve an animal to enter into or remain in a cemetery                                           | PRC<br>GMCCS<br>MFCS |                          |

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| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010 |                                                                                                   |                    |                          |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                          | Column 3           | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                   | DELEGATE           | CONDITIONS & LIMITATIONS |
| r.7                                                                                                     | function of entering into a written agreement with a caravan park owner                           | MHCS<br>EHC<br>EHO |                          |
| r.11                                                                                                    | function of receiving applications for registration                                               | MHCS<br>EHC<br>EHO |                          |
| r.13(1)                                                                                                 | duty to grant registration if satisfied that the caravan park complies with these regulations     | MHCS<br>EHC<br>EHO |                          |
| r.13(2)                                                                                                 | duty or renew the registration if satisfied that the caravan park complies with these regulations | MHCS<br>EHC<br>EHO |                          |
| r.13(4) & (5)                                                                                           | duty to issue certificate of registration                                                         | MHCS<br>EHC<br>EHO |                          |
| r.15(1)                                                                                                 | function of receiving notice of transfer of ownership                                             | MHCS<br>EHC<br>EHO |                          |
| r.15(3)                                                                                                 | power to determine where notice of transfer is displayed                                          | MHCS<br>EHC<br>EHO |                          |
| r.16(1)                                                                                                 | duty to transfer registration to new caravan park owner                                           | MHCS<br>EHC<br>EHO |                          |
| r.16(2)                                                                                                 | duty to issue certificate of transfer of registration                                             | MHCS<br>EHC<br>EHO |                          |

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| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010 |                                                                                                                                               |                    |                          |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                                                      | Column 3           | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                                               | DELEGATE           | CONDITIONS & LIMITATIONS |
| r.17(1)                                                                                                 | power to determine the fee to accompany applications for registration or applications for renewal of registration                             | MHCS<br>EHC<br>EHO |                          |
| r.18                                                                                                    | duty to keep register of caravan parks                                                                                                        | MHCS<br>EHC        |                          |
| r.19(4)                                                                                                 | power to determine where the emergency contact person's details are displayed                                                                 | MHCS<br>EHC<br>EHO |                          |
| r.19(6)                                                                                                 | power to determine where certain information is displayed                                                                                     | MHCS<br>EHC<br>EHO |                          |
| r.22A(1)                                                                                                | duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park on the request of the caravan park owner | MHCS<br>EHC<br>EHO |                          |
| r.22A(2)                                                                                                | duty to consult with relevant emergency services agencies                                                                                     | MHCS<br>EHC<br>EHO |                          |
| r.23                                                                                                    | power to determine places in which caravan park owner must display a copy of emergency procedures                                             | MHCS<br>EHC<br>EHO |                          |
| r.24                                                                                                    | power to determine places in which caravan park owner must display copy of public emergency warnings                                          | MHCS<br>EHC<br>EHO |                          |
| r.25(3)                                                                                                 | duty to consult with relevant floodplain management authority                                                                                 | MHCS<br>EHC<br>EHO |                          |

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| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010 |                                                                                                                    |                    |                          |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                           | Column 3           | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                    | DELEGATE           | CONDITIONS & LIMITATIONS |
| r.26                                                                                                    | duty to have regard to any report of the relevant fire authority                                                   | MHCS<br>EHC<br>EHO |                          |
| r.28(c)                                                                                                 | power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling | MHCS<br>EHC<br>EHO |                          |
| r.39                                                                                                    | function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe            | MHCS<br>EHC<br>EHO |                          |
| r.39(b)                                                                                                 | power to require notice of proposal to install unregistrable movable dwelling or rigid annexe                      | MHCS<br>EHC<br>EHO |                          |
| r.40(4)                                                                                                 | function of receiving installation certificate                                                                     | MHCS<br>EHC<br>EHO |                          |
| r.42                                                                                                    | Power to approve use of a non-habitable structure as a dwelling or part of a dwelling                              | MHCS<br>EHC<br>EHO |                          |
| Schedule 3<br>Clause 4(3)                                                                               | power to approve the removal of wheels and axles from unregistrable movable dwelling                               | MHCS<br>EHC<br>EHO |                          |

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| ROAD MANAGEMENT (GENERAL) REGULATIONS 2005 |                                                                                                                                           |             |                                      |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------|
| Column 1                                   | Column 2                                                                                                                                  | Column 3    | Column 4                             |
| PROVISION                                  | THING DELEGATED                                                                                                                           | DELEGATE    | CONDITIONS & LIMITATIONS             |
| r.301(1)                                   | duty to conduct reviews of road management plan                                                                                           | GMIS<br>MSA |                                      |
| r.302(2)                                   | duty to give notice of review of road management plan                                                                                     | GMIS<br>MSA |                                      |
| r.302(5)                                   | duty to produce written report of review of road management plan and make report available                                                | GMIS<br>MSA |                                      |
| r.303                                      | duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act | GMIS<br>MSA |                                      |
| r.306(2)                                   | duty to record on road management plan the substance and date of effect of amendment                                                      | MSA         |                                      |
| r.501(1)                                   | power to issue permit                                                                                                                     | GMIS<br>MSA | power of coordinating road authority |
| r.501(4)                                   | power to charge fee for issuing permit under r.501(1)                                                                                     | GMIS<br>MSA | power of coordinating road authority |
| r.503(1)                                   | power to give written consent to person to drive on road a vehicle which is likely to cause damage to road                                | GMIS<br>MSA | power of coordinating road authority |
| r.508(3)                                   | power to make submission to Tribunal                                                                                                      | GMIS        | power of coordinating road authority |
| r.509(1)                                   | power to remove objects, refuse, rubbish or other material deposited or left on road                                                      | LLC<br>MCWS | power of responsible road authority  |
| r.509(2)                                   | power to sell or destroy things removed from road or part of                                                                              | GMIS<br>LLC | power of responsible road authority  |

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| ROAD MANAGEMENT (GENERAL) REGULATIONS 2005 |                                                                              |          |                          |
|--------------------------------------------|------------------------------------------------------------------------------|----------|--------------------------|
| Column 1                                   | Column 2                                                                     | Column 3 | Column 4                 |
| PROVISION                                  | THING DELEGATED                                                              | DELEGATE | CONDITIONS & LIMITATIONS |
|                                            | road (after first complying with r.509(3))                                   |          |                          |
| r.509(4)                                   | power to recover in the Magistrates' Court, expenses from person responsible | GMIS LLC |                          |

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| ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005 |                                                                                                                                                                                         |             |                                      |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------|
| Column 1                                                    | Column 2                                                                                                                                                                                | Column 3    | Column 4                             |
| PROVISION                                                   | THING DELEGATED                                                                                                                                                                         | DELEGATE    | CONDITIONS & LIMITATIONS             |
| r.10                                                        | power, where consent given under s.63(1) of the Act, to exempt a person from requirement under clause 13(1) of Schedule 7 to that Act to give notice as to the completion of those work | GMIS<br>MCW | power of coordinating road authority |
| r.18(2)                                                     | power to waive whole or part of fee in certain circumstances                                                                                                                            | GMIS        | power of coordinating road authority |

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## COUNCIL POLICY

|                                 |                              |
|---------------------------------|------------------------------|
| <b>Council Policy Title:</b>    | <b>Events Policy</b>         |
| <b>Council Policy ref. no:</b>  | 12.7                         |
| <b>Responsible Department:</b>  | Recreation, Arts and Culture |
| <b>Date of adoption/review:</b> |                              |

### 1. INTRODUCTION

This policy defines Council's role in supporting, managing and evaluating events. It outlines the process for communicating about events and for determining the level of Council support. This policy is designed to support the Local Law for events by providing a framework for the operations of Council in relation to events.

Council recognises the significant economic, social and cultural benefits that events bring to the community. Many annual events deliver economic benefits and provide the opportunity to develop the area as a tourism and leisure destination on a local, national and international level.

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual) sporting, culinary and environmental events, or could include markets, festivals and shows. Events should enhance the region's profile, develop community co-operation and cohesion, build local skills or in other ways have a positive impact on the local community.

Council is committed to ensuring that events are run safely and all compliance requirements are met, whilst minimising negative impacts upon the community. Council assists with education and skill development for event organisers, many of whom are volunteers.

### 2. OBJECTIVES / PURPOSE

The objectives of the Events Policy are to:

- a. Promote and encourage events in the Colac Otway Shire which enhance the resident, participant and visitor experience.
- b. Set principles for determining the level of Council support for events.
- c. Ensure that risks are minimised and there is compliance with regulatory requirements during events.
- d. Provide a framework for the approval, communication and evaluation of events.

### 3. DEFINITIONS (where required)

**"event"** means any planned activity open to the public held on Council owned or managed land where any structure (permanent or temporary), open area, or *road*, (fenced or unfenced) will contain a number of persons greater than that normally found in that area or location at one

time. This activity may affect the location surrounding the area prior to, during or after the activity, and includes:

- Sporting activities, whether conducted in an enclosed or unenclosed ground/venue (but does not include a regular, locally focussed and organised sporting competition at a venue built for that sport);
- One off or annual events such as religious meetings held in parks/sporting venues, rock concerts, promotional events and the like;
- Live performances and concerts; and
- Festivals.

**“event organiser”** means a commercial entity, community group or individual who undertakes the planning, control, management and/or implementation of an *event*.

**“private land”** means any land which is not *Council land* nor land occupied or under the control or management of a public body.

#### 4. POLICY

##### a. Promote and encourage events in Colac Otway which enhance resident, participant and visitor experience

Council supports a diverse and sustainable program of events spread throughout the year and across the Shire. This maximises the economic and social benefits to Colac Otway Shire businesses, community groups and the broader community.

A quality events program brings additional visitation to the Shire as well as improving the quality of life for local residents and visitors already in the region. There are significant health and social benefits resulting from events as well as the opportunity to showcase the cultural and heritage values of the region.

##### b. Set principles for determining the level of Council support for events

Council provides financial and in kind support for events.

**Financial support:** Council provides funding for community and commercial events through the annual Festival and Events Support Scheme. Funding is determined in accordance with the Festival and Events Support Scheme Guidelines (see attachment 1).

**In kind support:** In kind support is provided in many forms including but not limited to:

- Event planning advice
- Marketing support
- Assistance with planning an event and completing necessary permit applications
- Supply of marquees and other event related equipment.

Eligibility to receive in kind support and the level of in kind support provided is determined by Council's Festival and Event Support Scheme guidelines (see attachment 1).

##### c. Ensure that risks are minimised and there is compliance with regulatory requirements during events

The event permit requires a rigorous risk minimisation process consistent with Council's Risk Management Policy. All event permits issued by Council must have approved risk and emergency management plans. All events must show proof of current public liability insurance, and where required Health, Planning and Places of Public Entertainment permits must also be obtained.

Event organisers will be required to contact relevant agencies identified by Council to seek advice in relation to their event. Examples of such agencies may include but is not limited to; Vic Roads, Victoria Police, Ambulance Victoria, Country Fire Authority, Department of Environment and Primary Industries, Parks Victoria etc. In some cases, approval from these agencies will be required by Council to enable an event permit to be issued.

**d. Provide a framework for the approval, communication and debrief of events**

**Approvals**

Decisions regarding the approval of new events in the Shire, or significant changes to existing events, are made through consultation with the Council's "E (Events) Team."

Council applies a cross-organisational approach to the planning and approval of all events in the Shire that have impact on residents and visitors. The Recreation, Arts and Culture Unit (Events section) is responsible for facilitating E Team meetings with event organisers. The E Team is an interdepartmental team of Colac Otway Shire Council officers responsible for facilitating and co-ordinating the E Team goals when planning to enhance community safety and statutory compliance in relation to public events.

The purpose of the E Team is to facilitate and co-ordinate communication between Council, event organisers, event stakeholders (other agencies) and Colac Otway residents and traders regarding event planning, development, implementation and approval of events held within the Colac Otway Shire.

Event organisers conducting events on Council owned or managed land are requested to attend pre and post event E Team meetings. The E Team also facilitates related approvals such as Health, Local Laws and Places of Public Entertainment permits. The responsibility for issuing event permits rests with Council's E Team.

Council also co-ordinates the Municipal Emergency Management Planning Committee which provides for the formation of specialist sub Committees which undertake specific work. The MEMPC Events Sub Committee is one of three such specialist groups. The objective of the MEMPC Events Sub Committee is to enhance fire and emergency management arrangements for events in the Colac Otway Shire.

**Communication**

Information about events is provided to the public using a range of forums, including but not limited to Council's website, Council's calendar of event seasonal brochure and poster production, local papers, social media and other forms of promotion.

**Debrief and evaluation**

The E Team conducts a formal Debrief with event organisers where required. This Debrief assesses the appropriateness of the level and type of support provided by Council, identifies any issues to be addressed for future events and provides an evaluation of the overall success of the event.

For Council supported events, organisers are also required to complete a post event evaluation form, with data such as the number of people who attended and the amount of money that the event generated. This information is collated by Council.

Council also assists event organisers to evaluate the viability and sustainability of their events.

**5. IMPLEMENTATION AND REVIEW**

This Policy will be reviewed by Council within four years of it coming into operation.

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

Victorian legislation:

- *Crown Land (Reserves) Act 1978*
- *Local Government Act 1989*
- *Building Act 1993*
- *Food Act 1984*
- *Road Management Act 2004*
- *Planning and Environment Act 1987*
- *Occupational Health and Safety Act 2004*
- *Liquor Control Reform Act 1998*
- *Working with Children Act 2005*
- *Fundraising Act 1998*

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

- Colac Otway Shire - Council Plan 2013 - 2017
- Colac Otway Shire Local Law
- Colac Otway Shire Events Strategy 2007-2011
- Festival and Events Support Scheme Guidelines and Application
- Colac Otway Shire Event Application
- Colac Otway Shire Event Guidelines (under review)
- Guidelines for considering the closure of the Great Ocean Road to conduct events
- Municipal Emergency Management Planning Committee (MEMPC) Event Sub Committee Terms of Reference
- Events Register listing all events
- Planning Permit Application Form
- Event Permit Application
- Event Permit
- POPE (Places of Public Entertainment permit) Application
- POPE (Places of Public Entertainment permit)

**External Documents**

- Event Management: Planning Guide for Event Managers in Victoria, 2002

**8. ATTACHMENTS**

Council's Festival and Event Support Scheme Guidelines

**ADOPTED / AMENDMENT OF POLICY**

| Policy Review Date | Reason for Amendment |
|--------------------|----------------------|
|                    |                      |
|                    |                      |



## **FESTIVAL AND EVENT SUPPORT SCHEME FOR THE PERIOD JULY 2014 – JUNE 2015**

### **APPLICATION GUIDELINES**

The Colac Otway Shire recognises the importance of Festival and Events development in the municipality. The contribution of Festivals and Events to celebrating the region's diversity and cultural, economic and social development is highly valued.

The information contained in the package includes:

1. Definition of an Event
2. Eligibility Criteria
3. How to Apply
4. Scope
5. Aims and Objectives
6. Colac Otway Shire Sponsorship Categories
7. Sponsorship Funding Categories
8. Non-conforming Applications
9. Survey Requirements
10. The Sponsorship Agreement
11. Public Liability and Insurance
12. Financial and Reporting Forms
13. Assessment
14. Available Funding
15. Implementation



## 1. DEFINITION OF AN EVENT

For the purposes of the Colac Otway Shire Festival and Support Scheme, the following definitions apply:

*“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 found in that area or location at one time. This activity may affect the location surrounding the area prior to, during or after the event.”*

Event Management: Planning Guide for Event Managers in Victoria, 2002.

## 2. ELIGIBILITY CRITERIA

Applications should assist in establishing new or providing support to existing events and activities for the citizens and/or the promotion of the Colac Otway Shire. Preference is to be given to projects and groups making a significant financial or “in kind” contribution to the event.

Applications are to be for financial assistance for costs related to the delivery of new or established events, not for general ongoing administration costs. Applicants must demonstrate how their event contributes to the social, cultural and economic growth of the Colac Otway Shire.

This funding program provides seed funding to assist with the establishment of new event initiatives. The funding program also supports the development and growth of established events. An established event is defined as an event that has been conducted for more than 3 years.

**This scheme can support events that raise money for the local community where the majority of funds raised remain within the Colac Otway Shire.** The scheme does not support external fundraising events, activities or projects where funds raised are distributed to fundraising organisations outside the Colac Otway Shire.

The Colac Otway Shire Festival and Events Support Scheme is targeted at organisations with limited financial resources. Groups with commercial sources of income and organisations which receive recurrent State Government support should declare their source of income in the application. Details of previous grants provided by Council also need to be provided for the past 3 years and detailed financial statements for the past 2 years. **Audited financial statements are required for Gold and Platinum level applications.**

Funding under this scheme is restricted. Applicants with proposals for funding valued in excess of \$7,500 are encouraged to discuss event/festival related proposals with the Colac Otway Shire Council's Events Officer with a view to exploring alternative funding sources. Preference will be given to events that are supported by plans detailing a vision for their event, that are organised co-operatively and where some profits will be distributed back into the community.

### 3. HOW TO APPLY

Applications must be submitted on the attached application form. Applications should be typed where possible or completed in black ink. Any application that is considered incomplete or not in the required format may **not** be accepted. You are encouraged to discuss the eligibility of your application with the Events Officer, Phone: 5232 9516 before you apply.

Electronic versions of guidelines and application forms are available on Council's web site: [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) and can be downloaded. Email applications can be accepted only if a scanned signature is included on the final page. Email applications as a Microsoft Office compatible attachment to [ing@colacotway.vic.gov.au](mailto:ing@colacotway.vic.gov.au) with Festival and Events Support Scheme in the subject line. All applications must be received by the closing date.

#### **GST**

GST legislation will apply to the allocation of these funds. Organisations will be required to quote an Australian Business Number (ABN) or if an exemption applies to provide a written statement of entitlement to exemption (Supplier Statement). Supplier Statement forms are available on Council's web site: [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) and can be downloaded.

Where an applicant organisation is GST registered, grant allocations will be calculated and assessed on income and expenditure excluding GST. In addition, organisations registered for GST will be required to submit a Tax Invoice to Council upon approval of their grant, including an additional 10% added to the approved grant amount.

#### **Role of Auspice**

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.
- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.
- Auspice organisations should provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant.
- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

#### **Lodgement**

**The closing date for applications is 4.00pm Friday 2 May 2014.** All applications must be received by this time. Late applications will not be considered.

Hard copy applications should be sent to:

**Festival and Events Support Scheme 2014/2015  
Colac Otway Shire  
PO Box 283  
COLAC VIC 3250**

All applicants will receive written advice acknowledging receipt of their application within 1 week of receipt.

**IMPLEMENTATION FOR 2014**

|                                                                               |                      |
|-------------------------------------------------------------------------------|----------------------|
| Applications open                                                             | Friday 21 March 2014 |
| Closing date for applications                                                 | Friday 2 May 2014    |
| Evaluation of applications                                                    | May - July 2014      |
| Notification of funding                                                       | July 2014            |
| Project completion, evaluation forms completed three months after your event. |                      |

**4. SCOPE**

The scope of the Colac Otway Shire Festival and Events Support Scheme is broad and potential applicants are required to discuss their proposal with Council's Events Officer.

The Scheme supports new and established community events through the provision of financial assistance for costs associated with events. Examples of costs associated with events could include signage, promotional material, and professional project management and hire costs (eg. performers, PA equipment, staging, portable toilets etc).

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual) sporting, culinary, environmental or could include markets, festivals and exhibitions. (NB: Markets are not able to book Shire marquees). Events should enhance the region's profile, develop community co-operation and cohesion, build local skills or in other ways have a positive impact on the local community.

**5. AIMS AND OBJECTIVES**

The aims and objectives of the Festivals and Events Support Scheme are to:

- Provide assistance to conduct established professional and quality festival or event activities within Colac Otway Shire.
- Improve the quality of life experiences for communities within the municipality by increasing access to quality festivals and events.
- Promote cultural diversity and greater awareness, appreciation and participation in activities within the Colac Otway Shire area.
- Promote a sense of pride and community identity.
- Stimulate visitation and tourism to the Colac Otway Shire area and increase economic and social development opportunities.
- Contribute to the recognition of the Colac Otway Shire area as a region to host festivals and events.
- Create an environment for innovation and creativity within the municipality.
- Assist established Festivals and Events (where appropriate and where feasible) to enable the Festival or Event to become as self-sufficient as possible.

**6. COLAC OTWAY SHIRE SPONSORSHIP CATEGORIES**

The level of assistance recommended will be determined by the current or potential value of the festival/event to generate positive economic impacts and enhance the social and cultural benefits within the community.

There are four levels of funding categories specific to the Colac Otway Shire Festival and Events Support Scheme in relation to the sponsorship of events. They are Platinum, Gold, Silver and Bronze / Seed funding which are defined as follows:

## 7. SPONSORSHIP FUNDING CATEGORIES

### a. Platinum Sponsorship (Up to \$7500)

- This level of sponsorship is available to Major Events with an international significance, Icon Status or Major Community event within the Colac Otway Shire.
- Events in this category attract 5,000 or more attendees.
- Events within this category will provide significant benefits to the Colac Otway Shire in terms of economic, social and cultural growth to the region and contribution to the local community.
- Events within this category must demonstrate a significant community focus.
- Events within this category will demonstrate a strong community focus. The event will also provide considerable promotional marketing opportunity (including print, signage, radio and web) to the Colac Otway Shire and be a motivator for people to visit the region.

### b. Gold Sponsorship (Up to \$5,000)

- This level of sponsorship is available to Major Events with considerable significance within the Colac Otway Shire.
- Events in this category attract between 2,000 – 5,000 attendees.
- Events within this category will provide strong benefits to the Colac Otway Shire in terms of economic, social and cultural contribution to the local community.
- Events within this category will demonstrate a strong community focus. The event will also provide considerable promotional marketing opportunity (including print, signage, radio and web) to the Colac Otway Shire and be a motivator for people to visit the region.

### c. Silver Sponsorship (up to \$2,500)

- This level of sponsorship is available to Minor Events within the Colac Otway Shire.
- Events in this category attract 1,000 to 2,000 attendees.
- Events within this category will provide reasonable benefits to the Colac Otway Shire in terms of economic, social and cultural contributions to the local community.
- Events within this category will demonstrate a strong community focus. The event will also provide considerable promotional marketing opportunity (including print, signage, radio and web) to the Colac Otway Shire and be a motivator for people to visit the region.

### d. Bronze / Seed Sponsorship (up to \$1,000)

- This level of sponsorship is available to Minor or first year events within the Colac Otway Shire.
- Events in this category will have an attendance of up to 1,000 attendees.
- Events within this category will provide some benefits to the Colac Otway Shire in terms of economic, cultural and social growth to the region.
- Events within this category will demonstrate a strong community focus. The event will also provide considerable promotional marketing opportunity (including print, signage, radio and web) to the Colac Otway Shire and be a motivator for people to visit the region.

## **8. NON-CONFORMING APPLICATIONS**

Applications found to be ineligible will be notified in writing as part of the assessment process.

Council will not sponsor the following:

- Festivals or Events that do not have a strong community base.
- Festivals or Events which are conducted completely outside the boundaries of the Colac Otway Shire.
- Duplication or replacement of other sources of funding for existing activities.
- Festivals which start before 1 July 2014 or after 30 June 2015.
- A major new or existing Festival or Event of a similar category that clashes with another major Colac Otway Shire Festival or Event.

## **9. SURVEYING REQUIREMENTS**

Surveying patrons at events and festival is an important part of the event planning and evaluation. Information that is gathered is valuable information to both the event and the Shire in regard to the economic impact, visitor information, money spent etc that can then be factored into forward planning for future events.

There are several tools available to collect this information;

1. Survey Monkey (preferably for the Platinum or Gold sponsorship.  
Professional surveying can be valid for a period of 3 years.
2. Other – postcode collection (Silver, Bronze and Seed)
3. Other – total number of visitors, type of visitors (day, overnight, and international), origin of visitors, length of stay and economic impact (Silver, Bronze and Seed)

## **10. THE SPONSORSHIP AGREEMENT**

Successful applicants will be required to enter into an agreement with the Colac Otway Shire Council.

Larger festivals and events may wish to select one or more aspects of their program to be sponsored by the Colac Otway Shire. The Colac Otway Shire would then be recognised as a sponsor of that event component or alternatively as a general sponsor of the overall festival or event. Acknowledgment will be commensurate with the nature of the project and level of support provided.

At a minimum, the Sponsorship Agreement includes:

- Colac Otway Shire signage at all activities and events related to the project, (or as mutually agreed with the event organisers).
- Recognition of Colac Otway Shire sponsorship in all advertising, promotional and social media.
- All printed material including invitations, fliers, posters and programs must include the Colac Otway Shire logo.
- An opportunity must be provided for a Colac Otway Shire representative to speak at key events and activities (or as mutually agreed with the event organisers).
- Inclusion of sponsor message in the festival or event program and related publications at no charge as mutually agreed.
- Colac Otway Shire flags or banners may be required by Council to be erected in designated positions, (or as mutually agreed with the event organisers.)

- The organisers must provide the Colac Otway Shire Events Officer with regular information updates on the project, i.e. minutes of meetings or two detailed summaries of arrangements prior to the event.
- Sponsor invitations to be provided for Colac Otway Shire to the Mayor, Councillors and key representatives.
- Agreement of Event/Festival organiser to implement "Survey Monkey" evaluations or equivalent information to be supplied, ie. total number of visitors to the event, type of visitors (day, overnight, international), origin of visitors, length of stay and economic impact.
- Agreement of Event/Festival organiser to ensure that all waste created by the event is appropriately managed.
- Access to the Colac Otway Shire Waste Trailer (where available).
- Colac Otway Shire marquees (6m x 3m and/or 3m x 3m) for use at the event and other associated equipment including disability bollards, ramps and 'Event in Progress' road signs (where possible and subject to availability of labour to assist with set up). All requests for equipment must be booked at least 3 months before the event.

#### **11. PUBLIC LIABILITY AND INSURANCE**

A Public Liability Insurance Policy for at least ten million dollars (\$10 million) for the festival/event must be obtained by the organiser prior to the funds being released by Colac Otway Shire. Public Liability and Insurance to increase to a minimum of twenty million dollars (\$20 million) for major events only. All event organisers are required to complete and sign the Colac Otway Shire's Form of Indemnity.

This means that you agree to indemnify, and to keep indemnified, the Colac Otway Shire, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever, which may be brought or made or claimed against them, or any of them, in connection with the event organiser's performance.

The Events Officer will provide you with the Council's Indemnity form, to read, sign and return along with the Events Application forms.

#### **12. FINANCIAL AND REPORTING FORMS**

It is a condition of sponsorship that a written, detailed brief be submitted within six (6) weeks of the end of the event. Financial Reports are also required within twelve (12) weeks of the end of the event. If a Financial Report cannot be returned in this time frame, please contact the Events Officer to negotiate an agreed date for the form to be submitted. The financial statement must detail the expenditure of the amount and purpose of the sponsorship against the budget submitted. Any unexpended funds must be returned to the Colac Otway Shire. Audited financial statements are required for Gold and Platinum level applications. Failure to meet these time frames, may affect further applications for future funding.

Evidence of all printed material is imperative. Printed material featuring the Council logo and clippings of media exposure should accompany the evaluation report. Colac Otway Shire will utilise promotional material for their own promotional purposes.

The reporting form and financial acquittal will be issued within two (2) weeks after your event by the Events Officer either via email or hard copy.



### 13. ASSESSMENT

Applications will be assessed to a Council Advisory Committee which will then provide recommendation for ratification by Council. Your application will form part of Council's Budget process for the following financial year.

#### Assessment Criteria

Factors taken into account when assessing applications include:

| Assessment Criteria                                                                                                                                                                        | Weighting |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Social opportunities</b> - Detail the community benefits provided by the project both short and long term                                                                               | 20%       |
| <b>Economic Development opportunities</b> - Describe how the project stimulates visitation/tourism and increases economic development opportunities for residents of the Colac Otway Shire | 20%       |
| <b>Cultural opportunities</b><br>Describe how the event contributes towards the development of community arts & culture, networks, programs and/or projects.                               | 20%       |
| Does the organisation meet <b>eligibility requirements</b> including availability of the organisation's contribution                                                                       | 10%       |
| Whether the <b>aim and objectives</b> of the proposal are <b>achievable and realistic</b> .                                                                                                | 10%       |
| Provision of <b>sufficient documentation</b> for the proposal including letters of support, quotes etc                                                                                     | 10%       |
| Marketing/promotional opportunity                                                                                                                                                          | 10%       |

The Festival and Events Support Scheme is a competitive funding program. Applicants should note that the submission of an application **does not** necessarily guarantee funding of the proposal.

### 14. AVAILABLE FUNDING

The level of assistance available through the Festivals and Events Support Scheme is limited by Council's budget.

No applicant can be guaranteed sponsorship nor can any applicant be guaranteed funding to the level requested. Please note that Council cannot totally fund any festival or event, nor does it fund retrospectively. Council's ongoing support should not be relied upon as each year applications will be assessed in conjunction with other applications and will be determined on funding available.

An unsuccessful application does not necessarily mean that the project or activity is unworthy of support. An application could be rejected because of limited resources or the need to balance support given to a wide range of festivals and events after considering the assessment criteria.

### 15. IMPLEMENTATION

Upon notification of a successful application, the applicant organisation will negotiate the required services with the Events Officer. This may include participation in Council's Event approval process and attendance at Council "E Team" meetings as part of the Event Approval process.



**FESTIVAL & EVENT SUPPORT SCHEME  
APPLICATION FORM 2014/2015**

**ORGANISATION DETAILS:**

**Name of applicant organisation**

|  |
|--|
|  |
|--|

**Name and Date of Event for this application:**

|  |
|--|
|  |
|--|

**Postal Address**

|  |
|--|
|  |
|--|

**Contact Details**

(Please ensure the nominated contact person/s are aware of all project details)

| Details    | Primary Contact Person | Secondary Contact Person |
|------------|------------------------|--------------------------|
| Name       |                        |                          |
| Position   |                        |                          |
| Work phone |                        |                          |
| Home phone |                        |                          |
| Mobile     |                        |                          |
| Email      |                        |                          |
| Fax        |                        |                          |

**Incorporation**

|     |  |        |  |    |  |
|-----|--|--------|--|----|--|
| Yes |  | Number |  | No |  |
|-----|--|--------|--|----|--|

**Auspicings body if not incorporated** (support letter required with this application)

|                     |               |
|---------------------|---------------|
| <b>Auspice body</b> |               |
| <b>Address</b>      |               |
| <b>Contact Name</b> |               |
| <b>Position</b>     |               |
| <b>B. H. phone</b>  | <b>Mobile</b> |

**ABN Number**

|  |
|--|
|  |
|--|

**Supplier Statement must be completed if no ABN**

**GST Registration**

|     |  |        |  |    |  |
|-----|--|--------|--|----|--|
| Yes |  | Number |  | No |  |
|-----|--|--------|--|----|--|



**EVENT PROJECT DETAILS:**

1. **Name and description of event** - Please include event name and a brief description of the type of event you are running, including estimated number of visitors this event is likely to attract and estimated number of participants from the community.

2. **Detail event component to be funded by Council** - (Please itemise the specific event component(s) that Council funding will be expended upon i.e. hire of stage, hire of performers, etc.

3. **Nominate Sponsorship Funding Category**

- a. Platinum (up to \$7,500)
- b. Gold (up to \$5,000)
- c. Silver (up to \$2,500)
- d. Bronze (under \$1,000)
- e. Seed funding (up to \$1000)

4. **Social opportunities** - Detail the community benefits provided by the project both short and long term.

**Short term community benefits:**

**Long term community benefits:**

5. **Economic Development opportunities** - Describe how the event encourages increased tourism opportunities to this municipality, and how your festival will generate local economic activity.

6. **Cultural opportunities** - Describe how the event contributes towards the development of community arts and culture development, networks, programs and/or projects.

7. **Please provide details of community need for this proposal.** Please attach support letters and detail what discussions you have held with related groups in the area about this project.

8. **Proposed Timelines for Project:** Please indicate the key actions required for your project.

| Key tasks | Completed date |
|-----------|----------------|
|           |                |
|           |                |
|           |                |
|           |                |

9. **To assist Council in forward planning please indicate future planned projects**

|         |  |
|---------|--|
| 2015/16 |  |
|         |  |
| 2016/17 |  |
|         |  |

**10. Survey Monkey**

What method of data collection will be used at your event?

- ☐ Survey Monkey
- ☐ Other – postcode collection
- ☐ Other – total number of visitors, type of visitors (day, overnight, and international), origin of visitors, length of stay and economic impact.

**FINANCIAL DETAILS:**

**11. Does your organisation currently receive funding support from Federal or State Government sources (tick as appropriate)**

Yes ☐

No ☐

**12. Please provide details of any commercial source of income**

| Source | Amount \$ |
|--------|-----------|
|        |           |
|        |           |

**13. Has your organisation received ANY funding support from the Colac Otway Shire in the past 3 years (please tick as appropriate)?**

Yes ☐

No ☐

**14. Please provide details of ALL funding support provided by the Colac Otway Shire in the past 3 years? (i.e. Community, Festival & Events Support Scheme or other)**

| Council Department | Project | Amount \$ | Year |
|--------------------|---------|-----------|------|
|                    |         |           |      |
|                    |         |           |      |
|                    |         |           |      |

**\*\*Audited financial statements are required for Gold and Platinum level applications.**

**15. Has funding for this project been sought from any other body for this project?**

Yes ☐

No ☐

**If yes, please list**

| Source | Amount \$ |
|--------|-----------|
|        |           |

**16. Total cost of project (please attach quotes)**

\$

**17. Total of group/organisation contribution. NB - \$25 per hour is a suggested figure to use when estimating voluntary labour costs).**

|            |               |
|------------|---------------|
| Cash<br>\$ | In-kind<br>\$ |
|------------|---------------|

**18. Funds requested from Council's Festival and Event Support Scheme**

|    |
|----|
| \$ |
|----|

**19. Are you willing to accept partial funding?**

|     |  |
|-----|--|
| Yes |  |
|-----|--|

|    |  |
|----|--|
| No |  |
|----|--|

**20. If yes, indicate priorities:**

|  |
|--|
|  |
|  |
|  |

**Does the organisation have the following?**

Risk Management Plan?      Yes ☐      No ☐      In progress ☐

Strategic, Action or Business Plan?      Yes ☐      No ☐      In progress ☐

## BUDGET FORM

Applicants must use the budget form provided. (Please advise if you require this table in excel as it is available to send electronically). The budget should list the total income and expenditure and reflect all costs associated with the project.

Applicants are expected to make at least a matching contribution in cash and/or volunteer labour costed **\$25 per hour**. Other in-kind contribution such as donated goods or materials may also be included, as well as use of plant and equipment. Indicate in-kind on the expenditure column under the relevant headings as well as the income column. You may also have grants, financial support and sponsorship from other sources. This should be indicated in the budget.

Please ensure that total income **EQUALS** total expenditure i.e. the project must break even.

| EXPECTED INCOME                                     | \$ AMOUNT | EXPECTED EXPENDITURE                                  | \$ AMOUNT |
|-----------------------------------------------------|-----------|-------------------------------------------------------|-----------|
| Earned Income                                       |           | Project Costs                                         |           |
| <b>Participant's Fees</b>                           | \$        | <b>Fees</b>                                           | \$        |
| <b>Ticket sales</b>                                 | \$        | <b>Travel</b>                                         | \$        |
| <b>Other (Describe)</b>                             | \$        | <b>Accommodation</b>                                  | \$        |
| Grants                                              |           | <b>Materials/ Equipment</b>                           | (itemise) |
| Council Festival and Event Support Scheme           | \$        |                                                       | \$        |
| <b>Other (Describe)</b>                             | \$        |                                                       | \$        |
|                                                     |           |                                                       | \$        |
| Applicants contribution                             |           |                                                       | \$        |
| <b>Cash</b>                                         | \$        | <b>Other (Describe)</b>                               | \$        |
| <b>In-kind equipment (Describe)</b>                 | \$        | <b>Insurance</b>                                      | \$        |
| <b>Volunteer labour @ \$25 per hour. (Describe)</b> | \$        | <b>Volunteer labour @ \$25 per hour. (Describe)</b>   | \$        |
|                                                     |           |                                                       |           |
| Other Income                                        |           | Administration Costs                                  |           |
| <b>Donations</b>                                    |           | <b>Telephone, fax, photocopying etc.</b>              | \$        |
| <b>Sponsorship</b>                                  |           | <b>Marketing Costs e.g. publicity and advertising</b> | \$        |
| <b>Other (Describe)</b>                             |           | <b>Documentation Costs e.g. photographs, videos</b>   | \$        |
|                                                     |           | <b>Contingency @ 3%</b>                               | \$        |
|                                                     |           |                                                       |           |
| Total Income \$                                     |           | Total Expenditure \$                                  |           |

Please read and sign this Agreement.

**THIS AGREEMENT IS MADE  
BETWEEN COLAC OTWAY SHIRE  
COUNCIL** of 2-6 Rae Street Colac ("the  
Council") and the Applicant

**BACKGROUND**

- A** The Council makes available funds for festival funding each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.
- B** The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.
- C** The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

**AGREEMENT**

- 1.** The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**
- 2.** The Applicant confirms and agrees that:
  - (a) it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.
  - (b) activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.
  - (c) if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.
  - (d) funds provided under this agreement must be spent by the Applicant on the activity of this agreement, unless otherwise agreed by the Council.
  - (e) the Applicant must return any funds not spent on the activity to Council.
  - (f) the Council is not responsible for any shortfall should the activity run over budget.
  - (g) the Applicant is required to recognise the Council as a funding source of the activity. Contact must be made with the appropriate Council officer to obtain the relevant logo

and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.

- (h) accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.
  - (i) it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.
- 3.** The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.
  - 4.** The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.
  - 5.** Any variation of this agreement shall only be made in writing between the parties.
  - 6.** Projects that commence prior to this application being received by Council will be ineligible.
  - 7.** A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).
  - 8.** Note that Council will publicly report grants awarded.

Signature

|  |
|--|
|  |
|--|

**CHECK LIST Please confirm that you have included the following with your submission:**

|   |                                                                                          |
|---|------------------------------------------------------------------------------------------|
| ✓ | Keep a copy of your application, including all attachments                               |
|   | Completed application form                                                               |
|   | Budget Table showing break even result                                                   |
|   | Detailed Financial Statement or Treasurer's Report for the previous 2 years.             |
|   | Audited financial statements are required for Gold and Platinum level applications.      |
|   | Attached Quotes (For items to be funded by Council)                                      |
|   | Details of previous grants provided by council to your organisation in the past 3 years. |
|   | Support Letters                                                                          |
|   | Supplier Statement (if applicable)                                                       |

**Privacy Notification**

Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9516.

I/we acknowledge the above and confirm the above information is correct and approve the use of this data on the Colac Otway Shire applicants' data base.

Signed: .....

Date:...../...../2014.....



## **COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2014/15 Recreation Facilities: Total Project Cost up to \$10,000**

**FORWARD COMPLETED APPLICATION FORM TO:**

**COMMUNITY FUNDING PROGRAM 2014/15  
Recreation Facilities up to \$10,000  
Colac Otway Shire Council  
PO BOX 283  
COLAC 3250  
EMAIL: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)**

**PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:**

**Have you:**

- ☐ Read the Community Funding Program Guidelines?
- ☐ Completed all questions in the Application Form?
- ☐ Provided a copy of the most recent bank/audited financial statements?
- ☐ Provided a copy of Public Liability Insurance Policy
- ☐ Provided Statement by Supplier (if you do not have an ABN)?
- ☐ Attached any relevant quotes supporting budget expenditure?
- ☐ Ensured that you have provided a Reporting Form if you have received any previous Colac Otway Shire funding?

### **Need Any Help or Advice?**

Please contact Council's Recreation and Events Co-ordinator on 5232 9472 or Recreation Officer on 5232 9527 who can provide you with assistance and further information about your application and this program.



## What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.
- The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.
- Grants are awarded for amounts up to \$5,000 based on up to a 50% subsidy (i.e. on a dollar for dollar basis). Total project cost should not exceed \$10,000. However, projects up to \$15,000 may be considered on a case by case basis. Maximum grant amounts still remain at \$5,000.

## Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups and organisations operating within the Colac Otway Shire are eligible to apply under this program.
- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required. You will need to have returned a Reporting Form to Council to show that this has occurred to ensure that you are considered eligible to receive any further funds.

## Who can I contact?

- Funding under this scheme is restricted. There may be external sources of funding available from State or Federal Government which may form project partners or offer greater levels of funding. Therefore applicants with proposals valued in excess of \$10,000 can contact:

### Community Project and Recreation Facility proposals

Jodie Fincham

Recreation and Events Co-ordinator

Ph. 5232 9472

Email: [jodie.fincham@colacotway.vic.gov.au](mailto:jodie.fincham@colacotway.vic.gov.au)

## Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.
- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.
- Auspice organisations should provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant.
- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

## What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac community will be considered for projects with a total project cost up to \$10,000.

The Recreation Facilities category funds Recreation Reserve Committees of Management and organisations responsible for community facilities including Public Halls for the benefit of the citizens of the Colac Otway Shire. It will fund:

- High priority items of cyclical maintenance.
- Minor capital improvements.
- Purchase of equipment items, which are facility enhancing and designed to remain as part of the facility (above a total project cost of \$2,000.)
- Initiatives which align with Council priorities set out in the Council Plan.
- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.
- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 1995.
- Applications which clearly demonstrate the capacity of the applicant to deliver the project.
- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant.

## Please Note The Following

- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.
- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council.
- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.
- This funding program does not support fundraising activities or projects.
- Projects which have already received funding under the Colac Otway Shire Small Town Improvement Program will not be considered for funding.
- Schools are only eligible for funding assistance with COPACC venue hire under this funding program.
- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

## How Do You Apply?

Electronic versions of guidelines and application forms are available on Council's web site: [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) (look for the Community Funding Program icon on the front page or go to the Sport & Recreation section) to download. Email applications as a Microsoft Office compatible attachment to [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) with Recreation Facilities in the subject line. All applications must be received by the closing date.

## When Can You Apply?

|                         |                      |
|-------------------------|----------------------|
| Applications open       | Friday 21 March 2014 |
| Applications close      | Friday 2 May 2014    |
| Submissions evaluated   | May - June 2014      |
| Notification of funding | July 2014            |

**The closing date for applications is 4:00pm Friday 2 May 2014.**

Project completion and reporting form to be returned to Council by May 2015.

## Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. These sessions will be held on:

- Monday 14 April 2014, 7.00 pm - 8.30 pm COPACC Meeting Room, Cnr Rae and Gellibrand Streets, Colac.
- Wednesday 16 April 2014, 7.00 pm - 8:30 pm at Marrar Woom, 6 Pengilley Ave Apollo Bay.

## Public Liability Insurance

Public Liability Insurance is required for all projects other than equipment purchases.

## Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

## Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

## Allocation of Funds

- Allocations will be based on up to 50% subsidy i.e. a dollar for dollar basis of projects up to a total project cost of \$10,000. For example, based on an \$8,000 total project cost, the maximum allocation from Council could be \$4,000.

Generally the maximum contribution made by Council will not exceed \$5,000. Projects with a total project cost of up to \$15,000 may be considered under this scheme; however the maximum grant amount remains at \$5,000.

- Preference will be given to organisations that have demonstrated a "self-help" attitude through inclusion of in-kind resources, and/or a desire to contribute funding through cash from their own means. Documentation to support the organisation's 50% matching contribution must be included.

## Evaluation of Successful Projects

- It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May - July evaluation period to provide further details if required.
- Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included.
- Organisations are required to acknowledge Council's contribution to the completed project in a manner deemed appropriate by Council, such as signage, verbal or written acknowledgement etc. and to document this acknowledgement.

## Compliance considerations

All clubs and community organisations are reminded that any community project that involves construction, extensions, renovations, refurbishments and/or upgrading of venues and facilities requires compliance consideration. It is important that groups always consider the following checklist prior to commencing, to ensure all relevant requirements are met, including but not limited to:

### Future Planning

Council supports the development of community groups to become self sustaining through Strategic Planning, Action Plans and Business Plans that identify opportunities for growth and development. Evidence of planning

| COMPLIANCE ISSUE                                                                                                                                                                                                                                                                                                                      | COUNCIL DEPARTMENT                                                                                                                                                                                  | CONTACT PHONE NUMBER                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Permission from the landowner and manager, approving your project to proceed.</li> <li>Consent for works which may occur on a road or roadside area. Council is required to give consent for local roads. VicRoads are responsible for issuing consent for works on arterial roads.</li> </ul> | <b>COS Infrastructure</b><br><br><u>Other, for example:</u><br>DSE - Crown Land, Foreshore Committee, Trustees, etc                                                                                 | 5232 9400                                                                                                                |
| <ul style="list-style-type: none"> <li>Determine if the site is subject to the Aboriginal Heritage Regulations.</li> <li>Planning Scheme Provisions, including requests for vegetation removal.</li> <li>Planning Permit/s.</li> </ul>                                                                                                | <b>COS Planning Department</b><br><br>Community Groups are required to provide written evidence that the land manager (Crown/Council land) has given consent when a planning application is lodged. | 5232 9400<br><br><a href="http://www.aav.nrms.net.au/aavQuestion1.aspx">http://www.aav.nrms.net.au/aavQuestion1.aspx</a> |
| <ul style="list-style-type: none"> <li>Building Permits.</li> <li>Factor in time and fees to process, plus costs for professional plans/designs to relevant Australian Standards.</li> </ul>                                                                                                                                          | <b>Building Department</b>                                                                                                                                                                          | 5232 9443                                                                                                                |
| <ul style="list-style-type: none"> <li>Occupational Health and Safety requirements</li> </ul>                                                                                                                                                                                                                                         | <b>Risk Management</b>                                                                                                                                                                              | 5232 9400                                                                                                                |
| <ul style="list-style-type: none"> <li>Food Safety Standards, Food and Tobacco Legislation.</li> <li>Approval food premises design.</li> <li>Registration of Premises and/or Temporary Food Premises Permit.</li> </ul>                                                                                                               | <b>Health</b>                                                                                                                                                                                       | 5232 9429                                                                                                                |
| <ul style="list-style-type: none"> <li>Waste Management requirements.</li> </ul>                                                                                                                                                                                                                                                      | <b>Waste</b>                                                                                                                                                                                        | 5232 9556                                                                                                                |
| <ul style="list-style-type: none"> <li>Permission from utility providers / other agencies.</li> </ul>                                                                                                                                                                                                                                 | <u>Examples:</u><br>Barwon Water CCMA                                                                                                                                                               | 1300 656 007<br>5232 9100                                                                                                |
| <ul style="list-style-type: none"> <li>Guidance on planting lists for revegetation works and environmental and noxious weeds.</li> <li>Guidance on sustainability principles such as energy efficiency and water reuse and conservation.</li> </ul>                                                                                   | <b>Environment Department</b>                                                                                                                                                                       | 5232 9400                                                                                                                |
| <ul style="list-style-type: none"> <li>Economic Development Potential for other funding.</li> </ul>                                                                                                                                                                                                                                   | Consistency with Small Town Master plans<br>Grants availability                                                                                                                                     | 5232 9444                                                                                                                |

must be provided as part of this application. Please note that Council provides support and resources to assist community organisations to undertake such planning.

Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9400. Assessment criteria will be used to assess all funding applications

## CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation \*

Street address



Postcode:

Postal address (if different to above) \*



Postcode:

Phone number of Organisation\*

Contact person's name\*

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number \*

After hours number



Mobile number

Email contact

Physical address of where project is to take place.

Landownership

Council ☐

Crown ☐

Other ☐

## CONTACT DETAILS OF \*AUSPICE ORGANISATION IF APPLICABLE:

*\* For clarification, please refer to the Information and Guidelines*

Name of Auspice Organisation

Phone number of Organisation

Address (please include postal address for correspondence)



Postcode:

Contact person of Auspice Organisation

Contact person's title in Auspice Organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number

After hours number



Mobile number

Email contact

**\*Mandatory fields**

## LEGAL AND TAXATION REQUIREMENTS:

Please complete the following details:

Incorporation Number of Organisation

*If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).*

ABN (Australian Business Number) of the Organisation

**If you do not have an ABN – Have you included a ‘Statement by a Supplier’ Form with this application?**

No ☐

Yes ☐

*If you do not have an ABN you will need to obtain a ‘Statement by a Supplier’ Form (available from the Australian Tax Office or Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier Form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).*

**Are you registered for the GST?**

No ☐

Yes ☐

*If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.*

Successful grants will be paid by cheque or Electronic Funds Transfer (EFT) to a nominated bank account. Please provide account details for your organisation or auspicings body, if EFT is preferred.

Account Name

BSB No

Account Number

Bank/Financial Institution

**Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.**

- 1** Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community (if you require more space, please attach extra pages as needed):

The project title is:

The project description is:

The aim of the project is:

**(a) Why is this project needed? (Criteria 15%)**

(How is this project supported locally? What demand exists that has created the idea for this project? Do you have evidence to show why this approach will work?)

**(b) How will the project be delivered? (Criteria 15%)**  
(Will it involve knowledge and skills development? Will the project be an innovative and creative response to the issue? Will it be sustainable?)

**(c) Who is involved? (Criteria 20%)**  
(Who will manage the project? Who are the partners? Will there be voluntary or in-kind contributions? Does the project actively involve a range of stakeholders?)

**(d) What will it achieve? (Criteria 50%)**  
What are the anticipated benefits of the project to the community?

No ☐

**2 Financial details.**

Yes ☐

Total project cost (Please attach quotes)

\$

Funds requested from Council's Community Funding Program

\$

Total of group/organisation contribution

\$ (Cash)

\$ (In-kind)

Are you willing to accept partial funding?  
(Please tick as appropriate)

No ☐

Yes ☐

If yes, indicate priorities:

Please provide as part of your application: Attached detailed financial statement or Treasurer's report for the past 2 years.

Will this project have any direct environmental or energy sustainability benefits such as water or energy saving

No ☐

Yes ☐

If yes, indicate examples:

**3 When will your project take place?**

(Please note that requests for projects or purchases that have commenced or been made prior this application form being received by Council are not eligible for funding).

**4 Has your organisation received funding from Council in the past three years?**

No ☐

Yes ☐

Please provide details of ALL funding support provided by the Colac Otway Shire in the past 3 years (including any current applications to the Festival & Event Support Scheme.)

| Council Department | Project | Amount \$ | Year |
|--------------------|---------|-----------|------|
|                    |         |           |      |
|                    |         |           |      |
|                    |         |           |      |

## BUDGET DETAILS OF PROJECT:

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Purchase costs (including quotes where applicable).
- Advertising, printing and stationery costs.

**Please note that INCOME plus IN-KIND (if applicable) MUST EQUAL EXPENDITURE**

### Income:

Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project).

| INCOME                                                       |           |
|--------------------------------------------------------------|-----------|
| List all sources of income you expect will fund your project |           |
| Grant amount you wish to apply for is:                       | \$        |
|                                                              | \$        |
|                                                              | \$        |
|                                                              | \$        |
|                                                              | \$        |
| <b>TOTAL INCOME</b>                                          | <b>\$</b> |

### Expenditure:

Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. **(Please supply estimates/quotes)**

| EXPENDITURE                                                                                                                                        |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| List all expenses that you expect to incur for your project.                                                                                       |           |
| <b>(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).</b> |           |
|                                                                                                                                                    | \$        |
|                                                                                                                                                    | \$        |
|                                                                                                                                                    | \$        |
|                                                                                                                                                    | \$        |
|                                                                                                                                                    | \$        |
| <b>TOTAL EXPENDITURE</b>                                                                                                                           | <b>\$</b> |

### In kind assistance:

Please describe how the group intends to contribute to the project through voluntary services or in-kind services. Please estimate a value for these contributions. **(\$25 per hour is a suggested figure to use when estimating voluntary labour costs).**

| Description of in kind Assistance/contribution eg: how much volunteer time has been spent on this project or list goods or services provided at no cost to the project | Amount \$ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                                                                                                                                                        |           |
|                                                                                                                                                                        |           |
| <b>Total Contribution</b>                                                                                                                                              | <b>\$</b> |

**OPTIONAL: In support of your application – attach extra pages/documents if you wish.**

## APPLICATION FORM AUTHORISATION

This section requires completion and signature by a committee or authorised staff member of the organisation that are managing the funds for this project (or the auspice if applicable).

|                |                      |
|----------------|----------------------|
| Name           | <input type="text"/> |
| Position/Title | <input type="text"/> |
| Signature      | <input type="text"/> |
| Date           | <input type="text"/> |

## DECLARATION

I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.

## **PRIVACY NOTIFICATION**

*Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9472.*



Please read and sign this Agreement.

**THIS AGREEMENT IS MADE BETWEEN OLAC OTWAY SHIRE COUNCIL** of 2-6 Rae Street Colac ("the Council") and the Applicant

## BACKGROUND

- A** The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.
- B** The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.
- C** The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

## AGREEMENT

1. The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**
2. The Applicant confirms and agrees that:
  - (a) it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.
  - (b) activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.
  - (c) if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.
  - (d) funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.
  - (e) the Applicant must return any funds not spent on the activity to Council.
  - (f) the Council is not responsible for any shortfall should the activity run over budget.
  - (g) the Applicant is required to recognise the Council as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council signs and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.
  - (h) accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

- (i) it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.
3. The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.
  4. The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.
  5. Any variation of this agreement shall only be made in writing between the parties.
  6. Projects that commence prior to this application being received by Council will be ineligible.
  7. A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).
  8. Note that Council will publicly report grants awarded.

Signature



## Statement by a supplier

### Reason for not quoting an Australian Business Number (ABN) to an enterprise

Name of supplier

Address of Supplier

Under the Pay As You Go legislation and guidelines produced by the Australian Taxation Office I provide you with a written statement that, for the supply I am making and further supplies of type that I make to you:

Tick the  
Appropriate  
Box

The supply is made to you in my capacity as an individual, and the supply is made in the course of an activity that is a **private recreational pursuit or hobby**

☐

The supply is made to you in my capacity as an individual, and the supply is wholly of a **private or domestic nature for me**

☐

I (or the supplier that I represent) am/is a **non-resident who is not carrying on an enterprise in Australia**

☐

The whole of the payment that I (or the supplier that I represent) will receive for the supply is **exempt from income tax**

☐

I (or the partnership that I represent) have **no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the partnership that I represent) do not meet the definition of enterprise for tax purposes

☐

Therefore, I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the supply. I agree to advise you in writing if circumstances change to the extent that this statement becomes invalid.

Name of Authorised  
Person if not supplier

Signature of supplier  
Or authorised person

Date / /

Daytime contact  
Phone number

**The person/entity to whom this statement is made should retain the statement for 5 years**

The personal information requested on this form/document is collected for **Taxation purposes**. The personal information will be used solely by Council for the primary purpose for which it was collected or a purpose the person would reasonably expect. The person providing the information understands that the personal information provided is for **Taxation** and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the responsible officer or the Privacy Officer.

**CHECK LIST Please confirm that you have included the following with your submission:**

|   |    |                                                                                                                                           |
|---|----|-------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ |    | <b>Keep a copy of your application, including all attachments</b>                                                                         |
|   |    | Completed Application Form                                                                                                                |
|   |    | Completed Budget Table showing break-even result                                                                                          |
|   |    | Attached Financial Statement or Treasurer's Report                                                                                        |
|   |    | Attached Quotations for works, fees, venue hire etc. Applicants are encouraged to obtain more than one quote as part of their application |
|   |    | Attached completed Risk Management template for the project                                                                               |
|   |    | Attached Strategic /Business Plan for the organisation                                                                                    |
|   |    | Attached Support Letters (including auspicings body if applicable)                                                                        |
| ✓ | NA |                                                                                                                                           |
|   |    | Attached written permission from the Colac Otway Shire Infrastructure Manager                                                             |
|   |    | Attached written permission from the Land Owner and/or Manager, if other than COS                                                         |
|   |    | Attached written advice regarding Planning Scheme provisions                                                                              |
|   |    | Attached written advice regarding Planning and/or Building Permits                                                                        |
|   |    | Attached determination regarding Aboriginal Heritage Regulations                                                                          |
|   |    | Attached evidence of compliance with Food Safety Standards Legislation                                                                    |
|   |    | Registration of Premises and/or Temporary Food Premises Permit                                                                            |
|   |    | Attached Waste Management Plan                                                                                                            |
|   |    | Supplier Statement                                                                                                                        |
|   |    | Other – photographs, resumes etc (please describe)                                                                                        |
|   |    | .....                                                                                                                                     |

## Referrals (for internal use only)

| Internal                                      | Name of Officer | Date sent | Date Rec | Approved |
|-----------------------------------------------|-----------------|-----------|----------|----------|
| <input type="checkbox"/> Environment          |                 | / /       | / /      |          |
| <input type="checkbox"/> Infrastructure       |                 | / /       | / /      |          |
| <input type="checkbox"/> Building             |                 | / /       | / /      |          |
| <input type="checkbox"/> Planning             |                 | / /       | / /      |          |
| <input type="checkbox"/> Economic Development |                 | / /       | / /      |          |
| <input type="checkbox"/> Health               |                 | / /       | / /      |          |
| <input type="checkbox"/> Local Laws           |                 | / /       | / /      |          |
| <input type="checkbox"/> AAV                  |                 | / /       | / /      |          |

## Comments for internal use only

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## **COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2014/15 Community Projects: Total Project Cost up to \$10,000**

### **FORWARD COMPLETED APPLICATION FORM TO:**

**COMMUNITY FUNDING PROGRAM 2014/15**  
**Community Projects up to \$10,000**  
**Colac Otway Shire Council**  
**PO BOX 283**  
**COLAC 3250**  
**EMAIL: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)**

**PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:**

#### **Have you:**

- ☐ Read the Community Funding Program Guidelines?
- ☐ Completed all questions in the Application Form?
- ☐ Provided a copy of the most recent bank/audited financial statements?
- ☐ Provided a copy of Public Liability Insurance Policy
- ☐ Provided Statement by Supplier (if you do not have an ABN)?
- ☐ Attached any relevant quotes supporting budget expenditure?
- ☐ Ensured that you have provided a Reporting Form if you have received any previous Colac Otway Shire funding?

### **Need Any Help or Advice?**

Please contact Council's Recreation and Events Co-ordinator on 5232 9472 or Recreation Officer on 5232 9527 who can provide you with assistance and further information about your application and this program.

## What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.
- The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.
- Grants are awarded for amounts up to \$5,000 based on up to a 50% subsidy (i.e. on a dollar for dollar basis). Total project cost should not exceed \$10,000. However, projects up to \$15,000 may be considered on a case by case basis. Maximum grant amounts of \$5,000 still remain.

## Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups and organisations operating within the Colac Otway Shire are eligible to apply under this program.
- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required. You will need to have returned a Reporting Form to Council to show that this has occurred to ensure that you are considered eligible to receive any further funds.

## Who can I contact?

- Funding under this scheme is restricted. There may be external sources of funding available from State or Federal Government which may form project partners or offer greater levels of funding. Therefore applicants with proposals valued in excess of \$10,000 can contact:

### Community Project and Recreation Facility proposals

Jodie Fincham

Recreation and Events Co-ordinator

Ph. 5232 9472

Email: [jodie.fincham@colacotway.vic.gov.au](mailto:jodie.fincham@colacotway.vic.gov.au)

## Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.
- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.
- Auspice organisations should provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant.
- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

## What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac community will be considered for projects with a total project cost up to \$10,000.

The Community Projects category is the broadest of categories within this funding program. It will fund:

- Initiatives which align with Council priorities set out in the Council Plan.
- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.
- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 1995.
- Applications which clearly demonstrate the capacity of the applicant to deliver the project
- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant.

## Please Note The Following

- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.
- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council.
- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.
- This funding program does not support fundraising activities or projects.
- Schools are only eligible for funding assistance through the COPACC venue hire assistance category as part of this funding program.
- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.
- Projects which have already received funding under the Colac Otway Shire Small Town Improvement Program will not be considered for funding.

## How Do You Apply?

Electronic versions of guidelines and application forms are available on Council's web site: [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) (look for Community Funding Program icon on front page or go to Sport & Recreation section) to download. Email applications as a Microsoft Office compatible attachment to [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) with **Community Projects** in the subject line. All applications must be received by the closing date.

## When Can You Apply?

|                         |                      |
|-------------------------|----------------------|
| Applications open       | Friday 21 March 2014 |
| Applications close      | Friday 2 May 2014    |
| Submissions evaluated   | May - June 2014      |
| Notification of funding | July 2014            |

**The closing date for applications is 4:00pm Friday 2 May 2014.**

Project completion and reporting form to be returned to Council by May 2015.

## Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. These sessions will be held on:

- Monday 14 April 2014, 7.00 pm - 8.30 pm at COPACC Meeting Room, Cnr Rae and Gellibrand Streets, Colac.
- Wednesday 16 April 2014, 7.00 pm - 8:30 pm at Marrar Woom, 6 Pengilley Ave Apollo Bay.

## Public Liability Insurance

Public Liability Insurance is recommended for projects other than equipment purchases.

## Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

## Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

## Allocation of Funds

Allocations will be based on up to 50% subsidy i.e. a dollar for dollar basis of projects up to a total project cost of \$10,000. For example, based on an \$8,000 total project cost, the maximum allocation from Council could be \$4,000. Generally the maximum contribution made by Council will not exceed \$5,000. Projects with a total project cost of up to \$15,000 may be considered under this scheme; however the maximum grant amount remains at \$5,000. Preference will be given to organisations that have demonstrated a "self-help" attitude through inclusion of in-

kind resources, and/or a desire to contribute funding through cash from their own means.

Documentation to support the organisation's 50% matching contribution must be included.

## Evaluation of Successful Projects

- It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May-July 2011 evaluation process to provide further detail if required.
- Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included.
- Organisations are required to acknowledge Council's contribution to the completed project in a manner deemed appropriate by Council, such as signage, verbal or written acknowledgement etc. and to document this acknowledgement.



Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9400. Assessment criteria will be used to assess all funding applications

## CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation \*

Street address



Postcode:

Postal address (if different to above) \*



Postcode:

Phone number of Organisation

Contact person's name

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number\*

After hours number

Mobile number

Email contact \*

Physical address of where project is to take place.

Landownership

Council ☐

Crown ☐

Other ☐

## CONTACT DETAILS OF \*AUSPICE ORGANISATION IF APPLICABLE:

*\* For clarification, please refer to the Information and Guidelines*

Name of Auspice Organisation

Phone number of Organisation

Address (please include postal address for correspondence)



Postcode:

Contact person of Auspice Organisation

Contact person's title in Auspice Organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number

After hours number

Mobile number

Email contact

\* Mandatory fields



## LEGAL AND TAXATION REQUIREMENTS:

Please complete the following details:

Incorporation Number of Organisation

*If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).*

ABN (Australian Business Number) of the Organisation

**If you do not have an ABN – Have you included a ‘Statement by a Supplier’ Form with this application?**

No ☐

Yes ☐

*If you do not have an ABN you will need to obtain a ‘Statement by a Supplier’ Form (available from the Australian Tax Office or Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier Form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).*

**Are you Registered for the GST?**

No ☐

Yes ☐

*If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.*

Successful grants will be paid by cheque or Electronic Funds Transfer (EFT) to a nominated bank account. Please provide account details for your organisation or auspicing body, if EFT is preferred.

Account Name

BSB No

Account Number

Bank/Financial Institution

**Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.**

- 1** Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community: (if you require more space, please attach extra pages as needed)

The project title is:

The project description is:

The aim of the project is:

**(a) Why is this project needed? (Criteria 15%)**

(How is this project supported locally? What demand exists that has created the idea for this project? Do you have evidence to show why this approach will work?)

**(b) How will the project be delivered? (Criteria 15%)**  
(Will it involve knowledge and skills development? Will the project be an innovative and creative response to the issue? Will it be sustainable?)

|  |
|--|
|  |
|  |

**(c) Who is involved? (Criteria 20%)**  
Who will manage the project? Who are the partners? Will there be voluntary or in-kind contributions? Does the project actively involve a range of stakeholders?

|  |
|--|
|  |
|--|

**(d) What will it achieve? (Criteria 50%)**  
What are the anticipated benefits of the project to the community?

No ☐

Yes ☐

|  |
|--|
|  |
|--|

## 2 Financial details.

Total project cost (Please attach quotes)

\$

Funds requested from Council's Community Funding Program

\$

Total of group/organisation contribution

|            |
|------------|
| \$ Cash    |
| \$ In-kind |

Are you willing to accept partial funding?  
(Please tick as appropriate)

No ☐

Yes ☐

If yes, indicate priorities for partial funding:

Please provide as part of your application: Attached detailed Financial statement or Treasurer's report for the past 2 years.

No ☐

Yes ☐

Will this project have any direct environmental or energy sustainability benefits such as water or energy saving?

No ☐

Yes ☐

If yes, indicate examples:

|  |
|--|
|  |
|--|

## 3 When will your project take place?

(Please note that requests for projects or purchases that have commenced or been made prior this application form being received by Council are not eligible for funding).

|  |
|--|
|  |
|--|

4 Has your organisation received funding from Council in the past three years?

No ☐

Yes ☐

Please provide details of ALL funding support provided by the Colac Otway Shire in the past 3 years (including any current applications to the Festival & Event Support Scheme.)

| Council Department | Project | Amount \$ | Year |
|--------------------|---------|-----------|------|
|                    |         |           |      |
|                    |         |           |      |
|                    |         |           |      |

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Purchase costs (including quotes where applicable).
- Advertising, printing and stationery costs.

**Please note that INCOME plus IN-KIND (if applicable) MUST EQUAL EXPENDITURE**

### Income:

Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

| <b>INCOME</b><br>List all sources of income you expect will fund your project |    |
|-------------------------------------------------------------------------------|----|
| Grant amount you wish to apply for is:                                        | \$ |
|                                                                               | \$ |
|                                                                               | \$ |
|                                                                               | \$ |
|                                                                               | \$ |
| <b>TOTAL INCOME</b>                                                           | \$ |

### Expenditure:

Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. **(Please supply estimates/quotes)**

| <b>EXPENDITURE</b><br>List all expenses that you expect to incur for your project.                                                                 |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).</b> |    |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
| <b>TOTAL EXPENDITURE</b>                                                                                                                           | \$ |

### In kind assistance:

Please describe how the group intends to contribute to the project through voluntary services or in-kind services. Please estimate a value for these contributions. **(\$25 per hour is a suggested figure to use when estimating voluntary labour costs).**

| Description of in kind Assistance/contribution eg: how much volunteer time has been spent on this project or list goods or services provided at no cost to the project | Amount \$ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                                                                                                                                                        |           |
|                                                                                                                                                                        |           |
| <b>Total Contribution</b>                                                                                                                                              | <b>\$</b> |

**OPTIONAL: In support of your application – attach extra pages/documents if you wish.**

### APPLICATION FORM AUTHORISATION

This section requires completion and signature by a committee or authorised staff member of the organisation that are managing the funds for this project (or the auspice if applicable).

|                |                      |
|----------------|----------------------|
| Name           | <input type="text"/> |
| Position/Title | <input type="text"/> |
| Signature      | <input type="text"/> |
| Date           | <input type="text"/> |

### DECLARATION

I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.

### PRIVACY NOTIFICATION

Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The

*applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9472.*

Please read and sign this Agreement.

**THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL** of 2-6 Rae Street Colac ("the Council") and the Applicant

## BACKGROUND

- A** The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.
- B** The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.
- C** The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

## AGREEMENT

1. The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**
2. The Applicant confirms and agrees that:
  - (a) it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.
  - (b) activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.
  - (c) if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.
  - (d) funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.
  - (e) the Applicant must return any funds not spent on the activity to Council.
  - (f) the Council is not responsible for any shortfall should the activity run over budget.
  - (g) the Applicant is required to recognise the Council as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.
  - (h) accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with

the Applicant to check on progress during the period of the activity.

- (i) it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.
3. The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.
  4. The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.
  5. Any variation of this agreement shall only be made in writing between the parties.
  6. Projects that commence prior to this application being received by Council will be ineligible.
  7. A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).
  8. Note that Council will publicly report grants awarded.

Signature



## Statement by a supplier

### Reason for not quoting an Australian Business Number (ABN) to an enterprise

Name of supplier

Address of Supplier

Under the Pay As You Go legislation and guidelines produced by the Australian Taxation Office I provide you with a written statement that, for the supply I am making and further supplies of type that I make to you:

Tick the  
Appropriate  
Box

The supply is made to you in my capacity as an individual, and the supply is made in the course of an activity that is a **private recreational pursuit or hobby**

☐

The supply is made to you in my capacity as an individual, and the supply is wholly of a **private or domestic nature for me**

☐

I (or the supplier that I represent) am/is a **non-resident who is not carrying on an enterprise in Australia**

☐

The whole of the payment that I (or the supplier that I represent) will receive for the supply is **exempt from income tax**

☐

I (or the partnership that I represent) have **no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the partnership that I represent) do not meet the definition of enterprise for tax purposes

☐

Therefore, I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the supply. I agree to advise you in writing if circumstances change to the extent that this statement becomes invalid.

Name of Authorised  
Person if not supplier

Signature of supplier  
Or authorised person

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime contact  
Phone number

**The person/entity to whom this statement is made should retain the statement for 5 years**

CHECK LIST Please confirm that you have included the following with your submission:

|   |    |
|---|----|
| ✓ |    |
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| ✓ | NA |
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|   |    |

- Keep a copy of your application, including all attachments**
- Completed Application Form
  - Completed Budget Table showing break-even result
  - Attached Financial Statement or Treasurer’s Report
  - Attached Quotations for works, fees, venue hire etc. Applicants are encouraged to obtain more than one quote as part of their application
  - Attached completed Risk Management template for the project
  - Attached Support Letters (including auspicing body if applicable)
  - Attached written permission from the Colac Otway Shire Infrastructure Manager
  - Attached written permission from the Land Owner and/or Manager, if other than COS
  - Attached written advice regarding Planning Scheme provisions
  - Attached written advice regarding Planning and/or Building Permits
  - Attached determination regarding Aboriginal Heritage Regulations
  - Attached evidence of compliance with Food Safety Standards Legislation
  - Registration of Premises and/or Temporary Food Premises Permit
  - Attached Waste Management Plan
  - Supplier Statement
  - Other – photographs, resumes etc (please describe)
- .....



## Referrals (for internal use only)

| Internal                                      | Name of Officer | Date sent | Date Rec | Approved |
|-----------------------------------------------|-----------------|-----------|----------|----------|
| <input type="checkbox"/> Environment          |                 | / /       | / /      |          |
| <input type="checkbox"/> Infrastructure       |                 | / /       | / /      |          |
| <input type="checkbox"/> Building             |                 | / /       | / /      |          |
| <input type="checkbox"/> Planning             |                 | / /       | / /      |          |
| <input type="checkbox"/> Economic Development |                 | / /       | / /      |          |
| <input type="checkbox"/> Health               |                 | / /       | / /      |          |
| <input type="checkbox"/> Local Laws           |                 | / /       | / /      |          |
| <input type="checkbox"/> AAV                  |                 | / /       | / /      |          |

## Comments for internal use only

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## **COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2014/15 Community/Recreation Projects: Total Project Cost up to \$2,000 (Small Equipment and Training)**

### **FORWARD COMPLETED APPLICATION TO:**

**COMMUNITY FUNDING PROGRAM 2014/15  
Community/Recreation Projects up to \$2,000  
Colac Otway Shire Council  
PO BOX 283  
COLAC 3250**

**EMAIL: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)**

**PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:**

#### **Have you:**

- ☐ Read the Community Funding Program Guidelines?
- ☐ Completed all questions in the Application Form?
- ☐ Provided a copy of the most recent bank/audited financial statements?
- ☐ Provided Statement by Supplier (if you do not have an ABN)?
- ☐ Attached any relevant quotes supporting budget expenditure?
- ☐ Ensured that you have provided a Reporting Form if you have received any previous Colac Otway Shire funding?

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## **Need Any Help or Advice?**

Please contact Council's Recreation and Events Co-ordinator on 5232 9472 or Recreation Officer on 5232 9527 who can provide you with assistance and further information about your application and this program.

## What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.
- The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.
- **Grants are awarded for amounts up to \$1,000 based on up to a 50% subsidy (i.e. on a dollar for dollar basis). Total project cost must not exceed \$2,000.**

## Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups and organisations operating within the Colac Otway Shire are eligible to apply under this program.
- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required. You will need to have returned a Reporting Form to Council to show that this has occurred to ensure that you are considered eligible to receive any further funds.

## Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.
- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.
- Auspice organisations should provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant.
- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

## What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac community will be considered.

- Equipment purchases which are facility enhancing (designed to remain as part of the facility) or which provide general benefit to groups through community projects.
- Training for the development of specialist skills for volunteer community members.

## Please Note The Following

- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.

- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council.
- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.
- This funding program does not support fundraising activities or projects.
- Schools are only eligible for funding assistance through the COPACC Hire assistance category as part of this funding program.
- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.
- Projects which have already received funding under the Colac Otway Shire Small Town Improvement Program will not be considered for funding

## How Do You Apply?

Electronic versions of guidelines and application forms are available on Council's web site: [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) and can be downloaded. Email applications as a Microsoft Office compatible attachment to [ing@colacotway.vic.gov.au](mailto:ing@colacotway.vic.gov.au). All applications must be received by the closing date.

## When Can You Apply?

|                         |                      |
|-------------------------|----------------------|
| Applications open       | Friday 21 March 2014 |
| Applications close      | Friday 2 May 2014    |
| Submissions evaluated   | May - June 2014      |
| Notification of funding | July 2014            |

**The closing date for applications is 4:00pm Friday 2 May 2014.** Project completion and reporting form to be returned to Council by May 2015.

## Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. These sessions will be held on:

- Monday 14 April 2014, 7.00pm - 8.30pm at COPACC Meeting Room, Cnr Rae and Gellibrand Streets, Colac
- Wednesday 16 April 2014, 7.00pm - 8:30pm at Marrar Woon, 6 Pengilly Ave Apollo Bay.

## Public Liability Insurance

Public Liability Insurance is recommended for projects other than equipment purchases.

## Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9400. Assessment criteria will be used to assess all funding applications.

### CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation\*

Street address



Postcode:

Postal address (if different to above)\*



Postcode:

Phone number of Organisation \*

Contact person's name\*

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number \*

After hours number



Mobile number

Email contact \*

Physical address of where project it to take place

### CONTACT DETAILS OF \*AUSPICE ORGANISATION IF APPLICABLE:

*\* For clarification, please refer to the Information and Guidelines*

Name of Auspice Organisation

Phone number of Organisation

Address (please include postal address for correspondence)



Postcode:

Contact person of Auspice Organisation

Contact person's title in Auspice Organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number

After hours number



Mobile number

Email contact

\*Mandatory fields

## LEGAL AND TAXATION REQUIREMENTS:

Please complete the following details:

Incorporation Number of Organisation

*If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).*

ABN (Australian Business Number) of the Organisation

**If you do not have an ABN – Have you included a ‘Statement by a Supplier’ Form with this application?**

No ☐

Yes ☐

*If you do not have an ABN you will need to obtain a ‘Statement by a Supplier’ Form (available from the Australian Tax Office or the Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier Form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).*

**Are you registered for the GST?**

No ☐

Yes ☐

*If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.*

Successful grants will be paid by cheque or Electronic Funds Transfer (EFT) to a nominated bank account. Please provide account details for your organisation or auspicing body, if EFT is preferred.

Account Name

BSB No

Account Number

Bank/Financial Institution

Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.

- 1** Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community (if you require more space, please attach extra pages as needed):

**(a)** The project title is:

**(b)** The project description is:

**(c)** The aim of the project is:

**(d)** The anticipated benefits of the project to the community:

- 2** How much do wish to apply for?

\$

- 3** When will your project take place?  
*(Please note that requests for projects or purchases that have commenced or been made prior this application form being received by Council are not eligible for funding).*

4 Has your organisation received funding from Council in the past three years?

No ☐

Yes ☐

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Equipment purchase costs (include quotes)
- Training fees (include quotes)

### Income:

Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

| <b>INCOME</b><br>List all sources of income you expect will fund your project |    |
|-------------------------------------------------------------------------------|----|
| Grant amount you wish to apply for is:                                        | \$ |
|                                                                               | \$ |
|                                                                               | \$ |
|                                                                               | \$ |
|                                                                               | \$ |
| <b>TOTAL INCOME</b>                                                           | \$ |

### Expenditure:

Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. **(Please supply estimates/quotes)**

| <b>EXPENDITURE</b><br>List all expenses that you expect to incur for your project.                                                                 |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <i>(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).</i> |    |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
| <b>TOTAL EXPENDITURE</b>                                                                                                                           | \$ |

**OPTIONAL:** In support of your application – attach extra pages/documents if you wish.

## APPLICATION FORM AUTHORISATION

*This section requires completion and signature by a committee or authorised staff member of the organisation that are managing the funds for this project (or the auspice if applicable).*

|                |                      |
|----------------|----------------------|
| Name           | <input type="text"/> |
| Position/Title | <input type="text"/> |
| Signature      | <input type="text"/> |
| Date           | <input type="text"/> |

## DECLARATION

*I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.*

## PRIVACY NOTIFICATION

*Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9472.*



Please read and sign this Agreement.

**THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL** of 2-6 Rae Street Colac ("the Council") and the Applicant

## BACKGROUND

- A** The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.
- B** The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.
- C** The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

## AGREEMENT

1. The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**
2. The Applicant confirms and agrees that:
  - (a) it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.
  - (b) activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.
  - (c) if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.
  - (d) funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.
  - (e) the Applicant must return any funds not spent on the activity to Council.
  - (f) the Council is not responsible for any shortfall should the activity run over budget.
  - (g) the Applicant is required to recognise the Council as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council signs and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.
  - (h) accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

- (i) it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.
3. The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.
4. The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.
5. Any variation of this agreement shall only be made in writing between the parties.
6. Projects that commence prior to this application being received by Council will be ineligible.
7. A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).
8. Note that Council will publicly report grants awarded.

Signature

CHECK LIST Please confirm that you have included the following with your submission:

|   |  |                                                                                                                                           |
|---|--|-------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ |  | <b>Keep a copy of your application, including all attachments</b>                                                                         |
|   |  | Completed Application Form                                                                                                                |
|   |  | Completed Budget Table showing break-even result                                                                                          |
|   |  | Attached Financial Statement or Treasurer’s Report                                                                                        |
|   |  | Attached Quotations for works, fees, venue hire etc. Applicants are encouraged to obtain more than one quote as part of their application |
|   |  | Attached Support Letters (including auspicing body if applicable)                                                                         |
|   |  | Supplier Statement                                                                                                                        |
|   |  | Other – photographs, resumes etc (please describe)                                                                                        |
|   |  | .....                                                                                                                                     |



## COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2014/15 COPACC Hire Assistance

### FORWARD COMPLETED APPLICATION FORM TO:

COMMUNITY FUNDING PROGRAM 2014/15  
COPACC Assistance Fund  
Colac Otway Shire Council  
PO BOX 283  
COLAC 3250  
EMAIL: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:

#### Have you:

- ☐ Read the Community Funding Program Guidelines?
- ☐ Completed all questions in the Application Form?
- ☐ Provided a copy of the most recent bank/audited financial statements?
- ☐ Provided a copy of Public Liability Insurance Policy
- ☐ Provided Statement by Supplier (if you do not have an ABN)?
- ☐ Attached any relevant quotes supporting budget expenditure?
- ☐ Ensured that you have provided a Reporting Form if you have received any previous Colac Otway Shire funding?

### Need Any Help or Advice?

Please contact Karen Patterson, COPACC Manager Ph. 5232 9504 who can provide you with assistance and further information about your application and this program.

## What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.
- The COPACC Assistance Fund operates to benefit citizens of Colac Otway Shire by providing financial assistance towards the hire of COPACC for the provision of performing arts and cultural activities during the 2014/15 financial year.
- Applicants may apply for up to 50% of the cost of hiring COPACC.
- Applicants must obtain a quote from COPACC outlining anticipated dates of hire and resources required – for example; rooms, audio-visual support, labour and technical staff. It is essential applicants obtain a quote at least 10 days prior to the application closing date.

## Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups, schools and organisations operating within the Colac Otway Shire are eligible to apply under this program.
- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required. You will need to have returned a Reporting Form to Council to show that this has occurred to ensure that you are considered eligible to receive any further funds.

## Who can I contact?

- Funding under this scheme is restricted. There may be external sources of funding available from State or Federal Government departments and philanthropic organisations. Therefore applicants with proposals valued in excess of \$10,000 can contact:

### Colac Otway Performing Arts and Cultural Centre (COPACC)

Karen Patterson  
COPACC Manager  
Ph. 5232 9504  
Email: [karen.patterson@colacotway.vic.gov.au](mailto:karen.patterson@colacotway.vic.gov.au)

## Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.
- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.
- Auspice organisations should provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant.

- Contact Council Officers if you are unsure if you need to appoint an auspice or require any further clarification.

## What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac Otway community will be considered.

The Community Funding program will fund:

- Initiatives which align with Council priorities set out in the Council Plan
- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.
- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 1995.
- Applications which clearly demonstrate the capacity of the applicant to deliver the project
- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant

## Please Note The Following

- Ticketing for all events at COPACC must be sold exclusively via the Colac Cinemas box office
- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council.
- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.
- Examples of these programs are: the Festival and Events Support Scheme, Community Funding Program, Community/Recreation Projects small equipment/training (up to \$2,000), Council's Community Funding Program Recreation Facilities (up to \$10,000), Council's Community Funding Program Community Projects (up to \$10,000).
- This funding program does not support fundraising activities or projects.
- Schools are only eligible for funding assistance with COPACC venue hire.
- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

## How Do You Apply?

Electronic versions of guidelines and application forms are available on Council's web site: [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) (look for Community Funding Program icon on front page or go to Sport and recreation section) to download. Email applications as a Microsoft Office compatible attachment to [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) with **COPACC Assistance Fund 2014/15** in the subject line. All applications must be received by the closing date.

## When Can You Apply?

|                         |                      |
|-------------------------|----------------------|
| Applications open       | Friday 21 March 2014 |
| Applications close      | Friday 2 May 2014    |
| Submissions evaluated   | May - June 2014      |
| Notification of funding | July 2014            |

**The closing date for applications is 4:00pm Friday 2 May 2014.**

Project completion and reporting form to be returned to Council by May 2015.

## Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. These sessions will be held on:

- Monday 14 April 2014, 7.00 pm - 8.30 pm at COPACC Meeting Room, Cnr Rae and Gellibrand Streets, Colac.
- Wednesday 16 April 2014, 7.00 pm – 8.30 pm at Marrar Woom 6 Pengilly Ave, Apollo Bay.

## Public Liability Insurance

Public Liability Insurance is required for all projects.

## Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

## Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

## Allocation of Funds

Allocations will be based on up to 50% subsidy i.e. a dollar for dollar basis of projects up to a total project cost of \$10,000. For example, based on an \$8,000 project cost, the maximum allocation from Council could be \$4,000. Generally the maximum contribution made by Council will not exceed \$5,000. Preference will be given to organisations that have demonstrated a "self-help" attitude through inclusion of in-kind resources, and/or a desire to contribute financially. Documentation to support the organisation's 50% matching contribution must be included.

## Evaluation of Successful Projects

- It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May-July 2014 evaluation process to provide further detail if required.
- Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in

assessing the success of the project and should be included.

- Organisations are required to acknowledge Council and COPACC's contribution to the completed project in a manner deemed appropriate by Council, such as signage, verbal or written acknowledgement etc. and to document this acknowledgement. Council and COPACC logos should appear in all materials promoting the event.

## Compliance considerations

It is important that groups always consider the following checklist prior to commencing, to ensure all relevant requirements are met, including but not limited to:

| COMPLIANCE ISSUE                                                 | COUNCIL DEPARTMENT               | CONTACT PHONE |
|------------------------------------------------------------------|----------------------------------|---------------|
| • Occupational Health and Safety requirements                    | Risk Management                  | 5232 9463     |
| • Food Safety Standards, Food and Tobacco Legislation            | Health                           | 5232 9429     |
| • Approval food premises design.                                 |                                  |               |
| • Registration of Premises and/or Temporary Food Premises Permit |                                  |               |
| • Waste Management for COPACC                                    | COPACC                           | 5232 9531     |
| • Economic Development Potential for other funding               | COS Business Development Officer | 5232 9444     |

## Future Planning

Council supports the development of community groups to become self-sustaining through Strategic Planning, Action Plans and Business Plans that identify opportunities for growth and development. Evidence of planning must be provided as part of this application. Please note that Council provides support and resources to assist community organisations to undertake such planning.

Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9531. Assessment criteria will be used to assess all funding applications

### CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation

Street address

Postcode:

Postal address

Postcode:

Phone number of Organisation

Contact person's name

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number

After hours number

Mobile number

Email contact

### CONTACT DETAILS OF \*AUSPICE ORGANISATION IF APPLICABLE:

*\* For clarification, please refer to the Information and Guidelines*

Name of auspice organisation

Phone number of Organisation

Address (please include postal address for correspondence)

Postcode:

Contact person of auspice organisation

Contact person's title in auspice organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number

After hours number

Mobile number

Email contact

**Please complete the following details:**

[illegible]

\_\_\_\_\_

No ☐Yes ☐

**Are you registered for GST?**

No ☐

Yes ☐

Successful grants will be paid by cheque or Electronic Funds Transfer (EFT) to a nominated bank account. Please provide account details for your organisation or auspicings body, if EFT is preferred.

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**1** Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community: (if you require more space, please attach extra pages as needed)

[illegible][illegible]

Please indicate the key actions required for your project

|                    |                       |
|--------------------|-----------------------|
|                    |                       |
| <b>Key Actions</b> | <b>Completed Date</b> |



**(a) Why is this event needed? (Criteria 35%)**

What local support have you gathered for this event?  
How is this event linked with the culture, or cultural aspirations of local people?  
Does this event have any links with the district's cultural heritage or history? Has this event, or something similar, been held in the past? If so, please provide attendance figures. What motivated your group to plan this event? Do you have evidence to show why this approach will work?

**(b) How will the project be delivered? (Criteria 15%)**

Will it develop knowledge and skills development for your group? Will the project be an innovative and creative response to an identified need?

**(c) Who is involved? (Criteria 30%)**

How many people from your organisation will be involved? Have you partnered with other groups and organisations? Will there be voluntary or in-kind contributions? Please identify the target market for your event? What size audience do you hope to attract?

**(d) What will it achieve? (Criteria 20%)**

Demonstrate the extent to which the project will:

- Support an increase in participation in cultural events

- Increase the diversity of cultural events on offer in Colac Otway Shire?

**2 Financial details.**

Total project cost *(Please attach quotes)*

\$

Funds requested from Council's Community Funding Program

\$

Total of group/organisation contribution

\$Cash

\$ In-kind

Are you willing to accept partial funding?  
(Please tick as appropriate)

If yes, indicate priorities:

Please provide as part of your application: Attached detailed Financial statement or Treasurer's report for the past 2 years.

No ☐

Yes ☐

**3 When will your project take place?**

*(Please note that requests for projects or purchases that have commenced or been made prior this application form being received by Council are not eligible for funding).*

**4 Has your organisation received funding from Council in the past three years?**

No ☐

Yes ☐



Please provide details of ALL funding support provided by the Colac Otway Shire in the past 3 years (including any current applications to the Festival & Event Support Scheme.)

FUTURE PLANNING:  
Please provide as part of your application

- ☐ Risk Management Plan for the project, using the template provided
- ☐ Strategic or Business Plan for your organisation  
Marketing Plan

| Council Department | Project | Amount \$ | Year |
|--------------------|---------|-----------|------|
|                    |         |           |      |
|                    |         |           |      |
|                    |         |           |      |

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Purchase costs (including quotes where applicable).
- Advertising, printing and stationery costs.

**Please note that INCOME plus IN-KIND (if applicable) MUST EQUAL EXPENDITURE**

### Income:

Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

| <b>INCOME</b><br>List all sources of income you expect will fund your project |    |
|-------------------------------------------------------------------------------|----|
| Grant amount you wish to apply for is:                                        | \$ |
|                                                                               | \$ |
|                                                                               | \$ |
|                                                                               | \$ |
|                                                                               | \$ |
| <b>TOTAL INCOME</b>                                                           | \$ |

### Expenditure:

Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. **(Please supply estimates/quotes)**

| <b>EXPENDITURE</b><br>List all expenses that you expect to incur for your project.                                                                 |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).</b> |    |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
|                                                                                                                                                    | \$ |
| <b>TOTAL EXPENDITURE</b>                                                                                                                           | \$ |

### In kind assistance:

Please describe how the group intends to contribute to the project through voluntary services or in-kind services. Please estimate a value for these contributions. **(\$25 per hour is a suggested figure to use when estimating voluntary labour costs).**

| Description of in kind Assistance/contribution eg: how much volunteer time has been spent on this project or list goods or services provided at no cost to the project | Amount \$ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                                                                                                                                                        |           |
|                                                                                                                                                                        |           |
| <b>Total Contribution</b>                                                                                                                                              | <b>\$</b> |

**OPTIONAL: In support of your application – attach extra pages/documents if you wish.**

### APPLICATION FORM AUTHORISATION

This section requires completion and signature by a committee or authorised staff member of the organisation which is managing the funds for this project (or the auspice if applicable).

|                |                      |
|----------------|----------------------|
| Name           | <input type="text"/> |
| Position/Title | <input type="text"/> |
| Signature      | <input type="text"/> |
| Date           | <input type="text"/> |

### DECLARATION

I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.

### PRIVACY NOTIFICATION

Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9472.

Please read and sign this Agreement.

**THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL** of 2-6 Rae Street Colac ("the Council") and the Applicant

## BACKGROUND

- A** The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.
- B** The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.
- C** The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

## AGREEMENT

1. The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**
2. The Applicant confirms and agrees that:
  - (a) it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.
  - (b) activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.
  - (c) if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.
  - (d) funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.
  - (e) the Applicant must return any funds not spent on the activity to Council.
  - (f) the Council is not responsible for any shortfall should the activity run over budget.
  - (g) the Applicant is required to recognise the Council and COPACC as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council and COPACC logo on other material will result in the Applicant being ineligible to apply for further grants.
  - (h) accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with

the Applicant to check on progress during the period of the activity.

- (i) it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.
3. The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.
4. The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.
5. Any variation of this agreement shall only be made in writing between the parties.
6. Projects that commence prior to this application being received by Council will be ineligible.
7. A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).
8. Note that Council will publicly report grants awarded.

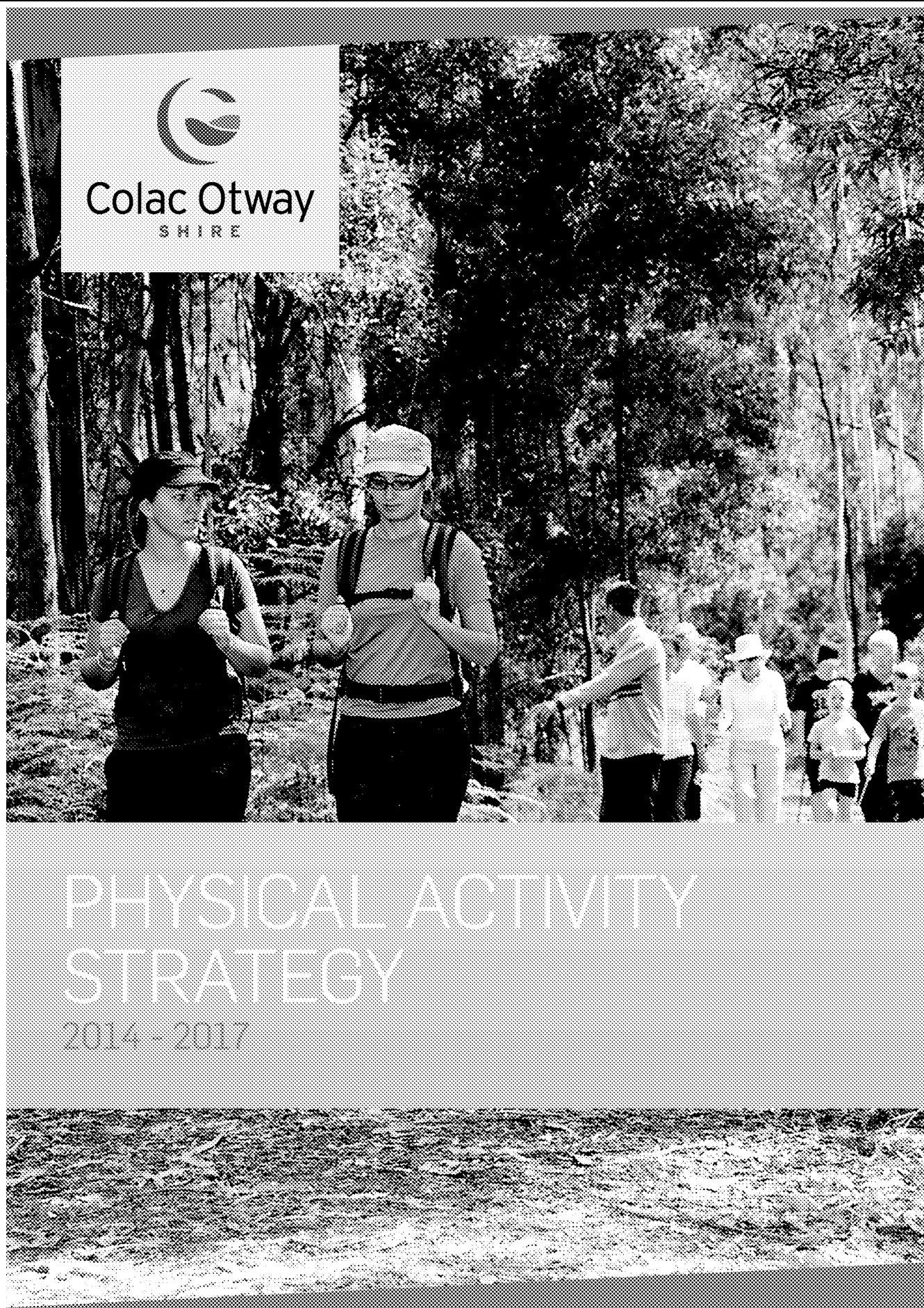
Signature

CHECK LIST Please confirm that you have included the following with your submission:

|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ |    | <b>Keep a copy of your application, including all attachments</b><br>Completed Application Form<br>Completed Budget Table showing break-even result<br>Attached Financial Statement or Treasurer's Report<br>Attached Quotations for works, fees, venue hire etc. Applicants are encouraged to obtain more than one quote as part of their application<br>Attached completed Risk Management template for the project<br>Attached Support Letters (including auspicings body if applicable) |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| ✓ | NA | Attached evidence of compliance with Food Safety Standards Legislation<br>Registration of Premises and/or Temporary Food Premises Permit<br>Supplier Statement<br>Other – photographs, resumes etc (please describe)<br>.....                                                                                                                                                                                                                                                               |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |







# PHYSICAL ACTIVITY STRATEGY

2014 - 2017





## OUR MISSION

TO ENCOURAGE MORE PEOPLE TO BE  
MORE ACTIVE MORE OFTEN.

## WE RECOGNISE THAT

Colac Otway Shire can positively contribute to the health and well-being of the community by making physical activity the easy choice. This can be done through careful and considered design of public spaces and the built environment, and by ensuring the needs of people are paramount when making decisions about the spaces in which they live, learn, work and play.



Supported by Be Active, a joint initiative of VicHealth and the Victorian Government (Sport and Recreation Victoria).



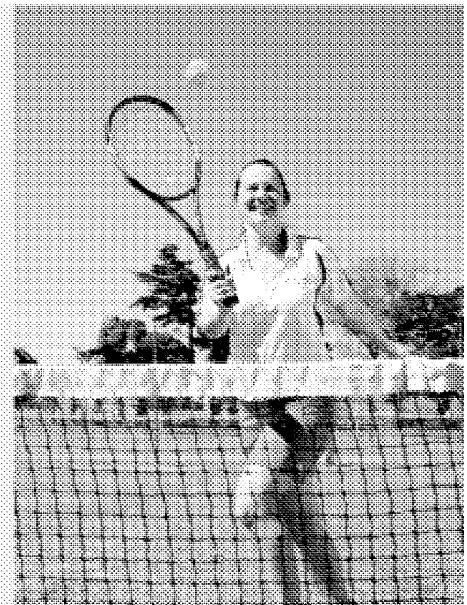
## 2.0 AIM OF THE PHYSICAL ACTIVITY STRATEGY

The aim of the Colac Otway Shire Physical Activity Strategy is to establish an evidence base to guide policy and decision making at a regional and municipal level. This will help to create an environment that supports physical activity and will generate recommendations that are linked into the Municipal Health and Wellbeing Plan. The strategy particularly focuses on identifying physical activity interventions such as facility

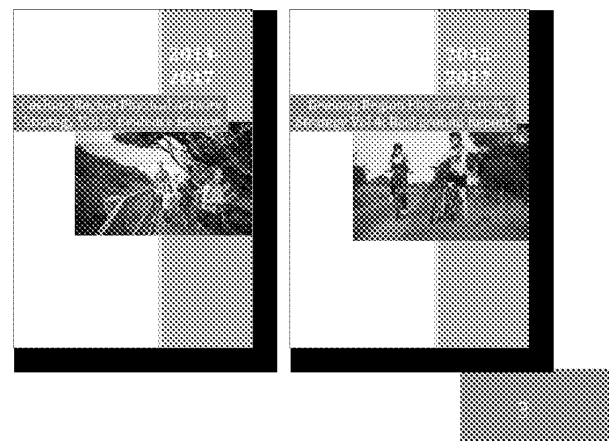
development, policies, programs and services that are cost effective and most likely to succeed in increasing people's ongoing participation in physical activity using available resources and through the development of strategic partnerships.

### SPECIFIC OBJECTIVES OF THE STRATEGY ARE TO:

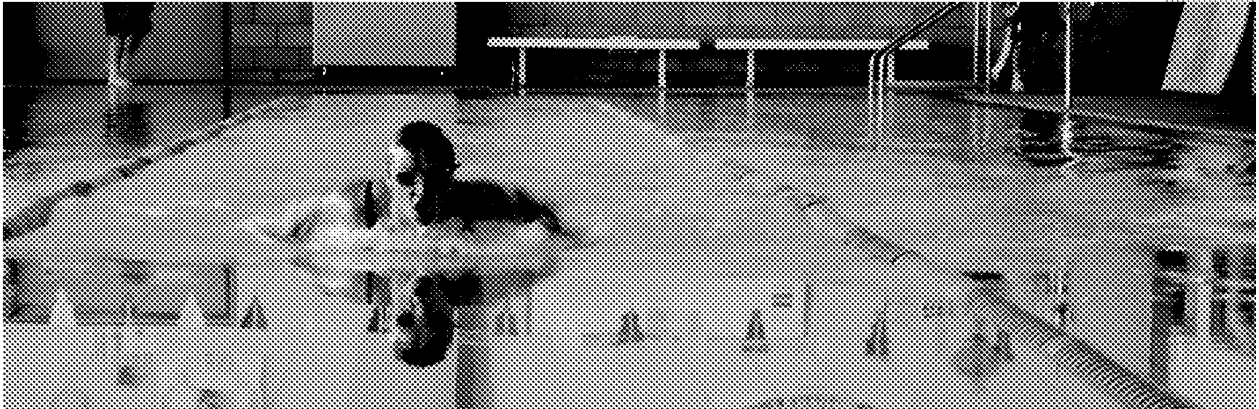
- provide the policy context that describes the role of Colac Otway Shire and other key stakeholders in planning, developing, managing and supporting opportunities that foster physical activity
- integrate planning for physical activity at a regional and municipal level
- foster partnerships that influence physical activity across the region
- identify levels of physical activity at a regional and local level
- identify key social and economic determinants of physical inactivity at a regional and local level
- identify enablers and barriers to physical activity at a local level
- provide evidence to develop guidelines and principles to inform policy and decision making that supports physical activity
- provide recommendations for resource allocation to support physical activity.



The main body of the report provides an overview of the importance of physical activity and the ways in which Colac Otway Shire can help to create environments that support physical activity in the community, based on specific interventions supported by national and / or international evidence. A glossary has been provided at the end of this strategy. An accompanying Background Report provides a summary of the research and consultation outputs which led to the development of the actions contained within the strategy. The Evidence Review summarises key points from documents and research papers assessed as part of the project.







### 3.0 WHY PHYSICAL ACTIVITY IS A HEALTH AND WELLBEING PRIORITY

Physical activity has many benefits for individuals and the broader community. According to VicHealth<sup>1</sup>, these benefits include the prevention of injuries and the onset of non-communicable diseases such as:

- cardiovascular disease
- breast cancer
- colon cancer
- type 2 diabetes
- obesity
- osteoporosis.

It can also help:

- increase people's self-esteem and confidence
- improve sleep quality
- provide people with a greater sense of energy
- reduce depression, stress and anxiety
- improve mental health
- increase life expectancy.

Physical inactivity is estimated to cost Australia \$13.8 billion annually, and the health sector alone \$719 million<sup>2</sup>. 16,178 premature deaths can be attributed to physical inactivity each year<sup>3</sup>.

From a workplace perspective, approximately 1.8 working days per employee per year are lost to physical inactivity, or the equivalent of \$458 per employee<sup>4</sup>.

**\$13.8B**

*Estimated annual cost of physical inactivity to Australia*

**\$719M**

*Annual cost of physical inactivity to Australia's health care sector*

**16,178 deaths**

*Can be attributed to physical inactivity each year*

Physical inactivity is a leading cause of preventable disease and death. It is a major risk factor for many chronic diseases, including heart disease, diabetes, and cancer. Physical inactivity also contributes to mental health issues, such as depression and anxiety. Encouraging physical activity can help reduce the burden of these diseases and improve overall health and wellbeing.

The following table shows the percentage of the population that met current recommended physical activity guidelines in 2008. Based on this data, males from Colac Otway were on average, slightly more active than Victorian males and females were slightly less active.

By 2012, 72.3% of Victorians and 73.0% of people living in Colac Otway met current physical activity guidelines in order to maintain health benefits<sup>6</sup>. However this figure is still far from ideal<sup>7</sup>.

Slightly less men living in Colac Otway Shire were underweight, compared with Victorian men in 2008, but slightly more were obese. A higher percentage of females living in Colac Otway Shire in 2008 were overweight or obese, compared with Victorian women.

TABLE 1

Percentage of males and females in Colac Otway Shire who met current physical activity guidelines in 2008<sup>8</sup>

| Gender  | Victoria | Colac Otway Shire |
|---------|----------|-------------------|
| Males   | 61.0%    | 65.0%             |
| Females | 59.7%    | 57.2%             |

TABLE 2

Percentage of males and females in Colac Otway Shire who were overweight or obese in 2008<sup>9</sup>

| Gender  | Overweight |                   | Obese    |                   |
|---------|------------|-------------------|----------|-------------------|
|         | Victoria   | Colac Otway Shire | Victoria | Colac Otway Shire |
| Males   | 39.99%     | 38.5%             | 17.3%    | 19.0%             |
| Females | 24.2%      | 29.5%             | 16.1%    | 16.6%             |

By 2012, 50.8% of people in Colac Otway who were overweight or obese (compared with Victoria at 48.6%)<sup>9</sup>. By 2025, if current trends continue, the Department of Health estimates that 83% of men and 75% of women aged 20 years or more will be either overweight or obese<sup>10</sup>.

An increase in body mass is not the only concern in the region. According to Diabetes Australia, 1,062 people in Colac Otway Shire had diabetes in 2011, up from 540 people in 2001 (a change of 97% - noting that the population has grown by 6.5% in this time). This equates to one new case diagnosed each week in Colac Otway Shire<sup>11</sup>. Each of these

non-communicable diseases can have a profound effect on the health and wellbeing of individuals, families, communities and workplaces. In order to create a healthier community, a strategic approach needs to be adopted to encourage physical activity at every opportunity in people's daily lives. It is imperative, therefore, that Colac Otway Shire recognises that participation in physical activity is a cornerstone of good health and wellbeing and that such participation contributes to the building of successful, connected and active communities.





## 4.0 HOW MUCH PHYSICAL ACTIVITY DO WE NEED TO DO?

The Australian Government's Department of Health and Ageing has published National Physical Activity Guidelines<sup>12</sup> for Australians to provide an overview of the minimum amount of physical activity required to enhance health. Guidelines have been produced for a range of age groups.

| Age    | Minimum Amount of Physical Activity Required to Enhance Health                                                                                                                                                             |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0-1    | Babies should be encouraged to take part in physical activity from birth, particularly supervised floor-based play in safe environments                                                                                    |
| 1-5    | Toddlers and pre-schoolers should be physically active every day for at least three hours, spread throughout the day.                                                                                                      |
| 5-12   | Primary school aged children should take part in a combination of moderate and vigorous activities for at least 60 minutes a day.                                                                                          |
| 12-18  | Young people of secondary school age should take part in at least 60 minutes of physical activity every day. This can be built up throughout the day with a variety of activities.                                         |
| Adults | Adults should take part in at least 30 minutes of moderate-intensity physical activity on most, preferably all, days. If possible, some regular, vigorous activity for extra health and fitness should also be undertaken. |



## 5.0 FACTORS THAT IMPACT ON PEOPLE'S PARTICIPATION IN PHYSICAL ACTIVITY

There are a broad range of social and economic determinants that influence whether or not people participate in physical activity. Based on the VicHealth BE ACTIVE Framework<sup>11</sup>, other documents reviewed and the outcome of consultations, it is recognised that barriers exist at an individual, organisational, community and societal level as outlined below.

### 5.1 BARRIERS TO PHYSICAL ACTIVITY PARTICIPATION:

#### Individual level:

Key factors which limit participation in physical activity by individuals include:

- lack of time
- cost of activities
- poor health
- lack of motivation
- inability to access child care
- lack of confidence or self-esteem.

#### Organisational and club level:

Factors that may limit participation at an organisational or club level include:

- lack of inclusive policies and practices
- lack of information about opportunities available
- inadequate facilities
- clubs or organisations that do not respond to the cultural needs of certain groups.

#### Community level:

At a community level, the following factors can have a negative impact on physical activity participation:

- inadequate facilities and areas of open space as a result of poor planning and lack of activation
- communities that are based around cars as the major form of transport
- lack of public transportation
- communities where people do not feel connected to each other.

#### Societal level:

At a societal level, participation can be limited if:

- people don't feel that facilities and areas of open space are safe
- people feel that spectators will make it unpleasant to participate
- people feel that it is more enjoyable to spend leisure time using technology
- there is a concern that participation as a participant or support person may lead to litigation.

## 5.2 THOSE WHO ARE LESS LIKELY TO BE ACTIVE

Whilst physical inactivity is a whole of community issue and can affect anyone, those members of the community who are less likely to be active are women, older adults, people from culturally and linguistically diverse communities, people with a disability, Indigenous Australians, young people and people with a low socio-economic status.

These people are particularly impacted by the barriers described above and are consequently less likely to be active than other groups within the community. Research undertaken by VicHealth<sup>14</sup> indicates:

- 76.1% of women are likely to be sedentary or have low levels of exercise compared with men (68%).
- 82% of indigenous women are likely to be sedentary or have low levels of exercise compared with indigenous men (67%).
- 46% of children who were born in non-English speaking countries do not participate in organised sport, compared with 25% of children who were born in Australia.
- 81.8% of people born in Southern and Eastern Europe, 79.5% of people born in North Africa and the Middle East, and 76.7% of people born in South East Asia report lower levels of participation in physical activity than those born in Australia (69.2%).
- 45.4% of people living in the most socio-economically disadvantaged areas of Australia are likely to be sedentary, compared with 24.9% of people who live in the least socio-economically disadvantaged areas.
- 30% of young women aged between 15 to 24 years of age participate in sufficient physical activity to achieve health benefits, compared with 46% of young men in the same age group.
- 50% of people with a disability and 28% of those with profound or severe core-activity limitation take part in physical activities or attend as spectators, compared with 64% of Australians without a disability.

Specific initiatives need to be implemented that take into consideration the needs of these communities and to address their barriers to participation.

**76.1%** of women

*Are likely to be sedentary or have low levels of exercise*

**45.4%** of people

*In socio-economically disadvantaged areas of Australia are likely to be sedentary*



## 6.0 HOW COLAC OTWAY SHIRE CURRENTLY INVESTS IN PHYSICAL ACTIVITY

Colac Otway Shire plays an important role in the provision and facilitation of physical activity opportunities. The quality of its planning, design and management of physical activity opportunities can either help to support physical activity, or in fact discourage it. Key roles of Colac Otway Shire in relation to physical activity are:

### Strategic planning:

Developing frameworks and strategies to guide the implementation of physical activity policy, infrastructure, programs and initiatives, such as:

- Public Open Space Strategy
- Active Transport Strategy and Plan
- Recreation Strategy
- Barwon South West Region Trails Master Plan
- Township Structure Plans
- Recreation Reserve Master Plans
- Small Town Infrastructure Plans.

### Programming:

Providing, facilitating or supporting a wide range of physical activity programs such as:

- learn to swim programs and group fitness classes at, or facilitated by, leisure centres
- sporting competitions through sports clubs
- walking groups and yoga classes at neighbourhood houses
- Active Service Model
- LLLB
- programs for Positive Ageing.

### Infrastructure:

Providing environments and infrastructure where physical activity can take place, such as:

- leisure centres and swimming pools
- sports facilities
- open space, parks and playgrounds
- shared cycling / walking trails, footpaths and road networks.





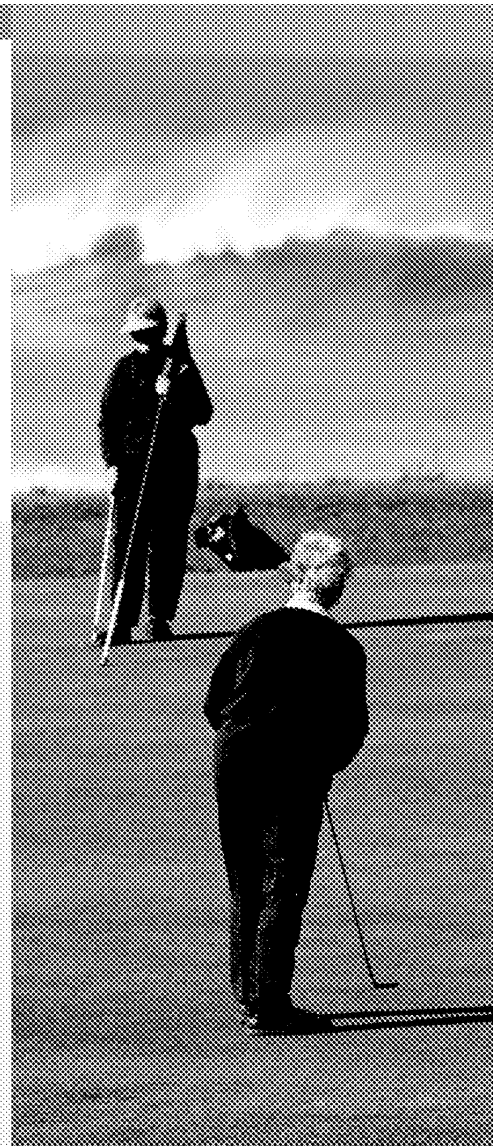




## 6.1 HOW MUCH COLAC OTWAY SHIRE CURRENTLY INVESTS IN PHYSICAL ACTIVITY

Colac Otway Shire provides:

- 18 active recreation reserves, all include football/cricket ovals and netball courts
- 25 public tennis facilities
- 2 multi-purpose fields (soccer, hockey)
- 4 golf courses (not Council operated)
- 3 pony clubs (not Council operated)
- 6 bowling greens (not Council operated)
- 25 play spaces / skate parks
- 56km of cycling / walking trails (45km of this is the Old Beechy Rail Trail)
- Great Ocean Walk and Forrest Mountain Bike Park (not Council managed)
- Forrest Mountain Bike Park
- 2 fitness centres / leisure centres with swimming pools
- 38 parks / gardens
- footpaths.



Although not provided by Colac Otway Shire, the Otway National Park and the foreshore areas along the coastline are significant assets for physical activity in the region.

In addition, Colac Otway Shire provides a range of physical activity programs at Bluewater Fitness Centre. This centre features a 25 metre indoor heated pool, a toddler pool, spa, steam room, a two court stadium, gym, program rooms and office. Council's annual investment towards the operation of this facility is approximately \$450,000.

In 2012/13 Council invested almost \$1.5 million towards the maintenance of these facilities and almost \$1.5 million to new capital works (such as

oval upgrades, play space upgrades and trail redevelopment) to support physical activity participation. Note that the annual amount contributed to physical activity opportunities fluctuates annually according to the amount of external funding received. Additional funding is spent on marketing of physical activity opportunities.

Each of these investments not only provides opportunities for health improvements, but also contributed greatly to community capacity building and economic development opportunities for the municipality.





## 7.0 PRINCIPLES TO SUPPORT PHYSICAL ACTIVITY

In order to assist Colac Otway Shire to develop an environment that fully supports physical activity, the following principles have been adapted from the Toronto Charter for Physical Activity: A Global Call to Action (2010)<sup>16</sup>

1. **Implement Evidence-based Strategies** – implement strategies and interventions that are based on research and evidence and which have been proven to be or are likely to be successful either in the local community or elsewhere.
2. **Implement Cost-Effective Strategies** – implement strategies and interventions that are cost effective wherever possible.
3. **Target Whole of Population and Specific Target Groups** – implement strategies and intervention that target the whole population in addition to specific target groups who traditionally are not as active as other members of the community, such as older adults, CALD communities, Indigenous people, people with disabilities, people from low-socio economic backgrounds and women.
4. **Address the Determinants of Physical Inactivity** – ensure that environmental, social, and individual determinants of physical inactivity are addressed when implementing strategies or interventions.
5. **Adopt an Equitable Approach to Physical Activity** – recognise and address the determinants that impact on participation in physical activity by specific groups in the community so that a more equitable approach to physical activity opportunities and resources can be implemented.
6. **Develop Partnerships** – identify, promote and implement relevant local, municipal, regional, state and national partners including health based organisations, schools, workplaces and sports clubs, to help deliver effective, coordinated and sustainable physical activity interventions and strategies.
7. **Build Organisational Capacity** – provide information and support to people who either work in or influence physical activity opportunities in the community by supporting training in research, practice, policy, evaluation and surveillance.
8. **Utilise a Whole of Life Approach** – ensure that physical activity strategies and interventions adopted take into consideration the needs of people of all ages and abilities including children, families, adults, older adults and people with disabilities.
9. **Utilise Appropriate Settings** – ensure that physical activity strategies and interventions take place in a range of appropriate and specific settings including, schools, workplaces, neighbourhoods to ensure maximum participation and the best outcomes.
10. **Ensure Appropriate Local and Cultural Responses** – tailor physical activity interventions and strategies to accommodate cultural sensitivities and varying local realities, cultures, contexts, and resources.
11. **Make Physical Activity Options Easy** – provide an environment where participation in physical activity within community and daily life is easy and in which people have the freedom to make healthy and informed personal choices about being physically active.
12. **Advocate for Additional Resources and Commitments** – advocate to the general community, decision makers and various government agencies for more resources and an increase in political commitment to physical activity.

Based on building blocks identified by ICLEI<sup>16</sup> (the international Local Governments for Sustainability organisation) and the World Health Organisation<sup>17</sup>, we have identified seven areas in which local governments can influence. These mechanisms for action include:

- leadership and governance
- information
- financing
- partnerships
- workforce developments
- land use and planning
- licensing and regulation.

In relation to physical activity, local government may have a controlling, influencing or monitoring role against each of these areas listed.



## 8.0 BEST INVESTMENTS TO INCREASE PHYSICAL ACTIVITY LEVELS

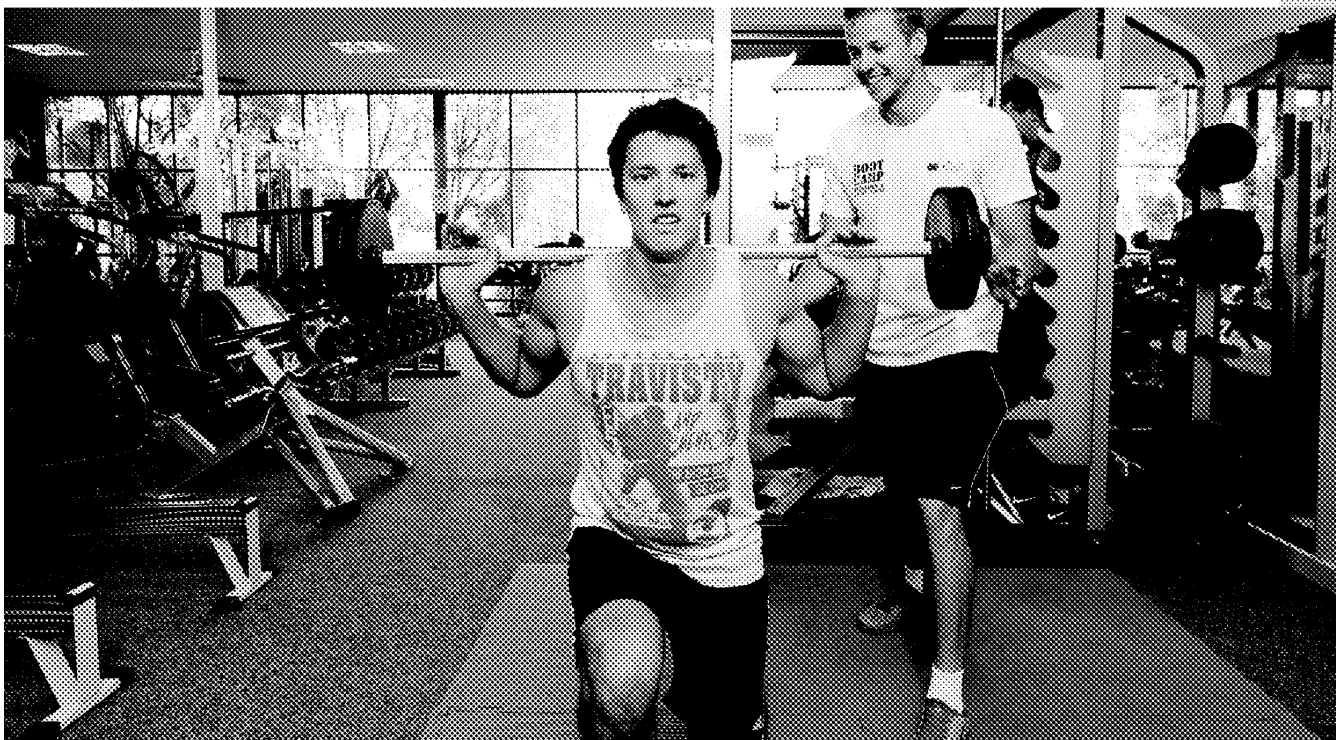
Various interventions have been investigated at a national and international level to determine which strategies have the most impact on physical activity participation. Overwhelmingly, research indicates that there is not one simple solution and that a whole of community approach is needed to increase physical activity levels.

Rather, the most effective approach is to implement several different strategies at once, in partnership with a broad range of organisations such as Local Government Authorities, schools, workplaces, sports clubs, primary health care settings, transport agencies, media, etc in a broad range of settings.

To be truly effective, the strategies implemented need to address “individual, social-cultural, environmental and policy determinants of physical inactivity.”<sup>18</sup> Specifically the documents reviewed highlighted the need for the development of policies that support physical activity

at a high level, through to implementing initiatives which increase social support for physical activity to occur in a range of different settings such as schools, workplaces and neighbourhoods at a grass roots level. Urban design that is conducive to physical activity and the provision of safe and supportive environments for physical activity were also identified as key priorities.

A number of the documents identified the need for agencies to work in partnership with each other and for the provision of training for employees so that they have a better understanding of the importance of physical activity. To increase people’s awareness of the physical activity opportunities available, the documents identified the need for effective public communication initiatives and the provision of information.





Based on an evidence review of over 50 publications, the best investments for physical activity, as determined by the British Journal of Sports Medicine (2012)<sup>19</sup> and Heath et al (2012)<sup>20</sup> are (in no particular order):

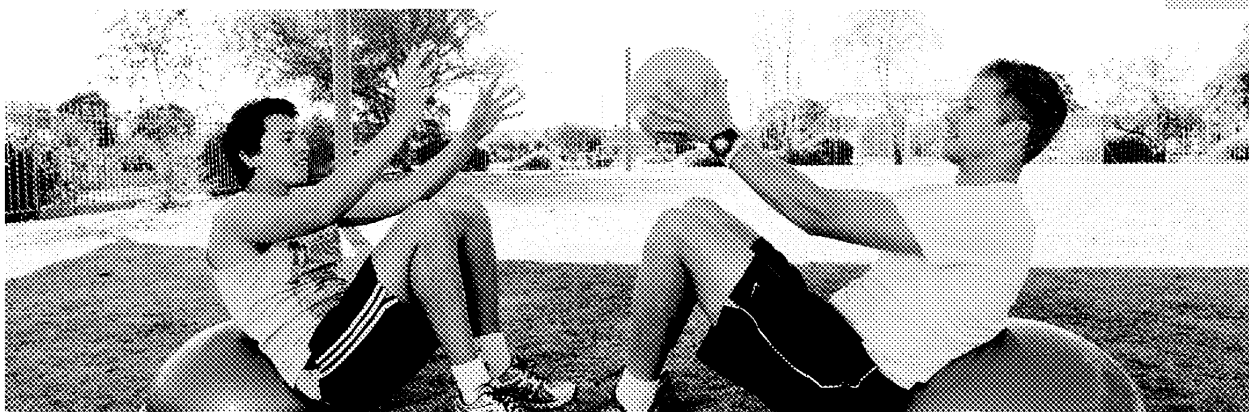
1. Whole of school programs (e.g. provision of game equipment and painted markings in playgrounds to encourage physical activity).
2. Transport policies and systems that prioritise walking, cycling and public transport (e.g. active transport programs and tools to encourage active transport to school and work).
3. Urban design regulations and infrastructure that provides for equitable and safe access for recreational physical activity and recreational and transport-related walking and cycling across the life course.
4. Physical activity and non-communicable disease prevention integrated into primary health care systems.
5. Public education, including mass media to raise awareness and change social norms of physical activity.
6. Community-wide programs involving multiple settings and sectors that mobilise and integrate community engagement and resources.
7. Sports systems and programs that promote 'sport for all' and encourage participation across the lifespan.

Various interventions have been examined by national and international researchers to determine which interventions are most likely to be cost-effective and also cost-saving. Results differ according to the parameters of each study.

One Australian study<sup>21</sup> found that the most effective interventions are a pedometer challenge and a mass media campaign. This study found that the pedometer challenge and the mass media campaign, implemented concurrently with four other interventions – the TravelSmart program, an internet based program, general practitioner referral to an exercise physiologist and a prescription for physical activity from a general practitioner – would not only be cost effective, it would also avert 61,000 DALYs (Disability Adjusted Life Years) annually across Australia.

Another study by some of the same authors<sup>22</sup> suggested that this package of interventions would cost approximately \$850 million to deliver across Australia annually (noting that physical inactivity is estimated to cost Australia \$13.8 billion annually).





## 9.0 ACTION PLAN

The actions listed in the table below have been identified from consultations and the evidence review as the proposed actions most likely to have an impact on participation in physical activity. In order for some of these actions to occur, additional resources in the way of staff or budgets may be required.

Some of the actions will also require the development of effective partnerships with other agencies within the community. Certain actions will need to occur before others (predecessors) so that specific infrastructure, resources or policies are in place prior to instigation of new initiatives.

Although all actions identified are considered important within the suite of interventions and initiatives, they have been initially prioritised on the following basis:

- **Impact** – intervention or initiative is likely to have a positive impact on increasing levels of physical activity participation, based on the evidence review undertaken as part of the Strategy
- **Feasibility** – intervention or initiative can be achieved using existing networks and partners, or such networks and partners will be relatively easy to develop in the short term
- **Affordability** – intervention or initiative can be achieved using existing resource levels, or likelihood of obtaining sufficient resources within the short term is high
- **Acceptability** – intervention or initiative likely to be acceptable and relevant to Council, the target market and the broader communities
- **Sustainability** – intervention or initiative is likely to result in changed behaviours, practices and attitudes, and be sustainable from a cost and ongoing resourcing perspective

A scoring system has been developed to further assist with prioritisation, based on the following method:

- 3 points: strongly agree with statement
- 2 points: agree with the statement
- 1 point: unsure / neutral
- 0 points: disagree with the statement

Actions are then prioritised based on the following total score:

- High priority – score between 13 and 18
- Medium priority – score between 7 and 12
- Low priority – score between 0 and 6

The next lens used to prioritise actions is based on a typical action plan format, whereby actions are rated according to whether or not they are mandatory, critical, high, medium or low priorities, or an ongoing priority, as described below:

- **Mandatory** – Action that is required by legislation or regulation
- **Critical** – Action relating to risk mitigation or safety, or an item that has a serious impact on service delivery
- **High** – Action that is considered to be very important in helping to increase physical activity participation in Colac Otway Shire
- **Medium** – Action that contributes to meeting the overall objectives of the Physical Activity Strategy
- **Low** – Action that contributes to increasing physical activity levels in Colac Otway Shire
- **Ongoing** – Action that will require an ongoing commitment from stakeholders.

The Action Plan itself is divided into a number of columns, as described below:

- **No.** – This lists the number of each action, which can be cross-referenced to the Background Report
- **Action** – This outlines the specific task to be undertaken to deliver the objectives of the Physical Activity Strategy
- **Priority** – This identifies the level of importance of each action in delivering the objectives of the Physical Activity Strategy
- **Predecessor** – This identifies which actions need to occur prior to the action listed
- **Facilitator** – This identifies which unit or organisation is responsible for planning and coordinating actions and managing stakeholders.
- **Deliverer** – This identifies which unit or organisation delivers the action
- **Supporter** – This identifies which unit or organisation supports and assists in the delivery of the action
- **Resources** – This identifies the financial, human and material resource required to deliver the action
- **Funding Sources** – This identifies potential funding sources to deliver the action.

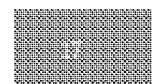


In order to increase physical activity levels by residents of Colac Otway Shire, and to particularly encourage those people who are currently inactive to become active, we must proactively promote the benefits of an active lifestyle and address the barriers to participation.

The most effective way to achieve many of the objectives and actions contained within this physical activity strategy and to ultimately increase physical activity participation within our community is to appoint a physical activity officer (possibly by reallocating existing resources).

The role of this officer would be to encourage the development of quality environments that support physical activity; facilitate and promote a range of physical activity programs; and encourage the development of appropriate policies.

Without such an appointment, Colac Otway Shire is in danger of limiting the opportunities to create an environment where physical activity is the easy choice, and thereby watching as the health of our local residents decreases and our expenditure on health related issues increases. The appointment of such an officer is therefore pivotal to the success of this Strategy.





## 9.0 ACTION PLAN

| No.                                     | Action                                                                                                                                                                                                                                                                                                                                                                                                | Priority | Predecessor |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| <b>RESOURCING</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                       |          |             |
| 1                                       | Expand the Active Transport Committee to include implementation and evaluation of the Physical Activity Strategy as a key role.                                                                                                                                                                                                                                                                       | Critical | None        |
| 2                                       | Appoint a part-time physical activity officer to support populations to engage in active travel – possibly through reallocation of existing staff resources.                                                                                                                                                                                                                                          | Critical | None        |
| 3                                       | Establish base-line data on physical activity levels in the community, including the number of young people who ride to school.                                                                                                                                                                                                                                                                       | Critical | 1 and 2     |
| <b>SCHOOLS</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                       |          |             |
| 4                                       | Establish Joint Use Agreements with schools to promote access to school sites and recreational facilities for the broader community.                                                                                                                                                                                                                                                                  | Medium   | 2           |
| 5                                       | Establish partnerships to identify, develop and promote safe routes to school to increase participation in active travel.                                                                                                                                                                                                                                                                             | Medium   | 2           |
| 6                                       | Support active transport programs in partnership with schools and other relevant organisations to ensure an integrated accessible network of walking and cycling routes for safe and convenient travel to schools.                                                                                                                                                                                    | High     | 2           |
| 7                                       | Continue to promote the Department of Health's Healthy Together Achievement Program in early childhood education, care services and schools.                                                                                                                                                                                                                                                          | High     | 0           |
| <b>TRANSPORT POLICIES &amp; SYSTEMS</b> |                                                                                                                                                                                                                                                                                                                                                                                                       |          |             |
| 8                                       | Implement the recommendations contained within Council's Active Transport Strategy, e.g. end of trip facilities, way-finding and signage and specific works in each town to ensure that it continues to develop an integrated accessible network of walking and cycling routes for safe and convenient travel to local destinations such as schools, workplaces, retail areas and recreational areas. | High     | 0           |
| 9                                       | Promote and improve public and community transport routes and timetables to encourage greater use of active and public transport as per the G21 Public Transport Strategy.                                                                                                                                                                                                                            | Medium   | 2           |
| 10                                      | Investigate options to reduce speed limits in towns from 60km per hour to 50km per hour and to reduce the speed limit from 50km per hour to 40km per hour in central Colac and central Apollo Bay where there are high numbers of pedestrians.                                                                                                                                                        | Medium   | 0           |
| 11                                      | Develop a Footpath Strategy to ensure that a connected network of accessible paths is available in each town.                                                                                                                                                                                                                                                                                         | Medium   |             |

| Stakeholder Roles          |                                                                    |                                                                                                                                                  | Resources                                                                                                                                                     | Funding Sources |
|----------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| FACILITATOR                | DELIVERER                                                          | SUPPLIER                                                                                                                                         |                                                                                                                                                               |                 |
| COS (Sport and Recreation) | Active Transport Committee                                         |                                                                                                                                                  | Within existing organisation resources.                                                                                                                       | COS             |
| COS (Sport and Recreation) | COS (Sport and Recreation)                                         | COS (Engineering)                                                                                                                                | \$50,000 per year for an initial three years (includes on-costs) – if additional resources are required                                                       | COS             |
| COS (Sport and Recreation) | COS (Sport and Recreation)                                         | Schools                                                                                                                                          | Within existing organisation resources.                                                                                                                       | COS             |
| COS (Sport and Recreation) | COS (Sport and Recreation)                                         | Schools                                                                                                                                          | Within existing organisation resources.                                                                                                                       | COS             |
| COS (Infrastructure)       | COS (Infrastructure)                                               | Schools, Victoria Police, VicRoads, Department of Transport, Planning and Local Infrastructure                                                   | Staff time – some additional hours likely to be required. Funds to upgrade crossings, install signage, develop shared paths and develop promotional materials | COS             |
| COS (Infrastructure)       | COS (Sport and Recreation)                                         | Schools, VicHealth, Victoria Walks, Bicycle Network, Pedestrian Council of Australia                                                             | Staff time – Physical Activity position. Small amount of funding may need to be provided for promotional materials                                            | COS             |
| Colac Area Health          | Colac Area Health, Otway Health & Community Services, COS (Health) | Department of Health, Early childhood centres, Care services, Schools                                                                            | Within existing organisation resources                                                                                                                        | CAH             |
| COS (Sport and Recreation) | COS (Sport and Recreation), COS (Infrastructure), COS (Health)     | Department of Transport, Planning and Local Infrastructure, Otway Health & Community Services, Colac Area Health, Schools, Businesses, Community | Funds have already been identified in the Active Transport Strategy.                                                                                          | COS             |
| G21, COS (Infrastructure)  | Department of Transport, Planning and Local Infrastructure         | Department of Transport, Planning and Local Infrastructure                                                                                       | Staff time – new Physical Activity position                                                                                                                   | COS             |
| COS (Infrastructure)       | COS (Infrastructure), VicRoads                                     | Department of Transport, Planning and Local Infrastructure                                                                                       | Within existing organisation resources                                                                                                                        | COS             |
| COS (Infrastructure)       | COS (Infrastructure)                                               | COS (Recreation), COS (Health), Schools, Community                                                                                               | Within existing organisation resources                                                                                                                        | COS             |





| No.                        | Action                                                                                                                                                                                                                                                                                                                                                                                                                            | Priority | Produce/Start |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|
| <b>URBAN DESIGN</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |               |
| 12                         | Improve environments that support physical activity by embedding physical activity, walkability, cyclability, universal design principles and Healthy By Design principles into all relevant plans and policies such as the Municipal Strategic Statement and by developing incentives for Council Departments and developers who can demonstrate increased participation in physical activity initiatives.                       | Medium   | 0             |
| 13                         | Incorporate the Public Open Space Strategy into the Colac Otway Shire Planning Scheme in recognition of the correlation between open space, physical activity and positive health outcomes.                                                                                                                                                                                                                                       | Medium   | 0             |
| 14                         | Undertake an audit of infrastructure and safety needs as part of the open space audit. Perceived or actual infrastructure and safety issues that may impact on participation in physical activity to be identified and initiatives to rectify specific issues to be implemented.                                                                                                                                                  | Low      | 0             |
| 15                         | Review infrastructure maintenance budgets for settings in which physical activity occurs and submit a budget bid to increase maintenance levels for specific facilities as required.                                                                                                                                                                                                                                              | Low      | 0             |
| 16                         | Incorporate physical activity components such as footpath markings, active play equipment, etc into urban spaces whenever new works are undertaken or when opportunities exist for such developments to occur.                                                                                                                                                                                                                    | Medium   | 0             |
| <b>PRIMARY PARTNERSHIP</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |               |
| 17                         | Work in partnership with Barwon Medicare Local, Colac Area Health and Otway Health & Community Services to encourage GPs to initiate a referral program to relevant health professionals (in areas where such programs do not already exist).                                                                                                                                                                                     | Low      | 0             |
| 18                         | Work in partnership with Barwon Medicare Local, Colac Area Health and Otway Health & Community Services to encourage GPs to initiate an active scripts or green scripts program (in areas where they do not already exist), with a particular focus on linking to community based sport and recreation clubs and organisations in Colac Otway Shire as well as to Council owned leisure centres such as Bluewater Fitness Centre. | Low      | 0             |
| <b>PUBLIC EDUCATION</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |               |
| 19                         | Facilitate regular training opportunities (e.g. Healthy By Design) for Local Government staff across all units with the aim of developing environments locally that support physical activity.                                                                                                                                                                                                                                    | Low      | 0             |
| 20                         | Increase the amount of information about physical activities provided by clubs, organisations and the private sector in Council's online directory and on a dedicated physical activity page on Council's website.                                                                                                                                                                                                                | Medium   | 0             |
| 21                         | Develop a media strategy to promote the benefits of physical activity and to inform people of the minimum amount of physical activity required to maintain health benefits.                                                                                                                                                                                                                                                       | Low      | 0             |
| 22                         | Provide a link from Council's website to other relevant websites to enable local residents and visitors to the area to plan their journey utilising active transport and to seek out locally available physical activity opportunities.                                                                                                                                                                                           | Low      | 0             |

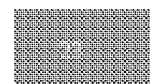
| Facilitator                                            | Stakeholder Roles                                    |                                                                                     | Resources                                                                                                        | Funding Sources                                        |
|--------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
|                                                        | Delivered                                            | Supported                                                                           |                                                                                                                  |                                                        |
| COS (Planning)                                         | COS (Planning)                                       | COS (Recreation), COS (Health), COS (Environment), Developers                       | Within existing organisation resources                                                                           | COS                                                    |
| COS (Planning)                                         | COS (Planning), COS (Recreation)                     |                                                                                     | Within existing organisation resources                                                                           | COS                                                    |
| COS (Recreation)                                       | COS (Recreation), COS (Infrastructure)               | Community members                                                                   | Within existing organisation resources. Some funding may need to be sourced for works identified.                | COS and external funding                               |
| COS (Infrastructure)                                   | COS (Infrastructure), COS (Recreation)               |                                                                                     | Budget bid may be required to increase maintenance for specific sites.                                           | COS                                                    |
| COS (Planning)                                         | COS (Infrastructure), COS (Recreation)               | COS (Infrastructure), COS (Recreation)                                              | Some additional funds may need to be sought to pay for initiatives, although most will be relatively inexpensive | COS and some external funding                          |
| Barwon Medicare Local, Colac Area Health, Otway Health | General Practitioners, Relevant health professionals | COS (Recreation), COS (Health), Bluewater Fitness Centre                            | Within existing organisation resources                                                                           | Barwon Medicare Local, Colac Area Health, Otway Health |
| Medicare Local, Colac Area Health, Otway Health        | General Practitioners, Relevant health professionals | COS (Health), Bluewater Fitness Centre, Sport and Recreation Clubs, Active in Parks | Within existing organisation resources                                                                           | Barwon Medicare Local, Colac Area Health, Otway Health |
| COS (Planning)                                         | COS (Planning)                                       | COS (Sport and Recreation), COS (Health)                                            | Within existing organisation resources                                                                           | COS                                                    |
| COS (Sport and Recreation)                             | COS (Sport and Recreation), COS (Public Relations)   | Sport and recreation clubs and organisations                                        | Within existing organisation resources                                                                           | COS                                                    |
| COS (Health)                                           | COS (Health)                                         | COS (Sport and Recreation)                                                          | Funds for advertisements and initiatives \$20,000                                                                | COS                                                    |
| COS (Sport and Recreation)                             | COS (Sport and Recreation), COS (Health)             | COS (Infrastructure)                                                                | Staff time – new Physical Activity position                                                                      | COS                                                    |



| No.                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                            | Priority | Predecessor |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| <b>COMMUNITY WIDE PROGRAMS</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |             |
| 23                                 | Seek funding to hold a Ciclovía Festival, Bark in the Park (or similar initiatives) to encourage the local community to take part in a range of free physical activity events and to be exposed to the physical activity message.                                                                                                                                                                                                 | Low      | 2           |
| 24                                 | Encourage local workplaces to embrace a pedometer challenge.                                                                                                                                                                                                                                                                                                                                                                      | Low      | 2           |
| 25                                 | Review Council's Health and Wellbeing Policy to ensure that staff incorporate a physical activity and healthy eating component into all municipal programs and initiatives wherever possible.                                                                                                                                                                                                                                     | Low      | 0           |
| 26                                 | Undertake regular media and promotional activities to encourage women, older adults, people from culturally and linguistically diverse communities, people with a disability, Indigenous Australians, young people and people with a low socio-economic status to utilise Bluewater Fitness Centre once re-opened.                                                                                                                | Medium   | 2           |
| 27                                 | Work collaboratively with Neighbourhood Houses, Leisure Centres, Health Centres and other relevant organisations to facilitate opportunities and address barriers to active living, particularly in vulnerable communities such as older adults, indigenous communities, CALD communities, people with disabilities, young people, people from low socio-economic backgrounds and women. Use an outreach model where appropriate. | High     | 2           |
| 28                                 | Incorporate funding for physical activity initiatives by community groups into Council's existing Community Grants program.                                                                                                                                                                                                                                                                                                       | Low      | 0           |
| 29                                 | Instigate an internal municipal physical activity committee which is responsible for organising activities such as walks, swim, bike rides, yoga classes for staff before work, after work or at lunch time, and encourage other large organisations to do the same.                                                                                                                                                              | Low      | 2           |
| <b>SPORTS SYSTEMS AND PROGRAMS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |             |
| 30                                 | Encourage sport and recreation clubs / organisations and leisure centres to be more inclusive, to address barriers to participation by vulnerable groups within the community and to deliver specific physical activity outcomes by supporting the continued roll out of the VicHealth Healthy Sporting Environments Program by Leisure Networks.                                                                                 | Medium   | 0           |
| 31                                 | Incorporate the achievement of VicHealth Healthy Sporting Environments Program criteria into sport and recreation club / organisation and leisure centre leases and fees and charges policies.                                                                                                                                                                                                                                    | Medium   | 0           |
| 32                                 | Continue to alter tenancy arrangements to ensure that all local and municipal level sport and recreation facilities remain open to the general public during daylight hours, seven days per week (unless there are exceptional circumstances such as maintenance tasks being carried out).                                                                                                                                        | Medium   | 0           |
| 33                                 | Ensure that all active sport and recreation settings such as recreation reserves, stadiums, tennis courts, etc are planned, designed, managed and maintained in such a way as to be accessible and appropriate to the needs of all user groups.                                                                                                                                                                                   | Ongoing  | 0           |



| Facilitator                | Stakeholder Roles                                                                      |                                                                            | Resources                                                          | Funding Sources                      |
|----------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------|
|                            | Delivered                                                                              | Supported                                                                  |                                                                    |                                      |
| COS (Sport and Recreation) | COS (Sport and Recreation), COS (Health)                                               | Other Council Units, e.g. Local Laws, Environment, Community organisations | External marketing and program funding of up to \$20,000 required. | COS and possibly some external funds |
| COS (Sport and Recreation) | COS (Sport and Recreation), COS (Health)                                               | COS (Economic Development), Local industry                                 | Self-funded by industry                                            | Industry                             |
| COS (Health)               | COS (Health)                                                                           | COS (Organisational Support and Development)                               | Within existing organisation resources                             | COS                                  |
| COS (Sport and Recreation) | COS (Sport and Recreation)                                                             | COS (Health), Bluewater Fitness Centre                                     | Within existing organisation resources                             | COS                                  |
| COS (Sport and Recreation) | Neighbourhood Houses, Leisure Centres, Health Centres                                  | Neighbourhood Houses, Leisure Centres, Health Centres, COS (Health)        | Within existing organisation resources                             | COS                                  |
| COS (Sport and Recreation) | COS (Sport and Recreation)                                                             |                                                                            | Within existing organisation resources                             | COS                                  |
| COS (Sport and Recreation) | COS (Sport and Recreation), COS (Health), COS (Organisational Support and Development) | Internal staff committee                                                   | Within existing organisation resources                             | COS                                  |
|                            |                                                                                        |                                                                            |                                                                    |                                      |
| COS (Sport and Recreation) | COS (Sport and Recreation)                                                             | Sports Clubs, VicHealth                                                    | Within existing organisation resources                             | COS                                  |
| COS (Sport and Recreation) | COS (Sport and Recreation)                                                             | Sports Clubs, Leisure Centres                                              | Within existing organisation resources                             | COS                                  |
| COS (Sport and Recreation) | COS (Sport and Recreation)                                                             | Sports Clubs                                                               | Within existing organisation resources                             | COS                                  |
| COS (Sport and Recreation) | COS (Sport and Recreation)                                                             | Sports Clubs                                                               | Within existing organisation resources.                            | COS                                  |



## 10.0 GLOSSARY

- Active transport - travel between destinations by walking, cycling or other non-motorised modes.<sup>xxiii</sup>
- Built environment - aspects of our surroundings that are created or modified by people rather than occurring naturally. Includes our homes, neighbourhoods, schools and workplaces, parks, recreation areas and transport systems (including public transport, footpaths and roads).<sup>xxiv</sup>
- Insufficient physical activity time and / or sessions – less than 150 minutes or 150 or more minutes, but fewer than five sessions.<sup>xxv</sup>
- Life-course (life-span) approach to physical activity - encouraging regular and adequate physical activity from youth to old age. Involves maternal health and pregnancy outcomes, child and adolescent health and various settings for physical activity.<sup>xxvi</sup>
- Moderate physical activity - activity at a level that causes your heart to beat faster and some shortness of breath, but so that you can still talk comfortably while doing the activity. Includes brisk walking, bike riding with friends, skateboarding and dancing.<sup>xxvii</sup>
- Physical activity - 'any bodily movement produced by the muscles that results in energy expenditure.'<sup>xxviii</sup> May include sporting activities and exercise, as well as incidental activities such as walking, cycling, playing, gardening, housework, etc.
- Physical activity officer - a staff person responsible for promoting and facilitating opportunities for people to be physically active and to use active transport such as walking and cycling to schools, work and other places they want to go.
- Sedentary behaviour - activity characterised by a sitting or reclining posture and low energy expenditure such as watching television or sitting in the workplace.<sup>xxix</sup>
- Sufficient physical activity time and sessions – 150 minutes and five or more sessions.<sup>xxx</sup>
- Vigorous physical activity - activity at a level that causes rapid heartbeat and shortness of breath that makes talking difficult between deep breaths so that you 'huff and puff'. This might include football, netball, soccer, running, swimming laps or training for sport.<sup>xxxi</sup>
- DALY - disability adjusted life years, or the number of years of perfect health lost through premature death or disability. The more DALYs saved, the longer a person's life and / or the less disabilities they may have.
- QALY - quality-adjusted life years or the number of years of life in perfect health saved. QALYs are primarily used to assess the value for money of a particular intervention, which then determines how many years of life would be saved by the intervention.
- MET – a unit that describes energy expenditure of a particular activity. One MET is the rate of energy expenditure at rest. An activity that expends five times as much energy as when the body is at rest is classified as a five MET. If a person takes part in this activity for 20 minutes, then they have achieved 100 MET minutes. In order to achieve health benefits, people need to expend a minimum of 500-1,000 MET minutes per week.<sup>xxxii</sup>



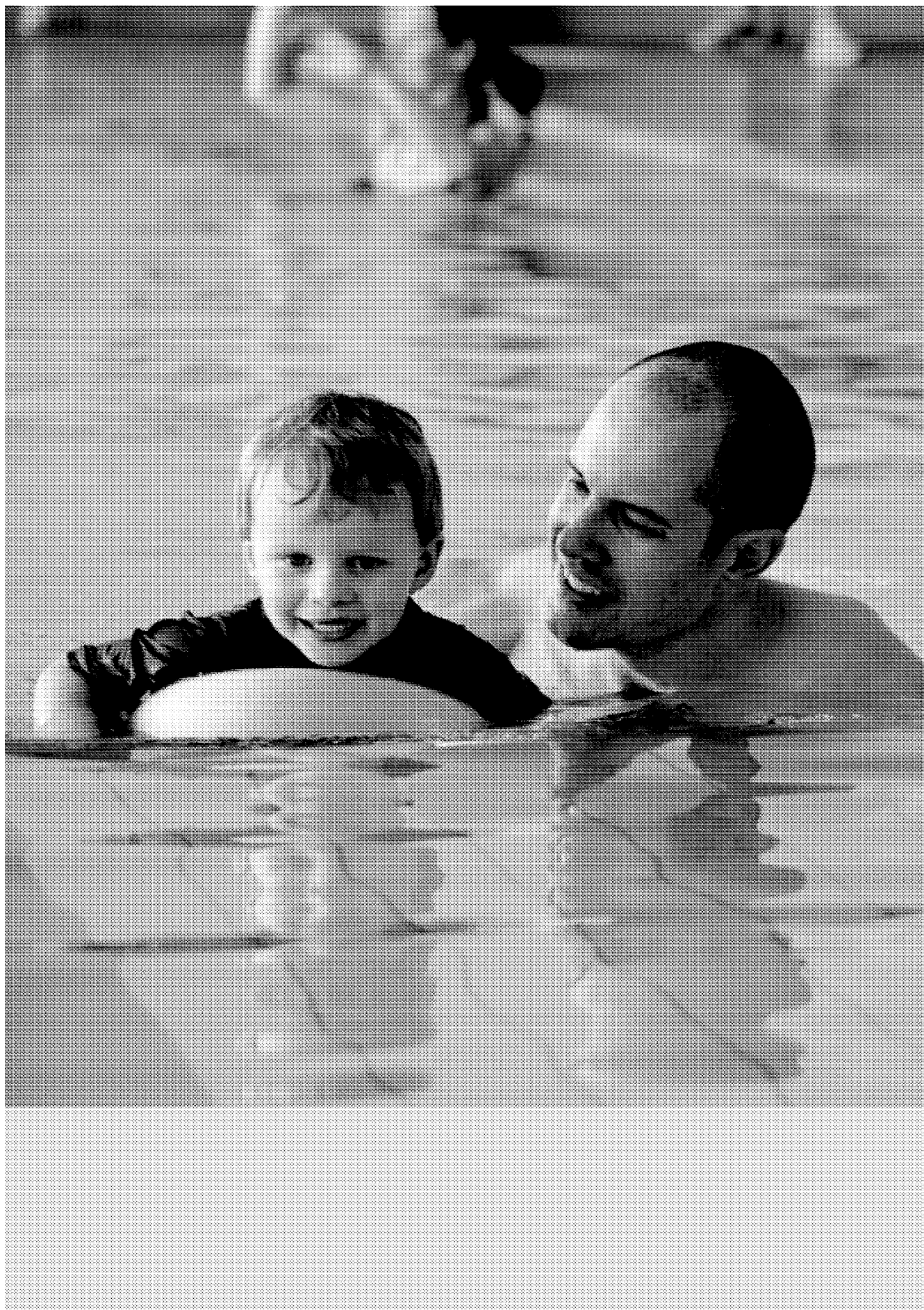




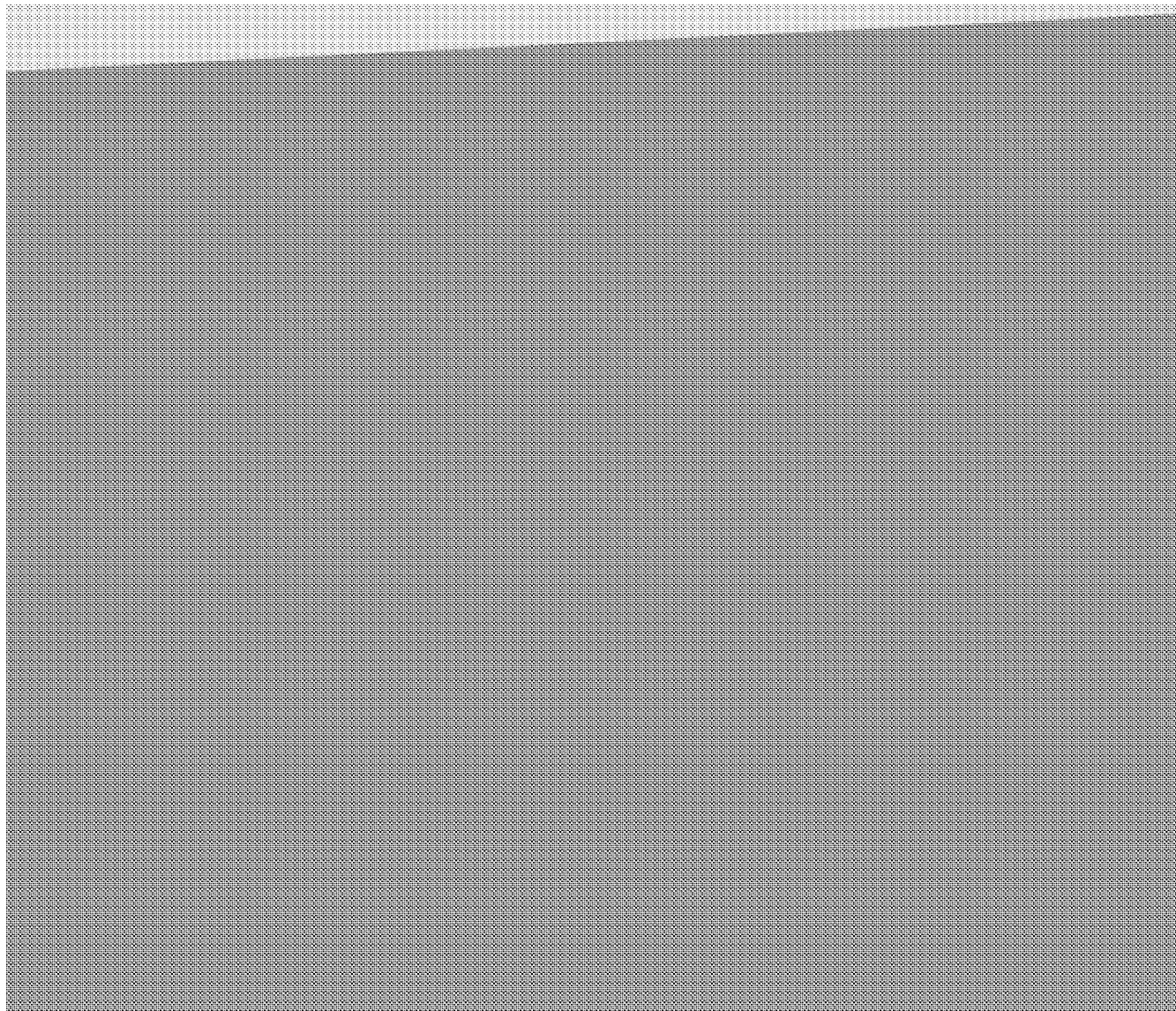
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Colac – Wayfinding Signage Strategy

# COLAC Wayfinding Signage Strategy

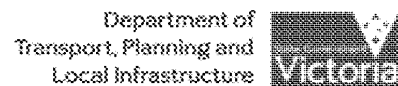
February 2014, version 2.0



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## Introduction

Walking and cycling was the ‘forgotten mode’ of travel during the last two to three decades of the 20th century. As cities in most of the developed world were planned to accommodate the use of the private car, walking and cycling became more difficult and dangerous and declined almost everywhere.

However, during the first decade of the 21st century there has been a growing recognition of the links between walking and cycling and issues such as health and obesity, the environment and climate change, car dependence and peak oil, congestion and amenity, walkability and property values, along with equity issues for the young, old and people with a disability. These have resulted in a resurgence of interest in all aspects of walking and cycling.

The benefits of encouraging people to walk and cycle to more destinations, more often, are substantial. Improved infrastructure and environment benefit individuals, businesses, public transport systems and their users. Good walking and cycling environments create good business environments.

Supporting and encouraging people to walk and cycle more, both for transport and recreation is both affordable and necessary for the health and prosperity of local communities.

## Behaviour change

New and improved infrastructure for pedestrians and cyclists is important. However, even the existence of a good physical environment may not be sufficient to make people walk or cycle more. Usually it needs to be complemented by a range of “encouragement information” aimed at getting more people to use existing and new infrastructure and to embrace the culture of walking and cycling. This strategy focuses on the provision of information (signage) to promote travel behaviour change and thus greater levels of walking and cycling.

The aim is to persuade occasional walkers to become regular walkers and car drivers to reduce their share of trips by making more outings wholly or partly on foot or by bike.

Many people want to walk or cycle more and know they should for a range of personal and social reasons and this needs to be encouraged.

## The provision of information

There is already a large body of information about the personal, community and business benefits of increased walking and cycling. Of particular relevance is the reasonably large amount of retail expenditure that is derived from local residents, many of whom already do, or would like to walk to local shops. Retailer groups are more likely to support walking initiatives after exposure to relevant data of this type. Information, research outcomes and advice is available on-line from a range of sources including Victoria Walks, the Heart Foundation and many others within Australia and overseas.

Colac – Wayfinding Signage Strategy

Map-based wayfinding signage with walk-time estimates, is already installed in many suburbs of Melbourne, Sydney and Perth and in regional city centres including Bendigo, Ballarat and Wodonga.

The signage is complemented by directional signs along major walking and cycling routes, illustrating the proximity of local destinations and helping people walk to them quickly, easily and safely.

Best practice wayfinding maps are 'heads-up' maps. These maps show what is in front of the user and illustrate the area towards which they are walking, so do not always have north at the top as traditionally.

Map-based and related signage are designed to be integrated parts of a comprehensive 'sign family' which have local branding and consistent colour and design themes.

This wayfinding signage can be complemented by printed hand-held, smartphone and on-line versions of the same map on the signs - refer examples on page 14.



Ballarat map-based sign with integrated precinct branding

Colac – Wayfinding Signage Strategy

Proposed signage for Colac

The wayfinding signage recommendations for Colac are based on two distinct aims identified in the brief:

- To provide pedestrian orientation to the town and the key walking routes
- To promote cycling via signed cycling routes

Colac is divided north/south by the east/west rail line, which restricts north/south movement to streets with rail crossings. The town is further bounded by Lake Colac in the north. The majority of the towns destinations are on the north side, while the south side is predominately residential with schools, sports fields, swimming pool and library.

There are two existing off road walking paths - the Barongarook Creek path and Joseph Paatsch Trail which are marked for infrastructure improvements in multiple town strategies. There is currently no signage on these paths to indicate where the paths go or how long it takes to walk them.

Colac commercial town centre is relatively easy to navigate due to its compact size and form. Many key destinations are easily accessed from the town centre. However, due to the geography and lack of direct sight lines, some areas and links are not obvious despite being in close proximity to the town centre. For example the Barongarook Creek path, the Visitor Centre and the Botanic Gardens cannot be seen from the town centre although they are close by and are relatively short walks away.

The introduction of best practice pedestrian wayfinding signage at key points on the walking network will make people aware of the walking (and cycling routes) and reinforce the option to walk (or ride) to key areas and destinations across the town.

Analysis of the on road bike lane infrastructure shows that while the destinations are common, the routes cyclists take will often differ to the routes pedestrians use. This occurs partly because cyclists usually cover greater distances, their trip origin may be different from pedestrians and they require different infrastructure. A cyclist may ride across town (2-3 km, 10-15 minute ride) whereas a pedestrians journey is usually shorter. Consequently the recommendation is to sign the cycling routes independently of the pedestrian routes.

Cycling signage has been allocated along the streets with existing on road bike lanes and can be expanded in the future as the bike lane network grows. These signs are located across a broader area of the town reflecting the longer journeys cyclists take.





Map showing key places of interest in and around Colac.

The destinations listed on the map should where applicable, be incorporated into the signage. A detailed review of all destinations to be included in the final signage is to be undertaken in the next stage of implementing the system.

## Colac – Wayfinding Signage Strategy

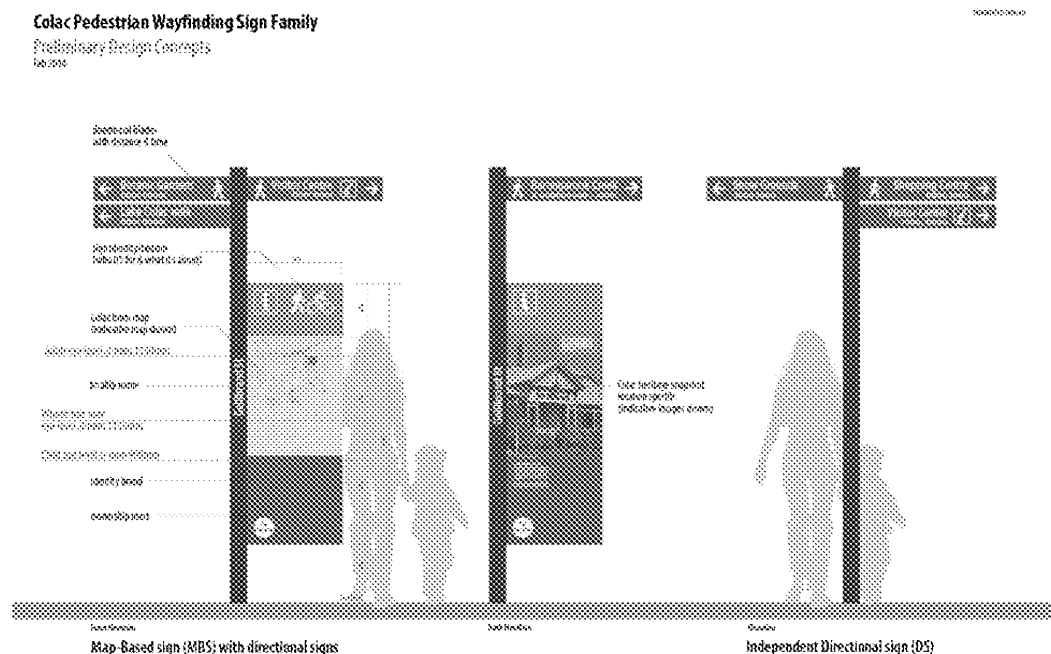
### Proposed sign family

Best practice wayfinding signage for pedestrians consists of map-based signs (MBS) and directional signs (DS). The maps should contain information relevant to pedestrians - ie suggested walking routes, public toilets, seats, water fountains, preferred road crossing points etc. The maps should also highlight the cycling routes.

Directional signs should include walking times in minutes and the distance where possible, to encourage walking and overcome the often common perception that “it takes too long to walk there”.

Directional signs for the cycling network are recommended to be produced in a different design and following an established cycling signing standard - refer page 7.

The following illustration shows a draft design for the pedestrian map-based and directional signage. The designs utilise the distinctive Colac brand elements to help identify the system. The draft designs will be further refined in the next stage following review and input from council.

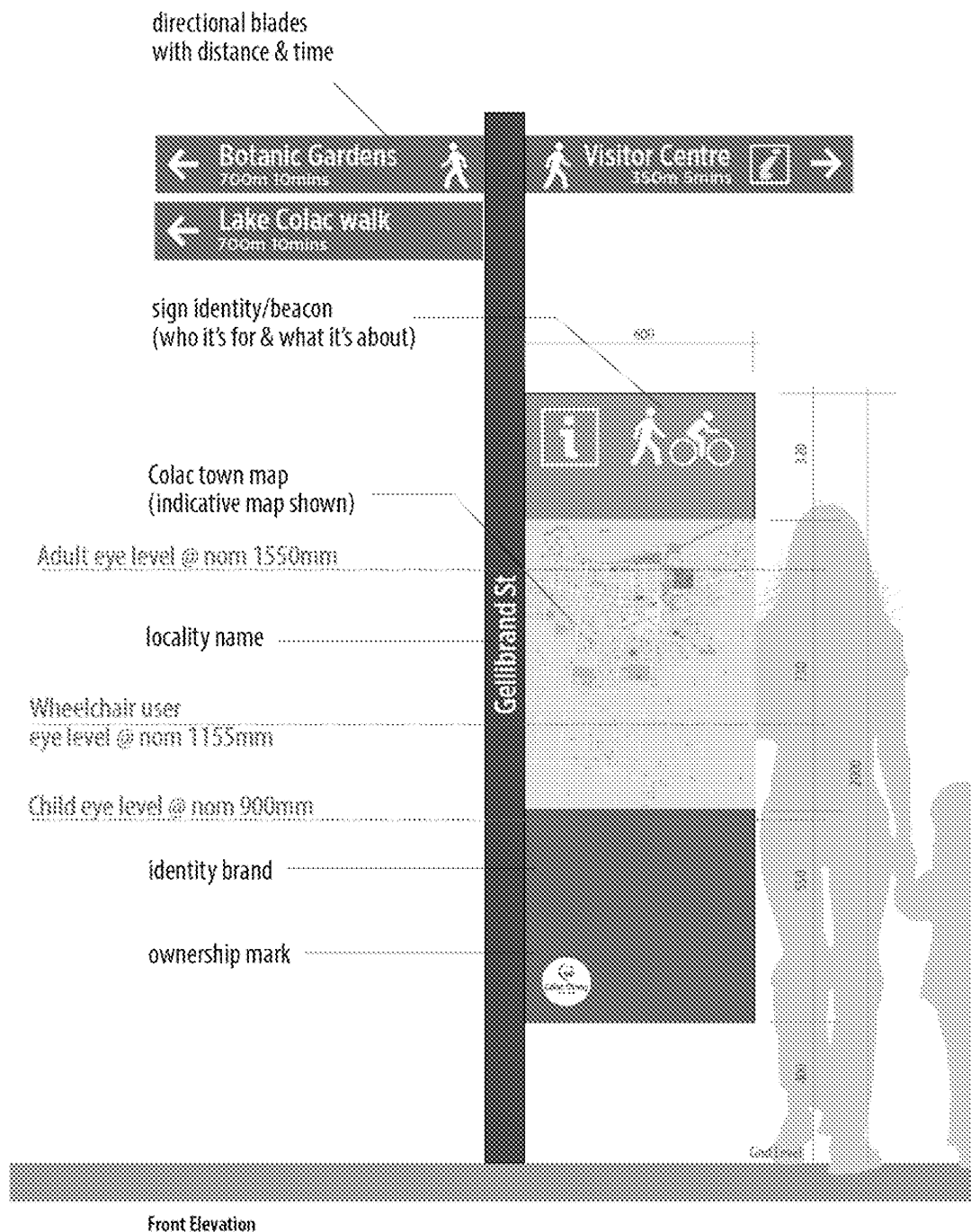


The sign family consists of:

- Map-based sign with the town walking map on one side and heritage imagery on the opposite side (Note the three map-based signs located in the town centre could include a detailed map of the town centre on the opposite side instead of the heritage image – TBC)
- Directional sign – pointing the way to places of interest (with walk times and distances)

Colac – Wayfinding Signage Strategy

Map-based sign - detail



Map-Based sign (MBS) with directional signs

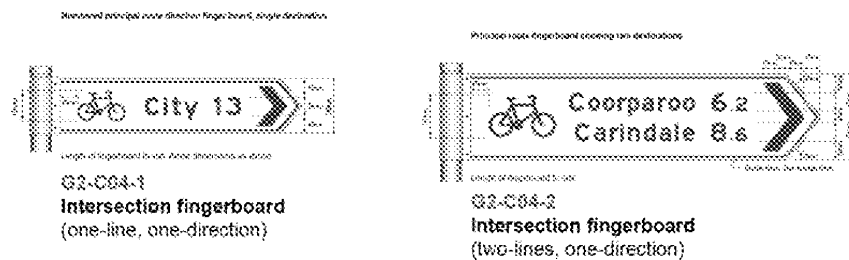


Colac – Wayfinding Signage Strategy

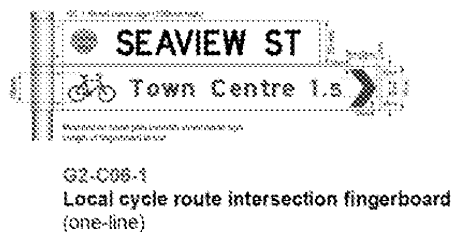
Cycling directional signs

The Queensland Cycle Network Directional Signage Guidelines – July 2009, are considered the best practice cycling signage guidelines. The directional signs from this system are related to the national vehicle signage signing system and indeed drivers and pedestrians will also use these signs. The guide provides extensive detailed information on the application of this system. Visualvoice has implemented this standard for a number of councils in Victoria including the City of Greater Geelong's commuter cycling routes. The illustrations below show the directional signs relevant for Colac.

Principal Cycle Network Directional Signage



Local Route Directional Signage

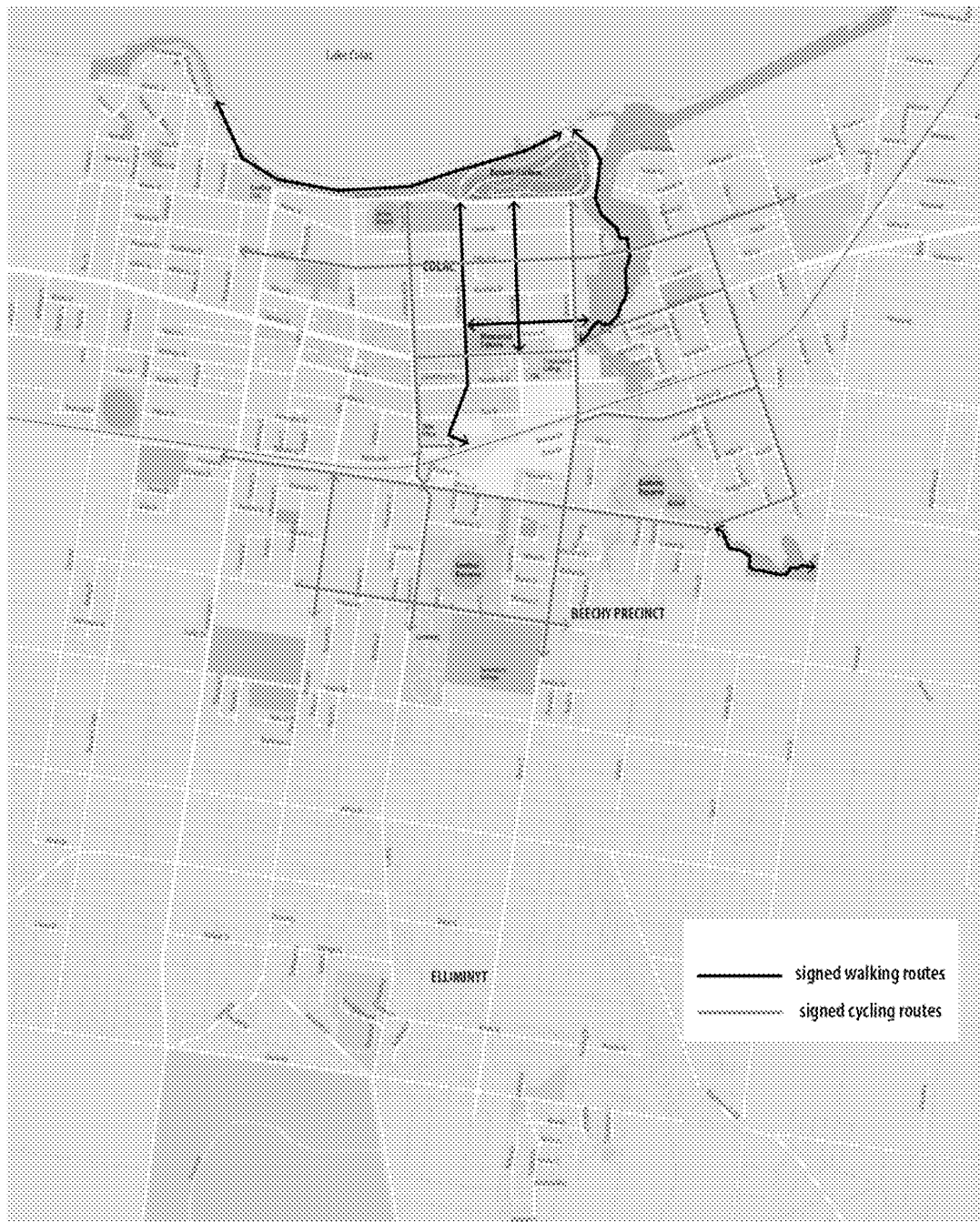


Cycling network signage – Geelong

Colac – Wayfinding Signage Strategy

Map-based sign - proposed town map coverage

Proposed extent of the town map showing Elliminyt in the south. The final map would highlight key walking routes, all places of interest, public toilets, seating, drinking fountains, barbeques etc. The map has north at the top following the normal convention and will be viewed on the signage when looking north to aid user orientation.



Proposed Colac town map coverage

Colac – Wayfinding Signage Strategy

Signing to/from destinations and the connecting routes

The map below highlights the proposed signed routes for both walking and cycling. All routes require signing the full length in both directions. The map shows that the key walking and cycling routes fall on different streets and therefore the cycling signage location requirements are different to the pedestrian signage requirements. While the cycling signage will be different in appearance, they will be consistent in the place naming terminology and be co-ordinated with the pedestrian signage.



Map showing the signed routes formed by the signage

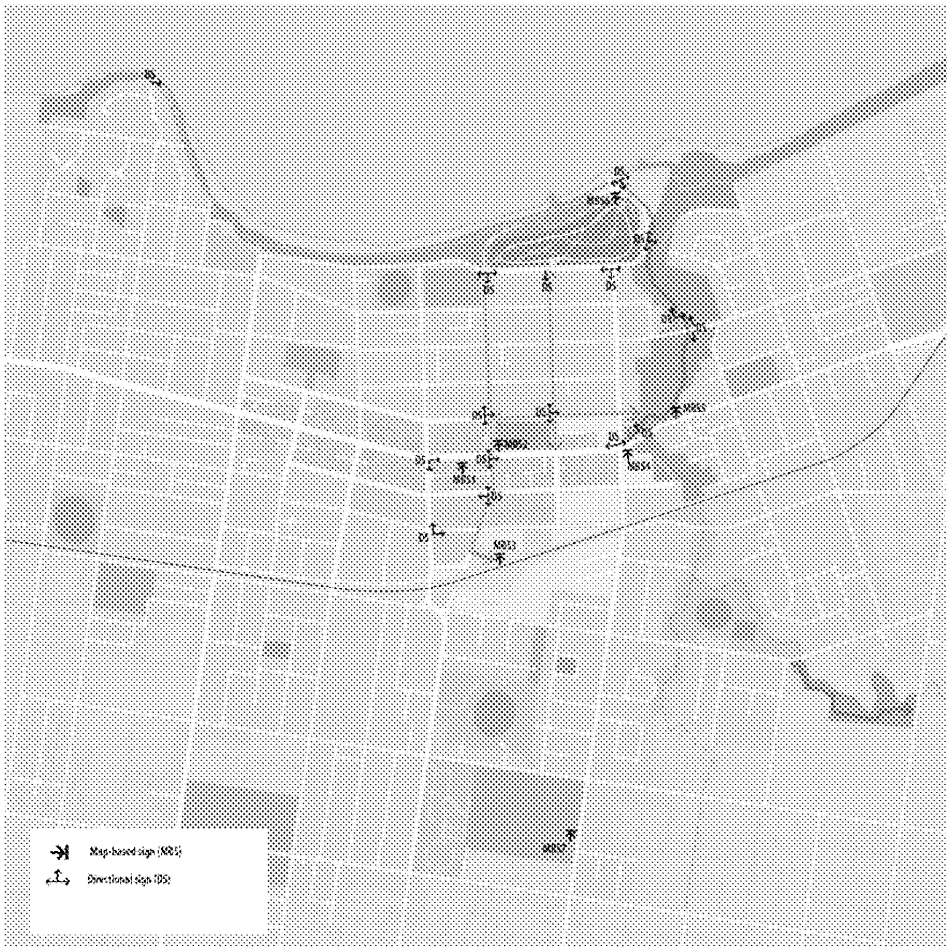
Note some signage will be required off the signed routes. The purpose of the map is to highlight the connections formed by the signage only - the locations of all recommended signage is shown on page 12.



Colac – Wayfinding Signage Strategy

Pedestrian signage – MBS and DS sign locations

The map below shows the locations for the MBS and DS signs to form the walking connections shown on the previous map. There are seven map-based signs and sixteen directional signs. Four map-based signs are located in the town centre where they will get the highest exposure. These signs will convey all the amenity of the town and highlight the walking and cycling links between areas, benefiting both locals and visitors. The other three map-based signs are located outside the town centre at locations where guidance and promotion of walking and cycling is desirable. These locations are at the recreational areas of Lions Park, Lake Colac foreshore and the library. Directional signs are placed at decision points on the main routes between map-based signs and the towns destinations. There may be a number of additional directional signs needed following a detailed review by council. This will be identified in the next stage.



Pedestrian signage locations

| No   | Location        | Purpose                                                                                              |
|------|-----------------|------------------------------------------------------------------------------------------------------|
| MBS1 | Town Centre     | Centrally located orientation – in high foot traffic area                                            |
| MBS2 | Memorial Square | As above                                                                                             |
| MBS3 | Train Station   | Orientation for people arriving by train                                                             |
| MBS4 | Visitor Centre  | Orientation for visitors                                                                             |
| MBS5 | Lions Park      | General orientation and to promote the Barongarook Creek path connection to and from the town centre |
| MBS6 | Lake Colac      | As above                                                                                             |
| MBS7 | Library         | General orientation to community destinations                                                        |

Colac – Wayfinding Signage Strategy

**Sign placement considerations**

**Water Cycle Management Strategy**

Council has recently prepared an Integrated Water Cycle Management strategy which focusses on upgrading the waterways in and around Colac. One of the recommendations is for interpretive signage on the pathways along the creeks including Barongarook Creek, focusing on educating people about the waterways. It has also been suggested that signs with integrated water refill facility could be utilized. Consideration has been given to the co-ordination of this project with the wayfinding project as there is a clear connection in user needs.

There are two main issues to be considered. The first issue is it is likely the preferred location for the wayfinding signage will be different to the preferred location for the interpretative signage. Wayfinding signage is generally located at decision points on a route, whereas interpretive signage is generally located at or near a specific point of interest. However it may be possible to locate the signs close to each other. The second issue is that if the signs with the integrated water station are adopted, it would be advisable to locate them as close to the source of potable water as possible to minimise installation costs.

**Colac taxi rank up-grade**

The strategy recommends a map-based wayfinding sign to be located at Memorial Square near the existing tank rank and bus stop. This area is currently being redesigned and consideration of integrating the wayfinding sign into the upgrade is required. A taxi rank project officer has acknowledged the preference for consistent sign structures. Therefore the project could potentially adopt the same sign specification as the wayfinding signage for it's own needs and possibly contribute to the cost of the proposed map-based sign to this location. Further consultation will be required in stage 2 - implementation.

**Decluttering**

There is currently little signage in Colac that could be referred to as 'pedestrian' signage. Most of the existing signage are the standard blue with white text directional signs pointing to various destinations designed primarily for motorists and these should remain. The existing Civic Guides signs (a number of them around the town) will be made redundant by the new pedestrian signage, therefore it is recommended these signs be removed after the new signs have been installed.

Colac – Wayfinding Signage Strategy

Cycling signage – Directional sign locations

The map below shows the locations for the DS signs to form the cycling connections. There are sixteen directional signs. The destinations signed to on the cycling directional signs will be co-ordinated with the pedestrian signage.

Directional signs are placed at the decision points on the streets with on-road bike lanes. Cyclists can also refer to the walking signage system when off this network. The MBS will highlight the preferred cycling routes and show all of the towns destinations.

There may be a number of additional directional signs needed following a detailed review by council.



Cycling signage locations



Colac – Wayfinding Signage Strategy

All signage locations

The map below shows both the walking and cycling signage and the subsequent connections formed. The signage would be modular in nature, allowing the system to be expanded in the future when new walking and/or cycling infrastructure is implemented.



All signage locations



Colac – Wayfinding Signage Strategy

Additional applications for the town map

People access information in many different forms. Digital options cater to pre journey planning. The following options provide broader access to the signage information - specifically the map.

**Visitor Centre display**

A full size wall mounted version of the town map could be displayed inside the Visitor Centre for staff use.

**Handheld map**

An A4 size version of the town map should be prepared for distribution at the Visitor Centre and for reproduction in other print marketing publications.

**Smartphone map**

A smartphone version of the map can be made available by scanning a QR code on the map-based signs. This allows people to follow their location on the map using GPS via a free smartphone app (IOS and Android).

For more information about the Avenza PDF maps app see [www.pdf-maps.com](http://www.pdf-maps.com)

*Click here for an example prepared for the City of Melton:*

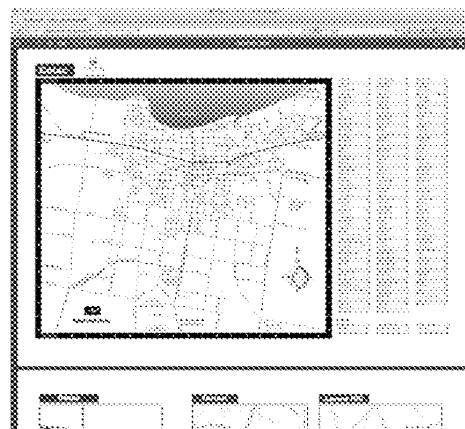
[http://www.melton.vic.gov.au/Out\\_n\\_About/Parks\\_grounds\\_and\\_trails/Free\\_Map\\_and\\_App\\_-\\_Walking\\_and\\_Cycling](http://www.melton.vic.gov.au/Out_n_About/Parks_grounds_and_trails/Free_Map_and_App_-_Walking_and_Cycling)

**Online map**

An online version of the map can be integrated within existing websites replacing the default map which shows little specific local content such as public toilets, seats, safe crossings etc. If adopted, when a user zooms in to Colac town centre, the map shown on the signs would be displayed on screen.

*Click here for an example prepared for the Wellington Shire:*

<http://www.youareheremaps.com.au/Wellington/Sale/map.html>



Colac – Wayfinding Signage Strategy

A sample of MBS locations – illustrated



MBS2 – At the corner of Murray and Gellibrand Sts, Memorial Gardens.  
Location indicative - TBC



MBS6 – At Lake Colac foreshore. Location indicative - TBC

Final MBS locations are to be precisely identified with council in the detailed development stage. Note that the sign panels should be oriented east-west at all locations to ensure the maps are heads-up, ie what is in front of you is at the top of the map.

Colac – Wayfinding Signage Strategy

**Next steps**

If fully adopted and implemented, the proposed signage and the associated map by-products will form a best practice wayfinding system – which will improve the legibility of the town, enhance the experience and encourage greater levels of walking and cycling.

The next step to implement the strategy is to prepare final designs for the proposed system. It is during the detailed design stage that issues relating to sign materials, maintenance, graffiti and updating are reviewed in detail. The detailed design work must be fully completed in order to install part or all of the proposed signage. The output from this stage is all graphic artwork, maps, schedules and sign specifications to enable public tender for manufacture and installation. This process usually requires 3-4 months and may require consultation with local stakeholders.



# APOLLO BAY Wayfinding Signage Strategy

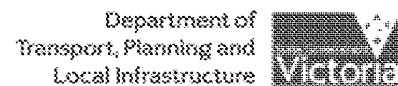
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Apollo Bay – Wayfinding Signage Strategy

### Introduction

Walking and cycling was the ‘forgotten mode’ of travel during the last two to three decades of the 20th century. As cities in most of the developed world were planned to accommodate the use of the private car, walking and cycling became more difficult and dangerous and declined almost everywhere.

However, during the first decade of the 21st century there has been a growing recognition of the links between walking and cycling and issues such as health and obesity, the environment and climate change, car dependence and peak oil, congestion and amenity, walkability and property values, along with equity issues for the young, old and people with a disability. These have resulted in a resurgence of interest in all aspects of walking and cycling.

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Supporting and encouraging people to walk and cycle more, both for transport and recreation is both affordable and necessary for the health and prosperity of local communities.

### Behaviour change

New and improved infrastructure for pedestrians and cyclists is important. However, even the existence of a good physical environment may not be sufficient to make people walk or cycle more. Usually it needs to be complemented by a range of “encouragement information” aimed at getting more people to use existing and new infrastructure and to embrace the culture of walking and cycling. This strategy focuses on the provision of information (signage) to promote travel behaviour change and thus greater levels of walking and cycling.

The aim is to persuade occasional walkers to become regular walkers and car drivers to reduce their share of trips by making more outings wholly or partly on foot or by bike.

Many people want to walk or cycle more and know they should for a range of personal and social reasons and this needs to be encouraged.

### The provision of information

There is already a large body of information about the personal, community and business benefits of increased walking and cycling. Of particular relevance is the reasonably large amount of retail expenditure that is derived from local residents, many of whom already do, or would like to walk to local shops. Retailer groups are more likely to support walking initiatives after exposure to relevant data of this type. Information, research outcomes and advice is available on-line from a range of sources including Victoria Walks, the Heart Foundation and many others within Australia and overseas.

Apollo Bay – Wayfinding Signage Strategy

Map-based wayfinding signage with walk-time estimates, is already installed in many suburbs of Melbourne, Sydney and Perth and in regional city centres including Bendigo, Ballarat and Wodonga.

The signage is complemented by directional signs along major walking and cycling routes, illustrating the proximity of local destinations and helping people walk to them quickly, easily and safely.

Best practice wayfinding maps are 'heads-up' maps. These maps show what is in front of the user and illustrate the area towards which they are walking, so do not always have north at the top as traditionally.

Map-based and related signage are designed to be integrated parts of a comprehensive 'sign family' which have local branding and consistent colour and design themes.

This wayfinding signage can be complemented by printed hand-held, smartphone and on-line versions of the same map on the signs - refer examples on page 12.



Ballarat map-based sign with integrated precinct branding



Apollo Bay – Wayfinding Signage Strategy

**Proposed signage for Apollo Bay**

The wayfinding signage recommendations for Apollo Bay are based on three distinct aims identified during Visualvoice's recent site visit:

- To provide general orientation to the town
- To promote use of the Apollo Bay Coastal path
- To sign selected cycling routes

**General orientation**

The Apollo Bay foreshore and town centre is relatively easy to navigate due to its linear form. Many key destinations are accessed from Great Ocean Rd (GOR) and the immediately surrounding streets around the town centre.

However due to Apollo Bay's geography and lack of direct sight lines, some areas are not obvious despite being in close proximity to the town centre. For example the Apollo Bay Coastal path and wharf area with its harbour walk cannot be seen from the town centre although are close by and should be promoted as recreational walks.

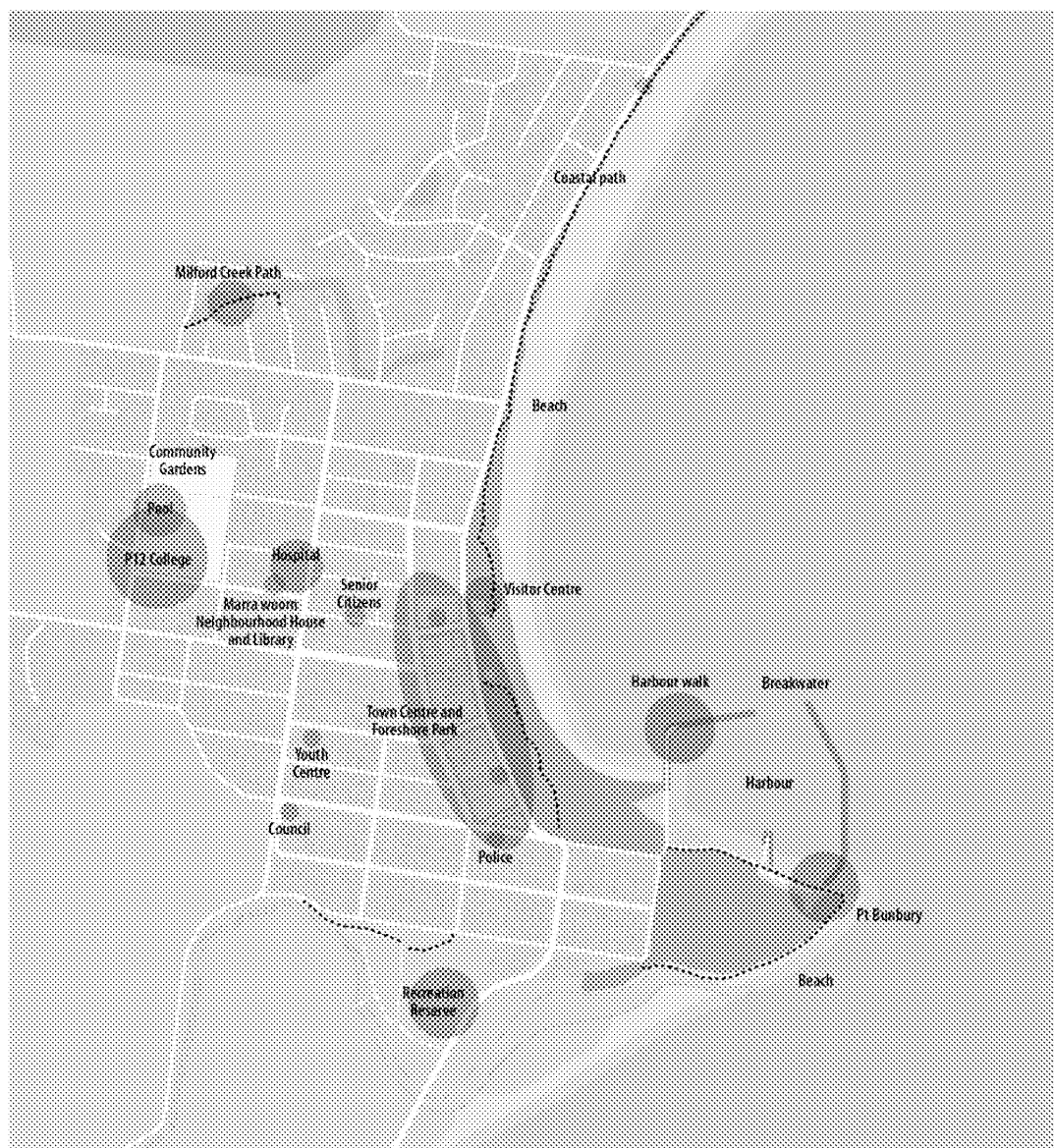


Introduction of wayfinding signage in the foreshore park area is needed to make people aware of the option to walk to various near by destinations.

The following map highlights the key places of interest in Apollo Bay. All destinations are in the town within an easy and relatively flat, short walk with the exception of Marriners Lookout and Wild Dog Creek. The walkable destinations listed on the map should, where applicable, be incorporated into the directional signage following a detailed review with council.



Apollo Bay – Wayfinding Signage Strategy



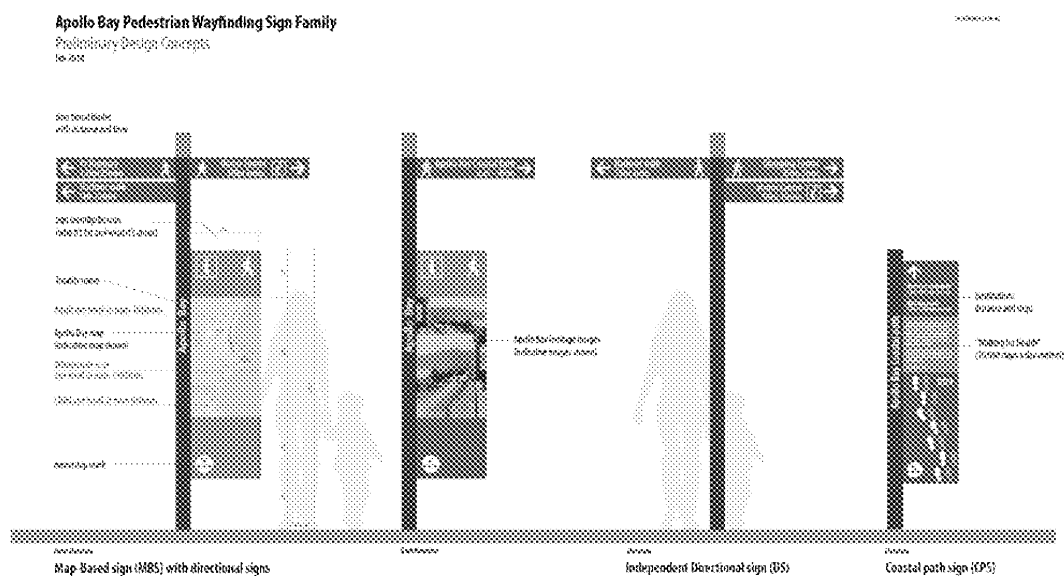
Map showing key places of interest in Apollo Bay town centre.

## Apollo Bay – Wayfinding Signage Strategy

### Proposed sign family

Best practice wayfinding signage consists of map-based signs (MBS) and directional signs (DS). The maps should contain information relevant to pedestrians - ie suggested walking routes, public toilets, seats, water fountains, preferred road crossing points etc. Directional signs should include walking times in minutes and the distance where possible, to encourage walking and overcome the often common perception that “it takes too long to walk there”.

The following illustration shows a draft design for map-based signs for Apollo Bay. The designs utilise the Colac Otway Shire corporate colours which seem well suited to the locality.



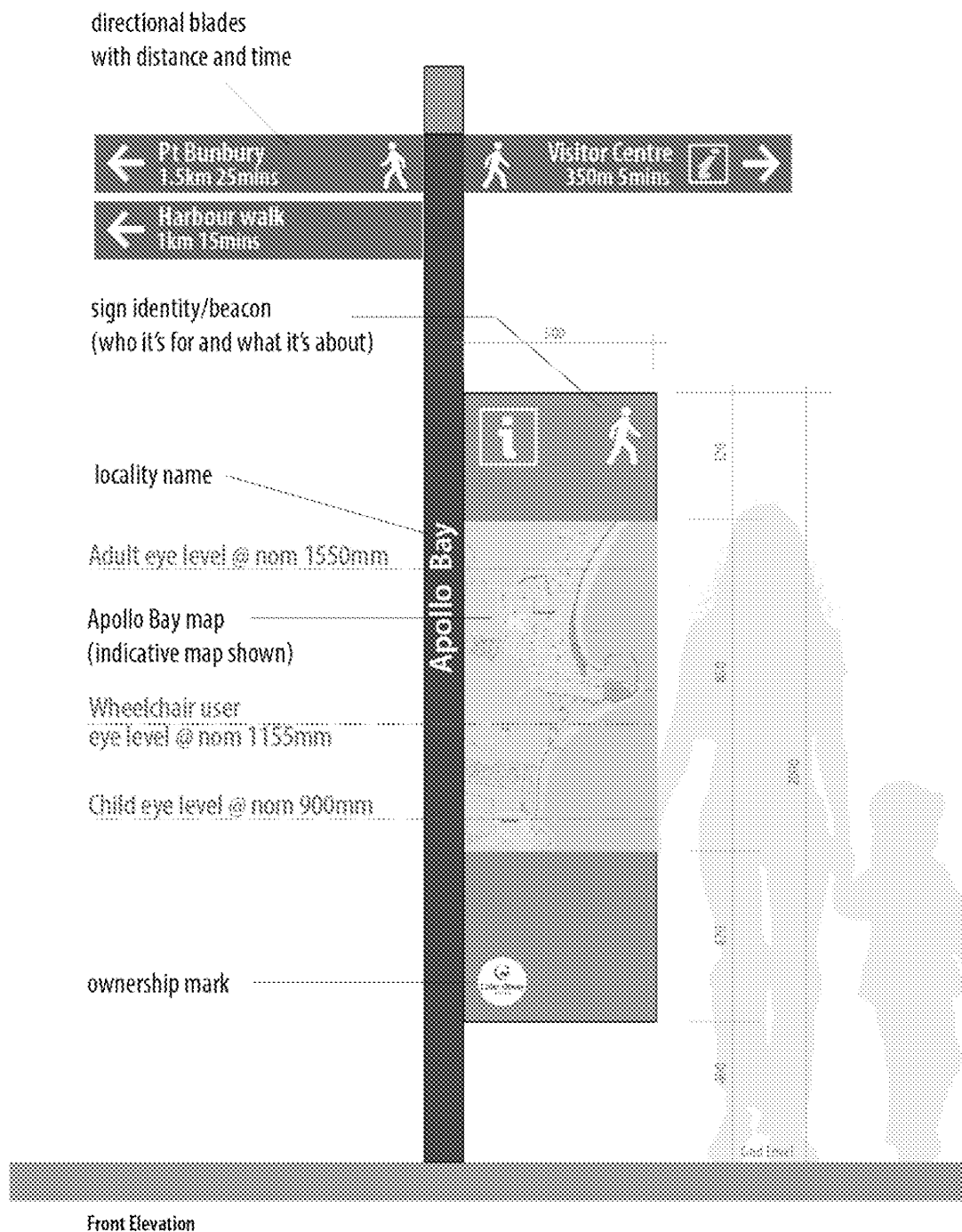
The sign family consists of:

- Map-based sign with the town walking map on one side and heritage imagery on the opposite side
- Directional sign – pointing the way to places of interest (with walk times and distances)
- Apollo Bay Coastal path sign – promoting use of the trail

To provide orientation of Apollo Bay, Visualvoice recommends two map-based signs be installed on the footpath network in the town centre where they will get the highest exposure. These signs will convey all the amenity of the town and highlight the walking and cycling links between areas, benefiting both locals and visitors. The following illustration shows the map-based sign elements in detail.

Apollo Bay – Wayfinding Signage Strategy

Map-based sign - Draft concept



Map-Based sign (MBS) with directional signs



Apollo Bay – Wayfinding Signage Strategy

Map-based sign - proposed town map coverage

Proposed extent of map includes Apollo Bay and Marengo. The final map would highlight all walking routes, places of interest, public toilets seating, drinking fountains, barbeques etc.

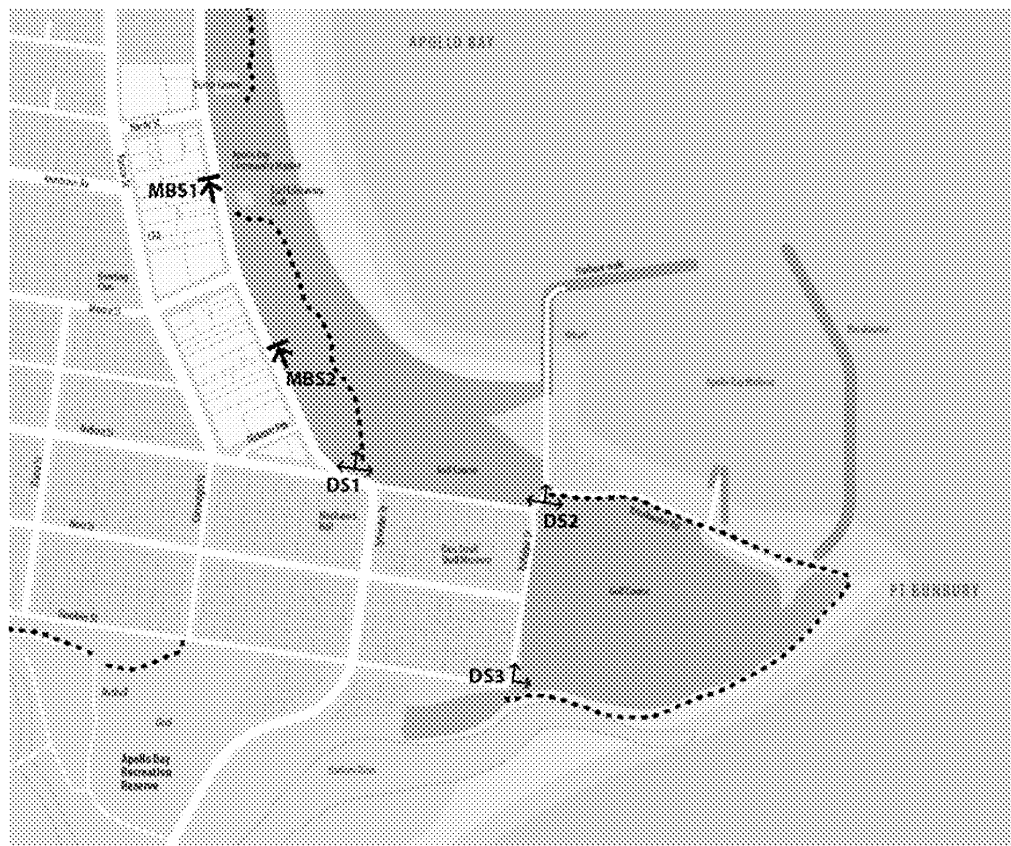


Apollo Bay – Wayfinding Signage Strategy

MBS and DS locations

MBS1 and MBS2 are both located at the pedestrian crossing points on GOR. MBS1 is on the west side of the north crossing by the shops and MBS2 is on the east side of the south crossing on the foreshore parkland. The following images illustrate these locations. The map-based signs will include directional signs pointing to destinations and walks from these locations.

The directional signs DS2 and DS3 aim to connect the wharf, harbour walk and Pt Bunbury to and from the town centre. Additional directional signs may be added following a review with council.



Pedestrian signage locations

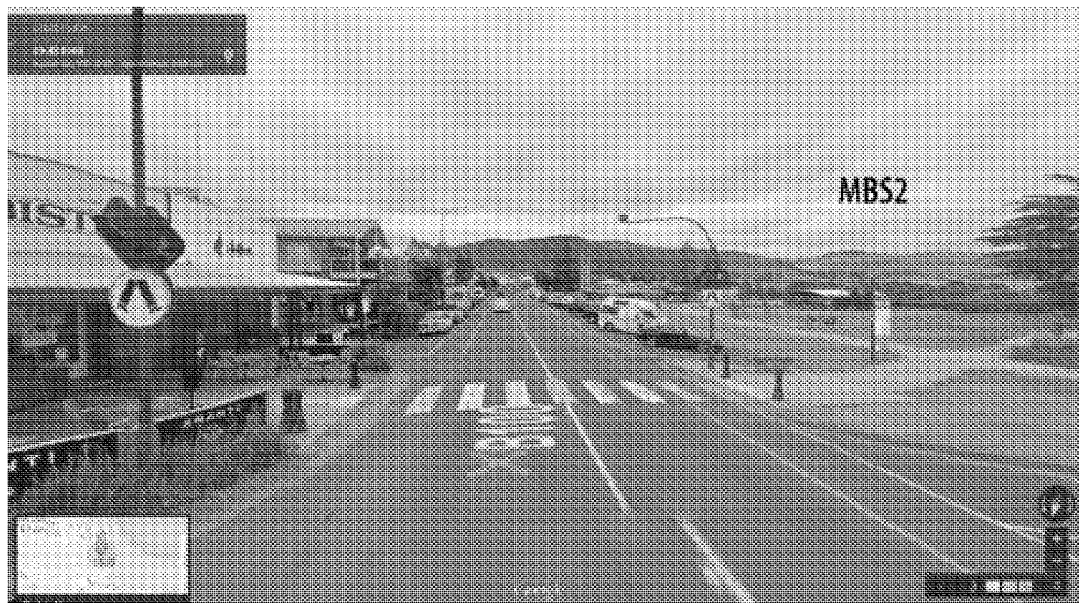


Apollo Bay – Wayfinding Signage Strategy

MBS locations – illustrated



MBS1 – At the northern pedestrian crossing near the Commonwealth Bank on GOR.

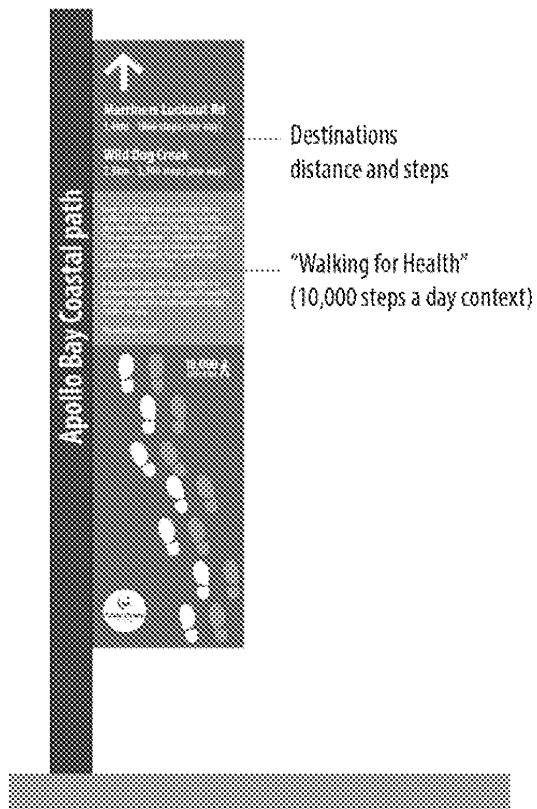


MBS2 – On the foreshore path near the southern pedestrian crossing on GOR.



Apollo Bay – Wayfinding Signage Strategy

Apollo Bay Coastal path sign



Coastal path sign (CPS)

The Apollo Bay Coastal path is an attractive recreational walking path for both residents and visitors. The path is 2.5km (5km return) from the start behind the Visitor Centre to Wild Dog Creek. Currently there is no signage to indicate the extent of the path or how far it goes.

The Apollo Bay Coastal path sign concept incorporates a health message and aims to encourage more walking on the path. A behavior change message is included, informing people of the 10,000 steps a day target and the ability to see the number of steps reached at specified destinations on the path. A brief and informative “Walking for Health” text sets the context of the information - ie explaining the 10,000 steps a day concept.

By informing people of the destinations, walking times and average number of steps achieved the signs help promote use of the path and encourage people to gauge their level of walking against a widely accepted walking program.

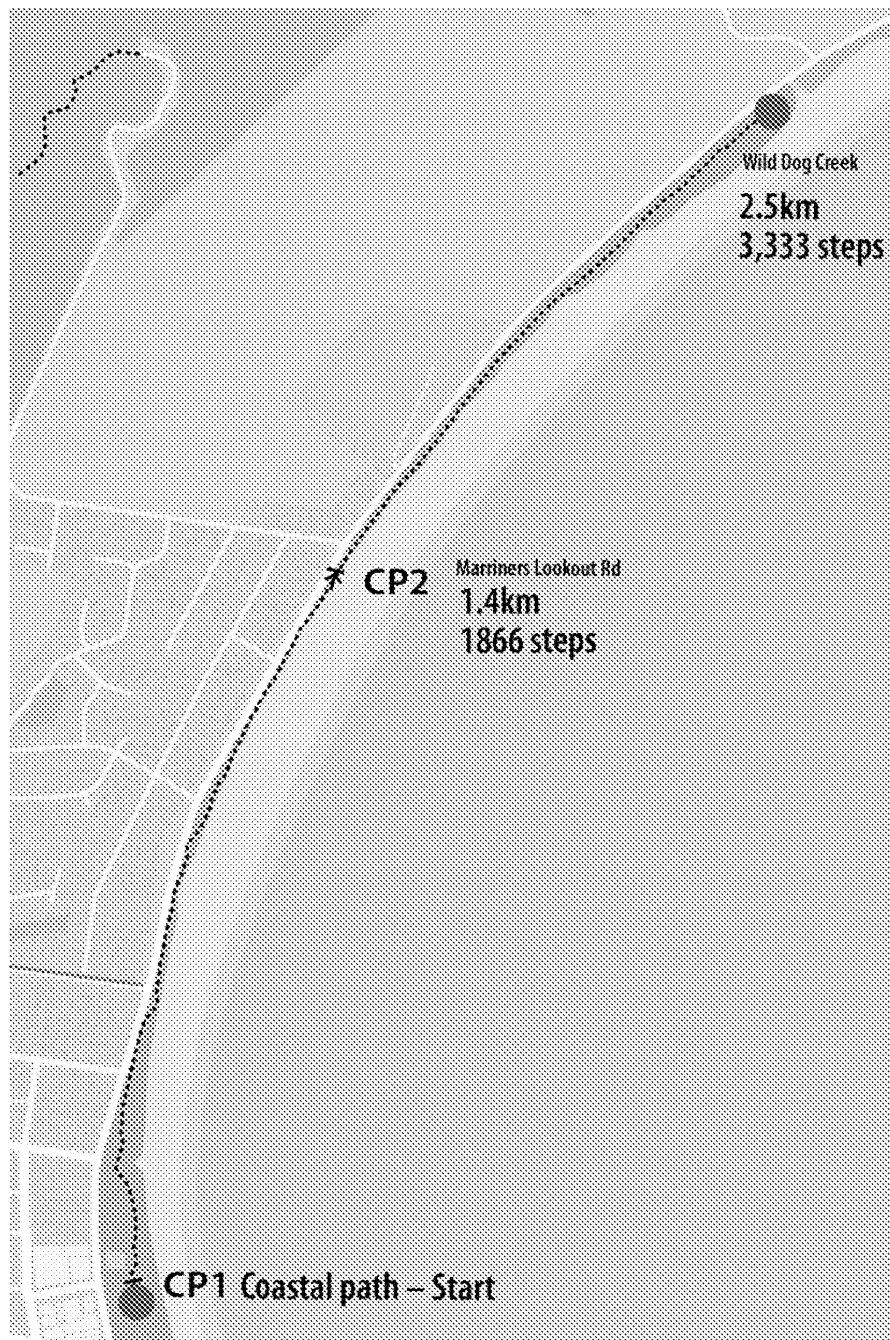


Illustration of CP1, at the Visitor Centre carpark



Apollo Bay – Wayfinding Signage Strategy

Apollo Bay Coastal path sign locations



CP1 is located at the carpark behind the Visitor Centre. CP2 is located at the carpark near Mariners Lookout Rd. The option exists to install a sign at the Wild Dog Creek carpark - the final destination of the walk.

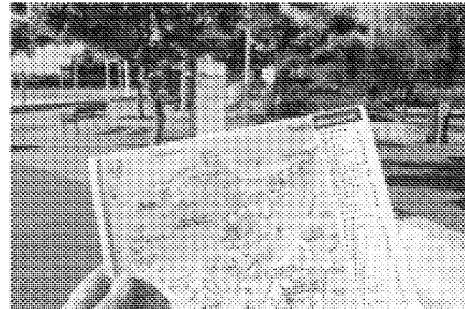
Apollo Bay – Wayfinding Signage Strategy

Additional applications for the town map

People access information in many different forms. Digital options cater to pre journey planning. The following options provide broader access to the signage information - specifically the map.

**Visitor Centre display**

A full size wall mounted version of the Apollo Bay town map should be displayed outside the Visitor Centre where it can be accessed after hours.



**Handheld map**

An A4 size version of the Apollo Bay town map should be prepared for distribution at the Visitor Centre and for reproduction in other print marketing publications.

**Smartphone map**

A smartphone version of the map can be made available by scanning a QR code on the map-based signs. This allows people to follow their location on the map using GPS via a free smartphone app (IOS and Android).

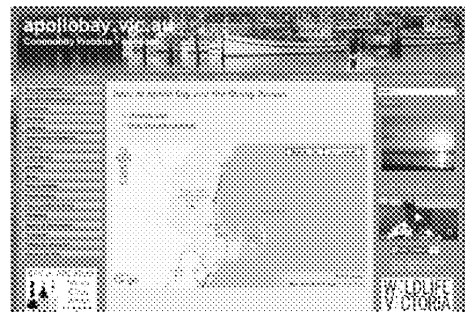


For more information about the Avenza PDF maps app see [www.pdf-maps.com](http://www.pdf-maps.com)

*Click here for an example prepared for the City of Melton:*  
[http://www.melton.vic.gov.au/Out\\_n\\_About/Parks\\_grounds\\_and\\_trails/Free\\_Map\\_and\\_App\\_-\\_Walking\\_and\\_Cycling](http://www.melton.vic.gov.au/Out_n_About/Parks_grounds_and_trails/Free_Map_and_App_-_Walking_and_Cycling)

**Online map**

An online version of the map can be integrated within existing websites replacing the default Google map which shows little specific local content such as public toilets, seats, safe crossings etc. The Google map would continue to be used as the base map but when the user zooms in to Apollo Bay town centre, the map shown on the signs would be displayed on screen.



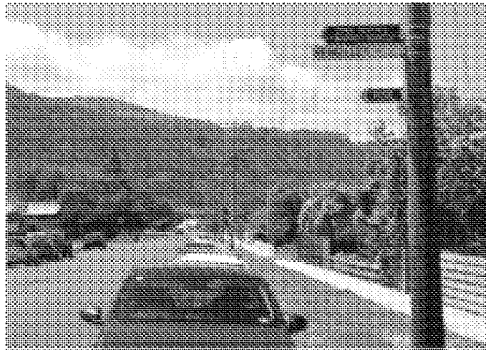
*Click here for an example prepared for the Wellington Shire:*  
<http://www.youareheremaps.com.au/Wellington/Sale/map.html>



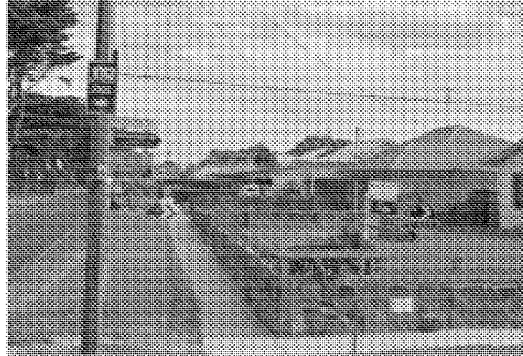
Apollo Bay – Wayfinding Signage Strategy

Existing signage

There are a number of existing directional signs to destinations in Apollo Bay. These are intended for drivers but are useful for all modes of travel. It is not recommended to duplicate or changes these signs.



Existing directional signs on the corner of McKenzie and Pengilley Streets.



Existing directional signs on the corner of Collingwood and Cawood Streets.

Signed cycling routes

There are a number of marked on-road cycling lanes in Apollo Bay. However there is no signage specifically aimed at cyclists on these routes to direct them to local destinations. Consideration has been given to locations where new signage may be installed to support cycling to local destinations. The suggested destinations to sign to are: Primary School, Pool, Community Garden, Town Centre and Library.

Signing the streets with the on-road bike lanes is desirable, however installation of additional signs would duplicate existing signage, therefore Council will need to assess the value of these signs.



Example of Geelong cycling directional signs

Apollo Bay – Wayfinding Signage Strategy

Next steps

If fully adopted and implemented, the proposed signage and the associated map by-products will form a best practice wayfinding system – which will improve the legibility of the town, enhance the experience and encourage greater levels of walking and cycling.

The next step to implement the strategy is to prepare final designs for the proposed system. It is during the detailed design stage that issues relating to sign materials, maintenance, graffiti and updating are reviewed in detail. The detailed design work must be fully completed in order to install part or all of the proposed signage. The output from this stage is all graphic artwork, maps, schedules and sign specifications to enable public tender for manufacture & installation. This process usually requires 3-4 months and may require consultation with local stakeholders.

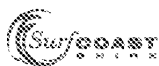


# G21 REGION

## PUBLIC TRANSPORT STRATEGY

FEBRUARY 2014 / DRAFT

TRANSPORT PILLAR



G21 is the formal alliance of government, business and community organisations, working together to improve people's lives in the Geelong region.





## EXECUTIVE SUMMARY

FROM THIS PROCESS, THE G21 REGION HAS  
ESTABLISHED ITS FOUR STRATEGIC OBJECTIVES:

### 1 ACCESS FOR ALL

THE G21 REGION ADVOCATES THAT A BASE  
LEVEL OF SERVICE SHOULD BE AVAILABLE  
TO ALL ACROSS THE REGION, AND THAT  
ALL SERVICES SHOULD BE ACCESSIBLE TO  
POTENTIAL USERS.

### 2 A WELL CONNECTED REGION

THE G21 REGION SEEKS A PUBLIC  
TRANSPORT NETWORK THAT WILL SERVE  
THE NEED FOR ACCESS TO AND BETWEEN  
THE REGION'S CENTRES.

### 3 URBAN PUBLIC TRANSPORT FOR AN URBAN CENTRE

THE G21 REGION SUPPORTS DEVELOPING A  
'GO ANYWHERE' PUBLIC TRANSPORT  
NETWORK IN GEELONG BY RESHAPING AND  
SIMPLIFYING THE CURRENT NETWORK.

### 4 IMPROVING INFORMATION, PLANNING AND PARTNERSHIPS

THE G21 REGION WILL TAKE A LEADERSHIP  
ROLE IN FINDING NEW WAYS TO IMPLEMENT  
BETTER PUBLIC TRANSPORT, SOONER.

## WHAT IS PUBLIC TRANSPORT?

In the G21 Region Public Transport Strategy, 'public transport' refers to the network of rail, coach, bus and ferry services in the Region. The strategy does not directly address 'community transport' services which are tailored to the needs of particular groups or individuals in the Region, but the important relationship between 'public' and 'community' transport is recognised and addressed.



## EXECUTIVE SUMMARY (CONTINUED)

### THE G21 REGION SUMMARY OF OBJECTIVES

| Summary of Objective                                    | Over the 20 year life of the Strategy...                                                                                                                                             | Fit with Transport Integration Act                                                                                                                                                         | Fit with G21 regional Growth Plan                                                                                                                                                                                             | Level of support for draft version at Summit |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>"ACCESS FOR ALL"</b>                                 | ...public transport should be extended to all townships in the G21 region, and be accessible to all users                                                                            | <ul style="list-style-type: none"> <li>» Economic prosperity</li> <li>✓ Social and economic inclusion</li> <li>» Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>» Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>✓ Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>87%</b><br>agreed or strongly agreed.     |
| <b>"A WELL CONNECTED REGION"</b>                        | ...all major centres should be connected, directly or via other centres. The Melbourne – Geelong railway should develop into a regular and reliable intercity commuter rail service. | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>✓ Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>✓ Live, work and participate locally</li> <li>✓ Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>93%</b><br>agreed or strongly agreed.     |
| <b>"URBAN PUBLIC TRANSPORT FOR AN URBAN CENTRE"</b>     | ...Geelong's urban public transport should become a direct, frequent and simple urban network.                                                                                       | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>» Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>» Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>83%</b><br>agreed or strongly agreed.     |
| <b>"IMPROVE INFORMATION, PLANNING AND PARTNERSHIPS"</b> | ...the region's partners should deliver better public transport sooner, and know more about its users and market.                                                                    | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>» Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>» Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>80%</b><br>agreed or strongly agreed.     |

#### THE G21 REGION'S FOUR YEAR ACTION PLAN

##### The G21 region will...

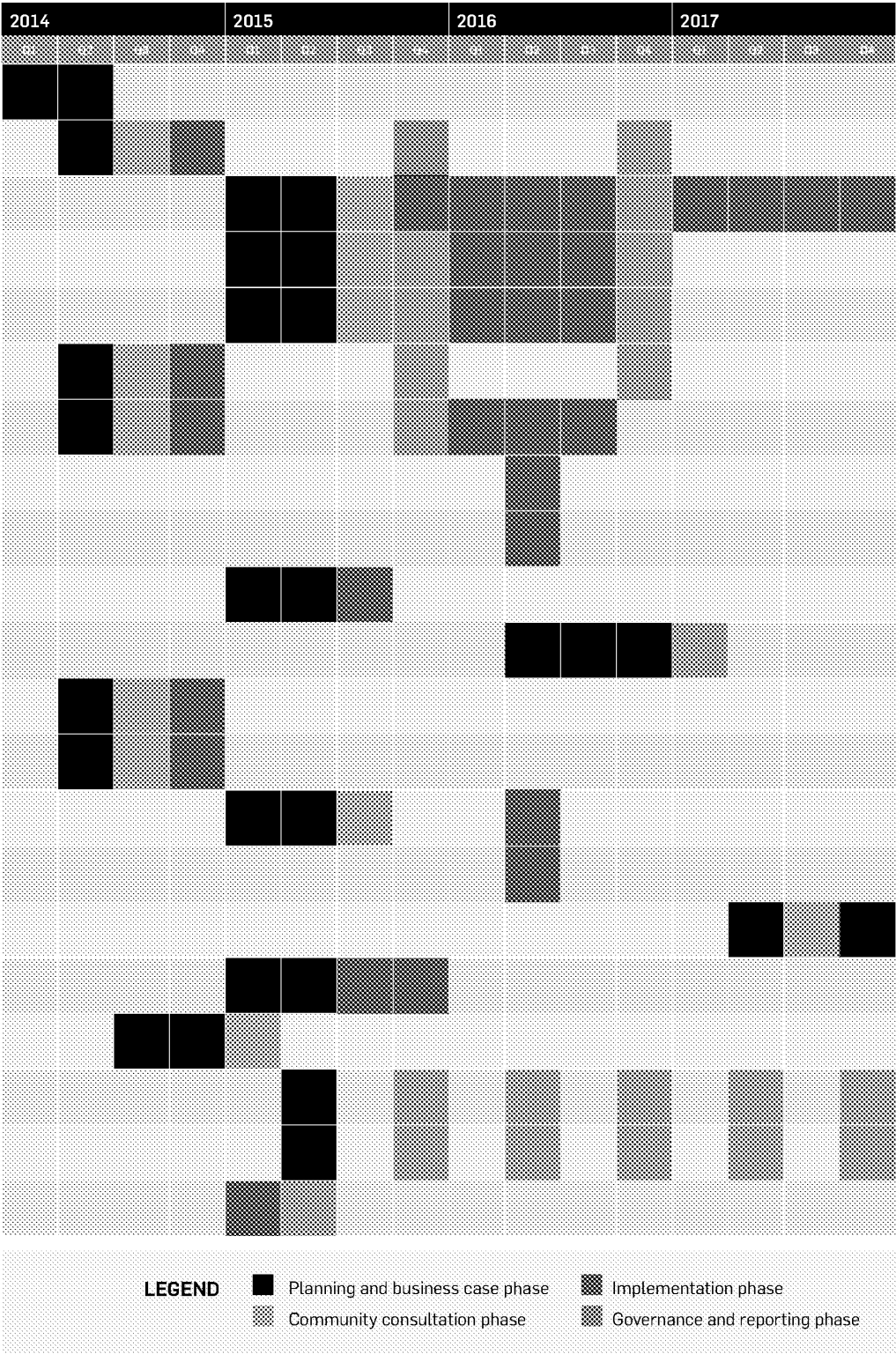
- » Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.
- » Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.
- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- » Support trialling a flexible service that uses a smaller vehicle. This trial could be undertaken as part of simplifying the Bellarine Peninsula or Surf Coast bus network (see "A well connected region").
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Encourage the building of transport hubs, particularly in major regional towns and at urban interchanges.
- » Seek a simpler 'clockface' rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Advocate to PTV to provide a high quality connection between central Werribee, East Werribee Employment Precinct and the G21 region when Regional Rail Link opens.
- » Advocate for an increase in service levels between Geelong, Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- » Support a network of principal grid services for urban Geelong.
- » Support simplification of the bus network, beginning in Grovedale.
- » Support initiatives to improve the operation of the Moorabool Street interchange.
- » Support an increase in urban bus frequencies to 20 minute services where not already operating at this level or better.
- » Encourage City of Greater Geelong and the Department of Transport, Planning and Local Infrastructure to pilot a Corridor Planning Study to consider long-term transport and land use integration opportunities along a major public transport route.
- » Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage PTV to research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

## EXECUTIVE SUMMARY (CONTINUED)

### THE G21 REGION'S DETAILED FOUR YEAR ACTION PLAN

| Action                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.             |
| Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.                                                                                                                 |
| Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.                                                                                                                      |
| Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.                                                                             |
| Support trialling a flexible service that uses a smaller vehicle. This trial could be undertaken as part of simplifying the Bellarine Peninsula or Surf Coast bus network (see "A well connected region").                                           |
| Advocate for an urgent boost to weekend services to at least five services per day.                                                                                                                                                                  |
| Encourage the building of transport hubs, particularly in major regional towns and at urban interchanges.                                                                                                                                            |
| Seek a simpler 'clockface' rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.                                                                                                                             |
| Advocate to PTV to provide a high quality connection between central Werribee, East Werribee Employment Precinct and the G21 region when Regional Rail Link opens.                                                                                   |
| Advocate for an increase in service levels between Geelong, Colac, and Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.                       |
| Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.                                                                                                                                                                      |
| Support a network of principal grid services for urban Geelong.                                                                                                                                                                                      |
| Support simplification of the bus network, beginning in Grovedale.                                                                                                                                                                                   |
| Support initiatives to improve the operation of the Moorabool Street interchange.                                                                                                                                                                    |
| Support an increase in urban bus frequencies to 20 minute intervals where not already operating at this level or better.                                                                                                                             |
| Encourage City of Greater Geelong and the Department of Transport, Planning and Local Infrastructure to pilot a Corridor Planning Study to consider long-term transport and land use integration opportunities along a major public transport route. |
| Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.                                                                                                                                        |
| Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.                                                                  |
| Support PTV to undertake the establishment of a regular market research and customer satisfaction survey across the G21 region.                                                                                                                      |
| Collaborate with the Victorian Government to share more data about public transport.                                                                                                                                                                 |
| Encourage PTV to research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.                        |





## EXECUTIVE SUMMARY (CONTINUED)



### BENEFITS OF THE ACTION PLAN FOR COLAC OTWAY

#### Actions that benefit the whole region

- » Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.
- » Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.
- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler 'clockface' rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- » Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

#### Actions that particularly benefit Colac-Otway

- » Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- » Encourage the building of transport hubs, particularly in major regional towns.
- » Advocate for an increase in service levels between Geelong, Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.





#### BENEFITS OF THE ACTION PLAN FOR GOLDEN PLAINS

##### Actions that benefit the whole region

- » Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.
- » Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.
- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler 'clockface' rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- » Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

##### Actions that particularly benefit Golden Plains

- » Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- » Encourage the building of transport hubs, particularly in major regional towns e.g. Bannockburn.
- » Advocate to PTV to provide a high quality connection between central Werribee, East Werribee Employment Precinct and G21 region when Regional Rail Link opens.
- » Advocate for an increase in service levels between Geelong, Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.

## EXECUTIVE SUMMARY (CONTINUED)



### BENEFITS OF THE ACTION PLAN FOR GREATER GEELONG

#### Actions that benefit the whole region

- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler 'clockface' rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- » Advocate for PTV to prioritise the development of a real time information system for the G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

#### Actions that particularly benefit Greater Geelong

- » Support trialling a flexible service that uses a smaller vehicle. This trial could be undertaken as part of simplifying the Bellarine Peninsula or Surf Coast bus network (see "A well connected region").
- » Encourage the building of transport hubs, particularly the urban interchange at North Shore station.
- » Advocate to PTV to provide a high quality connection between central Werribee, East Werribee Employment Precinct and the G21 region when Regional Rail Link opens.
- » Support a network of principal grid services for urban Geelong.
- » Support simplification of the bus network, beginning in Grovedale.
- » Support initiatives to improve the operation of the Moorabool Street interchange.
- » Support an increase in urban bus frequencies to 20 minute services where not already operating at this level or better.
- » Encourage Council and the Department of Transport, Planning and Local Infrastructure to pilot a Corridor Planning Study to consider long-term transport and land use integration opportunities along a major public transport route.





#### **BENEFITS OF THE ACTION PLAN FOR QUEENSCLIFFE**

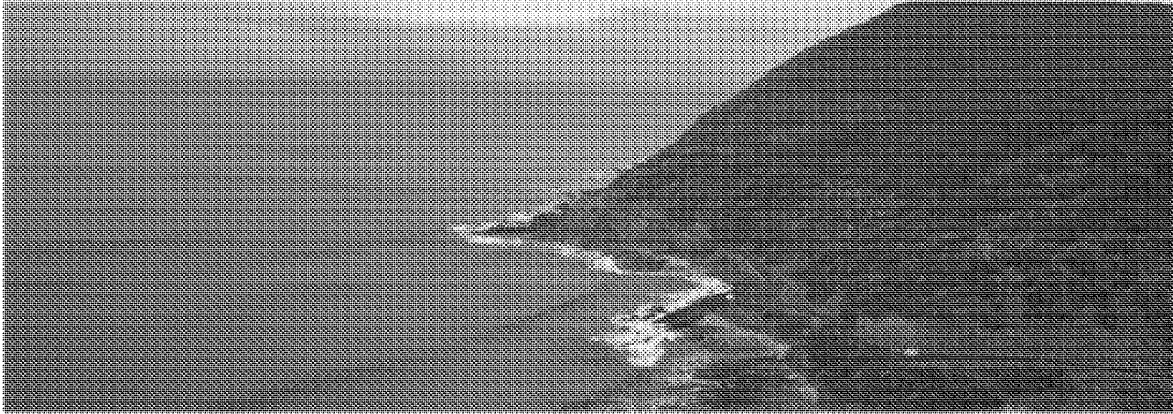
##### **Actions that benefit the whole region**

- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler 'clockface' rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.
- » Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

##### **Actions that particularly benefit Queenscliffe**

- » Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- » Support trialling a flexible service that uses a smaller vehicle. This trial could be undertaken as part of simplifying the Bellarine Peninsula or Surf Coast bus network (see "A well connected region").

## EXECUTIVE SUMMARY (CONTINUED)



### BENEFITS OF THE ACTION PLAN FOR SURF COAST

#### Actions that benefit the whole region

- » Advocate to PTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.
- » Advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.
- » Collaborate with PTV to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.
- » Advocate for an urgent boost to weekend services to at least five services per day.
- » Seek a simpler 'clockface' rail and bus timetable and encourage this as a goal of the Regional Rail Link 2016 timetable.
- » Request PTV publish a Rail Corridor Development Plan for the Geelong Rail Line, including potential extension to Torquay.
- » Advocate for PTV to prioritise the development of a real time information system for G21 region bus services.
- » Collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.
- » Support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.
- » Collaborate with the Victorian Government to share more data about public transport.
- » Encourage research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.

#### Actions that particularly benefit the Surf Coast

- » Encourage PTV and coach operators to research and trial new vehicles for longer distance bus services in the region, with better accessibility and more luggage storage.
- » Support trialling a flexible service that uses a smaller vehicle. This trial could be undertaken as part of simplifying the Bellarine Peninsula or Surf Coast bus network (see "A well connected region").
- » Encourage the building of transport hubs, particularly in major regional towns.
- » Advocate for an increase in service levels between Geelong, Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term, using coaches primarily but trains where feasible.



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## 1.0 INTRODUCTION



### 1.1 PURPOSE

The G21 Region Public Transport Strategy sets out goals, long-term strategic directions and a four year Action Plan for public transport in the G21 region of Victoria.

G21 - Geelong Region Alliance is the formal alliance of government, business and community organisations working together to improve the lives of people within a region of five municipalities - Colac Otway, Golden Plains, Greater Geelong, Queenscliffe and Surf Coast, shown in Figure 1.

**FIGURE 1 - THE G21 REGION (SOURCE: G21 REGIONAL GROWTH PLAN)**





1.0 INTRODUCTION

1.2 STUDY BACKGROUND

This is the second G21 Region Public Transport Strategy. It was developed from the G21 Integrated Public Transport Strategy (2008)<sup>1</sup> jointly prepared by the G21 Geelong Region Alliance and the Department of Transport.

The 2008 strategy has largely been implemented. As a result, the G21 region has decided to review the original strategy and develop a new one.

The study timing also coincides with the release of the G21 Regional Growth Plan<sup>2</sup>, the major strategic document guiding land use planning in the region, as well as aligning with a series of local transport studies currently underway, such as the Geelong Central Links Study and the Port and Land Access Study.

The aim of the G21 Region Public Transport Strategy (2013) is:

*to effectively plan for and respond to public transport opportunities and challenges as the population of the G21 region heads towards 500,000 people.*

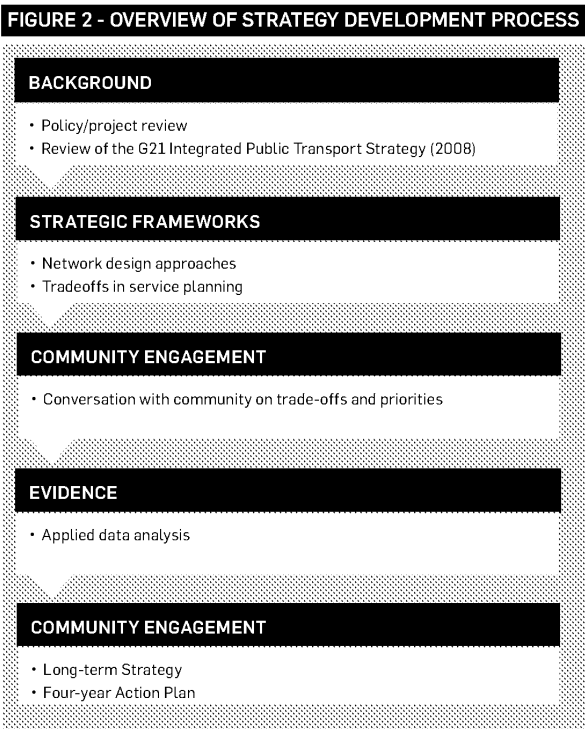
The strategy has the overall goal of **increasing utilisation of public transport**, and in turn:

- reducing traffic congestion
- improving the environment
- overcoming social isolation.

This strategy differs from a public transport Network Development Plan. It does not examine the details of bus networks in terms of streets served, stop locations and timetables. It does, however, outline the G21 region’s aspirations about how the G21 region, Public Transport Victoria (PTV) and other stakeholders can collaborate to develop the public transport network over time as PTV prepares more detailed strategies and plans, and outlines the G21 region’s priorities that it will advocate for.

1.3 APPROACH TO STRATEGY DEVELOPMENT

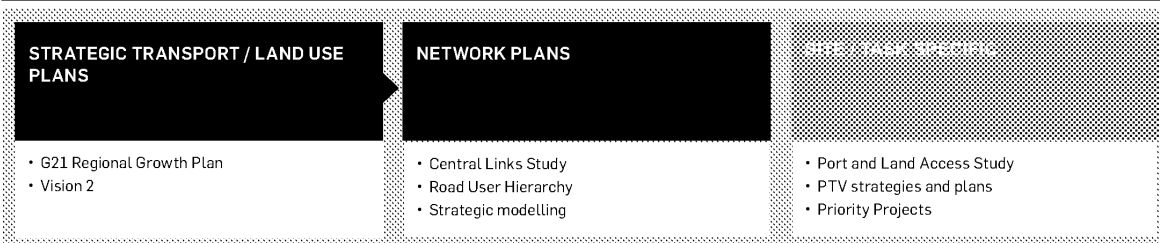
This strategy has been developed in close collaboration with G21 region stakeholders and the G21 region community. Figure 2 summarises the strategy development process.



Stakeholders and the community have been consulted on different ways to develop public transport in the G21 region. From this consultation, strategic objectives have been developed that reflect the different needs of communities across the G21 region. A series of actions that can be delivered within the next four years to progress the strategic objectives are detailed in the action plan.

As part of this process, other important studies and plans affecting the G21 region, have been reviewed to consider how they best incorporate them into this strategy. These are summarised in Figure 3. The major regional strategies are discussed in greater detail in Chapter 2.0.

FIGURE 3 - SUMMARY OF KEY INTERFACE STRATEGIES



The fundamental question explored in the engagement process was essentially ‘What type of public transport network is needed in the G21 region?’ Public transport networks can be categorised as:

- metro / grid / frequent networks, where the various lines that make up the network are frequent, and passengers often have to make transfers between the lines to reach destinations
- hub and spoke / pulse networks, where less frequent services meet at central interchange locations to allow for convenient connections
- social transit designs – loops and coverage services that are low frequency but run close to residents and key destinations
- hybrid networks combining elements of the above.

Each of these approaches has advantages and disadvantages and result in different outcomes for customers and communities.

Finding a balance between these network options was the key purpose of community consultation. The process enabled the community to explore the trade-offs involved in public transport planning and to identify their priorities.

## WHAT IS PUBLIC TRANSPORT?

In the G21 Region Public Transport Strategy, ‘public transport’ refers to the network of rail, coach, bus and ferry services in the region. This strategy does not directly address ‘community transport’ services which are tailored to the needs of particular groups or individuals in the Region, but the important relationship between public and community transport is recognised and addressed.

The consultation was based on a ‘world café’ approach, with participants managing their discussions and documentation in a facilitated process. The audience was selected and invited from the community. Approximately one-third of participants were local stakeholders; one-third were specifically invited on the basis that they were part of social groups who usually did not attend forums (for example, students); and one-third responded to advertising and information about the forums.

The forums were complemented by a stakeholder workshop, a Summit meeting at the end of the process, and an online component. The consultation was delivered by the local government areas with support from AECOM and G21.

<sup>1</sup> G21 INTEGRATED PUBLIC TRANSPORT STRATEGY, AVAILABLE ONLINE AT [HTTP://WWW.G21.COM.AU/SITES/DEFAULT/FILES/RESOURCES/G21\\_INTEGRATED\\_PUBLIC\\_TRANSPORT\\_STRATEGY\\_2008.PDF](http://www.g21.com.au/sites/default/files/resources/G21_INTEGRATED_PUBLIC_TRANSPORT_STRATEGY_2008.PDF), ACCESSED 3 APRIL 2013

<sup>2</sup> G21 REGIONAL GROWTH PLAN APRIL 2013, AVAILABLE ONLINE AT [HTTP://WWW.DPCD.VIC.GOV.AU/\\_DATA/ASSETS/PDF\\_FILE/0010/145639/G21\\_REGIONAL\\_GROWTH\\_PLAN\\_-\\_APRIL\\_2013\\_-\\_LOW\\_RES.PDF](http://www.dpcd.vic.gov.au/_data/assets/pdf_file/0010/145639/G21_REGIONAL_GROWTH_PLAN_-_APRIL_2013_-_LOW_RES.PDF), ACCESSED 31 JULY 2013

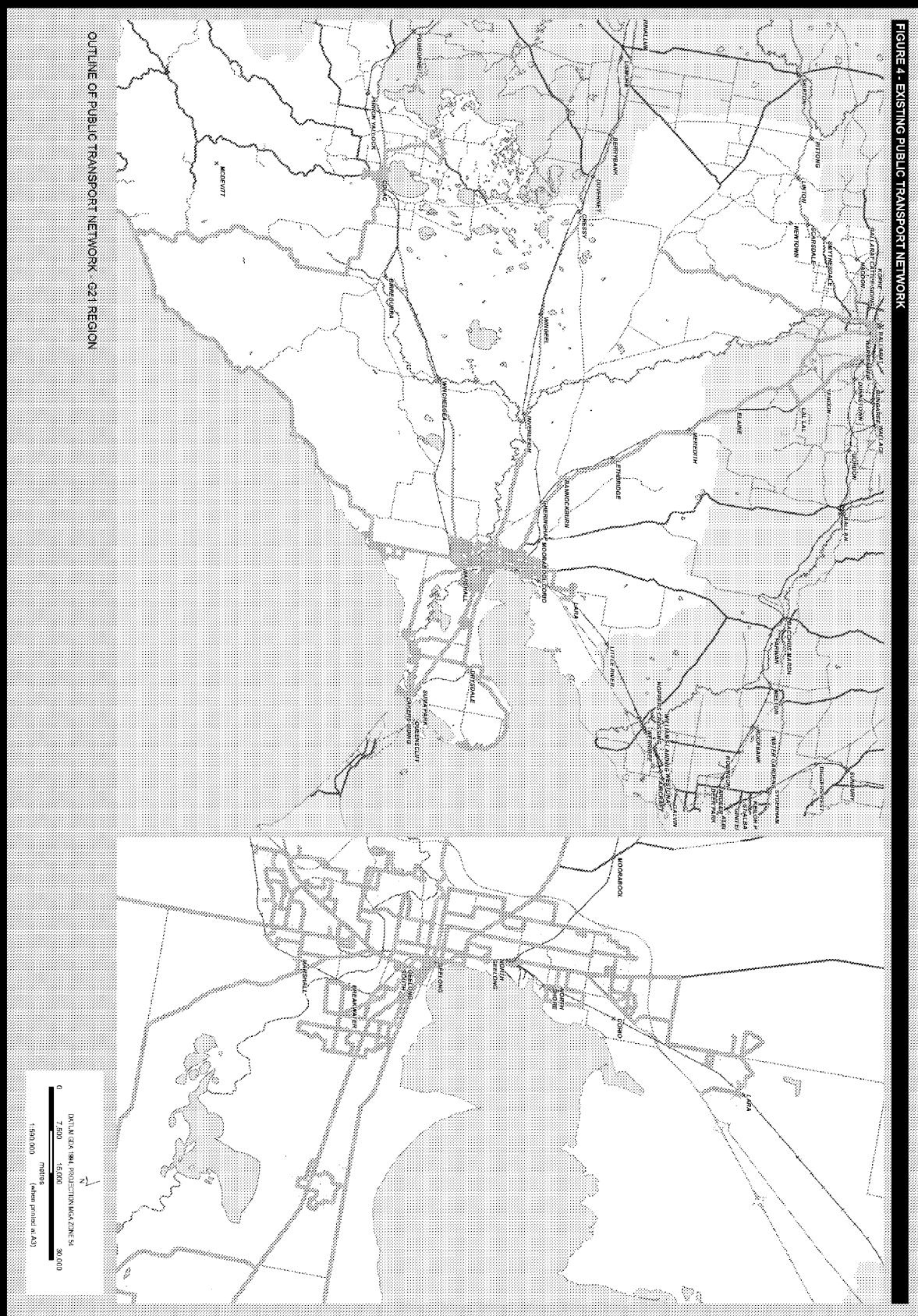


## 1.0 INTRODUCTION

### 1.4 SNAPSHOT OF EXISTING PUBLIC TRANSPORT

The existing public transport network is shown on the following page and summarised below. Full service details are available on PTV's website (go to [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au))

| LINES / NETWORKS                   | DESCRIPTION                                                                | WEEKDAY SERVICES                                                        | WEEKEND SERVICES                                                    |
|------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Rail</b>                        |                                                                            |                                                                         |                                                                     |
| Geelong commuter rail              | Regular rail services between Melbourne and Marshall (Grovedale from 2014) | Up to five services in peak hour<br>Hourly 5am to midnight              | Mostly hourly                                                       |
| Warrnambool rail corridor          | Rail service Melbourne – Warrnambool                                       | Three services per day                                                  | Three services per day, some by coach                               |
| <b>Town and commuter bus</b>       |                                                                            |                                                                         |                                                                     |
| Geelong Town                       | 20 route network, plus Leopold service shared with Bellarine Peninsula     | Range from three services per hour to hourly                            |                                                                     |
| Bellarine Peninsula and Surf Coast | 12 route network, seven of which run to Geelong                            | Variable in service levels                                              | Four services per day on most routes                                |
| Colac Town                         | Three route network                                                        |                                                                         |                                                                     |
| <b>Coach and long-distance bus</b> |                                                                            |                                                                         |                                                                     |
| Geelong – Ballarat via Bannockburn | V/Line coach on Midland Highway route                                      | Three trips each way                                                    | Three trips on Saturdays; two on Sundays                            |
| Geelong – Bannockburn              | Intertown bus service                                                      | One trip only, to Bannockburn in mid-afternoon                          | None.                                                               |
| Colac – Apollo Bay - Marengo       | Serves small Otway towns such as Forrest                                   | Wednesdays only except in summer when three services operate on Fridays | Three daily services each way on Saturday and Sunday in Summer only |
| Colac – Lorne                      | Seasonal service                                                           | Runs in summer only                                                     |                                                                     |
| Colac – Alvie                      | Route service operating at school times                                    | Scheduled around school times                                           | No services                                                         |
| Ballarat – Rokewood                | Local bus service                                                          | Tuesdays and Thursdays, Fridays during school holidays                  | No services                                                         |
| <b>Other services</b>              |                                                                            |                                                                         |                                                                     |
| Queenscliffe – Sorrento            | Ferry service                                                              | Hourly                                                                  | Hourly                                                              |
| Geelong – Avalon Airport           | Airport shuttle bus                                                        | Timed to meet flights                                                   | Timed to meet flights                                               |
| Geelong – Tullamarine              | Airport shuttle bus                                                        | Every 75 minutes                                                        | Variable headway from 75 to 105 minutes                             |





## 2.0 STRATEGIC CONTEXT





## 2.0 STRATEGIC CONTEXT

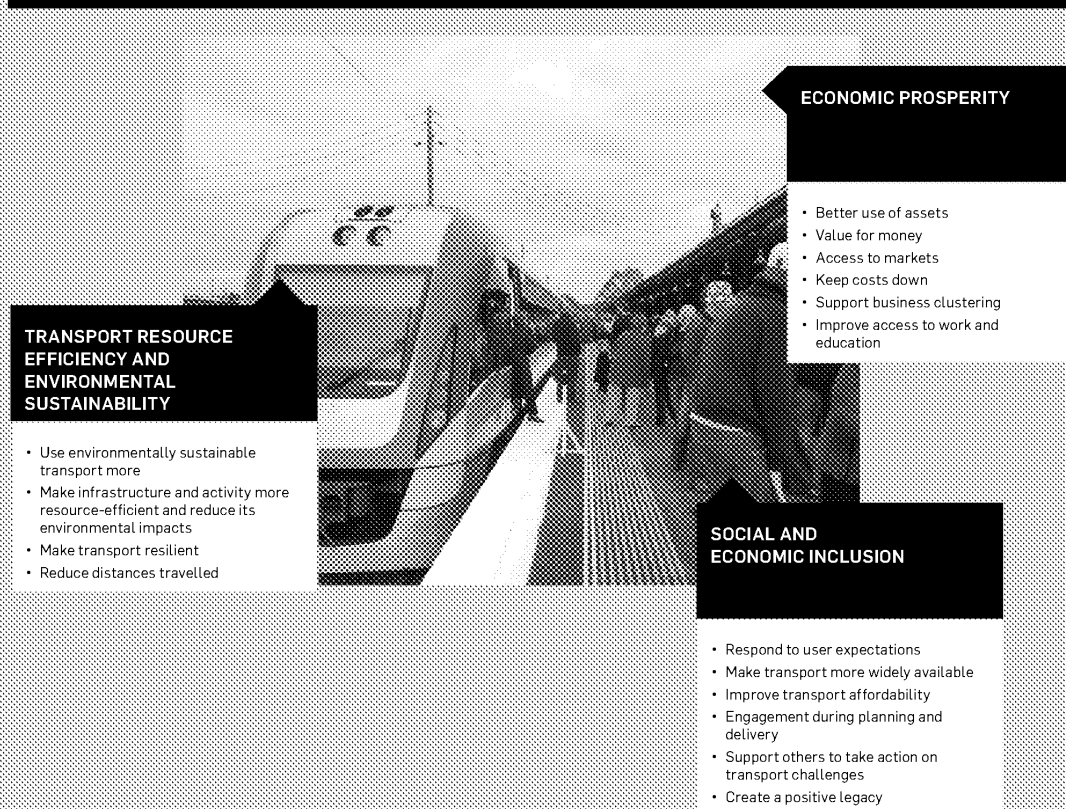
Existing strategies and policies affecting the G21 region have been reviewed to consider how they shape the G21 Region Public Transport Strategy.

### 2.1 THE TRANSPORT INTEGRATION ACT

All transport projects in Victoria, including the development of strategies like this one, need to consider the Transport Integration Act.

The Transport Integration Act sets principles for the transport network; these are shown in Figure 5.<sup>3</sup> Identifying which principles are most relevant to understanding a community's public transport needs is an important part of developing a strategy. In the development of the G21 Region Public Transport Strategy, this has been a key focus of community and stakeholder engagement.

FIGURE 5 - THE TRANSPORT INTEGRATION ACT IN SUMMARY



<sup>3</sup>DEPARTMENT OF TRANSPORT, 'APPLYING THE TRANSPORT INTEGRATION ACT', AVAILABLE ONLINE AT [HTTP://WWW.TRANSPORT.VIC.GOV.AU/LEGISLATION/TRANSPORT-INTEGRATION-ACT/APPLYING-THE-TRANSPORT-INTEGRATION-ACT](http://www.transport.vic.gov.au/legislation/transport-integration-act/applying-the-transport-integration-act). LAST ACCESSED 4 APRIL 2013

## 2.0 STRATEGIC CONTEXT

### 2.2 THE G21 REGIONAL GROWTH PLAN

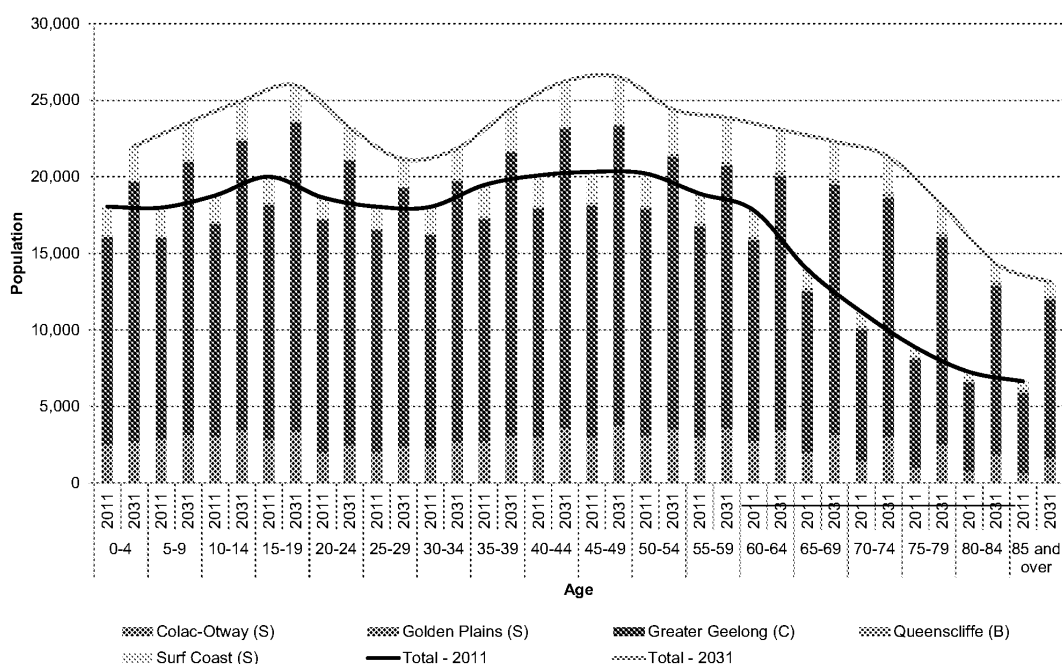
The G21 Regional Growth Plan manages growth and land use pressures to 2050. It pulls together the strategic land use and growth planning already done across the region and builds on this to identify where future residential and employment growth will occur.

The population trend underpinning the G21 Regional Growth Plan is for population growth across all age groups, with a substantial ageing of the population across the region. This trend is shown in Figure 6.

#### THE PLAN IDENTIFIES SIX STRATEGIC DRIVERS OF GROWTH:

- ▶ TRANSPORT
- ▶ STRONG ECONOMY AND JOB DIVERSITY
- ▶ LAND SUPPLY
- ▶ A VIBRANT AND HEALTHY CENTRAL GEELONG
- ▶ INFRASTRUCTURE
- ▶ ENVIRONMENTAL ASSETS AND CHARACTER

FIGURE 6 - DEMOGRAPHIC PROFILE FOR G21 REGION (SOURCE: VICTORIA IN FUTURE<sup>1</sup>)



<sup>1</sup>VICTORIA IN FUTURE, DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, AVAILABLE ONLINE AT [HTTP://WWW.DPCD.VIC.GOV.AU/](http://www.dpcd.vic.gov.au/home/publications-and-research/urban-and-regional-research/census-2011/victoria-in-future-2012)

The identified residential growth areas are:

- urban Geelong including Central Geelong
- Lara
- Armstrong Creek
- Torquay/ Jan Juc
- Leopold
- Bannockburn
- Ocean Grove
- Colac
- Drysdale/ Clifton Springs
- Winchelsea.

Employment centres are identified at:

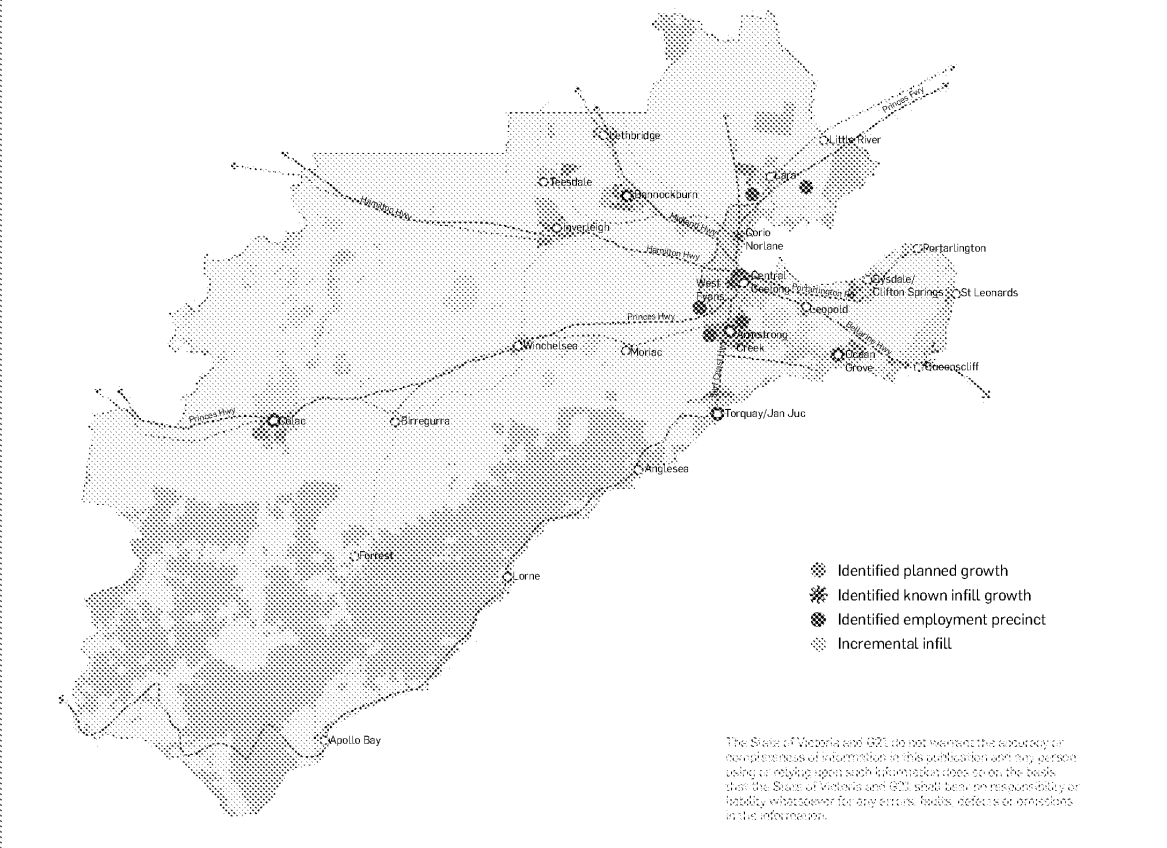
- Deakin/Marcus Oldham Education, Health and Research Hub

- Freight and logistics hub comprising Avalon Airport, Geelong Port and Geelong Ring Road Employment Precinct (GREP)
- Central Geelong
- Waurn Ponds South (long-term potential)
- Armstrong Creek employment areas and Major Activity Centre
- Other towns and centres such as Torquay, Ocean Grove, Bannockburn and Colac.

In the long-term there are options for further growth at Winchelsea and Colac, and possible medium-longer term growth areas adjacent to urban Geelong north and west of the Geelong Ring Road.

Figure 7 shows these areas.

**FIGURE 7 - LOCATIONS OF POPULATION AND EMPLOYMENT GROWTH (SOURCE: G21 REGIONAL GROWTH PLAN<sup>2</sup>)**



<sup>2</sup>G21 REGIONAL GROWTH PLAN APRIL 2013, AVAILABLE ONLINE AT [HTTP://WWW.OPCD.VIC.GOV.AU/\\_DATA/ASSETS/PDF\\_FILE/001/0/145839/G21\\_REGIONAL\\_GROWTH\\_PLAN\\_-\\_APRIL\\_2013\\_-\\_LOW\\_RES.PDF](http://www.opcd.vic.gov.au/_data/assets/pdf_file/001/0/145839/G21_REGIONAL_GROWTH_PLAN_-_APRIL_2013_-_LOW_RES.PDF) ACCESSED 31 JULY 2013



## 2.0 STRATEGIC CONTEXT

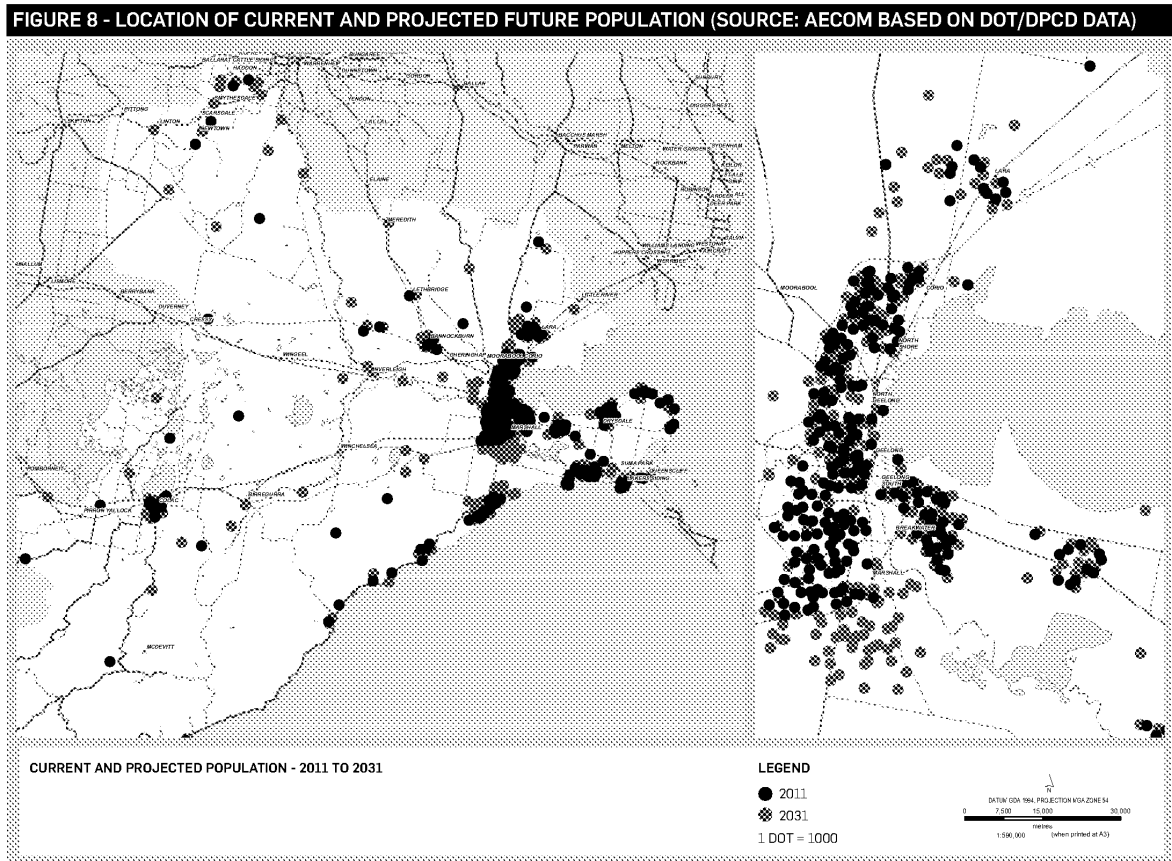


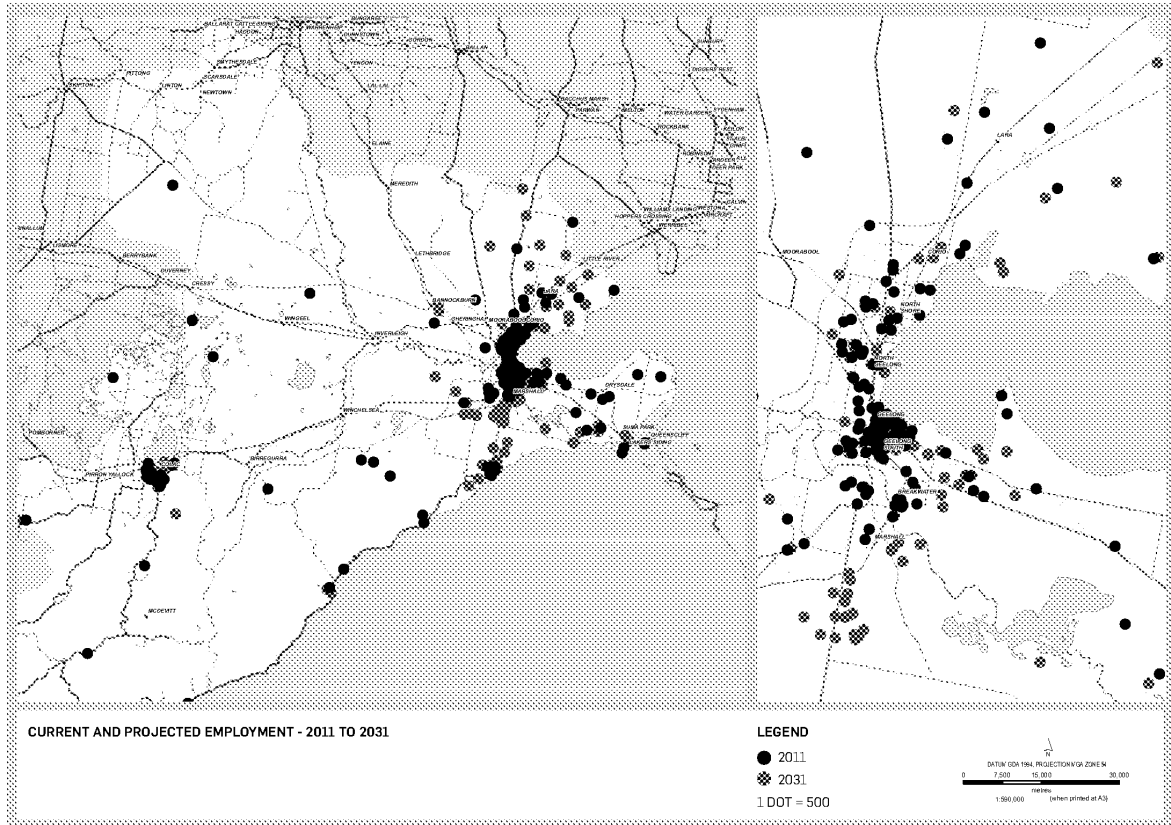
Figure 8 has been prepared based on data supplied by the Department of Transport, which in turn is based on Department of Planning and Community Development data.<sup>6</sup> This map shows population in 2011 (black dots) and 2031 (red dots). Each dot represents 1000 people. Urban infill in Geelong and the growth of Armstrong Creek, Torquay and Lara are clearly shown.

It is important to note that it doesn't fully reflect the longer-term possibilities foreshadowed in the G21 Regional Growth Plan e.g. the growth of Winchelsea.

Figure 9 shows employment in 2011 (black dots) and 2031 (red dots). Each dot represents 500 jobs. The forecast suggests that employment will be generally widely dispersed across urban Geelong and concentrated in townships elsewhere in the Region. Like the population data, it doesn't fully reflect the longer term possibilities, and may need to be updated to reflect areas like the Armstrong Creek employment areas and Avalon Airport.

<sup>6</sup>THE DEPARTMENT OF TRANSPORT AND DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT WERE MERGED IN EARLY 2013 AND ARE NOW PART OF THE DEPARTMENT OF TRANSPORT, PLANNING AND LOCAL INFRASTRUCTURE.

**FIGURE 9 - LOCATION OF CURRENT AND PROJECTED FUTURE EMPLOYMENT (SOURCE: AECOM BASED ON DOT/DPCD DATA)**



The G21 Regional Growth Plan is based on 10 principles, of which the four shown in Table 1 are considered most applicable to public transport.

**TABLE 1: PRINCIPLES IN THE REGIONAL GROWTH PLAN APPLICABLE TO PUBLIC TRANSPORT**

|                                                        |                                                                                                                                                                                            |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>OPTIMISE<br/>INFRASTRUCTURE AND<br/>CONSOLIDATE</b> | » Maximise capacity and leverage off existing infrastructure and services, particularly near central retail and transport nodes.                                                           |
|                                                        | » Minimise additional land used for residential, commercial and industrial purposes by harnessing under utilised land and buildings in our settlements.                                    |
|                                                        | » Develop new infrastructure and services to facilitate consolidation and growth.                                                                                                          |
| <b>LIVE, WORK AND<br/>PARTICIPATE LOCALLY</b>          | » Create jobs to utilise our skills within the region.                                                                                                                                     |
|                                                        | » Promote learning of new skills to support increasing employment diversity.                                                                                                               |
|                                                        | » Encourage our communities to invest and be involved in the region                                                                                                                        |
| <b>UNIQUE AND<br/>CONNECTED<br/>COMMUNITIES</b>        | » People feel part of their communities and celebrate their sense of place.                                                                                                                |
|                                                        | » Ensure growth enhances choice, health and wellbeing, liveability, amenity and diversity                                                                                                  |
|                                                        | » Communities can easily participate in arts, culture, sport and recreation, encouraging healthy lifestyles.                                                                               |
|                                                        | » Provide affordable access to housing, services and facilities consistent with settlement role and function.                                                                              |
| <b>ACCESSIBLE<br/>TRANSPORT CHOICES</b>                | » Provide a broad range of integrated and sustainable transport choices which are flexible, reliable and connect residents, workers and visitors to the services and facilities they need. |

## 2.0 STRATEGIC CONTEXT

### 2.3 VISION 2

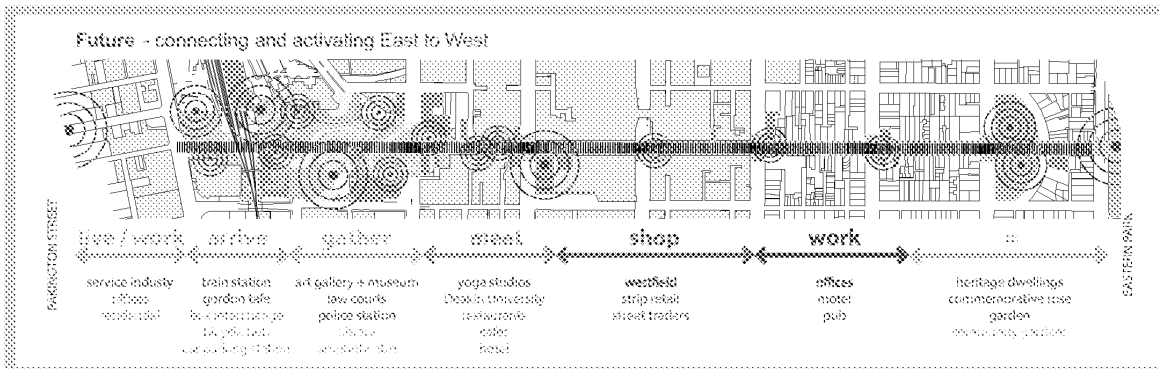
Vision 2 aims to achieve a shared vision and identify areas, strategies and opportunities that will provide momentum and investment for the next 20 years of growth in Central Geelong.

The Vision 2 process is ongoing. Most recently a draft Design Studio Report has been released.<sup>7</sup>

Key ideas in Vision 2 that relate to public transport include:

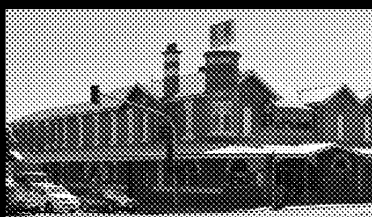
- a City Arrival Precinct at Geelong Station
- creation of 'The Spine' along Malop Street
- encourage more pedestrian activity in the city's laneways.

FIGURE 10 - POSSIBLE FUTURE ROLE OF MALOP STREET (SOURCE: VISION 2 DRAFT DESIGN STUDIO REPORT)

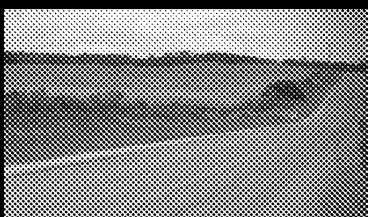


## THE TRANSPORT CONNECTIONS PROGRAM

Under the Victorian Government's Transport Connections Program, a range of innovative small scale projects were trialled in the G21 region. Case studies include:



The Colac-Lorne summer bus trial, which ran a frequent daily service to meet the needs of seasonal employees as well as recreational travellers. It carried on average 7.4 passengers per trip, with up to 205 passengers a day. This service has been made permanent



The Moriac summer bus loop, connecting Moriac to destinations in Geelong and Torquay, averaged fewer than two passengers per trip. It was not continued.

Other services trialled but not continued in the region include:

- BANNOCKBURN LOOP;
- LAVERS HILL TO COLAC
- QUEENSCLIFFE TO JAN JUC

<sup>7</sup>DESIGN STUDIO REPORT, 25 MARCH 2013

## 2.4 REVIEW OF THE 2008 PUBLIC TRANSPORT STRATEGY

The table below summarises the results of the G21 Integrated Public Transport Strategy (2008) Action Plan.

TABLE 2: SUMMARY OF THE 2008 PUBLIC TRANSPORT STRATEGY

| Short-term initiatives                                       | Implementation |                           |      |
|--------------------------------------------------------------|----------------|---------------------------|------|
|                                                              | Full           | Part                      | None |
| Deakin direct service upgrade                                |                | ✓                         |      |
| Colac town service                                           | ✓              |                           |      |
| Bannockburn regional service                                 |                | Trialled                  |      |
| Torquay / Jan Juc – Geelong upgrade                          |                | ✓                         |      |
| Queenscliffe – Ocean Grove upgrade                           |                | ✓                         |      |
| Lara service upgrade                                         |                | ✓                         |      |
| Deakin via Waurin Ponds service upgrade                      | ✓              |                           |      |
| Geelong cross network service                                |                |                           | ✗    |
| Hourly rail service to Melbourne                             | ✓              |                           |      |
| Colac & Bannockburn 'activities buses'                       |                | Alternative solutions     |      |
| Colac – Apollo Bay service upgrade                           |                | Reinstated as once weekly |      |
| Night services / zonal mini bus                              |                | 9pm services; night bus   |      |
| Long-term initiatives                                        | Full           | Part                      | None |
| Colac service coordination                                   |                | Alternative solution      |      |
| Lara town service                                            |                |                           | ✗    |
| Bellarine Peninsula express services                         |                |                           | ✗    |
| Commuter services into Lorne, Torquay, Bannockburn and Colac |                |                           | ✗    |
| Direct Torquay – Deakin services                             |                |                           | ✗    |
| Corio industrial services                                    |                |                           | ✗    |
| Weekend services                                             |                | ✓                         |      |

A number of interesting details about these schemes and directions are important to note.

- Deakin University now provides bus and park and ride services. These are not part of the public transport network. They were introduced to overcome issues with the established services between Deakin's central Geelong and Waurin Ponds campuses.
- Regional services around Bannockburn were trialled but most were withdrawn due to low patronage. However, a trip between Geelong and Bannockburn, departing 4:30pm on weekdays, was made permanent. This has helped deal with overcrowding on the V/Line coach service.
- The Colac – Apollo Bay service is particularly complex. It was a once-weekly service that provided access to Colac. The previous strategy called for additional service, but a detailed review found the service carried only a few hundred customers a year,

and a community transport service was offering a similar service at a much lower fare. The service was withdrawn in 2007. The Transport Connections Project (see box, left) then reinstated a trial service, extended it to Marengo and added additional summer services. The trial was successful and the service was re-established.

- The City of Greater Geelong is now running Central Geelong NightBus on Saturday nights. This network is operated independently of the daytime public transport network.
- A number of other improvements that were not in the strategy were made. These included more summer services on the Great Ocean Road coach service, and various enhancements to the V/Line rail timetable increasing services to Marshall Station, such as the introduction of a commuter connection between Torquay and Marshall.



2.0 STRATEGIC CONTEXT

2.5 PUBLIC TRANSPORT NETWORK PLANS

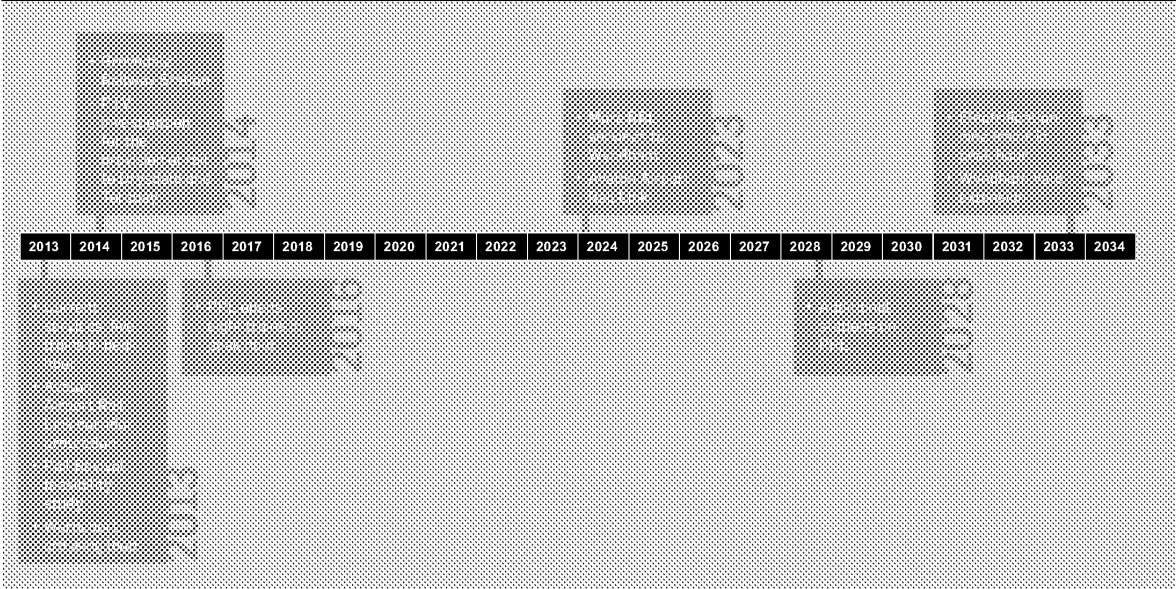
In March 2013 Public Transport Victoria (PTV) published the Network Development Plan - Metropolitan Rail.<sup>8</sup> This plan outlines a long-term vision for the Melbourne metropolitan rail network. The Geelong line is considered in the plan because of its use of the Regional Rail Link. In the long-term, the Network Development Plan proposes that the Geelong rail service should become part of the metropolitan rail network and operate as a Grovedale - South Yarra electrified rail line.

PTV has recently completed a feasibility study into 'Rail Revival', the proposed restoration of passenger rail services between Geelong, Ballarat and Bendigo. The feasibility study found that passenger rail may be feasible in the future but an improved bus service made more economic sense in the short-term.

PTV is also continuing a study into reserving a transport corridor between Geelong and Torquay and commencing an investigation into the restoration of rail services to Drysdale.

Key milestones for these plans are summarised in Figure 11. Note that the milestones are strictly indicative, and funding is not committed for many of these initiatives.

FIGURE 11 - PTV NETWORK DEVELOPMENT INITIATIVES FOR RAIL IN THE G21 REGION – INDICATIVE TIMELINE

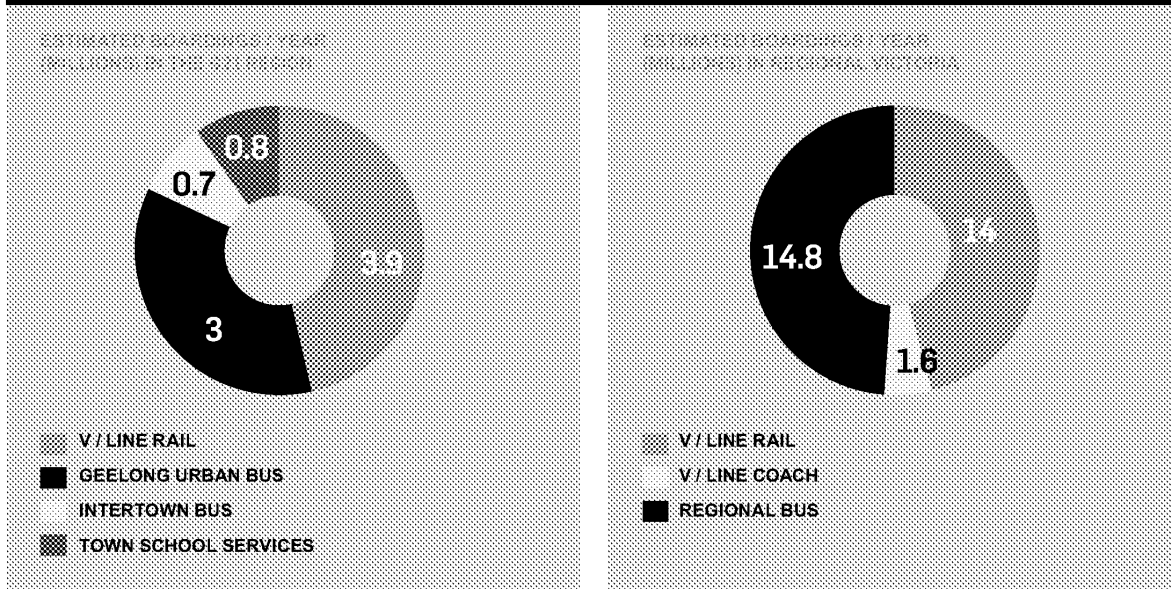


<sup>8</sup>PUBLIC TRANSPORT VICTORIA, "NETWORK DEVELOPMENT PLAN - METROPOLITAN RAIL", AVAILABLE ONLINE AT [HTTP://PTV.VIC.GOV.AU/NEWS/NEWS-PROMOTIONS/NETWORK-DEVELOPMENT-PLAN-METROPOLITAN-RAIL](http://ptv.vic.gov.au/news/news-promotions/network-development-plan-metropolitan-rail), LAST ACCESSED 4 APRIL 2013

## 2.6 THE CURRENT ROLE OF PUBLIC TRANSPORT

Figure 12 shows the estimated number of boardings for key public transport services in the G21 region and a comparison with overall patronage in regional Victoria. The annual patronage of public transport in the G21 region is about 8.4 million boardings. The G21 region has about 30 percent of regional Victoria's public transport patronage, and has a similar pattern of use in that patronage is fairly evenly split between rail and road-based services.

**FIGURE 12 - PATRONAGE IN THE G21 REGION AND REGIONAL VICTORIA**

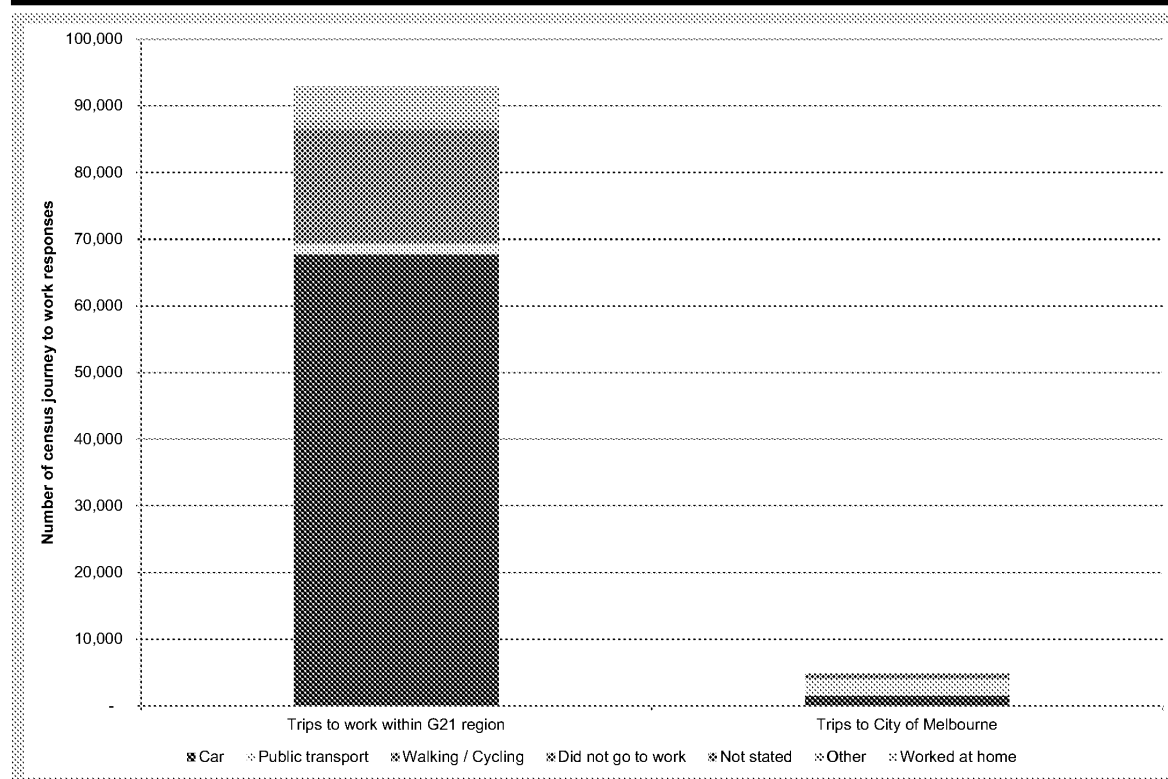




## 2.0 STRATEGIC CONTEXT

Figure 13 shows journey to work data at the local government area level from the 2011 census. Trips with a public transport component are shown as 'public transport'.

**FIGURE 13 - JOURNEY TO WORK - 2011 CENSUS DATA IN SUMMARY**



Three key observations from this chart are:

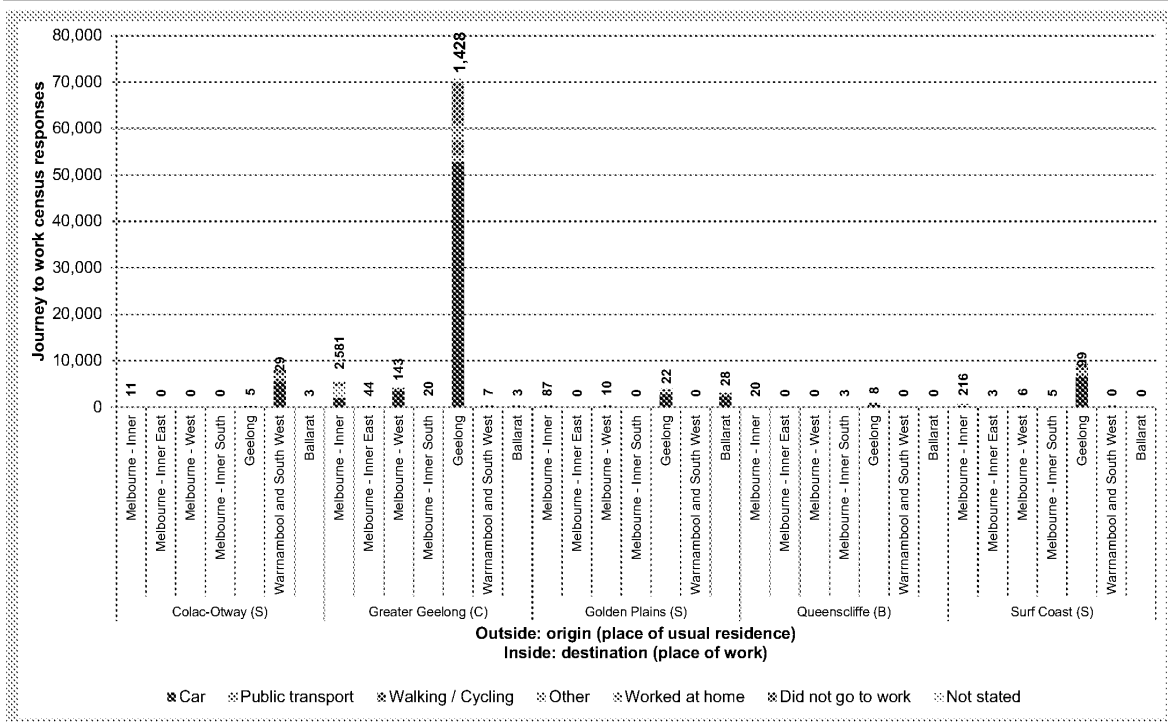
- Public transport has a high share of journeys from the G21 region to central Melbourne, but a very small share of trips within the region. Travel by public transport could be considered attractive due to congestion on the West Gate Freeway and the high cost of parking and petrol. The Regional Rail Link should further increase the attractiveness of this service, but because public transport already has a large share of the market, the opportunity to grow public transport's role for commuting to central Melbourne is relatively limited, as it depends largely on the number of G21 region residents working in central Melbourne.

However, there is great scope to explore ways to increase the share of trips taken within the G21 region on public transport.

- A powerful contextualising idea is that public transport in the region is used less for travelling to work than walking and cycling.
- A small increase in the share of journeys to work within the G21 region would result in a major increase in public transport commuter patronage. This is because public transport currently has a small share of a large potential market. For trips to the central Melbourne, public transport currently has a large share of a relatively small market. The result of these differences is that there are only 1,000 fewer public transport journeys to work within the G21 region than to Melbourne.

Figure 14 shows the size of the travel market in 2011 for journeys to work as reported in the Census. In this figure, 'Melbourne - Inner' refers to the general central business district of Melbourne.

**FIGURE 14 - NUMBER OF JOURNEYS TO WORK UNDERTAKEN BY MODE, FOR ORIGIN AND DESTINATION, TRANSPORT TRIP VOLUMES LABELLED**



## SUMMARY OF STRATEGIC CONTEXT

The G21 region is steadily growing. There will be more people living, working and visiting the region over the next 40 years. The region has significant assets on which to build a robust and resilient economy and to accommodate this growth without negative impacts on its identity. The challenge is to evolve as a self-sustaining region that uses existing infrastructure and land more efficiently.

Key strategic drivers in the region are:

- planning for employment growth along with population growth, including strengthening existing employment nodes and identifying new areas for employment

- acknowledging the key role that Geelong and the G21 region play in relation to Melbourne while preserving Geelong's identity as a separate settlement to Melbourne.

Public transport has an important role in providing access to education, particularly for secondary school students, and has a high share of commuter traffic between the region and central Melbourne. There is a strategic opportunity to focus on attracting a higher share of trips within the G21 region onto public transport.



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY



3.0 THE G21 REGION PUBLIC  
TRANSPORT STRATEGY

3.1 GOALS OF THE G21 REGION

The overall goal of the G21 Region Public Transport Strategy is to increase utilisation of public transport. In turn, this contributes to reducing traffic congestion, improving the environment, and overcoming social isolation.

The strategy development process explored the community’s understanding and acceptance of these objectives, showed how they relate to the Transport Integration Act and the G21 Regional Growth Plan, and assessed how different network development strategies could contribute to meeting the objectives.

3.2 PROCESS FOR DEVELOPING THE STRATEGY’S  
OBJECTIVES

The strategy’s objectives were developed in close collaboration with the G21 region community and stakeholders. Through four related programs of engagement, the community was consulted on different possible ways to develop public transport in the G21 region. From this consultation, strategic objectives were developed that reflect the different needs of communities across the G21 region.

FIGURE 15: FOUR PROGRAMS OF ENGAGEMENT SHAPED  
THE STRATEGIC OBJECTIVES OF THE STRATEGY



A **stakeholder engagement** workshop was held with identified stakeholders from across the region who had a direct interest in the strategy. It was also used as a pilot program for the community forums.

- » **Community forums** were held in each local government area with an audience selected and invited from the community. Approximately one-third of participants were local stakeholders; one-third were specially invited on the basis that they were part of social groups who usually did not attend forums (for example, students); and one-third responded to advertising and information about the forums.
- » The **website** provided a discussion forum, survey and background information on the strategy, and provided another forum to explore the key strategic questions asked at the stakeholder engagement workshop and community forums.
- » The **Summit** brought together participants from the stakeholder engagement workshop, community forums and website as well as other members of the G21 region. It tested the strategic objectives and Action Plan presented in this strategy through interactive voting technology.



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

The engagement explored three questions. Each question contributed to identifying aspects of the strategic role of public transport in the region.

**TABLE 3. ENGAGEMENT QUESTIONS TARGETED THE PRINCIPAL STRATEGIC ASPECTS OF PUBLIC TRANSPORT IN THE G21 REGION**

| Question                                                                                            | Purpose                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What should public transport be for?                                                                | <ul style="list-style-type: none"> <li>» Identify objectives</li> <li>» Consider relevance of Transport Integration Act and G21 Regional Growth Plan principles</li> <li>» Stimulate debate about competing objectives</li> </ul> |
| Of the seven attributes of public transport, which are most important? Which most need action?      | <ul style="list-style-type: none"> <li>» Identify and prioritise attributes</li> <li>» Consider trade-offs in transit network design</li> </ul>                                                                                   |
| What changes to other transport systems, or land use, would best support public transport outcomes? | <ul style="list-style-type: none"> <li>» Examine integration issues</li> <li>» Examine tradeoffs with private vehicle use</li> <li>» Consider appetite for transport / land use integration</li> </ul>                            |

#### 3.2.1 EXAMINING POTENTIAL OBJECTIVES

A summary of the decision-making principles in the Transport Integration Act and the four G21 Regional Growth Plan objectives most closely associated with public transport (outlined above in section 2.0) were used to seek community input into which potential objectives were most relevant. This important strategic discussion helped to identify which objectives should be prioritised for the limited resources available to invest in public transport networks and services.

**FIGURE 16 - SLIDE FROM COMMUNITY ENGAGEMENT FORUM USED TO BEGIN DISCUSSION ABOUT OBJECTIVES**

#### Objectives for the region's public transport

##### What should public transport be for?

| Theme                                                                 | Possible objectives                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Economic prosperity</b>                                            | <ul style="list-style-type: none"> <li>• Boost use of assets</li> <li>• Foster business</li> <li>• Attract investment</li> <li>• Keep jobs close</li> <li>• Support business planning</li> <li>• Attract business and investment</li> </ul>                                                                                        |
| <b>Social and economic inclusion</b>                                  | <ul style="list-style-type: none"> <li>• Respond to user expectations</li> <li>• Make transport more widely available</li> <li>• Improve transport affordability</li> <li>• Engage in better planning and delivery</li> <li>• Support others to take action on transport challenges</li> <li>• Create a positive legacy</li> </ul> |
| <b>Transport resource efficiency and environmental sustainability</b> | <ul style="list-style-type: none"> <li>• Use environmentally sustainable transport modes</li> <li>• Make transport and activity more resource efficient and reduce the environmental impacts</li> <li>• Make transport resilient</li> <li>• Reduce climate emissions</li> </ul>                                                    |
| <b>Regional Growth Plan objectives</b>                                | <ul style="list-style-type: none"> <li>• Optimise infrastructure and consolidate</li> <li>• Live, work and play close to transit</li> <li>• Unique and connected communities</li> <li>• Accessible transport choices</li> </ul>                                                                                                    |

AECOM

### 3.2.2 EXAMINING POTENTIAL ATTRIBUTES

Participants were asked to identify which of seven ‘attributes’ of public transport were most important and most in need of action. The focus of the discussion was on identifying what is important and urgent, and considering the trade-offs between the attributes.

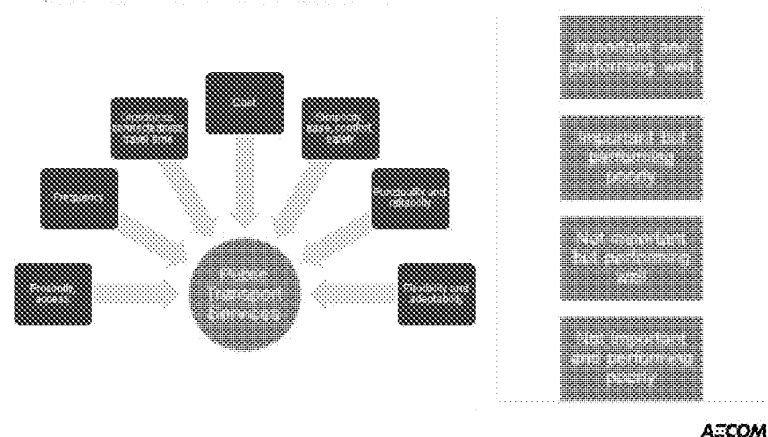
TABLE 4. THE SEVEN ATTRIBUTES OF PUBLIC TRANSPORT<sup>10</sup>

| Demand                                     | Concept                                                                                                                 | Attribute used in Strategy                |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 1. It takes me <i>where</i> I want to go.  | The extent of availability                                                                                              | Proximity and coverage                    |
| 2. It takes me <i>when</i> I want to go.   | Minimum waiting time and long service hours                                                                             | Frequency                                 |
| 3. It's a good use of my <i>time</i> .     | The relationship between straight routes, the need to interchange, and door-to-door service need                        | Directness, connectedness and travel time |
| 4. It's a good use of my <i>money</i> .    | Cost to the customer in fares and to the taxpayer in subsidies                                                          | Cost                                      |
| 5. It respects me.                         | The ease and enjoyability of using public transport                                                                     | Simplicity, ease, comfort, safety         |
| 6. I can trust it.                         | How well the promised service matches what is actually delivered.                                                       | Punctuality and reliability               |
| 7. It gives me freedom to change my plans. | Public transport's capability to meet a range of changing travel needs when change occurs in the short and longer-term. | Flexibility and adaptability              |

FIGURE 17 - SLIDE FROM COMMUNITY ENGAGEMENT FORUM USED TO BEGIN DISCUSSION ABOUT ATTRIBUTES<sup>9</sup>

#### Planning the region's public transport: making tradeoffs

Of these seven attributes of public transport, which are most important? Which most need action?



<sup>9</sup>JARRETT WALKER, HUMAN TRANSIT, ISLAND PRESS, 2011



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

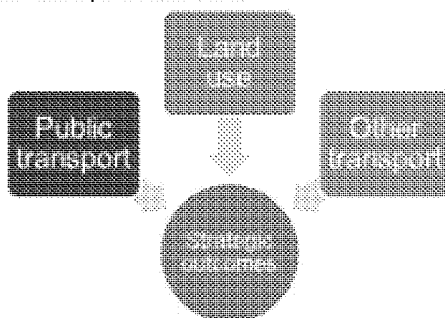
#### 3.2.3 EXAMINING PUBLIC TRANSPORT'S RELATIONSHIP TO THE WIDER TRANSPORT AND LAND USE SYSTEM

This question explored community needs with respect to access modes to public transport, opportunities to change the way cars are used, and the land use patterns of the region.

#### AND LAND USE SYSTEM

##### Planning the region's public transport: Integrating outcomes

'What changes to other transport systems, or land use, would best support public transport outcomes?'



AECOM

## CASE STUDY

The Queenscliffe forum discussed how weekend public transport service gaps have direct economic and social impacts. The tourist economy means weekends are a busy time for local businesses. However, some business owners have to trade-off running the business and taking children into Geelong to access recreation and entertainment because of limited public transport options.



### 3.3 KEY THEMES AND PRIORITIES IDENTIFIED THROUGH CONSULTATION

Following the engagement process, consistent key messages were identified by analysing the verbatim comments from the community engagement process. The figures below are 'word clouds'. They summarise the key themes from the discussion on each question.

**FIGURE 19 - KEY IDEAS ASSOCIATED WITH PUBLIC TRANSPORT OBJECTIVES**



Key themes in the 'objectives' discussion included:

- widespread support for the idea of 'access' for all members of the G21 region community, with an emphasis on the needs of:
  - youth, to access sport and to socialise with peers
  - people with limited or no access to private cars
  - older people
  - people with limited personal mobility
- drawing out the relationship between economic and social outcomes in the G21 region.

**FIGURE 20 - KEY IDEAS ASSOCIATED WITH 'ATTRIBUTES'**



Key themes in the 'attributes' discussion included:

- widespread support for the need for 'efficient', 'direct' and simple public transport services and timetables
- widespread desire for more innovative services, in particular the use of smaller buses
- the need for timetables that reflect the needs of current and potential users
- transport services that support access to Geelong as the priority, with access to Melbourne a secondary concern
- more information and communication.

**FIGURE 21 - KEY IDEAS ASSOCIATED WITH 'BROADER CHANGE'**



In the discussion on 'broader change', key themes were:

- integration of services with access modes
  - bicycles, in terms of access routes, facilities at stops, and storage on vehicles, particularly buses
  - town 'hubs' for various transport services
  - Park and Ride for both bus and rail services
- physical layout aspects of transport and land use planning
  - corridor planning
  - streets and roads
  - paths.

3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

FIGURE 22 - RESPONSES TO THE QUESTION 'THE MOST IMPORTANT OBJECTIVES FOR PUBLIC TRANSPORT ARE...'

Stakeholders were also asked to prioritise the most important objectives and attributes of public transport in the G21 region. Figure 22 is an indication of community responses, with the size of the dot indicating relative importance, and shows that social and economic inclusion is considered to be the most important overarching objective for public transport.

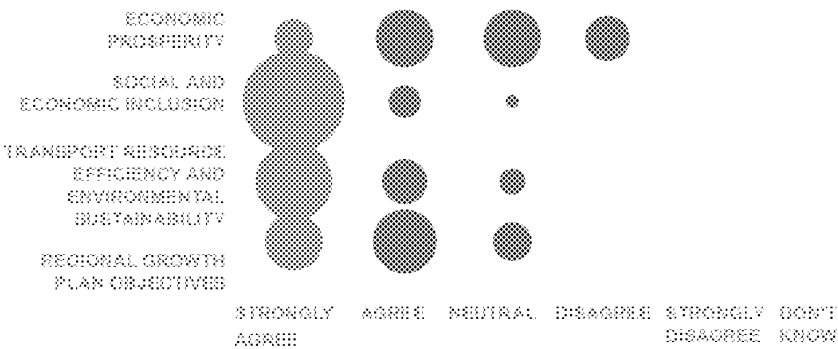
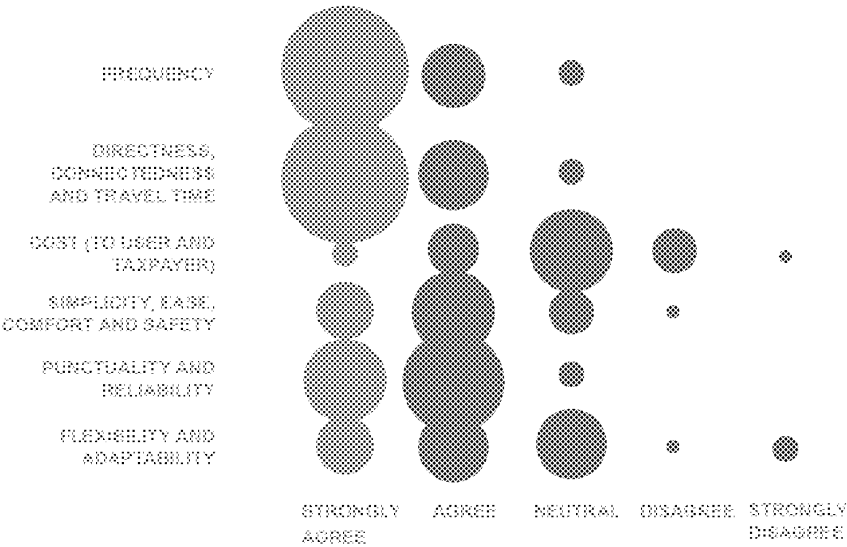


FIGURE 23 - RESPONSES TO THE QUESTION 'THE MOST IMPORTANT OBJECTIVES FOR PUBLIC TRANSPORT ARE...'

A similar question was also asked regarding 'attributes'. The results in Figure 23 show the challenge of making trade-offs, with respondents treating all the attributes as important. Ultimately, frequency and directness were highest priorities.



### 3.4 G21 REGION PUBLIC TRANSPORT STRATEGIC OBJECTIVES

Four strategic objectives that reflect the principal themes of the community consultation and technical public transport planning considerations have been developed. Draft versions of the objectives were tested at the strategy summit and generally received widespread support as accurately reflecting the key objectives of the region.<sup>11</sup>

| Summary of Objective                                    | Over the 20 year life of the Strategy...                                                                                                                                             | Fit with Transport Integration Act                                                                                                                                                         | Fit with G21 regional Growth Plan                                                                                                                                                                                             | Level of support for draft version at Summit |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>"ACCESS FOR ALL"</b>                                 | ...public transport should be extended to all townships in the G21 region, and be accessible to all users                                                                            | <ul style="list-style-type: none"> <li>» Economic prosperity</li> <li>✓ Social and economic inclusion</li> <li>» Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>» Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>✓ Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>87%</b><br>agreed or strongly agreed.     |
| <b>"A WELL CONNECTED REGION"</b>                        | ...all major centres should be connected, directly or via other centres. The Melbourne – Geelong railway should develop into a regular and reliable intercity commuter rail service. | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>✓ Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>✓ Live, work and participate locally</li> <li>✓ Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>93%</b><br>agreed or strongly agreed.     |
| <b>"URBAN PUBLIC TRANSPORT FOR AN URBAN CENTRE"</b>     | ...Geelong's urban public transport should become a direct, frequent and simple urban network.                                                                                       | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>» Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>» Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>83%</b><br>agreed or strongly agreed.     |
| <b>"IMPROVE INFORMATION, PLANNING AND PARTNERSHIPS"</b> | ...the region's partners should deliver better public transport sooner, and know more about its users and market.                                                                    | <ul style="list-style-type: none"> <li>✓ Economic prosperity</li> <li>» Social and economic inclusion</li> <li>✓ Transport resource efficiency and environmental sustainability</li> </ul> | <ul style="list-style-type: none"> <li>✓ Optimise infrastructure and consolidate</li> <li>» Live, work and participate locally</li> <li>» Unique and connected communities</li> <li>✓ Accessible transport choices</li> </ul> | <b>80%</b><br>agreed or strongly agreed.     |

<sup>11</sup>OBJECTIVE 4 WAS REVISED FROM ITS ORIGINAL FORM OF "COLLABORATIVE ADVOCACY AND INFORMATION SHARING" AFTER THE SUMMIT FEEDBACK INDICATED THAT OBJECTIVE DID NOT REFLECT THE G21 REGION'S OBJECTIVES WELL.

### **3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY**

#### **3.5 G21 REGION PUBLIC TRANSPORT FOUR YEAR ACTION PLAN**

The following pages detail the G21 region's four-year plan for action to begin implementing the strategy.

The actions were identified from the engagement process and from analysis of public transport data. A draft action plan was evaluated using real-time stakeholder feedback technology at the summit. The actions included in this plan were selected based on their support, effectiveness and strategic importance.

The Action Plan reflects the most pressing issues for delivery over four years. New actions that will contribute to achieving the strategic objectives can be identified by the G21 region and included in ongoing implementation of the strategy.







### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

## ACCESS FOR ALL

'Access for All' reflects the principle, widely held in communities across the G21 region, that a base level of public transport service should be available to all communities across the G21 region, and that all services should be accessible to potential users.

Internationally and elsewhere in Australia, setting minimum levels of service is a common policy approach to identifying a base level of service. Victoria introduced a minimum service level for Melbourne bus services in 2006, but there is not a minimum level of service for G21 region communities.

In the United Kingdom, a combined minimum service level and minimum value for money measurement is often used.<sup>11</sup> For example:

*'Settlements of 150 or more: employment & training service (Mon-Fri), evening service (Mon-Fri), shopping service on two days a week, health care service on two days a week'*

should be associated with a measure such as

*Not to exceed £2.50 subsidy per passenger or Do not support services carrying <5 pax per trip.*

By pairing the service level with the required level of use, the community will have a clear idea about what 'use it or lose it' actually means.

In Australia, the Disability Standards for Accessible Public Transport set requirements and a timeline for making public transport accessible to people with restricted personal mobility.

In the G21 region there are a number of high-profile accessibility issues such as poor access to bus stops and difficulties using bus vehicles, and this strategic objective reflects the priority the region places on addressing these matters.



41 G21 REGION PUBLIC TRANSPORT STRATEGY

#### ACTION PLAN

### ACTION 1

Advocate to FTV to develop a policy on regional public transport service levels for smaller communities. The policy would outline the minimum levels of public transport service and use that can be expected in G21 region communities.

The G21 region supports the establishment of a Regional Minimum Service and Use Guideline. Setting a clear guideline will make it easier for communities to understand what public transport will be provided, and what expectations are for its ongoing use if it is to be supported long term.

The features that the G21 region seeks in the guideline are:

- Defining the minimum size of communities that will be included in the public transport network
- Setting a minimum frequency of service.
- Guidance on which days of the week services should operate, including weekends
- Balancing travel to local centres, major regional centres like Geelong, and Melbourne
- Community engagement processes
- Policy regarding connections to other services
- Setting of acceptable subsidy levels

The following standards are suggested for inclusion in the policy to meet the specific needs of the G21 Region, recognising that the PTV policy must address statewide issues:

- **Services should operate to all 'Urban Centre / Localities' (UCLs) in the region.** The 'Urban Centre / Locality' is a useful definition from the Australian Bureau of Statistics that represents a 'township'. A UCL has:

- a population of at least 200 'Usual Residents'
- a clear aggregation of residential population.<sup>11</sup>

Using 'Urban Centre / Localities' to identify communities recognises that public transport is limited in its ability to serve communities where the population is very dispersed. Community transport can be a more suitable model for these areas.

- **There should be a minimum of three services a week.** This minimum service level would support the G21 Regional Growth Plan's principle of providing transport 'choices' by providing a choice of days of travel.
- **At least one service should operate on a weekend.** A policy focus on weekend travel needs will help to ensure that people's needs to access recreation and social opportunities are not overlooked.
- **Balanced against the need for a simple service,** there should be an option each week to make **day return travel to the nearest local centre, Geelong and Melbourne through connections as required.**
- **People have a range of travel needs that may need to be addressed,** for local travel, access to Geelong and to Melbourne. Careful timetabling and co-ordination of services should aim to provide this range of travel outcomes, but the timetable should be kept as simple as possible.
- **Services planned in conjunction with the community that is served.** Experience from the Transport Connections Program shows that these 'access services' must be planned in consultation with the community, to a service plan that best meets community need.
- **Consider opportunities to create more strategic connections.** Where possible, these 'access services' should connect with other established services, and consideration should be given to connecting small communities using longer routes between major centres.
- **Level of use or subsidy support better than the Victorian regional average:** As a growing, leading region, public transport should perform above average in the G21 region, and a suitable minimum level of use should be established accordingly that ambitiously but fairly benchmarks expectations.

<sup>11</sup>SEE A REVIEW OF UK PRACTICE IN "PROGRESSING RURAL PUBLIC TRANSPORT IN IRELAND", AVAILABLE ONLINE AT [HTTP://WWW.TRANSPORT.IE/UPLOAD/GENERAL/7903-0.PDF](http://www.transport.ie/UPLOAD/GENERAL/7903-0.PDF)

<sup>12</sup>"1270.0.55.004 - AUSTRALIAN STATISTICAL GEOGRAPHY STANDARD (ASGS): VOLUME 4 - SIGNIFICANT URBAN AREAS", AVAILABLE ONLINE AT [HTTP://WWW.ABS.GOV.AU/AUSSTATS/ABS@NSF/LATESTPRODUCTS/05773C1D8C9F2022CA257A98001399F770PENDOCUMENT](http://www.abs.gov.au/AUSSTATS/ABS@NSF/LATESTPRODUCTS/05773C1D8C9F2022CA257A98001399F770PENDOCUMENT)

### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### ACTION 2

The G21 region will advocate prioritising new services to settlements with high numbers of younger or older persons or high socio-economic disadvantage.

The G21 region community strongly supports a continued focus on providing access services for younger, older and disadvantaged groups in the community.

Priority G21 region settlements for minimum service provision, based on their status as 'Urban Centres/Localities' with high numbers of younger, older and persons or high socio-economic disadvantage include:

- Beeac (weekend service)
- Forrest (improved weekday and weekend service)
- Enfield (weekend service)
- Moriac (introduction of service).

#### ACTION 3

The G21 region councils and PTV collaborate to develop a plan to improve bus stop access and facilities, based on evidence about stop usage and needs.

The majority of regional public transport users access the public transport network at a bus stop.

A program of bus stop accessibility upgrades that considers the stop, access footpaths, and supporting infrastructure such as shelters and bicycle storage is needed.

The myki ticketing system means that detailed information about stop use is becoming available. This could be a good evidence base on which to prioritise stop upgrades.

#### COMMUNITY COMMENT

"ACCESSIBLE TO EVERYONE!!"

#### ACTION 4

The G21 region will encourage PTV and coach operators to research and trial new vehicles for longer distance bus and coach services in the region, to provide better accessibility and more luggage storage.

The quality of bus and coach vehicles used in the G21 region is in line with the standard across Victoria, but there are opportunities to improve the vehicles to better meet the needs of G21 region communities.

Coach and bus designs that combine low-floor sections for better accessibility with high-floor areas that allow more storage for bicycles and other luggage would be a good strategic fit for the G21 region. They would help address the needs of mobility aid users as well as providing for the needs of tourists.

New vehicle designs that have these features are now operating in Asia and Europe. They could be trialled in the G21 region, with the trial measuring both their suitability to meet customer needs and their operational effectiveness.

## ACTION 5

The G21 region supports trialling a flexible service that uses a smaller vehicle.

This trial could be undertaken as part of simplifying the intertown bus network.

There was a very high level of interest in the use of smaller buses in the G21 region. They are perceived to be more flexible and better suited to the users of the service.

Although smaller buses usually cost a similar amount to run as large buses (because the main cost is the driver's wage), some of the townships in the G21 region could support a stand-alone service using a smaller vehicle.

There could also be opportunities to connect with intertown services and simplify them.

This way of connecting up the bus network would allow for trialling a more flexible local service. The flexibility provided could include on-demand route diversions to provide to-home service, using taxis at low demand times, or demand-responsive service at nights and weekends for passengers connecting from an intertown service.

FIGURE 24 - MORE INNOVATIVE VEHICLE DESIGNS CAN PROVIDE LOW FLOOR ACCESS AND LUGGAGE CAPACITY



### COMMUNITY COMMENT

“LOCAL TOWN BUS IS NOT  
PUBLICISED ENOUGH”

“USING SMALLER BUSES SO  
SERVICES LOOK BETTER USED  
– PUBLIC PERCEPTION”

## THE ROLE OF SCHOOL BUSES

Recently a pilot program to allow wider community access to school buses was introduced in the G21 region. Spare seats on the Deans Marsh to Colac school bus are now available to student and senior concession card holders. This initiative complements a trial on the Winchelsea to Colac school bus.

The school bus network operates to many small communities and the more remote parts of the G21 region. School buses can play a useful role in making more transport available to communities at little or no extra cost to the government.

As service levels improve on the main public transport network, school buses will also be able to connect to more services without compromising their main role of taking students to and from school at the times they need to be there. However, routes regularly change to meet student needs. Although this is an efficient way to provide the core service, it does mean more information needs to be provided to irregular users to keep them informed of changes.



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### A WELL CONNECTED REGION

Throughout the strategy development process, the G21 region community emphasised the importance of public transport serving the need for access to and between the region's centres – not just travel to and from Melbourne.

In line with this principle, a network of intercity and intertown services that link major centres and radiate from Geelong is proposed.

The G21 region proposes a two-tier network of major trunk services, with connection opportunities at hubs, shown in the diagram right:

- Intercity services link Geelong with the major centres in and just outside the G21 region. These services could run five times per day in the short-term, meeting social and targeted employment needs. Ultimately, nine services per day could provide a service every two hours with additional services for commuting in the peak.
- Intertown services could run nine times per day in the short-term, building up to an hourly service with additional peak services.
- Dashed lines indicate areas where 'seasonal' services are a particular need. Peak times are the summer holiday period, shortly before Christmas to after Australia Day, and the Easter long weekend.

The rail link between Melbourne, Geelong and Warrnambool will continue to be strategically important even as the region becomes better connected internally. Many of the challenges of the region's public transport network, such as co-ordination of services, will not be satisfactorily addressed until rail services are simplified and improved.

The G21 region's vision for the rail service is to continue developing it as an intercity railway with services that run at regular intervals. This is an alternative to integrating the Geelong line into the Melbourne suburban rail network.

The G21 region's connected network also needs to provide services to support special events such as the numerous festivals in the region.

#### ACTION PLAN

##### ACTION 1

The G21 region advocates an urgent boost to weekend services to at least five services per day.

Consistently across the G21 region, gaps in weekend services were a major concern.

Limited weekend public transport services have direct economic and social impacts in the G21 region. They restrict visitor access to tourism attractions, opportunities to work, and affect business operations when families need to assist with transport.

Key needs identified included transport to participatory and social sporting events, and access to entertainment such as cinemas in central Geelong.

##### ACTION 2

The G21 region will encourage the building of transport hubs, particularly in major towns, to better support access to the main public transport network from surrounding areas.

In some of the more rural parts of the G21 region that do not have large townships, like parts of the Golden Plains Shire that are away from main highways, community transport services can be more effective than public transport.

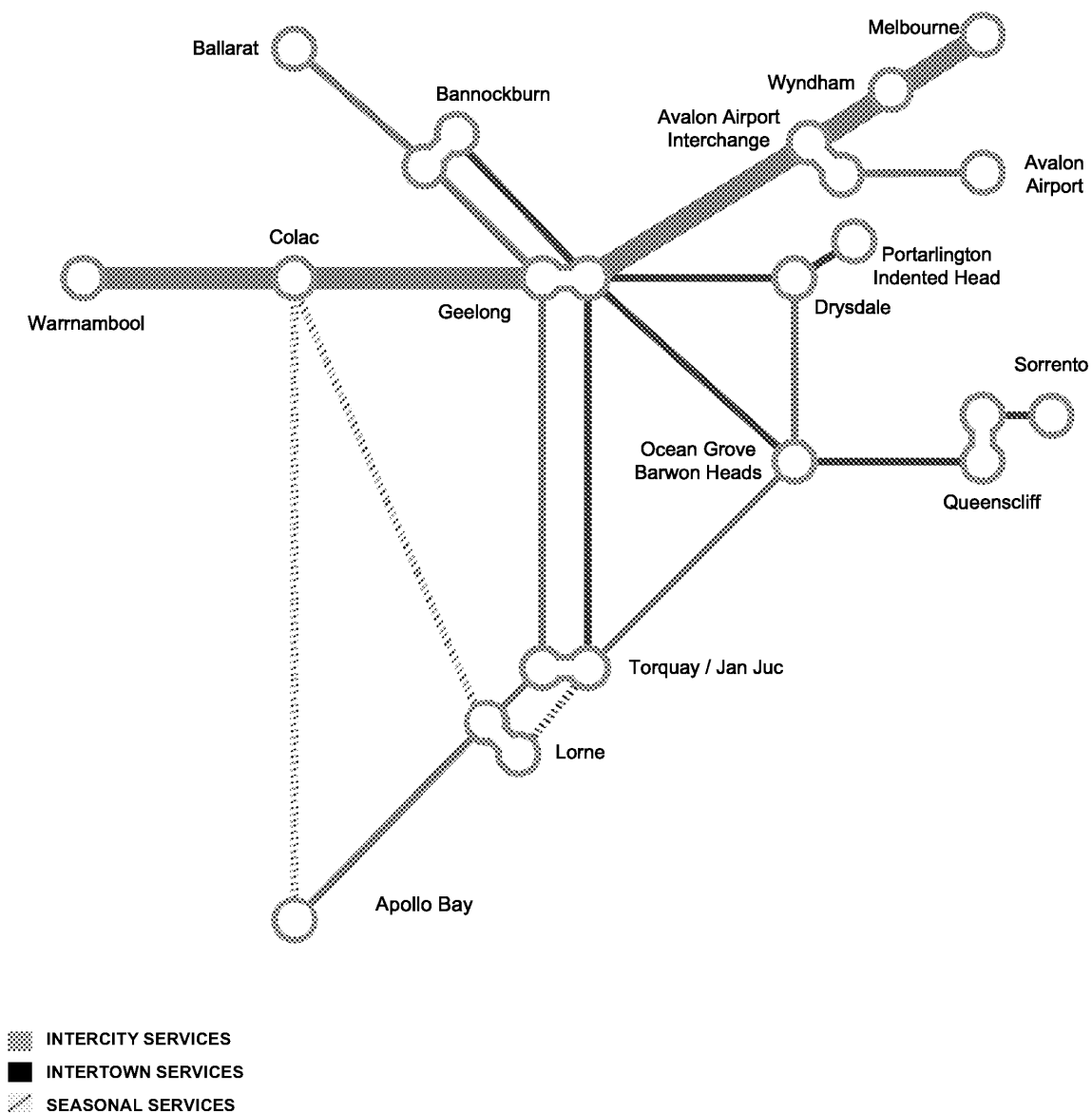
Some towns are also growing to the size where distance and access to public transport is becoming an issue.

Community transport is successfully operating in much of the region. Bicycle infrastructure is being developed in many towns and cars are widely available, so these modes could be used to access public transport services if good facilities are provided to make connections. There is an opportunity to develop better equipped 'transport hubs' in towns on the public transport network so that these other modes can be more effectively used to access public transport.

The vision for the transport hubs is that they would provide a good level of amenity, be clearly and prominently part of the public transport network, and provide interchange facilities between public and community transport, bicycle storage facilities, and safe and secure long-stay park and ride facilities. They would be well-located for walking in the town centre, because the hubs will also be important to people whose destination is the town itself. They could also be strategically located for future rail services in the case of towns like Bannockburn, Drysdale or Torquay.

As part of the revised urban public transport network for Geelong (see Urban Public Transport for an Urban Centre), a hub could also be developed at North Shore station. Secure parking at other stations would also contribute.

FIGURE 25 - NETWORK OF INTERCITY AND INTERTOWN SERVICES LINKING MAJOR CENTRES





### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### ACTION 3

The G21 region seeks a simpler clockface rail and bus timetable and encourage progress towards this as part of the Regional Rail Link 2016 timetable.

The previous G21 Public Transport Strategy identified co-ordination of modes as an issue, and although bus timetables are reviewed each time the rail timetable is changed, this is a continuing issue.

The underlying causes of poor co-ordination of public transport in the G21 region are complex. Various types of trains, congestion on the train network, and bottlenecks like the Geelong tunnel make planning a regular train timetable extremely difficult. Even when connections are planned, a wide range of other issues make service delivery difficult and connections are often disrupted.

A 'clockface' timetable, where key services arrive and depart at the same times past the hour all day, every day, is considered good practice for rail services like the Geelong line. This sort of timetable is easy to remember and use.

Connecting buses can then be scheduled to meet this particular train, which means they also have a simple clockface timetable, with services at the same time every day.

Other services, such as additional peak trains and the Warrnambool intercity trains are added to this basic pattern.

The Regional Rail Link project addresses some of the issues that have prevented a simple and regular train timetable in the past, although there will continue to be constraints. Nevertheless, as far as practical, the new timetable when this project is opened should set in place the regular and simple services across the whole week that will be the foundation for a connected network.

#### COMMUNITY COMMENT

“TOO MANY PROVIDERS  
WITH CONFLICTING  
TIMETABLES

#### ACTION 4

The G21 region will advocate to PTV to provide a high quality connection between central Werribee, East Werribee Employment Precinct and the G21 region when Regional Rail Link opens.

The relationship between the Wyndham growth area and the G21 region is highly important to both. Wyndham and the G21 region support each other with housing, education and jobs. There is established demand for public transport between Geelong and Werribee but this will be disrupted when the Regional Rail Link opens and trains are diverted from Werribee station. This could make access between the region and this important area more difficult.

Potential solutions to this issue include:

- maintaining a Werribee - Geelong rail shuttle connection as a local service when the Regional Rail Link opens
- introducing high frequency connections from Wyndham Vale and Tarneit stations to major Wyndham area destinations.

#### FERRY SERVICE

The Queenscliff – Sorrento ferry service is an important part of the G21 region's integrated transport network. Its regular 'every hour, on the hour' timetable is a good example of the simple and easy to understand services advocated in this strategy. This strategy includes the ferry service as an 'intertown' connection in the region's public transport network, as shown in Figure 25.

The ferry service is not subsidised by the Victorian government and does not form part of the network administered by PTV. Nevertheless, a collaborative partnership could help to integrate the ferry within the public transport network in terms of information and service planning. Links to timetables and fare details could be provided on PTV's website, similar to the information already provided about other 'non-public transport' services like the Westgate Bicycle Punt. Along with the primary connection to rail services in Geelong, the ferry's timetable could also be considered in planning bus timetables on the Bellarine Peninsula.

## SETTING SERVICE LEVELS

The intercity and intertown services across the region mainly address social access needs from smaller towns to main centres and between main centres.

Five services a day allows for a choice of travel times to access Melbourne, Geelong and other major centres. The choice of times makes it possible to undertake full-day activities such as work and study, and half-day activities like medical appointments. The service level is aimed at providing a basic level of access on the strategic public transport corridors across the region, and each service added meets new needs. The justification for establishing

these services is mainly based on social equity.

However, at higher levels of service, where attracting passengers who might otherwise drive is a main objective, it becomes more critical to have good patronage and loading on each service in order to allocate investment most efficiently. A regional transport model is being developed that will help to understand future public demand 'hotspots'.





### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### ACTION 5

The G21 region advocates for an increase in service levels from Geelong to Colac, Warrnambool, Ballarat (serving Bannockburn) and Apollo Bay to five services daily in the short-term using coaches, or trains when feasible.

The Geelong - Warrnambool corridor, with three daily services, is relatively underserved by public transport services compared to other corridors.

Although five daily train services cannot be delivered in the short-term because of a lack of intercity trains, shuttle services or coaches could provide an immediate improvement in accessibility.

The Rail Revival study recently concluded that restoration of passenger rail services between Geelong and Ballarat may be feasible in the future but up to seven daily coach services would be appropriate in the short-term. This level of service could offer an attractive alternative to car for travel between Geelong and Ballarat.

#### ACTION 6

The G21 region requests PTV publish a Rail Corridor Development Plan for the Geelong Rail Line.

The PTV Network Development Plan includes the Geelong Rail Line as part of the metropolitan network.

Feedback from the G21 region community suggests an alternative model that is better suited to the G21 region's vision is a best-practice intercity rail corridor, with regular clockface services, high quality infrastructure future-proofed for higher speed and capacity. This might be an electrified train service, but the focus would be on providing an 'intercity' rather than suburban service.

This would better reflect the G21 Regional Growth Plan vision, which is for the region to be identified as a distinct region and not an outer suburb of Melbourne.

Features of a Rail Corridor Development Plan would include:

- confirming the role of each station and reserving future station sites. Key issues to be resolved are access to Avalon Airport and whether to relocate or redevelop Corio Station to improve access for residents and employment and by car and bus
- identifying preferred plans for removing level crossings for safety, reduced disruptions and to allow for future speed improvements
- addressing capacity constraints in the region such as the single track sections in Geelong
- confirming the planning outcomes of current studies into the extension of rail to Torquay and to Drysdale.

#### G21 REGION EVENTS

Events make a substantial contribution to the economy of the G21 Region. The region is known for its music festivals such as Falls Festival at Lorne, Queenscliff, Apollo Bay, and Meredith. These and other similar events such as the Portarlington Mussel Festival and sporting events like the Rip Curl Pro, attract crowds of 30,000 people or more. These are major events and make substantial contributions to the tourism economy.

Additional public transport is already provided to some, but not all of these events. The additional public transport services help to increase visitation, reduce the impacts and risks of people driving to events, and can help to raise the profile of the events.

Event organisers and PTV can collaboratively partner to deliver better public transport for special events. Early planning, secure funding, and measurement of the benefits that the extra public transport brings, will help to ensure that public transport supports events in the most effective way. The G21 Region supports events organisers and PTV delivering improved public transport for special events.

## SHOULD THE RAILWAY RUN AS "GEELONG METRO" WITHIN THE REGION?

During strategy development there was interest in running a 'Geelong Metro' service on the railway in Geelong between Lara and Grovedale.

A 'metro' would have high-frequency services, typically every ten minutes, and would be the 'backbone' for Geelong bus services. However, there are a number of issues about running the line as a 'Geelong Metro', including the location of the stations and the current track limitations.

Some of the stations are poorly located for a 'metro'. For example, Corio Station has outlived its initial purpose as an industrial station and now suffers from poor amenity and access. It could be relocated to a location where it can serve new employment areas, Park and Ride, and northern Geelong bus routes more effectively, but this will be costly. Marshall Station is a good strategic location for Park and Ride and bus feeder services from the Bellarine Peninsula, but does not have a town centre near it. Disused Breakwater Station could also serve a Park and Ride role but the land uses around it limit its potential. North Shore Station is situated with port uses on one side, minimising its potential patronage capture, but it could be upgraded to

become a local bus hub and interchange for The Overland long-distance train service. South Geelong is one block east of the major north-south public transport corridor on Moorabook Street.

There are also significant sections of single track, reducing the capacity available for high frequency metro services. One of these is through the tunnel south of Geelong Station; another is over the Barwon River. These sections would be particularly costly to duplicate.

All these issues could eventually be overcome, but significant shifts in land use planning over long periods of time will be needed, as well as substantial capital investment, to achieve outcomes that could be delivered sooner with high quality services on other routes.

In the meantime, the G21 region prefers an intercity rail service that offers regular intra-town services and connects through to Melbourne.



### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

## URBAN PUBLIC TRANSPORT FOR AN URBAN CENTRE

Most of the G21 region's growth is expected to be in Geelong, with major growth areas at Armstrong Creek and around Lara.

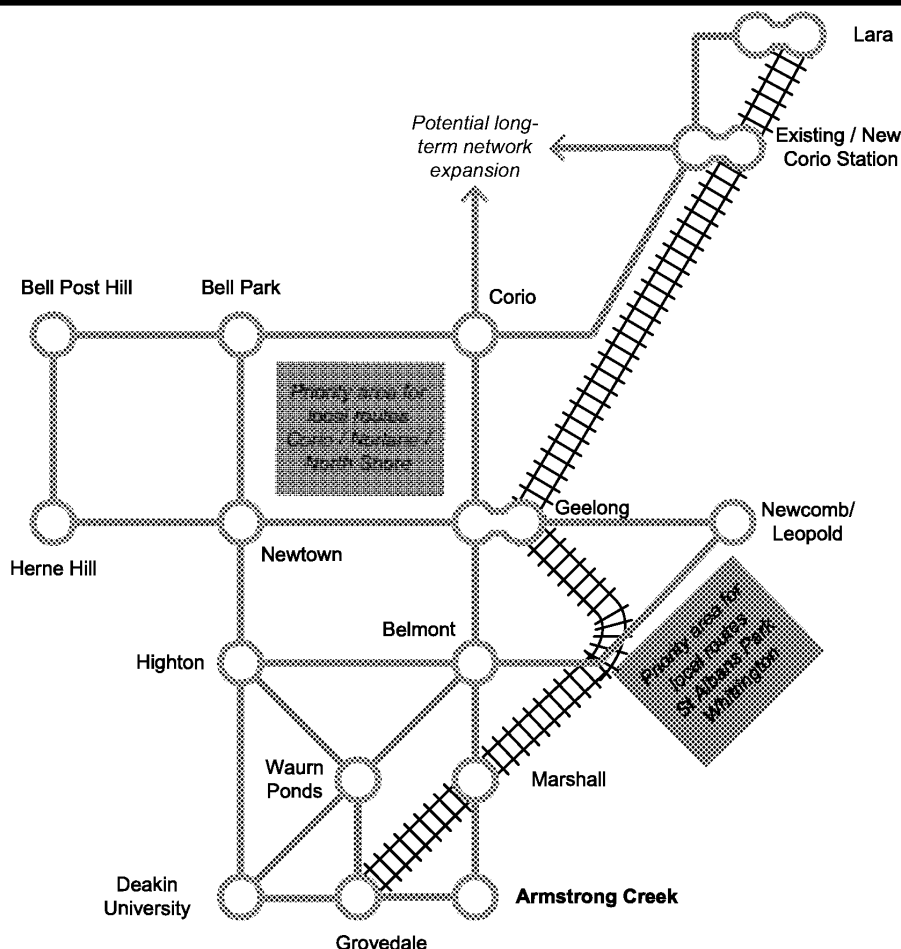
As this growth, the way Geelong works as a city is changing. It is gaining the 'critical mass' needed to change from a regional city to an urban centre.

Public transport will also need to change to support this vision. This strategic objective is to develop a 'go anywhere' public transport network for urban Geelong by reshaping and simplifying the current network.

Key to this is how the central city works, and the Vision 2 process is articulating a vision for change in central Geelong.

The current public transport network in Geelong is a mixture of different sorts of services, which makes it complex and confusing in places. Ultimately, a 'go anywhere' network of services will be needed, a network of high frequency, simple transit lines that have priority in streets; the sort of network that can shape the city around it. This vision received strong support from stakeholders during the strategy development process.

FIGURE 26 - 'GO ANYWHERE' PUBLIC TRANSPORT NETWORK FOR URBAN GEELONG





## ACTION PLAN

### ACTION 1

The G21 region will support a network of principal grid bus services for urban Geelong.

A grid network of transit services for most of urban Geelong could be defined based on the major arterial roads.

Nevertheless, there are a number of areas of detail that require further resolution by City of Greater Geelong and PTV to confirm the long-term direction of network development.

These include:

- Confirming that high quality interchanges can be provided at places where the main lines of the network cross. Encouraging and helping passengers to transfer between services is crucial to the success of this kind of network. Places where people interchange must be high quality for passengers and operationally feasible. Most locations would be intersections which would need to have good pedestrian connections. Where a specially-built interchange is appropriate it should be of high quality and design.
- Access to the waterfront area of central Geelong, especially provision of direct services between Deakin University's campuses and subsequent connection to the railway station.

- Optimising access from the Bellarine Peninsula by identifying how to integrate the intercity bus network and the Geelong town network.
- Transit corridor planning for Armstrong Creek.
- Revising the VicRoads Road User Hierarchy to support the network.

### ACTION 2

The G21 region supports a simplification of the bus network, beginning in Grovedale and eastern Geelong.

The Geelong bus network is a compelling place to begin the change to a simpler, more effective bus network.

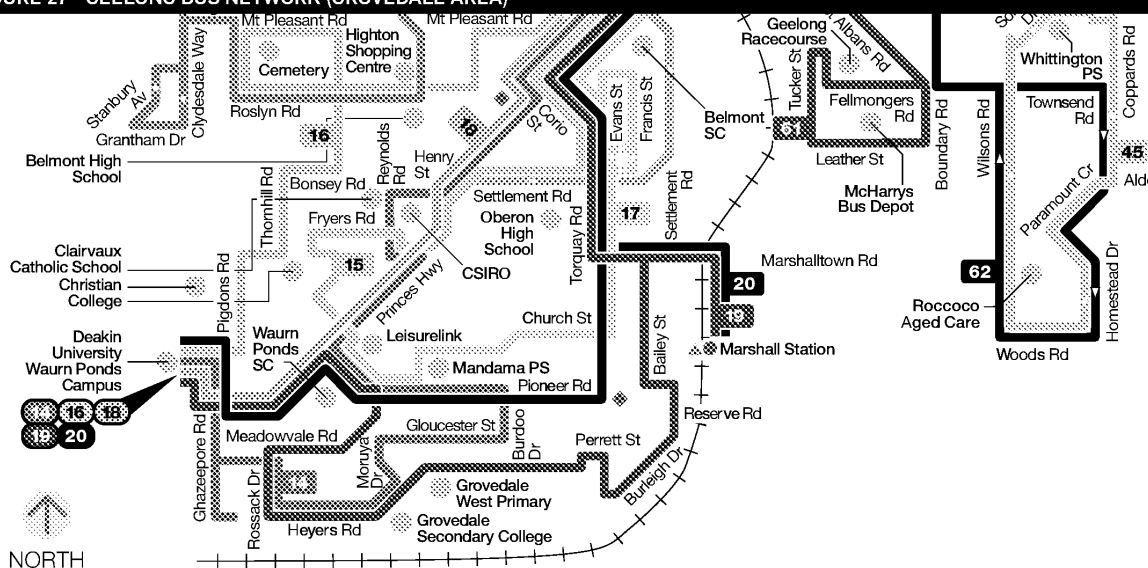
The current network is particularly complex, as shown in the figure below.

The opening of Grovedale Station in 2014 is a potential opportunity to revamp this network in the short-term. Resources saved by simplifying the bus network could be reused to provide increased services.

In eastern Geelong, a key issue is the extent of duplication of services with intertown, Leopold, East Geelong and Whittington services all operating in this area. A more efficient network would allow for reinvestment in more frequent services.

Further major service improvements and simplification could be introduced to coincide with the Regional Rail Link services in 2016.

FIGURE 27 - GEELONG BUS NETWORK (GROVEDALE AREA)





### 3.0 THE G21 REGION PUBLIC TRANSPORT STRATEGY

#### ACTION 3

The G21 region will support initiatives to improve the operation of the Moorabool Street interchange.

Moorabool Street is currently experiencing high demand, which has resulted in some negative passenger and operator experiences. These have been caused by delays and confusion about stop locations.

Simplifying the bus network could help change the way Moorabool Street interchange is used, making it easier for current customers. Fewer routes running more frequently could mean less waiting and simpler bus operations.

In the short-term a modest level of investment and expansion may be appropriate whilst the revised network structure is resolved.

##### COMMUNITY COMMENT

“LEGIBLE/EASY TO READ  
TIMETABLES ARE A MUST”

#### ACTION 4

The G21 region supports an increase in urban bus frequencies to run every 20 minutes where not already operating at this level or better.

Much of the Geelong bus network in northern and western Geelong is direct and efficient, and boosting service levels in the short-term to services every 20 minutes would provide immediate benefits in co-ordination and wait time reduction.

In the long-term, services every 10 minutes will make the grid network perform at its best. This would be a long-term outcome.

##### COMMUNITY COMMENT

“PUNCTUALITY IS NOT AS  
IMPORTANT IF FREQUENCY  
IS HIGH”

#### ACTION 5

Encourage the City of Greater Geelong and the Department of Transport, Planning and Local Infrastructure to pilot a Corridor Planning Study to consider long-term transport and land use integration opportunities along a major public transport route.

A grid network will be a foundation for future transport and land use integration opportunities. A corridor plan examining how public transport can be given priority, streetscape improvement and potential for land use changes could set the groundwork for future development around the public transport network.

Some land use infill developments in line with the G21 Regional Growth Plan could be considered.

The corridor between central Geelong and Waurn Ponds would be a good corridor to investigate. It would allow investigation of a number of key issues:

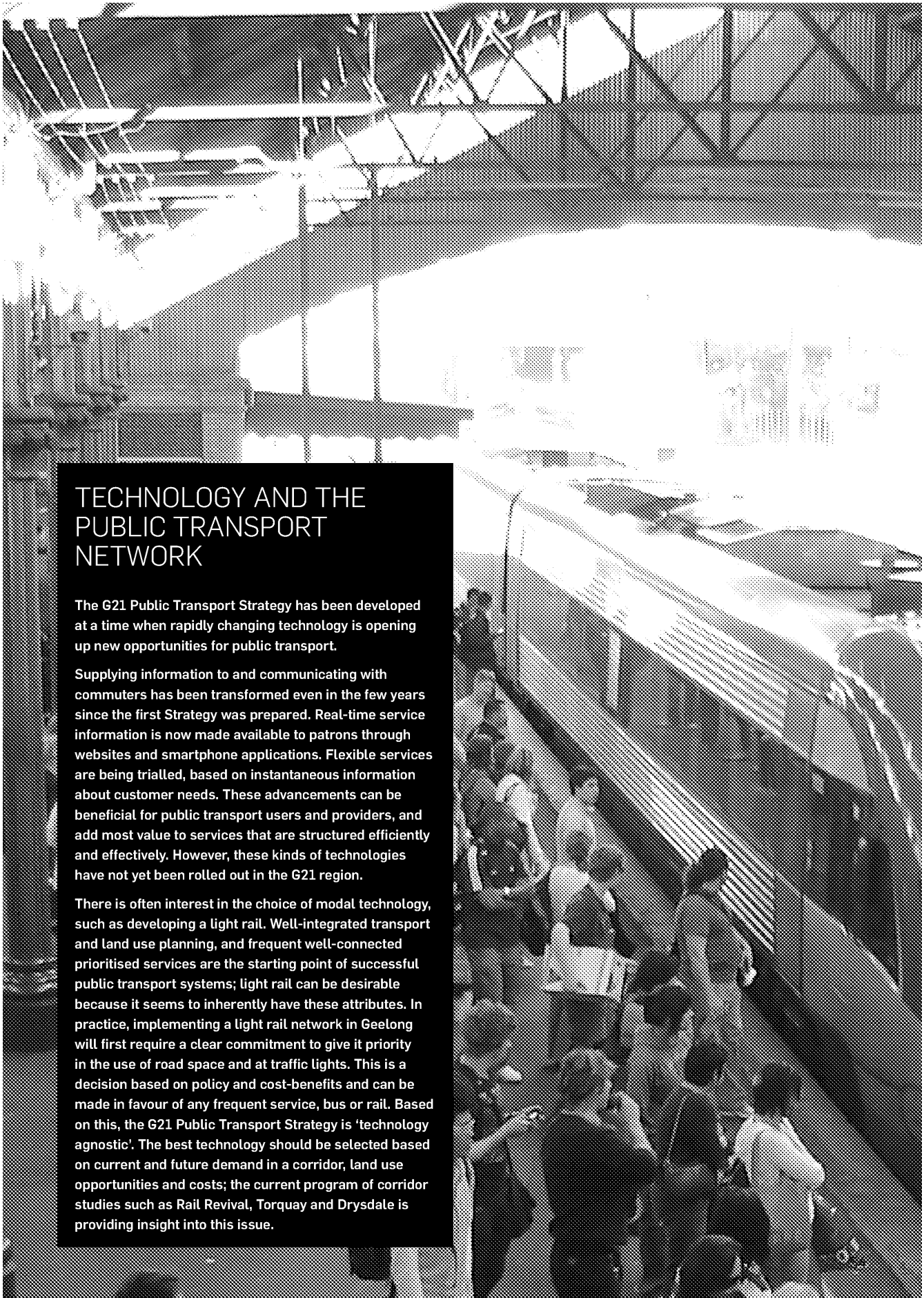
- How to provide bus priority over the Barwon River i.e. the roles of Moorabool Street and Latrobe Terrace bridges.
- How to maximise the benefits to Belmont of establishing it as a key public transport interchange in Geelong, including the role of the Barwon Valley Activity Centre Park and Ride established by Deakin University.
- The way the street and road space is used on High Street and Latrobe Terrace in the future.
- Improving connections between and access to Deakin University's campuses.
- Integration of public transport services to Armstrong Creek Growth Area.

## TECHNOLOGY AND THE PUBLIC TRANSPORT NETWORK

The G21 Public Transport Strategy has been developed at a time when rapidly changing technology is opening up new opportunities for public transport.

Supplying information to and communicating with commuters has been transformed even in the few years since the first Strategy was prepared. Real-time service information is now made available to patrons through websites and smartphone applications. Flexible services are being trialled, based on instantaneous information about customer needs. These advancements can be beneficial for public transport users and providers, and add most value to services that are structured efficiently and effectively. However, these kinds of technologies have not yet been rolled out in the G21 region.

There is often interest in the choice of modal technology, such as developing a light rail. Well-integrated transport and land use planning, and frequent well-connected prioritised services are the starting point of successful public transport systems; light rail can be desirable because it seems to inherently have these attributes. In practice, implementing a light rail network in Geelong will first require a clear commitment to give it priority in the use of road space and at traffic lights. This is a decision based on policy and cost-benefits and can be made in favour of any frequent service, bus or rail. Based on this, the G21 Public Transport Strategy is 'technology agnostic'. The best technology should be selected based on current and future demand in a corridor, land use opportunities and costs; the current program of corridor studies such as Rail Revival, Torquay and Drysdale is providing insight into this issue.





## IMPROVE INFORMATION, PLANNING AND PARTNERSHIPS

This Public Transport Strategy is the G21 region's strategy, and the G21 region can take a leadership role in finding new ways to implement better public transport, sooner, than would otherwise be the case.

By forming new and stronger partnerships across the region, there are many opportunities to make the most of existing services and create new and innovative ways of meeting public transport needs.

Key stakeholders in the region have already demonstrated leadership in this area, stepping in to fill gaps in the public transport network.

Across the region, these gaps are often understood locally but there is a lack of data to support detailed planning, and gaps in evidence to support the business cases that could secure funding to address the G21 region's specific needs.

Nevertheless, despite these issues, there are many good aspects to the G21 region's public transport network. Low cost improvements to information and communication about public transport could maximise the benefits of existing services.



55 G21 REGION PUBLIC TRANSPORT STRATEGY

### ACTION PLAN

## ACTION 1

The G21 region advocates for PTV to prioritise the development of a 'real time' information capabilities for G21 region bus services.

Better information, especially electronic displays that provide bus service information in 'real time', was a consistent theme across the region in the strategy development process.

The use of bus tracking technology provides a way to improve the operation of the bus network and is an important step in providing real time information. It would provide a range of benefits, including:

- reduced waiting times for customers
- new opportunities to improve accessibility of information, such as supporting audio announcements on-board buses of route details and next stop information
- more reliable connections, by enabling buses to wait longer for delayed trains because reliable information can be distributed to waiting passengers about delays
- a technological platform for future bus priority initiatives
- efficient fleet management by operators.

Collecting public transport data in real time is an area where technology is rapidly changing. New approaches are still emerging, such as 'crowd-sourcing' of data from mobile phones to track buses. It has also become much more cost-effective to send information to mobile devices, which means costly information displays at stops are less important. Nevertheless real time information, including audio, should be provided at key interchanges.

## ACTION 2

The G21 region will collaborate with the Victorian Government to develop a policy framework that enables multiple funding partners to establish or upgrade a PTV administered public transport service.

A key strategic need identified in this study is for improved ways to have public transport services running when they are needed. Public transport services require significant ongoing subsidies if they are to be affordable to customers. In a climate where there is less funding available, it is more important than ever to explore innovative ways of funding public transport services.

Recently, the old method of lobbying for services was found to be less effective than in the past when Deakin University required improved transport connections. Funding limitations and restructuring of agencies meant the Victorian Government could not respond in a timely way, and the University introduced its own service and supporting infrastructure.

In a similar way, some stakeholders such as employers may be willing to make a financial contribution to subsidise targeted public transport service. For example, the summer buses to the Great Ocean Road provide access to jobs, and avoid the high cost to employers and employees of finding seasonal accommodation in tourist towns. Better public transport provides a direct benefit to employers who can run a more successful and productive business.

However there is not a clear way of starting or sustaining these arrangements in Victoria.

A simple and easily administered policy that outlines responsibilities and processes for partnership recurrent funding of services would be a valuable framework to address this gap. As the specialised public transport agency, Public Transport Victoria is best placed to manage public transport services. The policy framework could focus on how to manage changing service need over time when multiple funding sources have been pooled.

## ACTION 3

*The G21 region support PTV to undertake a regular market research and customer satisfaction survey across the G21 region.*

There is limited data about public transport customers and potential customers in the G21 region, such as the factors that make them choose to use (or not use) particular services. Travel surveys are used as part of strategic transport planning; they provide information on the choices made but often not the reasons.

Increasing the amount of ‘tactical’ data available, such as the level of customer satisfaction about information, comfort, safety and so on could allow for a more responsive program of service improvement and targeting of areas of unsatisfactory performance.

## ACTION 4

*The G21 region will collaborate with the Victorian Government to share more data about public transport.*

Many stakeholders are involved in public transport in the region – transport planners, land use planners, operators at state and local levels, and current and potential users.

To make good decisions in implementing key aspects of the strategy, there is a need to share data currently held by a range of agencies. For example bus stops are generally managed by councils but information on their use is held by PTV.

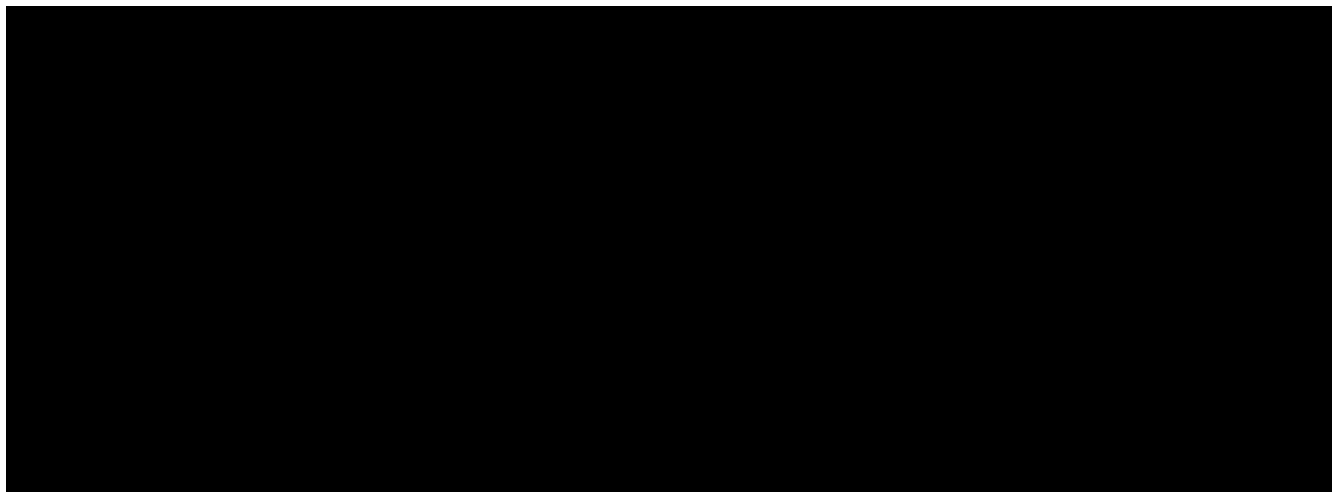
Establishing a regional data clearing house where all stakeholders can access up-to-date information about public transport supply and demand would raise awareness of public transport’s needs and improve transport and land use decision making.

## ACTION 5

*The G21 region will encourage PTV to research to measure the benefits of public transport in the region, focusing on the relationship between economic and social outcomes, to strengthen the evidence base for the business case for investment.*

During the strategy development process, powerful insights were shared by the G21 community into the relationship between economic and social outcomes in the region.

A targeted program of economic research, for example by business survey, would help to quantify the economic benefit to the region that could flow from improved public transport services. This would help shift the case for investment from a principles-based business case to a strong economic one.

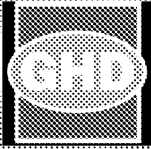


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# **Colac Otway Shire Council**

## **Colac Municipal Aerodrome Business Plan**

February 2014

WATER | ENERGY & RESOURCES | ENVIRONMENT | PROPERTY & BUILDINGS | TRANSPORTATION





## Executive summary

The purpose of this report is to provide Colac Otway Shire Council, hereon referred to as Council, with a Business Plan for the Colac Aerodrome that will inform Council of the investment required for the aerodrome to maximise aerodrome utilisation and provide the best economic return for the local community. The Business Plan presents the future development options for the aerodrome through the establishment of a Facilities Master Plan (FMP) based on the Council's vision for the aerodrome, taking into account regulatory planning requirements, existing constraints and forecast growth in aviation activity. In developing the Business Plan consultation was undertaken with Council officers, the Aerodrome Committee of Management (COM) and representatives from the tourism and business sectors.

Colac Aerodrome has been selected by the Victorian Department of Environment and Primary Industries (DEPI) to be a forward fire base for aircraft fire fighting operations in the region. To support this function the Department needs to build aircraft movement areas, storage and other facilities at the aerodrome. The DEPI has gone through a master planning process for its facilities at Colac Aerodrome and the Draft Master Plan has been incorporated in this Business Plan. Two development scenarios, incorporating the DEPI facilities, have been produced. Currently there is no information on the timing and/or prioritisation of the DEPI development, both of which may influence Council's development plan for the aerodrome.

This Business Plan envisages a 20 year planning horizon, that is, to 2033. This Plan will need to be reviewed regularly for applicability, and updated to reflect future developments and planning requirements. It is envisaged that the interval for review would be a minimum of 5 years or when trigger points, such as the introduction of new legislation or development opportunities occur.

The Business Plan also provides a financial assessment of the proposed development options through the establishment of an infrastructure cost plan and cost modelling of likely revenue and administration and maintenance costs.

The Business Plan considers aerodrome ownership management and marketing options to assist Council in establishing a framework for the aerodrome's sustainable long term development.

Council believes that the aerodrome can play a larger part in the development of the region, but only if the facilities can be developed to cater for a wider variety of aviation needs than is currently the case.

Council has determined that the aerodrome should provide a net positive cash flow, and to this end a Colac Aerodrome Facilities Master Plan has been developed which will guide the aerodrome's development while protecting its future operations and maximize the return to Council of this asset.

### Colac aerodrome

The aerodrome's airside physical infrastructure includes one gravel runway orientated in the East-West direction (09/27), one grassed runway orientated in the North-south direction (18/36), a helipad, partially sealed taxiway / taxilanes and a sealed aircraft parking apron. Buildings include the aero club administration building, an amenities block and 19 aircraft hangars. Colac Aerodrome is an unregulated aerodrome and is classified as an 'Authorised Landing Area' (ALA).

### Planning Considerations

The planning criteria for aerodrome development may be categorised into a three-tiered structure as follows:

- International standards and recommended practices promulgated by the International Civil Aviation Organisation (ICAO)
- National regulatory standards and advisory publications prepared by the Civil Aviation Safety Authority (CASA), and
- Local standards and practices

### Constraints

There are a number of operational, physical and legislative constraints which impact on how the Colac Aerodrome can be developed to provide facilities which meet the future demand. These include:

- Runway useability which describes the ability for an aircraft to use the runway under certain wind conditions; cross wind is critical in this analysis
  - the preferred runway direction is the 27 orientation, providing approx. 52% usability for the smallest aircraft for all hours
  - the 09/27 Runway is the preferred runway with a usability of over 65%.
- Runway width and length
- Runway pavement strength
- Obstacle limitation surfaces (OLS) - a series of surfaces that set the height limits of objects around an aerodrome
- Aircraft noise
- Existing infrastructure
- Capacity of services such as power, water and telecommunications may also impose a constraint on the aerodrome's development
- Colac Otway Planning Scheme

### Aircraft movements

As there is no airline Regular Passenger Transport (RPT) service to Colac Aerodrome, the largest aircraft to regularly use the aerodrome are those operated by the Victorian government emergency services, such as the Victorian Air Ambulance (VAA) Beechcraft 350.

With no likelihood of an RPT service being established at the Colac Aerodrome in the near future, aircraft activity will be restricted to General Aviation (GA) operations by private, commercial (business, training, charter) and emergency services aircraft.

### Demand

With the assumption that the aerodrome will continue to operate with a similar aircraft fleet, including the Victoria Air Ambulance (VAA) and other emergency services, the applicable Aerodrome Reference Code (ARC) for these aircraft types would be Code 2B. The King Air B-350's, which are used by the VAA, is the design (critical) aircraft for this study.

Growth in recent years in the number of hangars suggests that when additional hangar sites become available they will be taken up.

#### Facilities Master Plan outcomes

The Facilities Master Plan is based on aircraft not exceeding 5,700 kilograms (kg) and unrestricted night time operations. This enables the integration of the DEPI requirements into the Colac Aerodrome Facilities Master Plan.

The aerodrome development planning recognises that the design aircraft is the Beechcraft 350 with a maximum take-off weight (MTOW) of 6,804 kg (greater than 5,700 kg) but assumes that as it is replacing the Beechcraft 200 that its runway requirements will be the same as the Beechcraft 200.

The Facilities Master Plan provides for the staged development of facilities at the Aerodrome and includes two scenarios for the location of the proposed DEPI facilities.

The Facilities Master Plan provides for:

- Runways 09/27 and 18/36 to be lengthened to 1,140 m and widened to 18 m
- Runway 09/27 to be a Code 2B runway and 18/36 a Code 1A runway
- Runway 09/27 to become an instrument runway which has navigational aids which assist in directional guidance for landing aircraft
- parallel Code B and A taxiways for Runways 09/27 and 18/36 respectively
- a new sealed apron to be built clear of the 09/27 Runway obstacle limitation surfaces
- the fuel storage and dispensing equipment to be relocated when the new main apron is built
- the illuminated wind direction indicator (IWDI) to be relocated west of the DEPI and GA developments clear of the 09/27 Runway obstacle limitation surfaces
- an extension to the existing hangar precinct to the south towards McKays Road and a new hangar precinct west of the existing hangar site
- an agricultural flying precinct located east of Runway 18/36 and south of Runway 09/27
- a new access road, public car park, aero club and amenities building

The Facilities Master Plan adopts a staged development in the short term 1-5 years, the medium term 6-10 years and the long term 11-20 years. This timing assumes that the DEPI development will occur within the 1-5 year time period and will include common user facilities such as runways, taxiways, access roads etc. Should the DEPI development not occur the Facilities Master Plan assumes that Council will provide these facilities from year 6 onwards.

The total land area required to be acquired from adjoining property owners for the development of the Colac Aerodrome based on either of the two potential aerodrome development scenarios is approximately 24 to 25 hectares. Any land proposed to be purchased for the expansion of the aerodrome will need to be rezoned from Farming Zone (FZ) to Public Use Zone (PUZ).

#### Cost plan

The capital cost incurred by Council to develop the aerodrome to the requirements of the FMP will be impacted by the DEPI development plans for the Colac Aerodrome. Should DEPI proceed with its plans, a number of issues related to the existing aerodrome infrastructure may be addressed.

Council has available 2013 grant funds from the Victorian government for the application of a maintenance seal coating to the main 885 m long by 10 m wide 09/27 Runway.

If Council require the runway to be used by aircraft no greater than 5,700 kg, the runway must be widened to 15 m. The estimated cost to widen and bitumen seal the existing runway (885 m length) from 10 metres to 15 metres, including an allowance for rehabilitation of the runway surface and re-profiling as necessary, is \$600,000.

If Council require the runway to be used by aircraft not exceeding 2,000 kg then the runway can remain at 10 m wide. Subject to availability of funds it may be feasible for Council to widen the runway to 12 m in the interim although this would not achieve code compliance for aircraft above 2,000 kg to operate.

The Business Plan provides a preliminary cost plan for the staged development of the infrastructure. The overall development total cost is \$9.25 M.

#### **Commercial considerations**

Current aerodrome finances are managed by the Aerodrome Committee of Management (COM). The COM receives the aerodrome income and uses this to pay for any expenses associated with maintaining the aerodrome. While expenses currently nearly match the revenue, the Council investment in the asset is currently not making a commercial return for Council.

Financial modelling carried out shows that with the inclusion of the projected capital works costs to implement the FMP the aerodrome will not generate positive revenue over the life of the Business Plan.

The ability to increase revenue to make up the short fall is limited given the cost pressures on the private aviation market sector and the number of aerodromes in the region providing competitive services.

This leaves the option of Council obtaining additional grants from government, perhaps related to the future presence of the DEPI facilities on the aerodrome, or private funds which may necessitate the sale of the aerodrome.

#### **Ownership/management structure options**

There are three ownership models available to Council; full Council ownership or full private ownership or joint ownership) The advantages of Council ownership include direct control of a valuable community economic and social asset and a reduction of operating costs through operating efficiencies obtained by the use of general Council staff.

The disadvantage of Council ownership is that Council's often do not have sufficient industry knowledge to develop the full potential of the Aerodrome's assets or the resources to develop a sustainable and reliable in-house airport skill base.

With Council ownership the Council can manage and operate the aerodrome as a separate Council department or within an existing department or as a corporatised business with its own board, management and staff and responsible for its own funding and income generation.

The private (full or partial) model is not common as it reduces or removes the Council's direct control of the aerodrome. However, this model also reduces or removes the commercial risk to Council and can increase opportunities to obtain funding for the Aerodrome's future development.

The key to determining the most appropriate ownership and management model for the aerodrome is its income base and financial viability.

#### Marketing options for the aerodrome

To successfully market the Colac Aerodrome the Council will need to focus on a vision for its future.

Due to its location and infrastructure the Colac Aerodrome is well placed to service the general aviation (GA) industry. By broadening its appeal to the GA community the aerodrome could attract more itinerate GA traffic. Greater itinerate traffic would potentially encourage the development of the Aerodromes' GA facilities. The marketing should be aimed at encouraging more itinerate aircraft to the Colac Aerodrome, increased flying training activity and the establishment of an aircraft maintenance and agricultural businesses.

To position the Colac Aerodrome to take advantage of opportunities available from the GA industry, Council needs to identify its target audience and then develop a strategy which uses means of communication which are appropriate to this audience. The methods to market the Aerodrome could be broadly or industry based or specifically targeted.



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## Appendices

Appendix A - Acronyms and Glossary

Appendix B – Runway usability



# 1. Introduction

## 1.1 Purpose of this report

The purpose of this report is to provide Colac Otway Shire Council (Council) with a Business Plan for the Colac Aerodrome that will inform Council of the investment required for the aerodrome to maximise aerodrome utilisation and provide the best economic return for the local community. The Plan presents the future development options for the aerodrome through the establishment of a Facilities Master Plan (FMP) based on the Council's vision for the aerodrome, taking into account regulatory planning requirements, existing constraints and forecast growth in aviation activity.

The Business Plan also provides a financial assessment of the proposed development options through the establishment of an infrastructure cost plan and cost modelling of likely revenue and administration and maintenance costs.

The Plan will also consider aerodrome ownership management and marketing options to assist Council in establishing a framework for the aerodrome's sustainable long term development.

## 1.2 Scope and limitations

The scope of the study is to produce a Business Plan for the Colac aerodrome which assists Council in planning the aerodrome's future development. The Plan incorporates:

1. Facilities Master plan
2. Financial analysis considering revenue and expenditure
3. Ownership/Management options and
4. Marketing options

## 1.3 Disclaimers

*This report has been prepared by GHD for Colac Otway Shire Council and may only be used and relied on by Colac Otway Shire Council for the purpose agreed between GHD and the Colac Otway Shire Council as set out in section 1.1 of this report.*

*GHD otherwise disclaims responsibility to any person other than Colac Otway Shire Council arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.*

*The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.*

*The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.*

*The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report (refer section 1.4. of this report). GHD disclaims liability arising from any of the assumptions being incorrect.*

*GHD has prepared this report on the basis of information provided by Colac Otway Shire Council and others who provided information to GHD (including Government authorities), which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.*



*GHD has prepared the preliminary cost estimate set out in section 9 of this report ("Cost Plan") using information reasonably available to the GHD employee(s) who prepared this report; and based on assumptions and judgments made by GHD detailed in section 9.*

*The Cost Plan has been prepared for the purpose of providing background for the development of the Aerodrome and must not be used for any other purpose.*

*The Cost Plan is a preliminary estimate only. Actual prices, costs and other variables may be different to those used to prepare the Cost Plan and may change. Unless as otherwise specified in this report, no detailed quotation has been obtained for actions identified in this report. GHD does not represent, warrant or guarantee that the works can or will be undertaken at a cost which is the same or less than the Cost Plan.*

*Where estimates of potential costs are provided with an indicated level of confidence, notwithstanding the conservatism of the level of confidence selected as the planning level, there remains a chance that the cost will be greater than the planning estimate, and any funding would not be adequate. The confidence level considered to be most appropriate for planning purposes will vary depending on the conservatism of the user and the nature of the project. The user should therefore select appropriate confidence levels to suit their particular risk profile.*

*Site conditions (including the presence of hazardous substances and/or site contamination) may change after the date of this Report. GHD does not accept responsibility arising from, or in connection with, any change to the site conditions. GHD is also not responsible for updating this report if the site conditions change.*

#### **1.4 Assumptions**

The assumptions included in this report are:

- that data supplied by Council is accurate
- that aerodrome survey data supplied by the DEPI is accurate.
- forecast growth for general aviation (GA) activity at Colac Aerodrome

### **1.5 Facilities master plan vision and objectives**

Although Council owns the Colac Aerodrome, it currently provides little economic or social benefit to the wider community, the exception being its role as a local base for the Victorian Air Ambulance (VAA) and firefighting aircraft operations.

Council's vision for the Colac Aerodrome is to have it play a larger part in the economic development of the region by:

- Encouraging an active and dynamic private flying market, and
- Supporting the commercial needs of charter and business flying as well as the community's social needs provided by Victorian Government emergency services.

This will only occur however, if the facilities can be developed to cater for a wider variety of aviation needs than is currently the case.

The current Colac Aerodrome's facilities occupy all the usable aerodrome land and to realise its vision for the Aerodrome Council will need to purchase additional land and provide upgraded infrastructure.

Council has determined that the Aerodrome should provide a net positive cash flow, and to this end an aerodrome Facilities Master Plan (FMP) has been developed which will guide the Aerodrome's development while protecting its future operations and maximize the return to Council of this asset.

The Plan is intended to:

- Identify the Aerodrome's existing conditions and development constraints
- Identify opportunities for future development of the Aerodrome
- Provide an analysis of aviation and industry trends, and
- Provide guidance for future development of the Aerodrome

Colac Aerodrome has been selected by the Victorian Department of Environment and Primary Industries (DEPI) to be a forward fire base for aircraft fire fighting operations in the region. To support this function the Department needs to build aircraft movement areas, storage and other facilities at the Aerodrome. The Department has gone through a master planning process for its facilities at Colac Aerodrome and the outcome of that process has been incorporated in this Plan.

This Plan has been developed in consultation with Council, key aerodrome users and other interested parties. Information gained from stakeholders was of a general rather than specific nature.

This Business Plan envisages a 20 year planning horizon, that is, to 2033. This Plan will need to be reviewed regularly for applicability, and updated to reflect future developments and planning requirements. It is envisaged that the interval for review would be a minimum of 5 years or when trigger points, such as the introduction of new legislation or development opportunities occur.

### **1.6 Consultation**

Stakeholder consultation was held with eight individuals, six representing the Council, one representing the Colac Aerodrome Committee of Management (COM) and one representative each from the tourism and business sectors.

- Neill Allen - General Manager Infrastructure and Service, Colac Otway Shire Council
- Doug McNeil – Manager Planning, Colac Otway Shire Council

- Mike Barrow – Manager Economic Development, Colac Otway Shire Council
- Adam Lehmann – Manager Asset Management, Colac Otway Shire Council
- Norm Tann – Secretary, Colac Aerodrome Committee of Management
- Adrian Healey – Otways Tourism (Colac Otway Shire Council)
- Geoff Iles – Manager, Colac Area Health and
- Jan Brown - Chamber of Commerce, Colac Otway Business Inc.

## 2. Colac Region Characteristics

### 2.1 Region

The Colac Otway Shire is located west of Melbourne and has an area of approximately 3,500 square kilometres. It covers a diverse range of topography from volcanic lakes, craters and plains in the north, through the hinterland forests of the Otway Ranges to the Great Ocean Road coastline. The Shire population in 2011 was approximately 22,000. The projected population in 2031 is 26,755<sup>1</sup>. This represents a population growth of approximately 1% per year.

Colac is the region's largest population centre with 12,000 persons. It is the key industrial, commercial and service centre for the Shire. Shire economic activity includes agriculture and food processing, forestry and timber processing, tourism, business services, retailing, health and public sector. Commercial fishing activities are focused on the Apollo Bay Harbour. Tourism is a key employment generator and is likely to remain so for the foreseeable future.

Figure 01 shows the relationship of the Colac Aerodrome to the region.

### 2.2 Transport

#### 2.2.1 Road

Road distances from Colac to Melbourne and nearby large population centres are:

- Melbourne - 150 km
- Geelong - 75 km
- Ballarat - 102 km
- Hamilton - 170 km
- Ararat - 173 km
- Warrnambool - 112 km

#### 2.2.2 Rail

Colac is located on the Melbourne-Warrnambool railway line. Travel times are approximately 2 hours to Melbourne and one to Geelong. There are three passenger rail services daily with a bus service to Geelong on the weekends. The section of railway line, north of the Princes Highway, comes as close as 2 km south of the Colac Aerodrome.

#### 2.2.3 Air

Colac Aerodrome is one of many aerodromes in the western region of Victoria. A list of nearby aerodromes and their runway infrastructure is given in Table 1 below. They all provide a level of amenity similar to Colac Aerodrome.

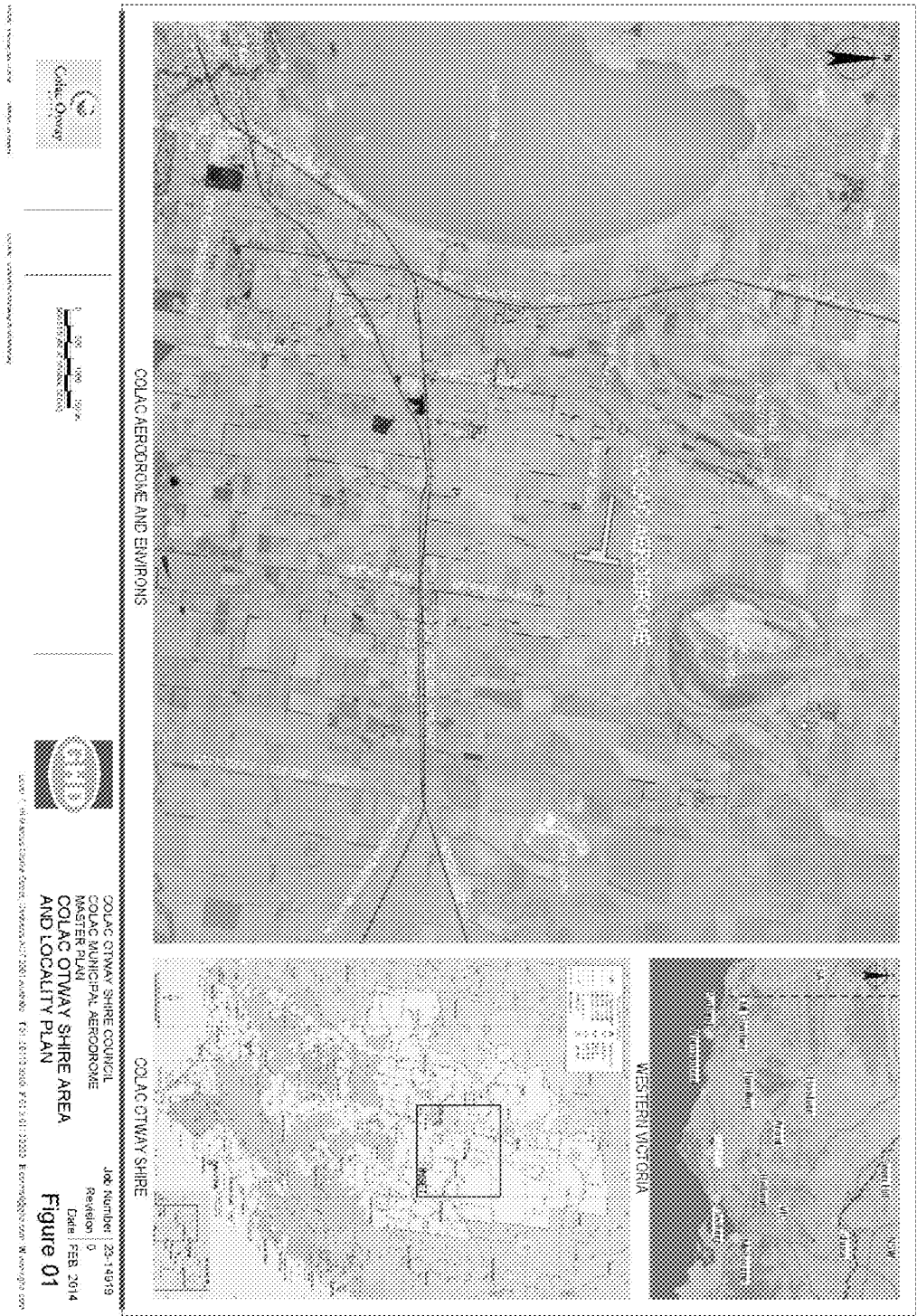
<sup>1</sup> *Victoria in the future 2012- Population and Household Projections 2011-2031 for Victoria and its Region*, Department of Planning and Community Development April 2012

Table 1 Regional airport runway data

| Aerodrome Name     | CASA Aerodrome Category | Number of runways | Runway/s length (m) | As the crow flies distance to/from Colac Aerodrome (km) |
|--------------------|-------------------------|-------------------|---------------------|---------------------------------------------------------|
| Cobden             | Other                   | 1                 | 1100                | 40                                                      |
| Apollo Bay         | Other                   | 1                 | 690                 | 70                                                      |
| Port Campbell      | Heliport                |                   | N/A                 | 77                                                      |
| Torquay            | Other                   | 3                 | 1,250/650/500       | 81                                                      |
| Port Fairy         | Other                   | 1                 | 900                 | 141                                                     |
| Barwon Heads       | Other                   | 2                 | 750/450             | 85                                                      |
| Ballarat           | Registered              | 2                 | 1,265/1,245         | 90                                                      |
| Warrnambool        | Registered              | 2                 | 1,372/1,069         | 95                                                      |
| Bacchus Marsh      | Other                   | 2                 | 1,554/1,524         | 133                                                     |
| Ararat             | Registered              | 2                 | 1,240/660           | 135                                                     |
| Hamilton           | Registered              | 2                 | 1,404/1,233         | 150                                                     |
| Stawell            | Registered              | 2                 | 1,403/854           | 206                                                     |
| Portland           | Certified               | 2                 | 1,616/1,180         | 210                                                     |
| Ceres              | Other                   | 2                 | 700                 | 68                                                      |
| Lethbridge Airpark | Other                   | 2                 |                     | 85                                                      |



Figure 1 - Colac Otway Shire Area and Locality Plan





## 3. Colac Aerodrome

### 3.1 Aerodrome history

Colac Aero Club was formed in 1963 and initially operated at a privately owned airfield at Yeo located southeast of the Colac Town Centre.

The airfield at Yeo was affected by a number of issues including a high risk of collisions with livestock on the runways, as well as aircraft restrictions due to short runway length, and adverse weather limitations.

In 1972 it was decided that a municipal aerodrome should be established. The Colac Shire Council was willing to provide funding to acquire land and assist with the capital and operational costs for the establishment of such an aerodrome. The search for a suitable site for the new aerodrome commenced in 1972 and land was purchased for the aerodrome by the Council in 1975.

Colac Municipal Aerodrome was officially opened on 21 November 1976.

The Colac Aero Club had its 50<sup>th</sup> anniversary in 2013 which was celebrated with an open day in May 2013.

### 3.2 Aerodrome overview

The aerodrome's airside physical infrastructure includes one gravel runway (orientated in the 09/27 direction), one grassed runway (orientated in the 18/36 direction), a helipad, partially sealed taxiway/taxilanes and a sealed aircraft parking apron. Buildings include the aero club administration building, an amenities block and 19 aircraft hangars. The aerodrome is accessed via an unsealed road from McKays Road.

Colac Aerodrome is an unregulated aerodrome and is classified as an 'Authorised Landing Area' (ALA). The aerodrome is not permanently staffed and there is no Notice to Airmen (NOTAM) facility in operation.

The aerodrome is currently used by:

- Emergency services including firefighting, police and air ambulances
- Tourism and chartered flights
- General aviation (local and itinerant) aircraft and
- Agricultural aircraft for fertiliser spreading

### 3.3 Location

The aerodrome is located approximately 13 km north-east of the Colac Town Centre, approximately 2.5 km north of the Princes Highway and 4 km east of the Colac Ballarat Road. It is accessed via an unsealed road from McKays Road. Figure 01 shows the relationship of the aerodrome to Colac's Town Centre.

### 3.4 Geography

The area around the aerodrome is generally flat and is used for farming purposes. A number of lakes in the Colac Aerodrome's environ include:

- Lake Burn, located approximately 4 km east

- Lake Thurrumbong, located approximately one km north-east
- Lower Lough Calvert, located approximately 2 km north-west and
- Lake Colac, located approximately 4 km west

### **3.5 Aerodrome description**

The aerodrome site has a total area of 16.9 hectares (ha) and is at an elevation of 137 metres (m) (450 feet) above mean sea level (AMSL). The aerodrome is bounded by stock grazing properties. The site generally drains towards the north-east. Figure 02 shows the existing aerodrome layout.

### **3.6 Aircraft movement area**

#### **3.6.1 Runway 09/27**

Runway 09/27 is the main runway. This is a non-instrument runway. It has a gravel surface and is 885 metres (m) long and 12 m wide. The pavement is unrated. It has grassed shoulders and turning nodes are provided at both runway ends.

The runway is contained within an approximately 1,005 m long by 45 m wide graded runway strip delineated by white runway cone markers. The runway is equipped with above ground runway edge lighting. These are located along the edge of the runway strip adjacent to the runway cone markers. The location and spacing of the edge lights do not comply with the requirements of the CASA Manual of Standards (MOS) Part 139. The edge lights can be activated manually and/or remotely via a Pilot Activated Lighting (PAL) system. The PAL system is activated on frequency 123.0 Megahertz (MHz).

#### **3.6.2 Runway 18/36**

Runway 18/36 is a grass runway located to the east of the main 09/27 Runway. This is a non-instrument runway and is 624 m long and 10 m wide. The runway is contained within an approximately 660 m long by 45 m wide graded runway strip also delineated by white runway cone markers. The runway is unlit.

### **3.7 Taxiways**

A short narrow (approximately 5.5 m wide) sealed taxiway leads from the 09/27 Runway towards the aircraft parking apron and then continues onto a partially sealed taxilane which leads into and continues within the hangar precinct and the aircraft refuelling facility. The taxilane is approximately 200 m long and varies between 4.5 m and 6.5 m wide. The taxiway and taxilane are both unmarked and unlit.

### **3.8 Apron Area**

A sealed aircraft parking apron of approximately 1,730 square metres (m<sup>2</sup>) is located to the east of the taxiway/taxilane. It is sized to accommodate up to three Code A aircraft. The apron area is unlit.

Figure 2 - Existing Aerodrome Layout



### **3.9 Operational facilities**

#### **3.9.1 Navigational aids**

The Colac Aerodrome provides Common Traffic Advisory Frequency (CTAF). The CTAF operates on frequency 126.7 MHz

There are two Wind Direction Indicators (WDI) located at the aerodrome. The primary illuminated wind direction indicator (IWDI) and is located to the west of the aero club building adjacent to the hangar precinct. The secondary WDI is located west of the 18/36 Runway and north of the 27 Runway End.

#### **3.10 Security**

The aerodrome boundaries are secured with a 1.2 m high stock proof fence. A colour bond fence 1.2 m high is located around the car park, aero club building and amenities block. There is a 1.8 m high 3-strand barb wire mesh fence around the fuel storage compound. A vehicle access gate is located at the car park between the hangars and the aero club building compound.

#### **3.11 Building area**

Buildings are located to the south of the main 09/27 Runway. These include the Aero Club and the amenities block, 19 hangars (one currently under construction) as well as a shed for the backup generator set. A layout of the building area is included in Figure 03.

#### **3.12 Fuel storage**

Avgas fuel is stored in a 6,000 litre tank which is contained in a bunded and fenced enclosure to the west of the apron. Adjacent to the tank's enclosure is a shed comprising the fuel bowser.

#### **3.13 Access roads and car park area**

##### **3.13.1 Access road**

Vehicular access to and from the aerodrome is via an unsealed road from McKays Road.

##### **3.13.2 Car park**

There is an unsealed car park of approximately 900 m<sup>2</sup> to the east of the aero club administration building. The car park has no designated parking spaces and can accommodate approximately 20 cars.

#### **3.14 Services**

##### **3.14.1 Water supply**

Water is supplied to the aerodrome via a 100 millimetre (mm) diameter water main. The water main runs along the eastern side of the access road and along a portion of the hangar precinct's southern boundary.

##### **3.14.2 Sewerage system**

A septic system services the existing amenities block.

### **3.14.3 Electrical reticulation**

Currently the aerodrome is serviced by a single phase overhead power line (Single Wire Earth Return) from the south-west boundary of the hangar precinct. All hangars, the aero club building and refuelling facility are serviced by underground electricity supply.

### **3.14.4 Communication reticulation**

Telstra communications are available at the site. The underground Telstra conduits/cables also run along the eastern side of the access road until it reaches the hangar precinct after which it runs diagonally toward the aero club building.

### **3.14.5 Stormwater drainage**

The aerodrome site generally drains towards the north-east. There is underground pipe drainage servicing the aero club building and car park area which outfalls into an unlined swale located near the fence line at the 18/36 Runway. There are also swales located along the western and southern boundaries of the hangar precinct.

## **3.15 Airspace**

Colac Aerodrome operates as an un-controlled airport as there is no Air Traffic Control (ATC) presence.

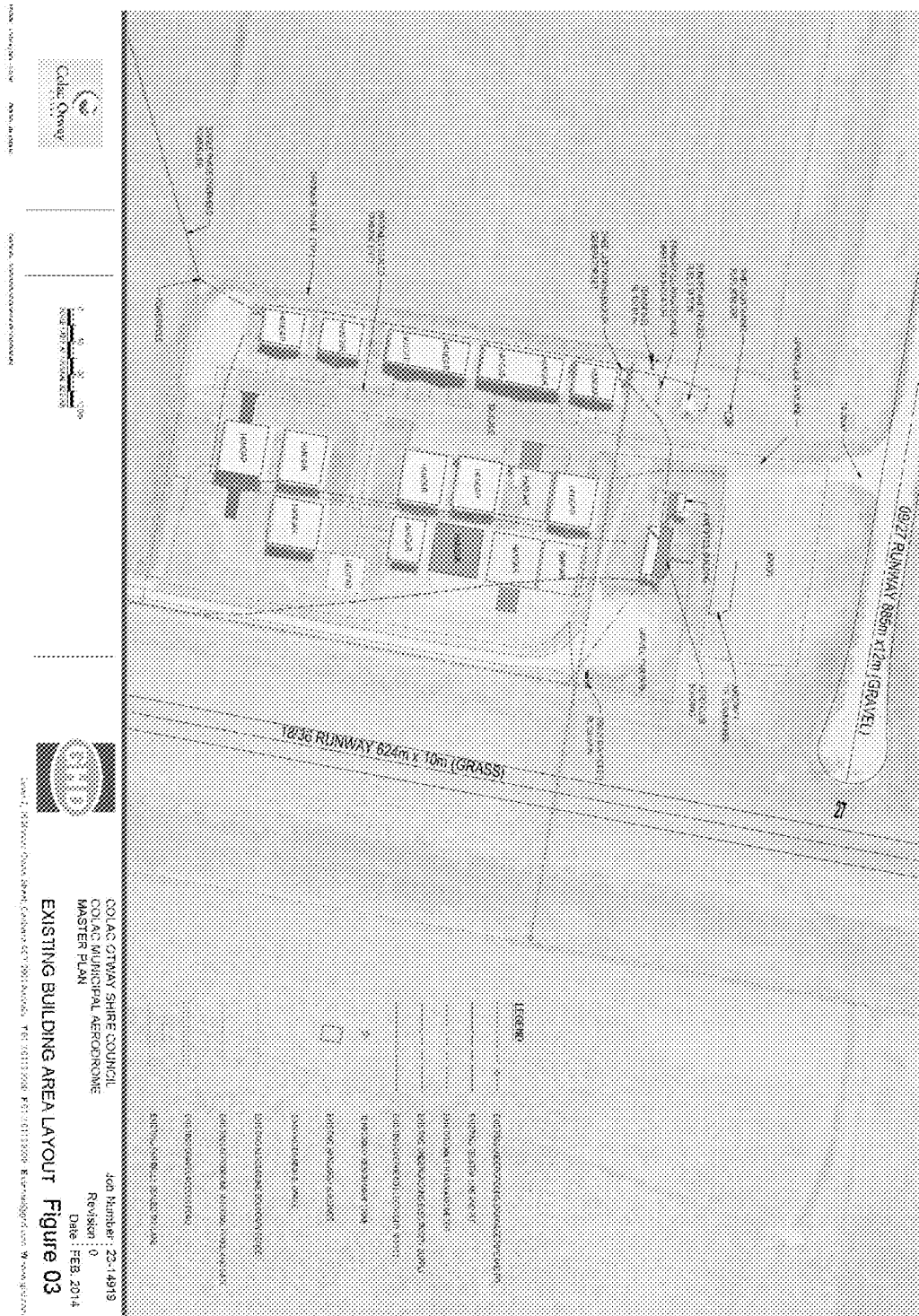
Uncontrolled airspace is classified as Class G airspace. Instrument Flight Rules (IFR) and Visual Flight Rules (VFR) operations are permitted and do not require an airways clearance.

Pilots are expected to make positional broadcasts using a common traffic advisory frequency (CTAF) assigned for the purpose. All flying at Colac Aerodrome is conducted in accordance with the VFR, which requires pilots to navigate by reference to prominent features of the landscape and the built environment, and to assume responsibility for their separation from other aircraft.

Civil pilots are required to observe arrival and departure procedures recommended by the CASA for aerodromes where there is no ATC presence.



Figure 3 - Existing Building Area Layout





## 4. Planning Considerations

### 4.1 General

This section of the report defines the legislative basis for the aerodrome planning and how this would be applied to Colac Aerodrome.

### 4.2 Basis for aerodrome planning

#### 4.2.1 Planning criteria

The planning criteria for aerodrome development may be categorised into a three-tiered structure as follows:

- International standards and recommended practices promulgated by the International Civil Aviation Organisation (ICAO)
- National regulatory standards and advisory publications prepared by the Civil Aviation Safety Authority (CASA) and
- Local standards and practices

#### 4.2.2 International Civil Aviation Organisation

The international standards and recommended practices are formalised in Annex 14 to the Convention of International Civil Aviation adopted by ICAO under the provisions of the Convention, to which Australia is a signatory State. In addition, ICAO publishes a number of Aerodrome Design and Services Manuals, which set out further detail and background behind the standards and recommended practices.

#### 4.2.3 Civil Aviation Safety Authority

CASA administers the Civil Aviation Act (1998) through the accompanying Civil Aviation Regulations (CARs) and Civil Aviation Orders (CAOs).

The Manual of Standards Part 139 – Aerodromes (MOS 139) is a CASA policy manual, made pursuant to Civil Aviation Safety Regulations (CASR) Part 139. CASR Part 139 sets out the regulatory regime of aerodromes used by aeroplanes conducting air transport operations (either Regular Public Transport or Charter Operations) under CASR Part 121 (currently 121A) for large aeroplanes and Part 121B for small aeroplanes.

"Small aeroplanes" in Part 121B means an aeroplane:

- with a maximum take-off weight (MTOW) not exceeding 5,700 kg ( this definition will be increased to 8,618 kg under CASR 135), and
- fitted with a passenger seat configuration of not more than 9

The regulatory regime identifies three categories of aerodrome; certified, registered or other. MOS 139 sets out the standards and operating procedures for certified and registered aerodromes, as well as for other aerodromes used for air transport.

An aerodrome operator may apply to CASA for the aerodrome to be certified or registered.

Pursuant to CASR Part 139, aerodromes intended to accommodate aircraft with more than 30 passengers conducting air transport operations must be certified. Similarly, any aerodrome that wishes to publish an instrument approach procedure relating to the aerodrome must be registered under CASR Part 139.

Registered aerodromes must meet a number of conditions including the relevant standards set out in MOS 139.

Aircraft with not more than 30 passenger seats can conduct air transport operations from “other” aerodromes; however the aerodrome operator retains the responsibility of providing a safe facility for aircraft operations. Air Operating Certificates (AOC) holders also have an obligation to ensure the safety of uncertified or unregistered aerodromes at which they operate.

The MOS specifically addresses standards for “other” aerodromes used by aircraft operating under CASR Part 121B.

CASA also publishes a number of Civil Aviation Advisory Publications (CAAPs) to provide guidelines and information in a designated subject area, or show a method acceptable to an authorised person or CASA for complying with the relevant Civil Aviation Regulation. CAAPs should always be read in conjunction with the referenced regulations. CAAPs provide recommendations and guidance to illustrate a method, or several methods, not necessarily being the only method by which legislative requirements may be met. They also provide a means of illustrating the meaning of certain requirements by offering interpretive and explanatory guidance. CAAPs are advisory only. While there is no legal requirement to observe the details in the CAAPs, it is prudent for safety and potential insurance reasons for pilots and aerodrome/airstrip operators to adopt the CAAPs for determining a suitable place to conduct aircraft operations at “other” aerodromes including Aircraft Landing Areas (ALA).

#### **4.2.4 Local standards and practices**

Local standards and practices may include those implanted by various organisations such as:

- DEPI Standard Operating Procedures (SOPs); and
- CFA SOPs

### **4.3 Aerodrome planning standards**

#### **4.3.1 Fixed wing aircraft operations**

##### *Manual of Standards (MOS) - Part 139 Aerodromes*

MOS 139, Chapter 13 sets out the minimum aerodrome standards for fixed wing aircraft with a MTOW up to and including 5,700 kg.

MOS 139, Chapter 6 outlines the minimum aerodrome standards for fixed wing aircraft with a MTOW above 5,700 kg.

Australia has adopted the ICAO methodology of using a code system, known as the Aerodrome Reference Code (ARC), to specify the standards for individual aerodrome facilities that are suitable for use by fixed wing aircraft with a range of performances and sizes. The intent of the ARC is to provide a simple method of inter-relating the numerous specifications concerning the characteristics of aerodromes so as to provide a series of aerodrome facilities that are suitable for the aircraft that are intended to operate at the aerodrome. The ARC (commonly referred to as simply the “code”) comprises of two elements that are related to the aircraft’s performance characteristics and dimensions. Element 1 is a number based on the Aircraft’s Referenced Field Length (ARFL), while element 2 is a letter based on the aircraft’s wing span and outer main gear wheel span. Table 2 sets out the various criteria for different ARCs.

Table 2 Aerodrome reference codes

| Aerodrome Reference Codes |                                      |                |                                  |                                   |
|---------------------------|--------------------------------------|----------------|----------------------------------|-----------------------------------|
| Code Element 1            |                                      | Code Element 2 |                                  |                                   |
| Code Number               | Aeroplane Reference Field Length     | Code Letter    | Wing Span                        | Outer Main Gear Wheel Span        |
| 1                         | Less than 800 m                      | A              | Less than 15 m                   | Up to but not including 4.5 m     |
| 2                         | At least 800 m but less than 1200 m  | B              | At least 15 m but less than 36 m | 4.5 m up to but not including 6 m |
| 3                         | At least 1200 m but less than 1800 m | C              | At least 36 m but less than 52 m | At least 6 m but less than 9 m    |
| 4                         | 1800 m and over                      | D              | At least 52 m but less than 65 m | At least 9 m but less than 14 m   |
|                           |                                      | E              | At least 52 m but less than 65 m | At least 9 m but less than 14 m   |
|                           |                                      | F              | At least 65 m but less than 80 m | At least 14 m but less than 16 m  |

Source: CASA MOS Part 139

For taxiway and apron clearances, the Code Element 2 controls the various geometric standards by selecting the code letter that corresponds to the greatest wing span or the greatest outer main gear wheel span, whichever gives the more demanding code letter of the aircraft for which the facility is intended.

For runways, the standards are dependent on a combination of both code elements. The number of Code Element 1 is dependent on the ARFL of the most demanding aircraft the aerodrome is intended to accommodate. ARFL relates only approximately to physical runway length as adjustments need to be made for factors including runway slope, runway elevation, wind speed and air temperature.

#### CAAP 92.1 (1) Guidelines for aeroplane landing areas

The CAAP 92.1 (1) guidelines are used to determine the suitability of a place for the landing and taking-off of aircraft. It notes that the use of landing areas other than aerodromes is not recommended for aircraft with a MTOW greater than 5,700 kg.

The aircraft engaged in the following operations may use a landing area:

- private
- aerial work—excluding student solo flying and student dual flying prior to successful completion of the General Flying Progress Test and
- charter

It is noted a number of aircraft operated by the DEPI and CFA have MTOWs greater than 5,700 kg. The responsibility to ensure that these aircraft operate safely at Colac Aerodrome rests with the holder of the Air Operator Certificate (AOC).

#### 4.3.2 Helicopters

##### *CAAP 92-2 (1) Guidelines for the establishment and use of Helicopter Landing Sites (HLS)*

The CAAP 92-2 (1) guidelines provide for two types of HLS: a basic and a standard. The former can only be used for day operations while the latter can be used for both day and night operations.

A basic HLS has minimal planning requirements. These are:

- It should be large enough to accommodate the helicopter safely
- It should have a surface capable of withstanding the static and dynamic loads imposed by the helicopter and
- It should only be used for day operations under helicopter Visual Meteorological Conditions (VMC).

A basic helipad assumes that the operations will be limited to infrequent, opportunistic and short term operations. Given the rate of effort required during a severe fire season such a definition may not be considered to be appropriate for Colac Aerodrome.

A standard helipad has a defined Final Approach and Take Off (FATO) area and an approach and departure path.

##### *ICAO Heliport Manual*

This document provides specifications for the planning and design for three types of helipad: surface level, elevated and helidecks located off shore. It describes requirements in relation to three helicopter performance classes.

#### 4.4 Application of standards

##### 4.4.1 General

This section will describe how the aerodrome planning standards listed above will be applied to the facilities at Colac Aerodrome.

##### 4.4.2 Runways

The current runway dimensions are as follows:

- 09/27 Runway - 885 m long by 10 m wide with a delineated (with cones) graded strip approximately 45 m wide
- 18/36 Runway - 624 m long by 10 m wide with a delineated (with cones) graded strip approximately 45 m wide

##### *CAAP 92-1(1)*

##### **Runway 09/27 for aircraft not exceeding 5,700 kg**

For night operations the runway needs to be 15 m wide with an Obstacle Limitation Surface (OLS) inner edge width of 90 m (includes a 45 m graded strip and flies over area).

As a large portion of the current apron is located within the 90 m inner edge it cannot be occupied after dusk and still comply with the CAAP.

While there is sufficient space within the 09/27 Runway boundary fence lines to accommodate the required 90 m inner edge it is likely that the stock proof fence would penetrate the transitional surface of the OLS, which is based on a 90 m inner edge.

For day time operations, the runway would also need to be 15 m wide but the OLS inner edge width is only required to be 60 m (includes a 45 m graded runway strip and fly over area). This would enable the use of the existing apron during daylight hours although constraints by the OLS would place some restrictions as to where aircraft could be parked.

**Runway 09/27 for aircraft not exceeding 2,000 kg**

For day time operations only would not require a runway widening (10 m required) but due to the OLS there would still be restrictions on the use of the apron.

**Runway, 18/36 for aircraft not exceeding 5,700 kg**

For day time operations the runway would need to be 15 m wide with an OLS inner edge width of 60 m. The inner edge can be contained within the existing fence lines and without the OLS impacting on any existing infrastructure.

For night operations (currently there are no runway lights) the runway would need to be displaced to the east requiring acquisition of an additional aerodrome land to the east to retain the buildings and access road.

**Agricultural aircraft operations**

A 10 metre wide runway is the recommended minimum with an OLS inner width of 45 m.

- The current Runway 09/27 would be suitable for both day and night agricultural operations
- The current Runway 18/36 would be suitable for day agricultural operations only

**MOS 139**

Restricting the 09/27 Runway to day operations or use by aircraft under 2,000 kg would result in the same spatial requirements listed in the CAAP however the area impacted by the OLS would be greater than recommended by the CAAP.

Applying the planning requirements for aircraft not greater than 5,700 kg (MOS 139 Chapter 13) would require the 09/27 Runway width (for night operations) to be increased to 18 m with an OLS inner edge width of 80 m (including 45 m wide graded strip and fly over area). This is less restrictive than for the equivalent CAAP provision, although there is a requirement for a larger OLS which extends to 2,500 m from the end of the runway strip compared to 900 m for the CAAP. This larger OLS is not considered to be a significant issue for the Colac Aerodrome as it is unlikely there will be either current or future infrastructure to be impacted, other than trees which may need to be cleared.

MOS 139 Chapter 6 specifies that code 2 runways for Code A and B aircraft (aircraft greater than 5,700 kg) require a width of 23 m. MOS 139 Chapter 6 requires a non-instrument runway to have an OLS inner edge width of 80 m. The runway width requirements specified above can differ for particular aircraft subject to instruction issued by CASA under sub regulation 235A (1).

Should the 09/27 Runway be upgraded to a non-precision instrument runway then the requirements of MOS 139 Chapter 7 will apply whereby the OLS inner edge width will need to be 90 m and the approach surface divergence will increase to 15% from 10% (Chapter 13) and the approach slope will reduce to 3.33% from 4% (Chapter 13).

## 5. Constraints

### 5.1 General

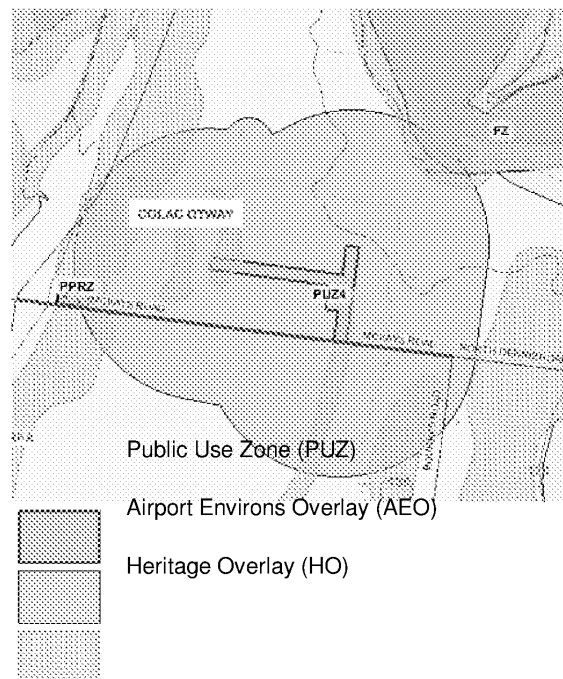
There are a number of operational, physical and legislative constraints which impact on how the Colac Aerodrome can be developed to provide facilities which meet the future demand. This section of the report identifies these constraints.

### 5.2 Colac Otway Planning Scheme

#### 5.2.1 General

Figure 04 is an extract of the Colac Otway Planning Scheme map showing the Colac Aerodrome and surrounding area. The zoning and overlay requirements are discussed the following sections.

Figure 4 - Extract of the Colac Otway Planning Scheme Map



#### 5.2.2 Zoning

Colac Aerodrome is incorporated in the Colac Otway Planning Scheme. The Aerodrome is designated as a transport Public Use Zone (PUZ4). Land around the aerodrome is designated Farming Zone (FZ) and Public Park Recreational Zone

#### 5.2.3 Airport environs overlay

The Council has an Airport Environs Overlay (AEO) extending approximately 1,000 m from the aerodrome boundary. This overlay produces a number of planning controls related to aircraft noise including:



- Restricting the use of land for uses sensitive to aircraft noise
- Introducing the requirement for appropriate noise attenuation measures in new dwellings and other noise sensitive buildings to comply with Section 3 of Australian Standard AS 2021-2000, Acoustics - Aircraft Noise Intrusion - Building Siting and Construction, issued by Standards Australia International Ltd
- Limits on the number of people who will be subjected to significant levels of aircraft noise

This planning control also ensures the authority assessing the development proposal considers 'whether the proposal is compatible with the present and future operation of the airport in accordance with the appropriate airport strategy or master plan' and 'the views of the airport owner'.

#### 5.2.4 Heritage overlay

A Heritage Overlay (HO) for Areas of Aboriginal Cultural Heritage Sensitivity has been identified as being located at the western end of the 09/27 Runway and southern end of 18/36 Runway. It is anticipated that a Cultural Heritage Management Plan will not be required for this development as the areas have previously been subjected to significant ground disturbance.

#### 5.2.5 Ramsar

The Western District Lakes Ramsar<sup>2</sup> Sites are located in the Colac region. Lake Thurrumbong, Lower Lough Calvert and Lake Colac which are located in the vicinity of the aerodrome have not been identified as Ramsar Sites, however they are significant and protected under the current planning controls (Environmental Significance Overlay 2).

The lakes in the Colac region are a habitat for a number of migratory birds. Some of the endangered and vulnerable bird species identified in the region include:

- Brolga (vulnerable)
- Australasian Shoveler (vulnerable)
- Hardhead (vulnerable)
- Whiskered Tern (near threatened)
- Grey Goshawk (vulnerable)
- Musk Duck (vulnerable)
- Freckled Duck (endangered)
- Eastern Great Egret (vulnerable)

The yellow-bellied sheath-tail bat has also been recorded in the area.

#### 5.2.6 Development height controls

Development heights on and around the aerodrome are controlled by the aerodrome's OLS.

The OLS for Runway 09/27 prevents aircraft from being parked on the apron if this runway is to be used after dusk.

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<sup>2</sup> Ramsar Convention: Convention on Wetlands of International Importance, especially as Waterfowl Habitat

### 5.3 Meteorology Conditions

The useability of any aerodrome is affected by prevailing weather conditions. The biggest constraint to useability is related to wind direction, critically cross-winds.

An aircraft's susceptibility to cross winds is determined by its size; the larger the aircraft the greater its cross-wind tolerance. For planning purposes the limiting cross-wind component recommended for use as per the International Civil Aviation Organisation (ICAO) Annex 14 for aircraft grouped by Aeroplane Reference Field Length (ARFL) is

- 20 knots (kts) for aircraft with an ARFL of 1,500 m or more;
- 15 kts for aircraft with an ARFL of 1,200 m up to but not including 1,500 m; and
- 10 kts for aircraft with an ARFL of less than 1,200 m.

Where runways are provided essentially for light aircraft operations with ab-initio flying the design cross wind component should be 10 kts. Given Colac Aerodrome will be primarily used by light aircraft and flying training will occur, a 10 kts cross wind has been used as the criteria for establishing practicable runway usability.

Runway useability charts based on Bureau of Meteorology (BOM) wind data for Colac Aerodrome for all hours are shown in Figures 05, 06 and 07. Figure 05 shows that the preferred runway direction is the 27 orientation, providing approximately 52% usability for the smallest aircraft for all hours. Combining single runway usabilities from Figure 06 indicates that the 09/27 Runway is the preferred runway with a usability of over 65% for the smallest aircraft engaged in flying training. This relatively low useability however confirms the need for a second runway if regular training is to occur. These usabilities differ little for night and day time hours. The complete range of charts produced and the methodology used to produce them are included in Appendix B.

The optimum runway direction for a second runway is the existing 18/36 orientation (Figure 07). Combined, the existing runways provide an optimum aerodrome useability of 85% for the smallest aircraft.

The usability for the existing runways derived from these charts is summarised in Table 3.

**Table 3 Runway usability % for aircraft cross wind speed tolerance (kts) for all hours**

| Limiting cross wind<br>(kts) | Runway |    |    |    |       |                    |
|------------------------------|--------|----|----|----|-------|--------------------|
|                              | 09     | 18 | 27 | 36 | 09/27 | 09/27 and<br>18/36 |
| 10                           | 39     | 41 | 52 | 41 | 63    | 85                 |
| 13                           | 52     | 55 | 63 | 55 | 76    | 93                 |
| 15                           | 60     | 62 | 69 | 63 | 82    | 96                 |

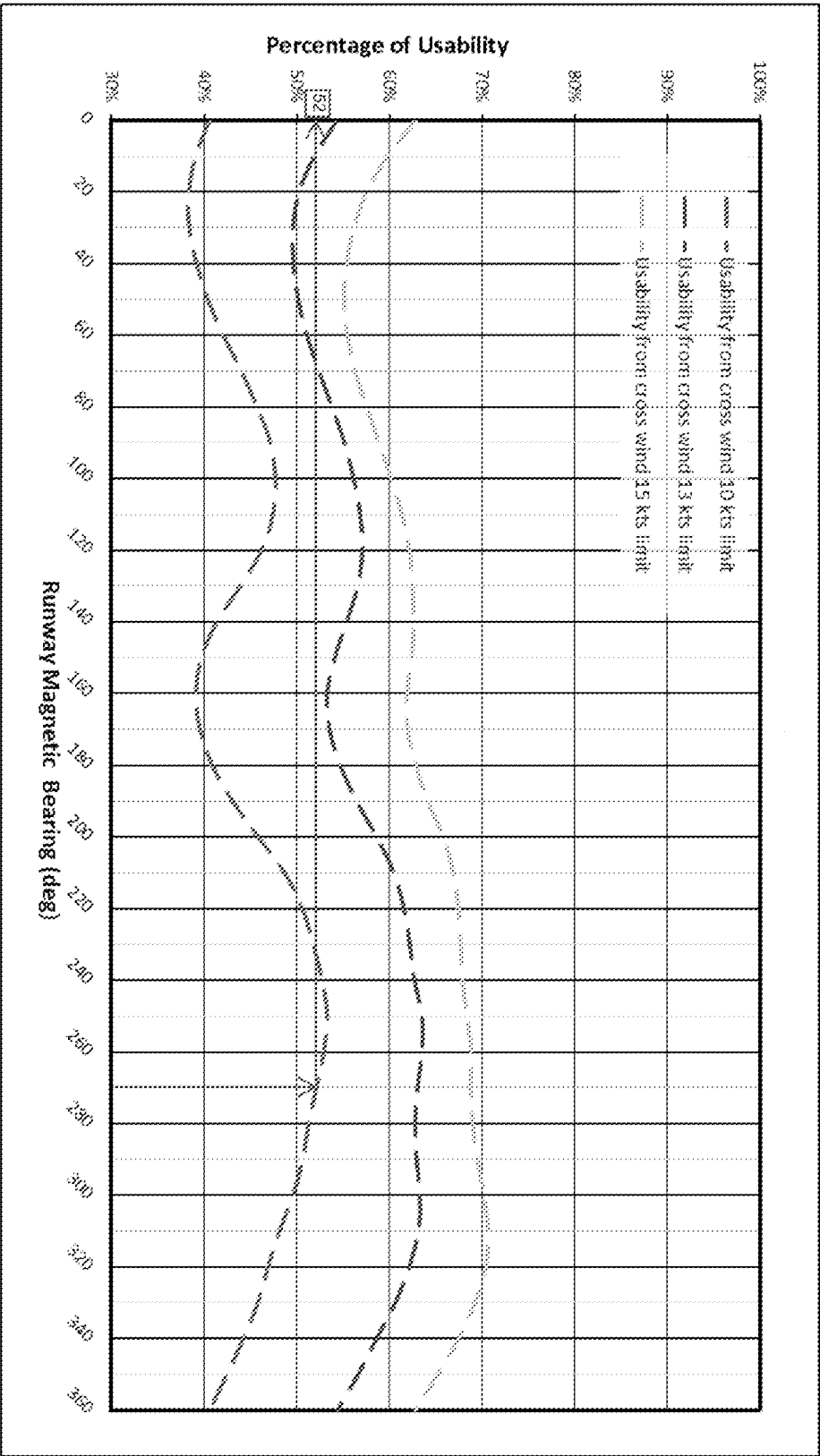


Figure 5 - Single Runway Usability-Single End (All Hours)(All Cond)(Tailwind 10 Kts Limit) (11deg east magnetic)

Figure 6 - Single Runway Usability-Both Ends (All Hours)(All Cond)(Tailwind 10 Kts limit) (11deg east magnetic)

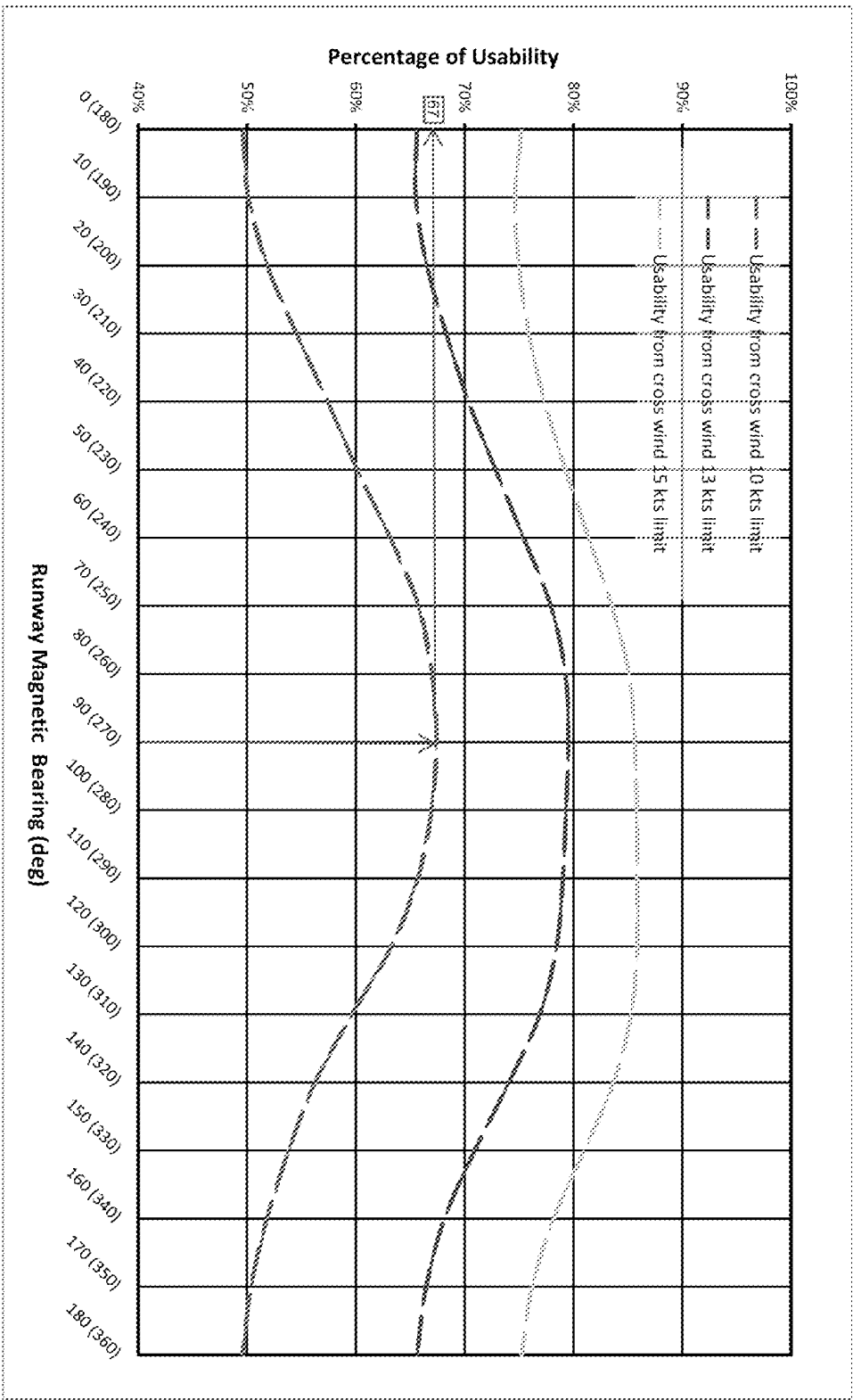
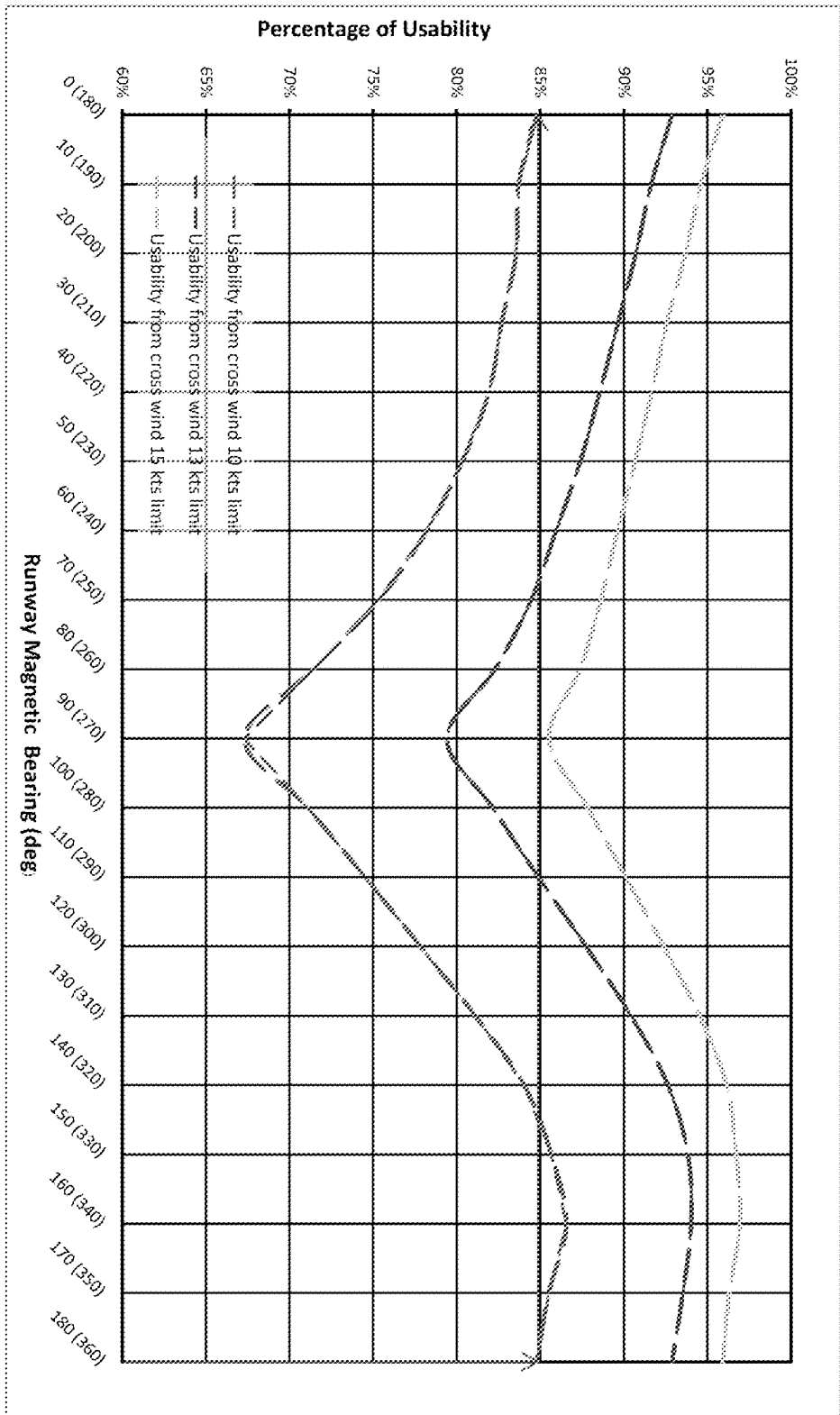


Figure 7 - Two Runway Usability-Both Ends (All Hours)(All Cond) (Combined with 09/27M runway) (Tailwind 10 Kts Limit) (11 deg east magnetic)



## **5.4 Service Facilities**

The capacity of services such as power, water and telecommunications may also impose a constraint on the aerodrome's development.

This study has not carried out a capacity analysis of the power supply. The current single phase power supply may need to be upgraded to cope with the increased load generated by any significant aerodrome development. A section of the supply power line may also need to be buried as it may obstruct proposed helicopter flight paths.

There is no information available to assess whether the existing Telstra cable servicing the site is suitable for high -speed downloads. Telstra's 4G & Next G network are shown as having coverage across the aerodrome and mobile broadband download speeds are reported to be between 550 kbps to 20 Mbps which are likely to be sufficient for most purposes in the short term.

## **5.5 Infrastructure**

### **5.5.1 External**

McKays Road sets the limit to which the aerodrome can be developed to the south.

### **5.5.2 Buildings hangar precinct**

Within the aerodrome, the building's location restricts and limits the size of aircraft which can move through the hangar precinct. Along the main north south taxilane there is only sufficient space between the hangar facades to accommodate only Code A aircraft. Similarly Code A aircraft can operate along the taxilane which accesses the designated helipad. For the hangars facing east towards the access road, the separation distance between the hangar facades and fence line restrict the wing span for aircraft using this taxilane to 11 m (less than full Code A).

### **5.5.3 Runways**

The existing runway pavements are unrated.

Runway 09/27 has a gravel surface and is likely to be unsuitable for aircraft heavier than 5,700 kg. The apron and taxiway will have similar weight restrictions. Runway 18/36 is grassed and is only likely to be able to accommodate light aircraft (in the region of 2,000 kg). It is often closed after a rain event due to inadequate drainage.

The length of take-off runway required is affected by air temperature, wind speed and runway elevation and slope. The higher the air temperature and runway elevation and slope the greater the take-off distance required. The adjusted runway distances which take into account aerodrome elevation and temperatures limit the use of Runway 09/27 to Code 1 aircraft, operating at MTOW with an ARFL of 770 m and for Runway 18/36 to those aircraft with a 550 m ARFL.

The only aircraft movement area on the aerodrome that is lit is Runway 09/27. Therefore aircraft arriving at Colac Aerodrome after dusk should remain on the runway, although it is ultimately the pilot's responsibility if the aircraft exits the runway.

### **5.5.1 Fuel storage and dispensing**

The location of the aircraft fuel dispensing and storage fill point restricts the use of the taxiway when these are in operation.



#### **5.5.2 Illuminated wind direction indicator**

The Runway 09/27 primary illuminated WDI is located too close to the hangars to provide either suitable visibility for the pilot or an accurate indication of wind direction or speed.

#### **5.5.3 Stormwater drainage**

The aerodrome drainage system does not adequately service the whole site. As a consequence the grassed 18/36 Runway tends to be closed during winter as aircraft get bogged if they stray off the runway.

## 6. Aviation Activity

### 6.1 Current activity

As there is no airline Regular Passenger Transport (RPT) service to Colac Aerodrome, the largest aircraft to regularly use the aerodrome are those operated by the Victorian government emergency services, such as the Victorian Air Ambulance (VAA) Beechcraft 350.

The majority of fixed wing aircraft operating at the Colac Aerodrome are single engine, with the occasional twin engine, all of which would be sized under or near 5,700 kg Maximum Take Off Weight (MTOW). There is some helicopter activity by private flyers and the Victorian government emergency services.

Currently there are five fixed wing aircraft, six RA-Aus light sport aircraft and two helicopters registered in the Colac post code region (including Irrewarra and Warncoort). This suggests that a number of aircraft parked in the hangars are owned by persons or companies located outside the Colac area. The fixed wing aircraft are all small, single engine amateur-built Code A aircraft.

Colac has a well-established and active aero club. It carries out flying training and recently ran a well-attended public flying day which it proposes to restage every two years.

The Aerodrome Committee of Management (COM) has estimated there were approximately 1,825 movements (arrivals and departures) in the financial year 2012/13.

It is estimated that this activity consisted of:

- Private (local and itinerant) aircraft - 1,095 movements (60% of total aircraft movements).
- Tourism and charter flights - 456 movements (25% of total aircraft movements) and
- Emergency services including firefighting flights by the Country Fire Authority (CFA) or DEPI and medical evacuations by the VAA - 274 movements (15% of total aircraft movements).

Data from landing enquiries received by Council provides an indication of the size and type of activity generated by visiting aircraft which would make up some of the private, tourism and charter movements. Between October 2009 and August 2012, 158 enquiries were recorded; relating to approximately 360 arrivals; an average of approximately 120 arrivals (240 movements) per year. While not all visiting flights were recorded, even allowing for a doubling of the number of visiting aircraft suggests that the majority of non-emergency services movements (1,551) at Colac in 2012/13 were by locally based aircraft.

While Colac Aerodrome is currently used by agricultural aircraft there are no statistics available to indicate the extent of this flying activity. Furthermore, there are no specific agricultural facilities at Colac Aerodrome to support these operations.

Visiting organisations using Colac Aerodrome included a mix of freight, charter and flying schools. The largest proportion of visiting flights was from training schools based in Melbourne at Moorabbin and Essendon Airports, with some from regional airports including Bacchus Marsh, Point Cook and Ballarat. These visits would primarily have been made to carry out practice touch-and-go's (TGO) and these would not have been recorded in the Council data base or the COM's movement estimates for 2012/13 resulting in a likely underestimation of aircraft using the Colac Aerodrome. If for every training flight there were six TGO's and there were 100 flights per year then this activity would have generated an additional 600 circuit movements (one circuit movement comprises of one arrival and one departure).

In addition to fixed wing aircraft, helicopters also used Colac Aerodrome. The majority of these would have been associated with firefighting activities as the VAA uses sporting ovals located

close to Colac Hospital rather than the aerodrome. No specific record of helicopter movements exists.

## **6.2 Future activity**

### **6.2.1 General**

With no likelihood of an RPT service being established at the Colac Aerodrome, aircraft activity will be restricted to general aviation (GA) operations by private, commercial (business, training, charter) and emergency services aircraft.

### **6.2.2 Private**

This section of the market is highly cost sensitive. BITRE survey data indicates<sup>3</sup> that there have been reductions in private flying activity during periods of economic stress caused by circumstances such as drought; resulting in an overall reduction in the hours flown by private flyers from year 2000 to 2010. This cost pressure has resulted in many private flyers "downsizing" to recreational aircraft. Recreational aircraft include various types such as microlight and ultralight and are limited to 2 seats and a MTOW of 600 kg. Their relatively low cost to purchase and maintain make these aircraft the fastest growing sector of the GA market. Another consequence of this cost pressure is that recreational flyers are migrating from the well-established CASA regulated aerodromes to those which have a lower cost structure and therefore lower fees and charges. Lethbridge Airpark, a privately owned aerodrome located 30 km north of Geelong, is one such facility, which is designed to attract the recreational flyers.

It is likely that the majority of the future private flying activity at Colac Aerodrome will be by recreational aircraft, provided the cost of usage is commensurate with other similarly sized aerodromes in the region. The benefits associated with the good flying environment provided by Colac Aerodrome, namely the uncontrolled airspace, no urban encroachment and little to no operational constraints, may allow Council to charge a premium to the aerodrome fees.

Any growth in private flying activity at Colac will not be driven by an increase in local population but rather by the aerodrome's proximity to the markets located in Melbourne, Geelong and even Ballarat.

Starting at an estimated base level of activity of 1,100 movements per annum assuming nominal growth rate of 5% per annum (noting the average annual growth from 2000 to 2010 was -0.26% this provides an optimistic view of GA aircraft in the region) would over 20 years result in a doubling of movements; approximately 2,200 per year. This growth would be achieved by having more aircraft based at the Colac Aerodrome through the release of additional hangar sites.

### **6.2.3 Flying training**

There is generally considered to be a shortage of commercial pilots in Australia and consequently, over recent years, there has been an increase in the amount of flying training carried out. BITRE estimated that from 2000 to 2010 there was an increase of approximately 5% in the number of training hours flown in Australia. It is noted that the Recreational Aviation Australia Incorporated (RA-Aus.), which is the peak body in Australia responsible for administering ultralight, recreational and LSA (Light Sport Aircraft) operations, currently list 41 recreational flying schools in Victoria. The majority of these are based in regional Victoria.

There is the potential for an increase in the amount of flying training being carried out at the Colac Aerodrome as noise and airspace issues in Melbourne and at the larger regional centres

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3 BITRE Statistical Report General Aviation Activity 2010

could in the future entice more flying schools to use the Colac Aerodrome. This increased activity could be generated by the local aero club and visiting flying schools or those which would base themselves at Colac Aerodrome. While the Colac Aerodrome's proximity to Melbourne makes it ideally suited for Melbourne based flying schools to use, such "visits" would provide little or no economic benefit to the Aerodrome or the region.

While the amount of future flying training is not possible to accurately estimate, assuming two training sessions for one hour per day (with six TGO circuits per hour and two landings and two take offs) will result for a 350 day year in 4,200 circuit movements and 1,400 arrivals/departures movements per year.

#### **6.2.4 Charter / tourism**

The proximity of Colac to major airports, such as Melbourne and Avalon, will likely restrict any growth in charter activity to businesses with points of origin or destination in country Victoria, New South Wales or South Australia. There are no reliable estimates about future demand, but it is unlikely that this activity will significantly increase without a substantial driver such as major commercial development in the area. Aircraft typically operated for charter are the Beechcraft Baron with three passengers, Cessna 441 with eight passengers and the Piper Chieftain with nine passengers.

The primary driver for tourism activity at the aerodrome is scenic flights along the Victorian coast line. There are a number of firms based at aerodromes and heliports at well-established tourist locations along the coast which currently provide this service. Scenic flights along the coast line also originate from other locations such as Moorabbin Airport. While the good road access to Colac from Melbourne provides a potential benefit for any tourism business based at the aerodrome it is unlikely that this activity will significantly increase without a substantial driver such as major tourism development in the area. It has been assumed that a scenic flying business located at Colac Aerodrome will use fixed wing aircraft. An aircraft type typically involved in this activity is the five-passenger Cessna 206.

This study assumes that charter and tourism activity will within the planning horizon of this study double to 900 movements per year. This equates to an average annual growth rate of 3.5%. This is well above the annual average increase in charter activity (0.63%) recorded from 2000 to 2010 and so provides for any potential development which may impact upon activity.

#### **6.2.5 Agricultural**

Council and the COM believe that there is an opportunity to develop an agricultural flying base at Colac Aerodrome because of its location within the western district and its proximity to transport infrastructure such as the railway and the duplicated Princes Highway. They believe agricultural operations are a key growth industry for the Colac Aerodrome.

Between 2000 and 2010<sup>4</sup> agricultural flying made up between 4 to 7% of total GA flying activity in Australia. Aerial agricultural activity is highly variable (as shown in the statistical data) and is reflected by the broader agricultural economy. The number of hours flown in 2010 recovered from a dip in activity recorded in 2006 and closely matches that recorded in 2000.

With no information concerning current agricultural activity at Colac Aerodrome it is difficult to estimate a future growth forecast. The FMP assumes that any future agricultural flying activity generated at Colac Aerodrome is incorporated in the forecast for private flying.

Aircraft typically used in agricultural operations are listed in Table 4. All these are either code 1A or 2A aircraft.

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**Table 4 Agricultural aircraft dimensions**

| Aircraft<br>Characteristic       | Fixed Wing                                    |                     |                                                 |                                                 |
|----------------------------------|-----------------------------------------------|---------------------|-------------------------------------------------|-------------------------------------------------|
|                                  | Piper PA-36<br>Pawnee Brave                   | Airtractor<br>AT502 | PAC Fletcher<br>FU24                            | PAC Cresco                                      |
| Wingspan / Rotor<br>Diameter     | 11.82 m                                       | 14.63 m             | 12.80 m                                         | 12.81 m                                         |
| Length                           | 8.38 m                                        | 10.21 m             | 9.70 m                                          | 11.07 m                                         |
| Empty weight                     | 1,118 kg                                      | 2,109 kg            | 1,188 kg                                        | 1,270 kg                                        |
| Maximum Take of<br>weight (MTOW) | 2,177 kg                                      | 4,754 kg            | 2,204 kg                                        | 3,175 kg                                        |
| Storage Capacity                 | 1,041 L liquids or<br>998 kg dry<br>chemicals | 1,900 L liquids     | 1,211 L liquids or<br>1,066 kg dry<br>chemicals | 1,779 L liquids or<br>1,860 kg dry<br>chemicals |

### 6.2.6 Emergency services

#### Police

The Victorian Police operate four helicopters used for a range of services including air ambulance and traffic control. For operational reasons these are more likely to operate from facilities located in the Colac town centre rather than the aerodrome and so little or no use by these aircraft is expected at Colac Aerodrome.

#### Firefighting aircraft

The Victorian fire season (when most of the aircraft activity occurs) can commence in early November and carry on through to late February and early March. In addition to this activity aircraft also are used for fuel reduction activities. This primarily occurs in winter, but depending on weather conditions can still be carried out in spring.

Colac Aerodrome is a Victorian Government designated fire base and so firefighting aerial activity can occur all year round, with a peak expected in the summer months. The nature of this activity is such that no reliable forecast of aircraft movements can be made.

Aircraft which may be used for this activity include those shown in Table 5.

**Table 5 Firefighting aircraft**

| Fixed Wing                               |                                                       | Helicopter                                            |                     |                                                 |
|------------------------------------------|-------------------------------------------------------|-------------------------------------------------------|---------------------|-------------------------------------------------|
| Observation and<br>spotting              | Bombers                                               | Light                                                 | Medium              | Heavy                                           |
| Piper 28/34<br>Cessna<br>182/210/310/404 | Turbine Air<br>Tractor - AT802<br>PZL M18<br>Dromader | Bell 206B Jetranger<br>AS350 Aerospatiale<br>Squirrel | Bell<br>205/212/412 | Air-Crane<br>Helitanker<br>(Erickson S-<br>64F) |

Assuming 60 flights (120 movements) per day, 50% by fixed wing and 50% by helicopters and a fire event lasting 20 days, 2,400 movements will be generated. Coupled with possible fixed wing activity during the remainder of the year the study assumes a forecast of 3,000 movements per year.

#### Air ambulance

There is little use by the VAA's fixed wing aircraft of Colac Aerodrome, with only one recorded flight in the previous 18 months. This is largely because of operating efficiencies associated with the use of road ambulances and helicopters for the carriage of patients, although there is a role

for fixed wing aircraft to transfer patients needing intensive care or those regularly commuting to Melbourne for treatment.

With no significant forecast increase in regional population (a key driver for ambulance demand) the number of future air ambulance movements is expected to be similar to those of recent years. For planning purposes however, one VAA fixed wing flight per week (104 movements per year) has been assumed. While in recent year the VAA has been operating the Beechcraft 200s, this aircraft is in the process of being replaced with Beechcraft 350s. The relative dimensions and performance characteristics of these aircraft are provided in Table 6.

**Table 6 Air ambulance aircraft dimensions and performance characteristics**

| Aircraft Characteristic                        | Beechcraft 350 | Beechcraft 200 |
|------------------------------------------------|----------------|----------------|
| Wingspan                                       | 17.65 m        | 16.6 m         |
| Length                                         | 14.22 m        | 13.3 m         |
| Maximum Take off weight (MTOW)                 | 6,804 kg       | 5,670 kg       |
| Aircraft Reference Field Length (ARFL) at MTOW | 1,006 m        | 592 m          |



### 6.2.7 Aircraft movement forecast

The study has adopted as the forecast for the 20 year planning horizon the movements shown in Table 7.

**Table 7 2033 forecast movements**

| Activity            | Fixed Wing          |              | Helicopters         |
|---------------------|---------------------|--------------|---------------------|
|                     | Arrival / Departure | Circuit      | Arrival / Departure |
| Private/Agriculture | 2,200               |              |                     |
| Training            | 1,400               | 4,200        |                     |
| Charter / Tourism   | 900                 |              |                     |
| Fire fighting       | 1,800               |              | 1,200               |
| Ambulance           | 104                 |              |                     |
| <b>Total</b>        | <b>6,404</b>        | <b>4,200</b> | <b>1,200</b>        |

## 7. Demand

### 7.1 General

This section of the report will discuss the design aircraft which will determine the size of facilities that need to be provided at Colac Aerodrome to accommodate future aviation activities and demand.

### 7.2 Design aircraft

The design aircraft type(s) determines the aerodrome facility planning criteria that is applied to the Colac Aerodrome.

With the assumption that the aerodrome will continue to operate with a similar aircraft fleet, including the VAA and other emergency services, the applicable ARC for these aircraft types would be Code 2B. The King Air B-350's, which are used by the VAA, will be the design (critical) aircraft for this study. This size aircraft is also widely used as a charter aircraft. It is also larger than the typical agricultural aircraft listed in Table 4.

### 7.3 Runway

Accelerate-stop, take-off and landing performance is demonstrated by the aircraft manufacturer during trials, which lead to the certification of the aircraft. These are established on a level runway, at sea level, and at 15°C – conditions referred to as ISA, (the International Standard Atmosphere) and are recorded as the ARFL.

This performance data has to be adjusted to allow for the specific aerodrome site conditions, namely the runway slope and elevation and the ambient air temperature. This is because the ARFL increases by:

- 1% per 1°C by which the Aerodrome Reference Temperature (ART) exceeds the temperature in the standard atmosphere at the runway elevation. The temperature at standard atmosphere at sea level is 15°C and it decreases approximately 1.981°C for each 1,000 feet increase in elevation.
- 7% per 1,000 feet elevation above mean sea level
- 10% per 1% increase of effective runway slope

The Beechcraft 350 has an ARFL of 1,006 m. To accommodate the take-off of a fully loaded Beechcraft 350 at 25.7° C (Colac ART)<sup>5</sup> would require a runway length of 1,157 m (assumes a level runway). With a runway light spacing of 60 m (required for instrument runways), the runway length could be adjusted to either 1,140 m or 1,200 m.

While a 1,140 m runway length would generally not be required for the VAA Beechcraft 350 travelling to Melbourne because it would not need to operate at MTOW, this length could still be insufficient for MTOW operations at high temperatures (above 25.7° C).

### 7.4 Apron

With no regular or scheduled aircraft activity the apron parking facilities that are needed to meet a peak demand cannot be calculated. This FMP will provide apron parking for three fixed aircraft one of which will be the VAA and at least one helicopter.

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<sup>5</sup> Bureau of Meteorology

### **7.5 Hangarage**

There is considerable anecdotal evidence that there is an unsatisfied demand for additional hangarage at Colac Aerodrome. Growth in recent years in the number of hangars suggests that when additional hangar sites become available they will be taken up. It should be noted that no market analysis was carried out to determine the number of additional hangar sites needed or the rate of take up.

### **7.6 Agricultural Operations**

With no current agricultural operations information for Colac Aerodrome available it is impracticable to identify the size of the facilities required to support a sustainable agricultural flying business. The FMP provides only a broad indication of the size of an agricultural operations precinct which may be provided at Colac Aerodrome.

### **7.7 Car parking**

The FMP assumes that at least one landside vehicle parking space will be required for each proposed hangar site.

## 8. Facilities Master Plan Outcomes

### 8.1 General

This section of the report considers planning options for the future development of the Colac Aerodrome and provides a preferred outcome for the Council. The FMP incorporates planning inputs from the DEPI.

### 8.2 Planning options

The Council has four development planning options for the continued operation of the aerodrome:

1. Limit the size of the aircraft to 2,000 kg for day time operation only. With this limitation the aerodrome can continue to operate with the existing facilities (ie. Maintain 10 m wide runway, provide OLS inner edge width of 60 m and with no runway length extension required). Table 8 identifies some benefits and limitations for this option.

**Table 8 Option 1 – 2,000 kg limit and day time operations only**

| Characteristics | Benefits                                                                                                                     | Limitations                                                                                                                                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations      | <ul style="list-style-type: none"> <li>• Caters to fastest growing section of the GA market – recreational flying</li> </ul> | <ul style="list-style-type: none"> <li>• 2,000 kg limit</li> <li>• Restricted use of existing apron when Runway 09/27 open due to Runway 09/27 OLS</li> <li>• Day time operations only</li> <li>• No VAA aircraft can operate</li> </ul> |
| Facilities      | <ul style="list-style-type: none"> <li>• Nil capital cost</li> <li>• Nil changes to maintenance costs</li> </ul>             |                                                                                                                                                                                                                                          |

2. Limit the size of the aircraft to not greater than 5,700 kg to Runway 09/27 for day time use only. This development would retain the existing 18/36 Runway (for 2,000 kg use) and would require Runway 09/27 to be widened to 15 m and provide an OLS inner edge width of 60 m. To optimise use, the 09/27 Runway length should be extended. Table 9 identifies some benefits and limitations for this option.

**Table 9 Option 2 – 5,700 kg limit and day time operations only**

| Characteristics | Benefits                                                                                                                                                                                                                             | Limitations                                                                                                                                                                                       |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations      | <ul style="list-style-type: none"> <li>• Caters to fastest growing section of the GA market – recreational flying</li> <li>• Provides the opportunity for charter aircraft to operate</li> <li>• VAA aircraft can operate</li> </ul> | <ul style="list-style-type: none"> <li>• 5,700 kg limit</li> <li>• Day time operations only</li> <li>• Restricted use of existing apron when Runway 09/27 open due to Runway 09/27 OLS</li> </ul> |
| Facilities      | <ul style="list-style-type: none"> <li>• Minimal increase in maintenance costs</li> </ul>                                                                                                                                            | <ul style="list-style-type: none"> <li>• Purchase of land</li> <li>• Widen Runway 09/27</li> <li>• Extend Runway 09/27</li> </ul>                                                                 |

3. Limit the size of the aircraft to not greater than 5,700 kg on Runway 09/27 and provide lighting to Runway 09/27 only (excludes taxiway/taxilane and apron) for night operations. This development would retain the existing 18/36 Runway (for 2,000 kg use) and would require Runway 09/27 to have an increased 18 m wide runway and with an OLS inner edge width of 80 m. To optimise use, the 09/27 Runway length should be extended. Table 10 identifies some benefits and limitations for this option.

**Table 10 Option 3 - 5,700 kg limit and restricted night time operations**

| Characteristics | Benefits                                                                                                                                                                                                                                                        | Limitations                                                                                                                                                                                                                                                                                     |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations      | <ul style="list-style-type: none"> <li>• Caters to fastest growing section of the GA market – Recreational flying</li> <li>• Provides the opportunity for charter aircraft and VAA aircraft to operate</li> <li>• 24 hour operations on Runway 09/27</li> </ul> | <ul style="list-style-type: none"> <li>• 5,700 kg limit</li> <li>• Restricted night time operations (ie. Aircraft would need to remain on Runway 09/27 after dusk)</li> <li>• Restricted use of existing apron when Runway 09/27 open due to Runway 09/27 OLS</li> </ul>                        |
| Facilities      |                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Purchase of land</li> <li>• Widen Runway 09/27</li> <li>• Extend Runway 09/27</li> <li>• Upgrade Runway 09/27 lights</li> <li>• Increased maintenance costs due to increased runway length, wider runway strip and additional runway lights</li> </ul> |

4. Limit the size of the aircraft to no greater than 5,700 kg and provide lighting to taxiway/taxilanes and apron. This development would retain the existing 18/36 Runway (for 2,000 kg use) but would require Runway 09/27 to have an increased 18 m wide runway and an OLS inner width of 80 m. To optimise use, the 09/27 Runway length should be extended. Table 11 identifies some benefits and limitations for this option.

**Table 11 Option 4 - 5,700 kg limit and unrestricted night time operations**

| Characteristics | Benefits                                                                                                                                                                                                                                                                                                             | Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations      | <ul style="list-style-type: none"> <li>• Caters to fastest growing section of the GA market – recreational flying</li> <li>• Aircraft can utilise taxiways/taxilanes after dusk</li> <li>• Provides the opportunity for charter and VAA aircraft to operate</li> <li>• 24 hour operations on Runway 09/27</li> </ul> | <ul style="list-style-type: none"> <li>• 5,700 kg limit</li> <li>• Restricted use of existing apron when Runway 09/27 open due to Runway 09/27 OLS</li> </ul>                                                                                                                                                                                                                                                                                                             |
| Facilities      |                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Purchase of land</li> <li>• Widen Runway 09/27</li> <li>• Extend Runway 09/27</li> <li>• Upgrade Runway 09/27 lights and provide for extended runway length</li> <li>• Provide lights to taxiway/taxilanes</li> <li>• Relocate existing apron and provide lights</li> <li>• Increased maintenance costs due to increased runway length, wider runway strip and additional runway, taxiway/taxilane and apron lighting</li> </ul> |

In considering these options Council needs to take into account opportunities presented by the decision of the DEPI to develop a forward fire base at Colac Aerodrome. DEPI has produced a Draft Master Plan for its facilities at Colac Aerodrome. This provides for aircraft parking aprons for up to six Code 2B aircraft, car parking for approximately 50 vehicles and support facilities for the storage and handling of fuel, water and fire retardant. In addition at least one runway (preferably the 09/27) would need to be lengthened, widened and strengthened. Implementing the DEPI plan will require additional aerodrome land.

The planning recognises that the design aircraft is the Beechcraft 350 with a MTOW of 6,804 kg (greater than 5,700 kg) but assumes that as it is replacing the Beechcraft 200 its runway requirements will be the same as the Beechcraft 200. Given Colac Aerodrome proximity to Melbourne it is unlikely that the Beechcraft 350 will need to operate at Colac at its MTOW.



Figure 8 - Development Action Plan Years 1-5 - DEPI Precinct Scenario 1

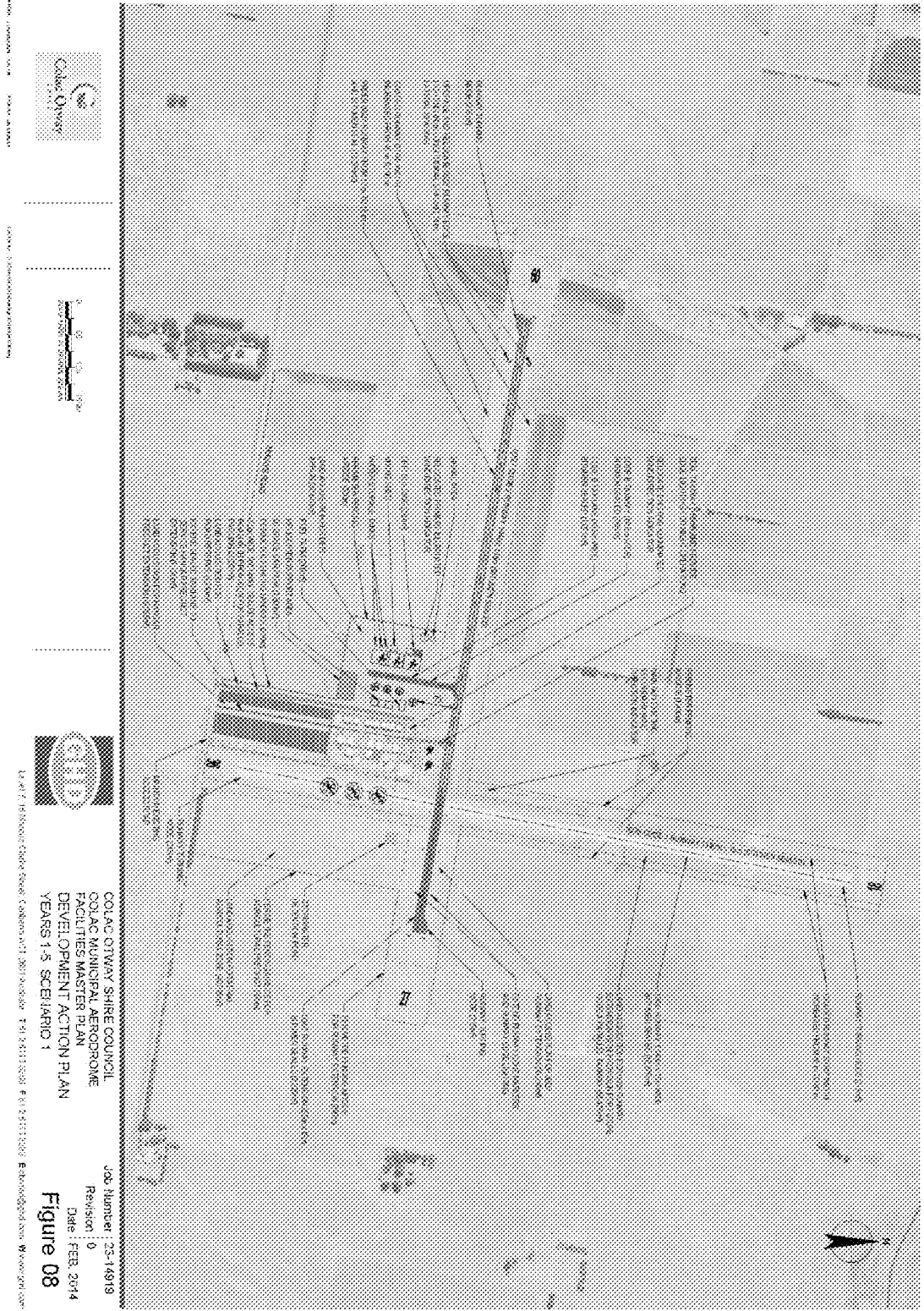




Figure 9 - Development Action Plan Years 6-10 - DEPI Precinct Scenario 1

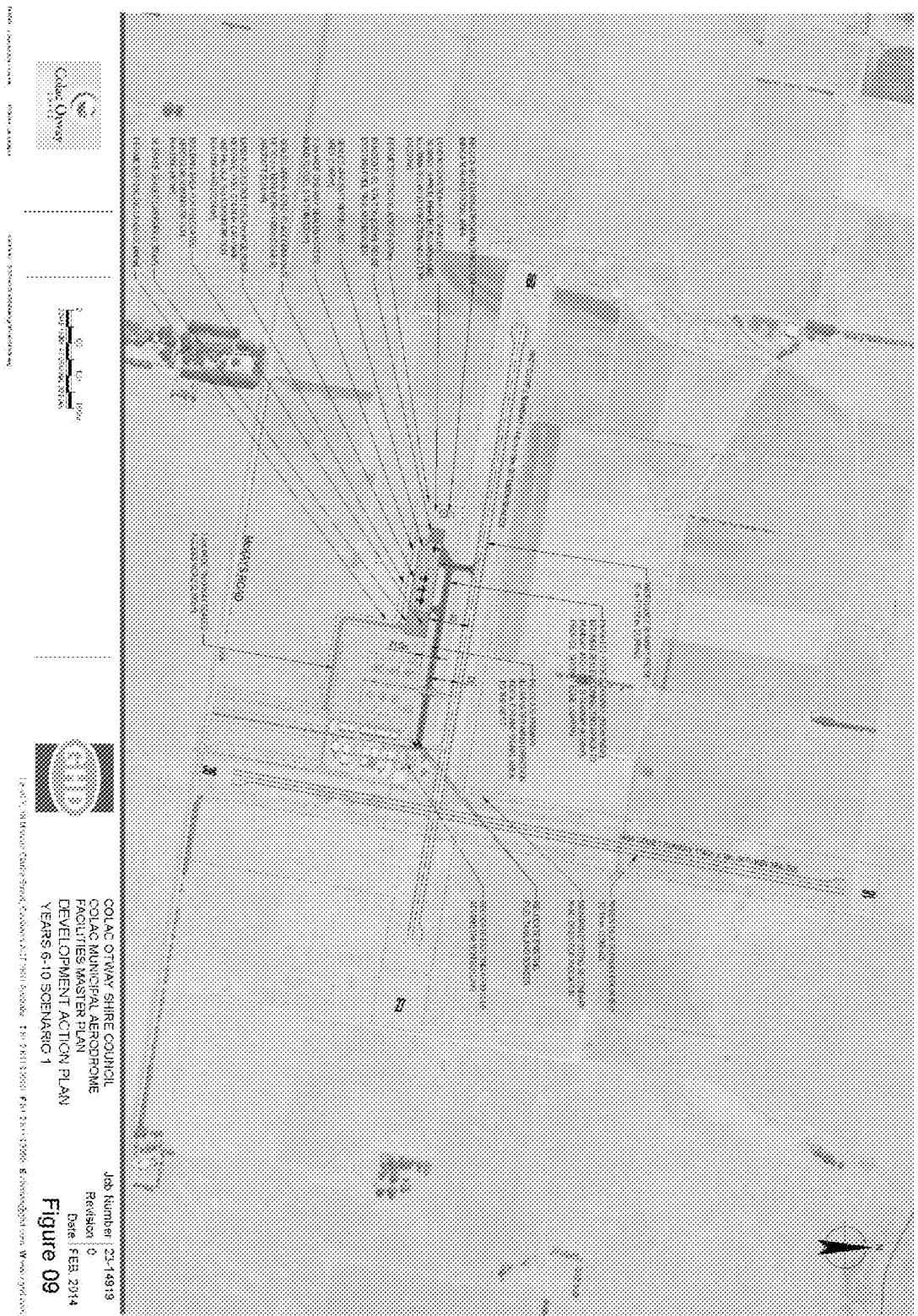








Figure 14 - Development Action Plan Years 1-5 - DEPI Precinct Scenario 2

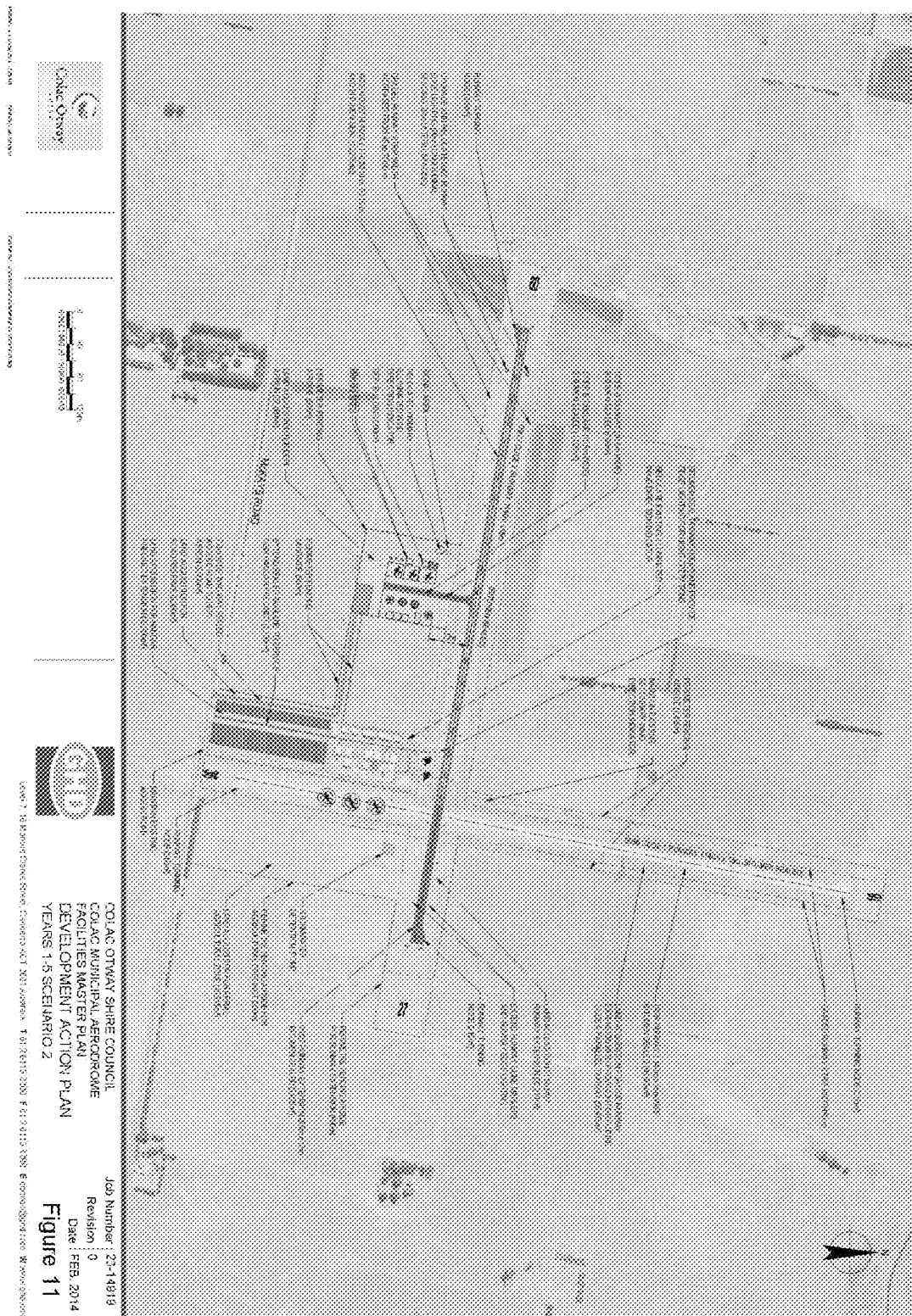




Figure 12 - Development Action Plan Years 6-10 - DEPI Precinct Scenario 2

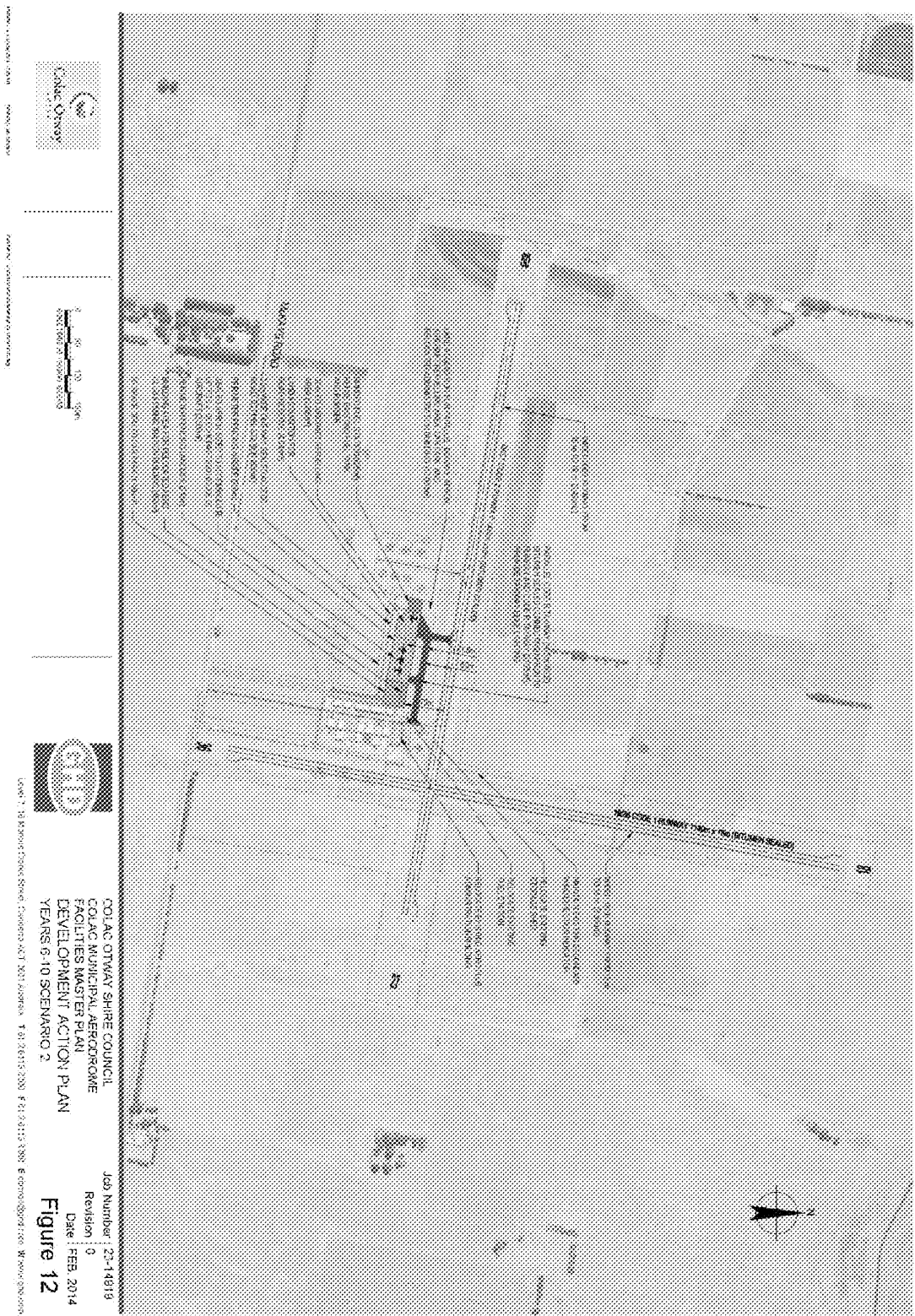
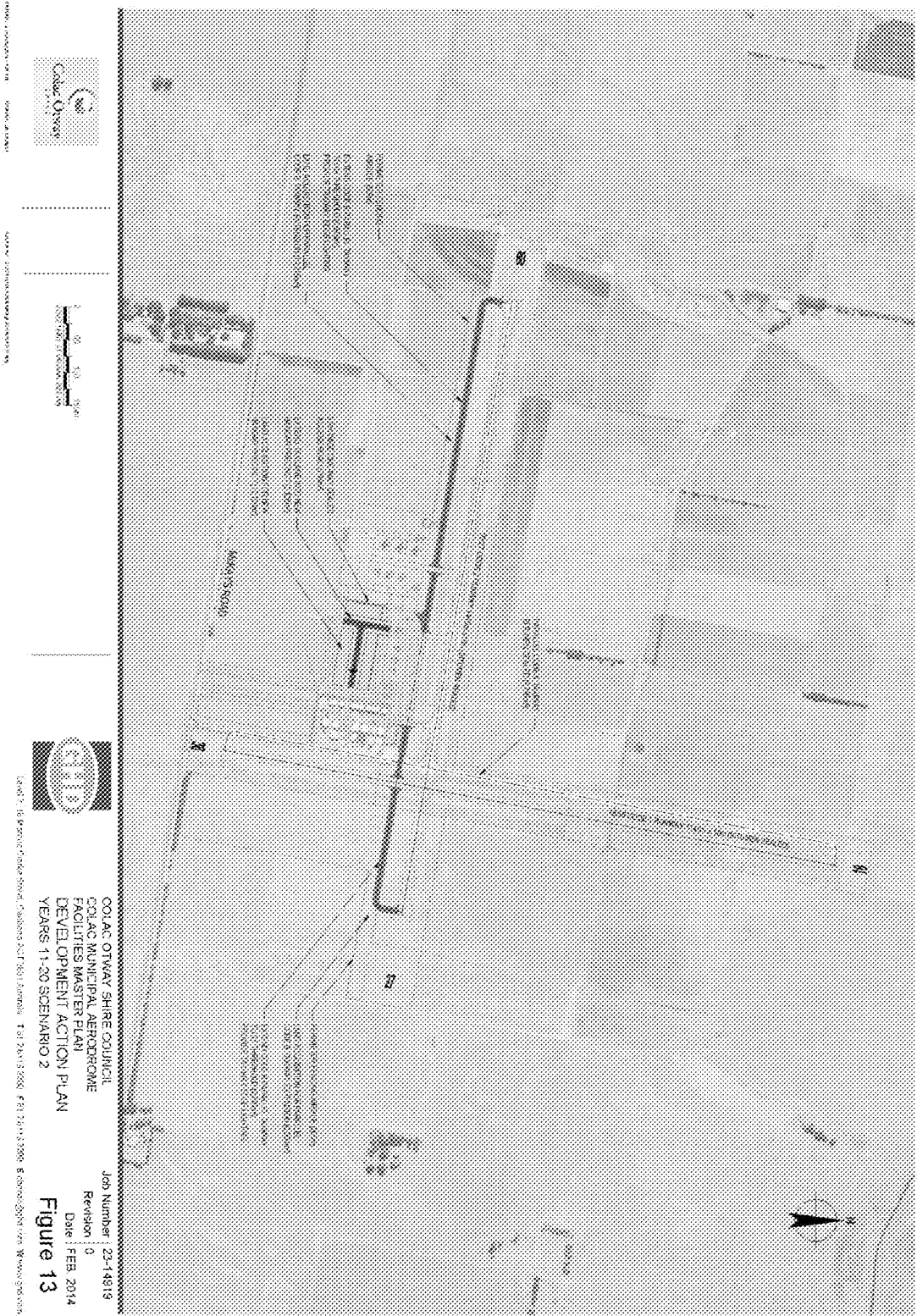




Figure 13 - Development Action Plan Years 11-20 - DEPI Precinct Scenario 2





### **8.3 Recommendation**

To be able to integrate the DEPI requirements into the Colac Aerodrome development and provide for night operations Option 4 has been chosen as the basis for the Colac Aerodrome FMP.

With the likelihood that new technology will enable both runways to become instrument runways, the FMP allows for Runway 09/27 to be upgraded to an instrument runway.

Planning for the current runway facilities appear to have been largely carried out using the requirements of CAAP 92-1(1). While this CAAP is considered suitable for short term development planning it is considered more appropriate to apply MOS 139 for the long term planning of the Colac Aerodrome.

### **8.4 Details**

#### **8.4.1 General**

The FMP provides for the staged development of facilities at the Aerodrome and includes two scenarios for the location of the proposed DEPI facilities. Key aspects of the FMP development and the timing are discussed in the following sections and are presented in Figures 08 to 13.

A cost plan has been developed in conjunction with the FMP and is included in Section 10.

#### **8.4.2 DEPI scenarios**

Scenario 1 includes the DEPI Draft Plan. This locates the DEPI facilities immediately west of the existing hangar precinct and will result in future GA development being segregated from the existing with the potential for DEPI operations to impact on GA activity and vice-versa.

Scenario 2 is preferred by Council and the Colac Aerodrome COM. This locates the DEPI facilities further to the west and allows the GA precinct to be concentrated, allowing both areas to operate independently with minimum disruption to the other.

#### **8.4.3 Aerodrome precincts**

The Colac Aerodrome FMP incorporates three distinct precincts:

- Airside - including the runways, taxiways, aprons
- Hangar - including the hangars and taxilanes; and
- Landside - including roads, car park, the aero club and public amenities

The agricultural zone will include aprons, hangars and landside facilities, but the extent of each of these facilities has not been established in the FMP.

#### **8.4.4 Airside**

##### **Runway 09/27**

The 09/27 Runway is the preferred runway based on wind analysis. It is to be extended to achieve a final length of 1,140 m (255 m extension) and widened to 18 m. This will make it a Code 2B runway suitable for the Beechcraft 350 operating at a MTOW. It will also be suitable for the larger DEPI aircraft. Widening the runway to 18 m will also make it suitable for night operations. While DEPI will not have a direct operational need for night flying, providing runway 18 m wide will enable DEPI activities to be supported by flights after dusk.

While the 09/27 Runway is a non-instrument runway the FMP acknowledges that it may become an instrument runway within the 20 year planning horizon and so allows for an OLS inner edge width of 90 m.

#### **Runway 18/36**

Runway 18/36 has also been planned to be extended to 1,140 m and widened to 18 m. This will make it suitable for the VAA Beechcraft 350 operating at a MTOW and also the larger DEPI aircraft. This upgrade is primarily for the use of DEPI aircraft because for normal GA activity it is unlikely that this upgrade would ever be required as Runway 09/27 and the existing Runway 18/36 will provide close to 80% usability for light aircraft.

The 18/36 Runway will be planned as a Code 1 runway retaining the OLS inner edge width of 60 m, and limiting its use for day time operations only. This is because of spatial constraints imposed by the existing hangars. Should the 18/36 Runway be planned as a fully compliant Code 2B runway with a parallel Code B taxiway then the runway would need to be relocated approximately 15 m to the east, requiring the purchase of additional land.

#### **Taxiways/taxilanes**

A parallel taxiway is planned for Runway 09/27 and 18/36. The Runway 09/27 taxiway allows for Code B aircraft while the Runway 18/36 parallel taxiway provides for Code A aircraft. The Runway 18/36 taxiway would provide aircraft access to hangars located on the eastern side of the existing hangar precinct.

Taxilanes within the existing / extended hangar precinct allow for Code A aircraft. The taxilanes in the new hangar precinct (to the west of the existing) allow for Code B aircraft with a maximum specified wing span of 17.65 m (Beechcraft 350).

#### **Fixed Wing Apron**

The existing apron needs to be relocated because it is impacted by the existing and future 09/27 Runway OLS. The FMP provides for a new sealed apron to be built outside the 09/27 Runway OLS inner edge.

The layout of the main sealed apron has been planned to the requirements of MOS 139 to accommodate three (3) free moving aircraft. It is assumed that one of these aircraft will be the VAA Beechcraft 350.

#### **Agricultural operations**

The FMP provides for an agricultural operations zone in the south-east sector of the two runways which is isolated from the proposed DEPI and other GA operations. As previously stated the FMP provides only a broad indication of the size of an agricultural operations zone which may be provided at Colac Aerodrome.

#### **Fuel storage and dispensing**

It is anticipated that the fuel storage and dispensing equipment will be relocated when the new main apron is built. However as it is currently not well situated, if the opportunity arises consideration should be given to moving this structure as soon as practicable.

#### **Wind direction indicator**

The IWDI will be relocated west of the proposed DEPI and GA developments clear of the 09/27 Runway OLS. As it is anticipated that these developments may occur over a number of years it is preferable that when the IWI is moved it should be moved to its final position rather than an

interim one. Given its current poor position it is recommended that it be moved as soon as practical.

The secondary WDI will need to be moved should the taxiway to the northern end of Runway 18/36 be built.

#### **8.4.5 Hangar**

The FMP allows for an extension to the existing hangar precinct to the south towards McKays Road and a new hangar precinct west of the existing.

#### **8.4.6 Landside**

The FMP allows for a new access road, public car park, aero club and amenities building.

To prevent the need for cars being parked airside within the hangar precinct, this Plan provides for at least one landside vehicle parking space for each proposed hangar site.

#### **8.4.7 Ground Based Radio Navigation Aids**

It has been assumed that non-precision instrument approaches will be adopted by using on board aircraft based GPS approach procedures; therefore there is no requirement to establish ground based navigational aids.

#### **8.4.8 Timing**

The FMP adopts a staged development in the short term 1-5 years, the medium term 6-10 years and the long term 11-20 years. Notwithstanding this timing the development will only be triggered when a demand threshold is met. This timing assumes that the DEPI development will occur within the 1-5 year time period and will include common user facilities such as runways, taxiways, access roads etc. Should the DEPI development not occur the FMP assumes that Council will provide these facilities from year 6 onwards. Table 12, Table 13 and Table 14 provide a development action plan for the aerodrome development for the three planning precincts.

Table 12 Development Action Plan – Year 1-5

| Year 1-5        | AIRSIDE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | TAXIWAY                                                                                                                                                                                                                                                                         | APRON                                                                                                                                                                                                                                                                                                          | HANGAR                                                                                                                                                                                                                                                                                                                                                                                                      | LANDSIDE                                                                                                                                                                                                                                                                                                                   |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Runway<br>09/27 | <p><b>Works to be carried out by Council prior and subject to DEPI development to CAAP 92-1 (1)</b></p> <ul style="list-style-type: none"> <li>• Maintain 885 m length</li> <li>• Increase gravel runway width from 10 m to 12 m</li> <li>• Upgrade and bitumen seal (885 m x 12 m)</li> <li>• Upgrade and relocate runway edge lights (60 m longitudinal spacing and 30 m lateral spacing)</li> <li>• Maintain 45 m graded runway strip width</li> <li>• Increase aerodrome land to accommodate relocated primary illuminated wind direction indicator</li> <li>• Relocate primary illuminated wind direction indicator</li> <li>• Implement new OLS with inner edge to commence at 45 m either side of runway centre line and extend 900 m from runway end at 5% splay</li> <li>• Increase aerodrome land to the south-east for stormwater detention pond</li> </ul> <p><b>Works to be carried out by DEPI to MOS 139</b></p> <ul style="list-style-type: none"> <li>• Increase aerodrome land east of Runway 09/27 for runway extension</li> <li>• Extend runway by 255 m to achieve a final runway length of 1,140 m</li> <li>• Widen runway to 15 m</li> <li>• Upgrade and bitumen seal (1,140 m x 15 m)</li> <li>• Implement new OLS with inner edge to commence at 45 m either side of runway centre line and extend 900 m from runway end at 5% splay</li> <li>• Increase aerodrome land to the south-east for stormwater detention pond</li> </ul> <p><b>Works to be carried out by Council prior and subject to DEPI development to CAAP 92-1 (1)</b></p> <ul style="list-style-type: none"> <li>• Maintain 624 m length</li> <li>• Maintain grassed surface</li> <li>• Runway to remain unit</li> <li>• Maintain 45 m graded runway strip width</li> <li>• Implement new OLS with inner edge to commence at 30 m either side of runway centre line and extend 900 m from runway end at 5% splay</li> </ul> <p><b>Works to be carried out by DEPI to MOS 139</b></p> <ul style="list-style-type: none"> <li>• Increase aerodrome land north of Runway 18/36 for runway extension</li> <li>• Extend runway by 516 m to achieve a final runway length of 1,140 m</li> <li>• Upgrade runway from grassed to 1,140 m x 15 m bitumen sealed</li> <li>• Increase graded runway strip width from 45 m to 60 m</li> <li>• Implement new OLS inner edge to commence at 30 m either side of runway centre line and extend 1,800 m from runway end at 10% splay</li> </ul> | <p><b>Works to be carried out by Council</b></p> <ul style="list-style-type: none"> <li>• Widen taxiway from 5.0 m to 7.5 m for full Code A compliance</li> <li>• Increase taxiway strip width to 32.5 m</li> <li>• Provide taxiway edge lights for night operations</li> </ul> | <p><b>Works to be carried out by Council</b></p> <ul style="list-style-type: none"> <li>• Existing apron to be closed for use after dusk</li> <li>• Provide floodlighting for night operations</li> <li>• Relocate fuel tank and bowser to new fuel station and install new Carrol card fuel system</li> </ul> | <p><b>Works to be carried out by Council</b></p> <ul style="list-style-type: none"> <li>• Increase aerodrome land south from existing hangar precinct toward McKays Road</li> <li>• Extend sealed taxiway to service new hangar precinct</li> <li>• Provide taxiway lighting for night operations</li> <li>• Extend power and water services</li> <li>• Extend lighting into new hangar precinct</li> </ul> | <p><b>Works to be carried out by Council prior and subject to DEPI development to CAAP 92-1 (1)</b></p> <ul style="list-style-type: none"> <li>• Increase aerodrome land west of the hangar precinct for road reservation</li> <li>• Construct gravel vehicular access road with provision for parallel parking</li> </ul> |
| 18/36           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>Works to be carried out by DEPI</b></p> <ul style="list-style-type: none"> <li>• Provide new Code B taxiway connecting runway to DEPI apron precinct</li> </ul>                                                                                                           | <p><b>Works to be carried out by DEPI</b></p> <ul style="list-style-type: none"> <li>• Increase aerodrome land south of Runway 09/27 for new DEPI apron precinct</li> <li>• Implement new DEPI apron precinct</li> </ul>                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Works to be carried out by DEPI</b></p> <ul style="list-style-type: none"> <li>• Increase aerodrome land west of the hangar precinct for road reservation</li> <li>• Construct gravel vehicular access road to DEPI apron with provision for parallel parking</li> </ul>                                             |



Table 13 Development Action Plan – Year 6-10

| Year 6 – 10     | AIRSIDE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | TAXIWAY                                                                                                                                                                                                                                                                                              | APRON                                                                                                                                                                                                                                                                    | HANGARS | LANDSIDE                                                                                                                                                                                                                                                                                                                                                 |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Runway<br>09/27 | <ul style="list-style-type: none"> <li>Increase aerodrome land east of 09/27 Runway for runway extension</li> <li>Extend runway by 255 m to achieve a final runway length of 1,140 m</li> <li>Increase runway width from 15 m to 18 m</li> <li>Increase graded runway strip width from 45 m to 80 m</li> <li>Implement new OLS inner edge to commence at 40 m either side of runway centre line and extend 2500 m from runway end at 10% splay</li> <li>Relocate primary illuminated wind direction indicator (DEPI precinct scenario 1)</li> </ul> | <ul style="list-style-type: none"> <li>Increase aerodrome land south of runway 09/27 for new parallel Code B taxiway</li> <li>Construct 10.5 m wide bitumen sealed taxiway connecting new apron to runway and existing taxiways</li> <li>Provide taxiway edge lights for night operations</li> </ul> | <ul style="list-style-type: none"> <li>Increase aerodrome land west of DEPI apron for new apron</li> <li>Construct bitumen sealed apron to accommodate up to three aircraft (two of which are to be the Beechcraft 350)</li> <li>Provide floodlights to apron</li> </ul> |         | <ul style="list-style-type: none"> <li>Increase aerodrome land south of DEPI apron for road reservation</li> <li>Construct bitumen sealed access road to new apron</li> <li>Construct bitumen sealed car park</li> <li>Relocate / build aero club administration building</li> <li>Upgrade aerodrome power supply and lighting control system</li> </ul> |
| Runway<br>18/36 | <ul style="list-style-type: none"> <li>Increase aerodrome land north of Runway 18/36 for runway extension</li> <li>Extend runway by 516 m to achieve a final runway length of 1,140 m</li> <li>Increase runway width from 15 m to 18 m</li> <li>Upgrade runway surface from grassed to bitumen sealed (1,140 m x 18 m)</li> <li>Increase graded runway strip width from 45 m to 60 m</li> <li>Implement new OLS inner edge to commence at 30 m either side of runway centre line and extend 1,600 m from runway end at 10% splay</li> </ul>         |                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                          |         |                                                                                                                                                                                                                                                                                                                                                          |

Table 14 Development Action Plan – Year 11-20

| Year 11 – 20    | AIRSIDE | TAXIWAY                                                                                                                                                                                                      | APRON | HANGARS                                                                                                                                                                                                                                                                                                                    | LANDSIDE |
|-----------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Runway<br>09/27 |         | <ul style="list-style-type: none"> <li>Increase aerodrome land south of Runway 09/27 for parallel Code B taxiway extension</li> <li>Extend parallel Code B taxiway to Runway 09/27 threshold ends</li> </ul> |       | <ul style="list-style-type: none"> <li>Increase aerodrome land south of runway 09/27 for new hangar precinct</li> <li>Extend taxi lane to service new hangar precinct</li> <li>Extend sealed access road</li> <li>Extend and upgrade power and water services</li> <li>Extend lighting into new hangar precinct</li> </ul> |          |

## **8.5 Obstacle Limitation Surfaces**

The aerodrome's OLS diagram, based on one Code 2 (09/27) and one Code 1 (18/36) runway with lengths of 1,140 m, is shown in Figure 14.

## **8.6 Australian noise exposure forecast**

The 2033 ANEF based on the aircraft forecast movements included in Section 6.2.7 is shown in Figure 15.

## **8.7 Proposed land use guidelines**

### **8.7.1 Proposed strategic objectives**

The proposed objectives of land use planning for the Colac Aerodrome are:

- to support the use of the Aerodrome by the DEPI and the VAA;
- to maintain the safety and efficiency of the Aerodrome; and
- to ensure that all development in the vicinity of the Aerodrome is compatible with its present and future operations as detailed in this FMP, particularly in relation to the impacts of aircraft noise and the contour height shown in the Obstacle Limitation Surfaces Plan.

### **8.7.2 Land ownership considerations**

The total land area required to be acquired from adjoining property owners for the Colac Aerodrome development under Scenario 1 is approximately 25 hectares as depicted in Figure 16.

The total land area required to be acquired from abutting property owners for the Colac Aerodrome development under Scenario 2 is approximately 24 hectares as shown in Figure 17.

Consultation with the DEPI would be required to ascertain how land required for the DEPI precinct development would be incorporated in the overall land purchase.

### **8.7.3 Proposed planning controls**

#### **Zoning**

The Colac Aerodrome site is currently located within the Public Use Zone (PUZ) which allows use of the land as an aerodrome. The adjoining land is zoned Farming, under which use of land as an aerodrome is prohibited. It is therefore recommended that any land proposed for its expansion is zoned as a PUZ.

#### **Overlays**

In addition to rezoning as outlined above, it is recommended that Council seek to apply the following overlays:

##### ***Airport Environs Overlay (AEO)***

In order to prevent uses which may be sensitive to aircraft noise from encroaching upon the aerodrome, Council will need to modify the Airport Environs Overlay (AEO) to land within the Colac Aerodrome's 20 ANEF contour, as shown in Figure 15.

This would involve the addition of a Schedule to the AEO that would trigger a planning permit for sensitive land uses, including:



- Accommodation (including dwellings and residential buildings).
- School
- Hotel
- Hospital., nursing home
- Public building
- Commercial building
- Light Industry

Furthermore, application of an AEO to the land shown in Figure 15 would require that any new buildings must be constructed in compliance with noise attenuation measures required by Section 3 of Australian Standard AS 2021-2000, Acoustics - Aircraft Noise Intrusion - Building Siting and Construction.

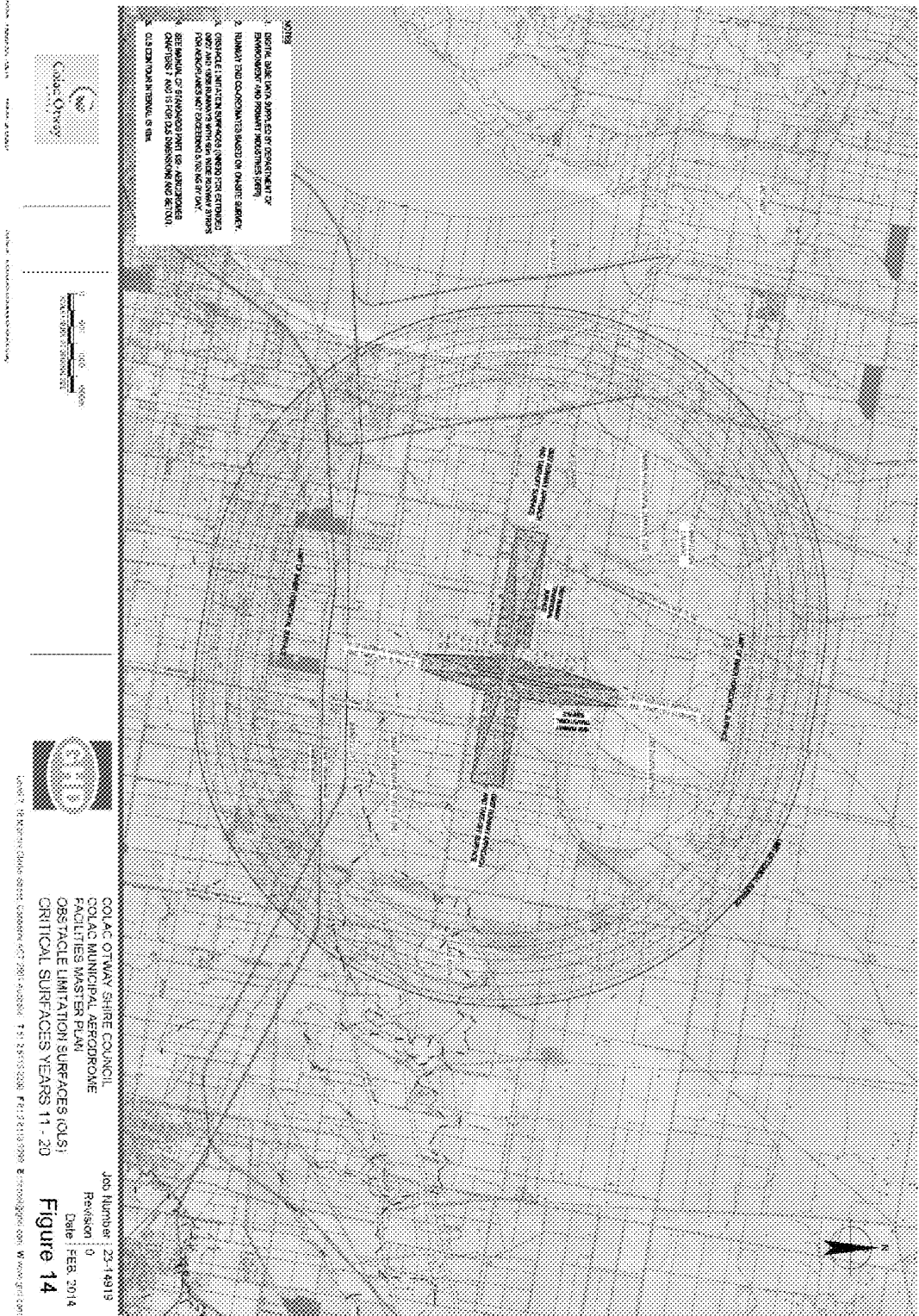
*Design and Development Overlay (DDO)*

In order to prevent development which may interfere with or cause a safety hazard to aircraft operations at Colac Aerodrome, Council should consider applying the Design and Development Overlay (DDO) to the land subject to the proposed future Obstacle Limitation Surfaces (OLS) as per Figure 14.

This would involve creating a Schedule to the DDO that requires a planning permit to construct a building or carry out works (including landscaping) that would exceed in height the contours on the OLS shown on Figure 14.

It is further recommended that a planning permit application triggered by the Schedule to the DDO should be referred to the Civil Aviation Safety Authority (CASA).

Figure 14 - Obstacle Limitation Surfaces (OLS) - Critical Surfaces Years 11-20





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COLLAC OTWAY SHIRE COUNCIL  
COLAC MUNICIPAL AERODROME  
FACILITIES MASTER PLAN

2033 AUSTRALIAN NOISE EXPOSURE FORECAST (ANEF) **Figure 15**

Job Number 23-14515

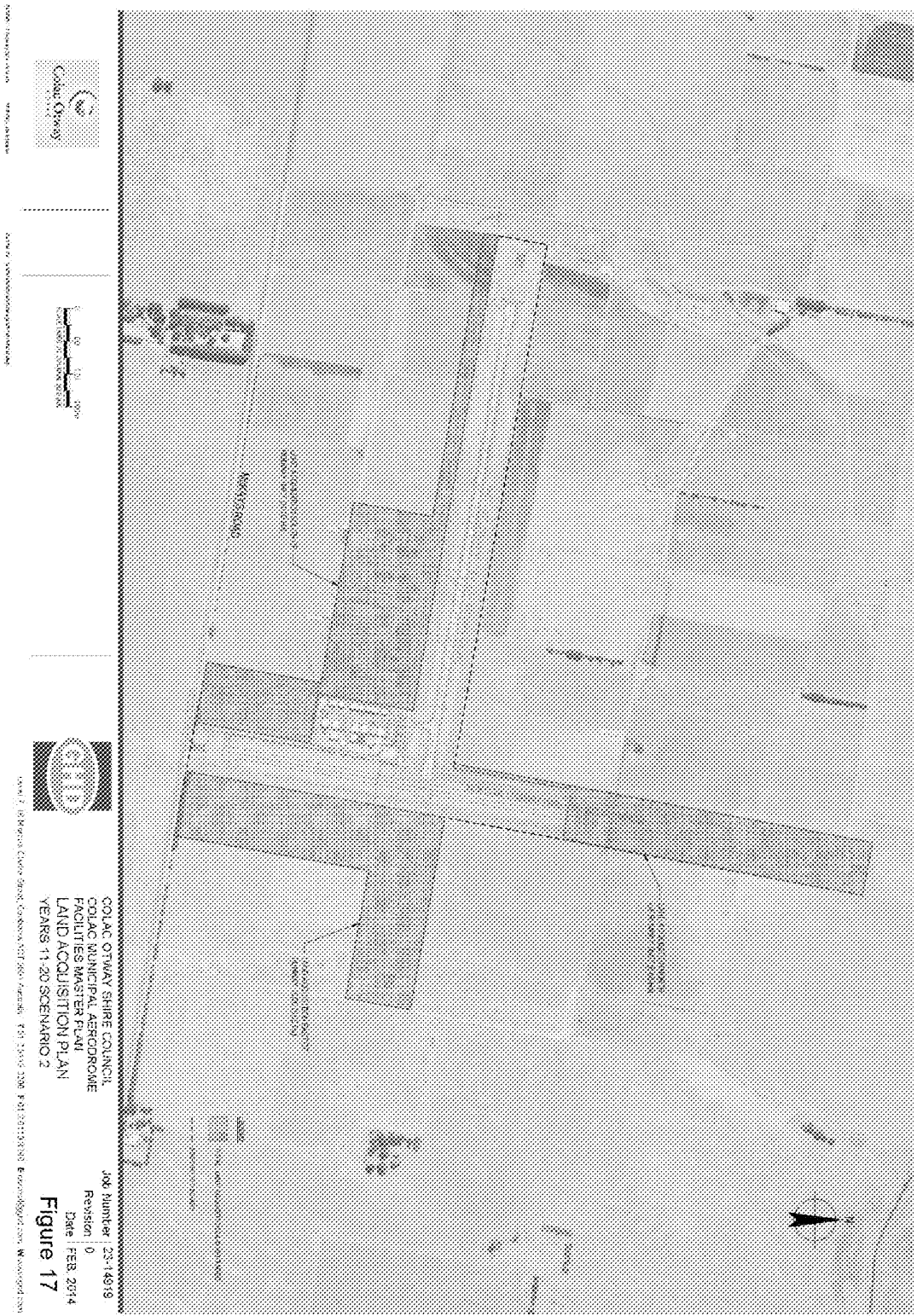
|          |           |
|----------|-----------|
| Revision | 0         |
| Date     | FEB. 2014 |







Figure 17 - Land Acquisition Plan Years 11-20 - DEPI Scenario 2



## 9. Cost Plan

### 9.1 Background

The cost plan provides an opinion of cost for the development of the aerodrome for the 20 year life of the Colac Aerodrome Business Plan.

It is based on the development action plan and considers aerodrome costs for the short, medium and long term option.

The capital cost incurred by Council to develop the aerodrome will be impacted by the DEPI development plans for the Colac Aerodrome. DEPI has recently completed a Draft Master Plan for the aerodrome which envisages the use of the aerodrome by Code 2B fixed-wing aircraft and various types of helicopter and the consequent development of a DEPI precinct which includes new aircraft parking aprons. Should DEPI proceed with its Plan, a number of issues related to the existing aerodrome infrastructure may be addressed. These include:

- Upgrading of one and potentially both runways to cater for Code 2B aircraft (i.e. lengthening, widening and strengthening)
- Provision of a second access road
- Upgrading of the aerodrome stormwater drainage system
- Upgrading of utilities capacity
- Relocation of IWDI

The existing runway edge lights on the 09/27 Runway are non-compliant and for an instrument runway would need to be spaced longitudinally at 60 m and laterally at 30 m. It is presumed that the lights were installed for the use of emergency services and that the aircraft was not intended to leave the runway as there are no lights on the taxiway or apron. The provision of runway lights is a major capital cost item. As DEPI aircraft do not operate after dusk it will not have an operational need to provide runway lights for these aircraft and as such any cost associated with upgrading the runway lights may be borne by Council. It should be noted that runway lights would enable 24 hour use by the VAA.

To optimise the investment involved with upgrading the runway lights, taxiway/taxilane lights would also need to be installed. This will enable aircraft to operate in other areas on the aerodrome. Any lights at the existing apron would only be used for the emergency services as this apron cannot be occupied after dusk whilst Runway 09/27 is operating.

Council has available 2013 grant funds from the Victorian government to widen and bitumen seal the main 10 m wide 09/27 Runway. If Council require the runway to be used by aircraft no greater than 5,700 kg, the runway must be widened to 15 m. If Council require the runway to be used by aircraft not exceeding 2,000 kg then the runway can remain at 10 m wide. There is a significant cost differential between these two options as the former would require considerable earthworks (ie. pavement area increase of 50%) with a resultant impact on the runway's operation during construction while the latter is primarily a maintenance overlay with minimum impact on operation. The grant funding (\$163,000) provided to Council is to be used to widen the runway to 12 m in the interim although this would not achieve code compliance for aircraft above 2,000 kg to operate. Council has since applied for additional funds from the Victorian government for the following capital works:



- upgrading of the existing 09/27 Runway lights including the Pilot Activated Lighting (PAL) system,
- relocation of the existing illuminated wind direction indicator (WDI), and
- installation of an aviation card fuel system

## **9.2 Capital cost**

Table 15 provides a detailed preliminary cost plan for infrastructure included in the Development Action Plan outlined in Table 12, Table 13 and Table 14 in Section 9 above. The costs provided have not been escalated for inflation as market forces are considered to be the main driver of these costs.

Table 15 Preliminary cost plan

| Item               | Unit                   | Quantity | Rate   | Capital (\$) | Year 1-5<br>(Refer Fig. 68<br>and 11) | Year 6-10<br>(Refer Fig. 68 and 12) | Year 11-20<br>(Refer Fig. 18 and 13) |
|--------------------|------------------------|----------|--------|--------------|---------------------------------------|-------------------------------------|--------------------------------------|
| <b>Category 15</b> |                        |          |        |              |                                       |                                     |                                      |
| <b>Year 1-5</b>    |                        |          |        |              |                                       |                                     |                                      |
| A1                 | Per 100 m <sup>2</sup> |          |        |              |                                       |                                     |                                      |
| A1.1               | Item                   | 1        | 50,000 | 50,000       | 50,000                                | 0                                   | 0                                    |
| A1.2               | Item                   | 1        | 5,000  | 5,000        | 5,000                                 | 0                                   | 0                                    |
| A2                 | Per 100 m <sup>2</sup> |          |        |              |                                       |                                     |                                      |
| A2.1               | Item                   | 1        | 30     | 139,200      | 139,200                               | 0                                   | 0                                    |
| A2.1.1             | m <sup>2</sup>         | 4,640    | 30     |              |                                       |                                     |                                      |
| A2.1.2             | m <sup>2</sup>         | 13,490   | 15     | 202,350      | 202,350                               | 0                                   | 0                                    |
| A2.1.3             | ha                     | 3.32     | 10,000 | 33,200       | 33,200                                | 0                                   | 0                                    |
| A2.1.4             | m                      | 690      | 30     | 20,700       | 20,700                                | 0                                   | 0                                    |
| A2.1.5             | m <sup>2</sup>         | 4,040    | 45     | 181,800      | 181,800                               | 0                                   | 0                                    |
| A2.1.6             | ea                     | 54       | 4,000  | 216,000      | 216,000                               | 0                                   | 0                                    |
| A2.1.7             | Item                   | 1        | 50,000 | 50,000       | 50,000                                | 0                                   | 0                                    |
| A2.1.8             | Item                   | 1        | 15,000 | 15,000       | 15,000                                | 0                                   | 0                                    |
| A2.1.9             | m <sup>2</sup>         | 60,000   | 3      | 180,000      | 180,000                               | 0                                   | 0                                    |
| A2.1.10            | m <sup>3</sup>         | 2,500    | 25     | 62,500       | 62,500                                | 0                                   | 0                                    |
| A2.1.11            | m                      | 350      | 350    | 122,500      | 122,500                               | 0                                   | 0                                    |
| A2.1.12            | m <sup>3</sup>         | 320      | 25     | 8,000        | 8,000                                 | 0                                   | 0                                    |
| A2.1.13            | m                      | 120      | 30     | 3,600        | 3,600                                 | 0                                   | 0                                    |
| A2.2               | Per 100 m <sup>2</sup> |          |        |              |                                       |                                     |                                      |
| A2.2.1             | ha                     | 5.65     | 10,000 | 56,500       | 56,500                                | 0                                   | 0                                    |
| A2.2.2             | m                      | 1,435    | 30     | 43,050       | 43,050                                | 0                                   | 0                                    |
| A2.2.3             | m <sup>2</sup>         | 17,305   | 45     | 778,725      | 778,725                               | 0                                   | 0                                    |
| A2.2.4             | Item                   | 1        | 50,000 | 50,000       | 50,000                                | 0                                   | 0                                    |
| A2.2.5             | m <sup>2</sup>         | 20,000   | 3      | 60,000       | 60,000                                | 0                                   | 0                                    |
| A2.2.6             | m <sup>3</sup>         | 2,500    | 25     | 62,500       | 62,500                                | 0                                   | 0                                    |
| A2.3               | Per 100 m <sup>2</sup> |          |        |              |                                       |                                     |                                      |
| A2.3.1             | m <sup>2</sup>         | 165      | 15     | 2,475        | 2,475                                 | 0                                   | 0                                    |
| A2.3.2             | ea                     | 6        | 4,000  | 24,000       | 24,000                                | 0                                   | 0                                    |
| A2.3.3             | m                      | 35       | 350    | 12,250       | 12,250                                | 0                                   | 0                                    |

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| Item                       | Item                                                                                                                                                                               | Quantity | Rate   | Cost (\$) | Year 15<br>(Fm 08 and 12) | Year 16<br>(Fm 08 and 12) | Year 17<br>(Fm 08 and 12) |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|-----------|---------------------------|---------------------------|---------------------------|
| <b>Capital Expenditure</b> |                                                                                                                                                                                    |          |        |           |                           |                           |                           |
| B1                         | Site Establishment (site preparation, mobilisation of plant, materials and equipment, establishment of site offices, amenities, and stockpile sites, site services and facilities) | 1        | 50,000 | 50,000    | 0                         | 50,000                    | 0                         |
| B1.1                       | Site Establishment (site preparation, mobilisation of plant, materials and equipment, establishment of site offices, amenities, and stockpile sites, site services and facilities) | 1        | 50,000 | 50,000    | 0                         | 50,000                    | 0                         |
| B1.2                       | Site Disestablishment (removal of plant and equipment, site offices, amenities, site services and facilities and site clean-up)                                                    | 1        | 5,000  | 5,000     | 0                         | 5,000                     | 0                         |
| B2                         | Runway 09/27                                                                                                                                                                       |          |        |           |                           |                           |                           |
| B2.1                       | Widen runway by 3 m (1,140 m length) - comprising 200 mm gravel base course @ CBR Type C, with 10/7 mm two coat sprayed bitumen seal including excavation and compaction           | m2       | 3,365  | 45        | 151,425                   | 0                         | 151,425                   |
| B2.1.1                     | Widen runway by 3 m (1,140 m length) - comprising 200 mm gravel base course @ CBR Type C, with 10/7 mm two coat sprayed bitumen seal including excavation and compaction           | Item     | 1      | 15,000    | 15,000                    | 0                         | 15,000                    |
| B2.1.2                     | Relocate illuminated wind direction indicator                                                                                                                                      | Item     | 1      | 15,000    | 15,000                    | 0                         | 15,000                    |
| B2.2                       | Widen taxiway by 3 m (1,140 m length) - comprising 200 mm gravel base course @ CBR Type C, with 10/7 mm two coat sprayed bitumen seal including excavation and compaction          | m2       | 3,365  | 45        | 151,425                   | 0                         | 151,425                   |
| B2.2.1                     | Widen taxiway by 3 m (1,140 m length) - comprising 200 mm gravel base course @ CBR Type C, with 10/7 mm two coat sprayed bitumen seal including excavation and compaction          | Item     | 1      | 15,000    | 15,000                    | 0                         | 15,000                    |
| B2.3                       | Construct 10.5 m wide parallel code B taxiway - 200 mm gravel base course @ CBR Type C with 10/7 mm two coat sprayed bitumen seal including excavation and compaction              | m2       | 4,920  | 45        | 221,400                   | 0                         | 221,400                   |
| B2.3.1                     | Construct 10.5 m wide parallel code B taxiway - 200 mm gravel base course @ CBR Type C with 10/7 mm two coat sprayed bitumen seal including excavation and compaction              | ea.      | 30     | 4,000     | 120,000                   | 0                         | 120,000                   |
| B2.3.2                     | Parallel taxiway edge lights                                                                                                                                                       | m        | 43     | 350       | 15,050                    | 0                         | 15,050                    |
| B2.3.3                     | Box culvert under code B taxiway                                                                                                                                                   | ea.      | 1      | 15,000    | 15,000                    | 0                         | 15,000                    |
| B2.4                       | Land purchase for new airside precinct including parallel code B taxiway, apron and refuelling area                                                                                | ha       | 1.45   | 10,000    | 14,500                    | 0                         | 14,500                    |
| B2.4.1                     | Land purchase for new airside precinct including parallel code B taxiway, apron and refuelling area                                                                                | m        | 370    | 30        | 11,100                    | 0                         | 11,100                    |
| B2.4.2                     | Construct new apron and aircraft refuelling area - 200 mm gravel base course @ CBR Type C with 10/7 mm two coat sprayed bitumen seal including excavation and compaction           | m2       | 5,065  | 45        | 227,925                   | 0                         | 227,925                   |
| B2.4.3                     | 10/7 mm two coat sprayed bitumen seal including excavation and compaction                                                                                                          | m2       | 144    | 25        | 3,600                     | 0                         | 3,600                     |
| B2.4.4                     | Fuel resistant membrane to aircraft refuelling area (12 m x 12 m)                                                                                                                  | m        | 260    | 350       | 91,000                    | 0                         | 91,000                    |
| B2.4.5                     | Main apron and refuelling area stormwater drainage                                                                                                                                 | No.      | 4      | 20,000    | 80,000                    | 0                         | 80,000                    |
| B2.4.6                     | Floodlights to new apron and refuelling area                                                                                                                                       | No.      | 4      | 20,000    | 80,000                    | 0                         | 80,000                    |
| B3                         | Land purchase for airside precinct including road reservation, fuel station, car park, and relocated aero club building                                                            | ha       | 1.22   | 10,000    | 12,200                    | 0                         | 12,200                    |
| B3.1                       | Land purchase for airside precinct including road reservation, fuel station, car park, and relocated aero club building                                                            | ha       | 1.22   | 10,000    | 12,200                    | 0                         | 12,200                    |
| B3.2                       | Stock proof fencing for airside precinct                                                                                                                                           | m        | 460    | 30        | 13,800                    | 0                         | 13,800                    |
| B3.3                       | Construct gravel access roads 3 m and 7 m wide - 150 mm deep gravel base course @ CBR Type C including excavation and compaction                                                   | m2       | 2,730  | 25        | 68,250                    | 0                         | 68,250                    |
| B3.4                       | Construct sealed car park - 150 mm gravel base course @ CBR Type C with 10/7 mm two coat sprayed bitumen seal including excavation and compaction                                  | m2       | 1,350  | 40        | 54,000                    | 0                         | 54,000                    |
| B3.5                       | Aero club building and car park drainage                                                                                                                                           | m        | 40     | 250       | 10,000                    | 0                         | 10,000                    |
| B3.6                       | Bunded fuel station including relocating fuel tank, bowser and carrel card fuel system                                                                                             | Item     | 1      | 50,000    | 50,000                    | 0                         | 50,000                    |
| B3.7                       | Relocate / build aero club administration building (allowance only depends on quality of facility provided)                                                                        | Item     | 1      | 100,000   | 100,000                   | 0                         | 100,000                   |

| Item                    | Item                                                                                                                                                                               | Quantity | Rate   | Cost (\$) | Year 15<br>Base Fig (\$) | Year 16<br>Base Fig (\$) | Year 17<br>Base Fig (\$) | Year 18<br>Base Fig (\$) | Year 19<br>Base Fig (\$) |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Construction</b>     |                                                                                                                                                                                    |          |        |           |                          |                          |                          |                          |                          |
| <b>Preparatory</b>      |                                                                                                                                                                                    |          |        |           |                          |                          |                          |                          |                          |
| C1.1                    | Site Establishment (site preparation, mobilisation of plant, materials and equipment, establishment of site offices, amenities, and stockpile sites, site services and facilities) | Item 1   | 50,000 | 50,000    | 0                        | 0                        | 50,000                   | 0                        | 0                        |
| C1.2                    | Site Disestablishment (removal of plant and equipment, site offices, amenities, site services and facilities and site clean-up)                                                    | Item 1   | 5,000  | 5,000     | 0                        | 0                        | 5,000                    | 0                        | 0                        |
| <b>Alameda Precinct</b> |                                                                                                                                                                                    |          |        |           |                          |                          |                          |                          |                          |
| C2.1                    | Land purchase for 09/27 parallel Code B taxiway extension                                                                                                                          | ha       | 2.05   | 10,000    | 20,500                   | 0                        | 0                        | 0                        | 20,500                   |
| C2.1.1                  | Stock proof fencing for parallel Code B taxiway extension                                                                                                                          | m        | 815    | 30        | 24,450                   | 0                        | 0                        | 0                        | 24,450                   |
| C2.1.2                  | Construct 09/27 parallel Code B taxiway (10.5 m wide) to extend to 09 and 27 thresholds - 200 mm gravel base course @ CBR Type C with 10/7 mm two coat sprayed bitumen seal        | m2       | 8,985  | 45        | 404,325                  | 0                        | 0                        | 0                        | 404,325                  |
| C2.1.3                  | Parallel taxiway edge lights                                                                                                                                                       | ea.      | 70     | 4,000     | 280,000                  | 0                        | 0                        | 0                        | 280,000                  |
| C2.1.4                  | Construct 18/36 parallel Code A taxiway (7.5 m wide) to extend the full length of Runway 18/36 - 200 mm gravel base course @ CBR Type C with 10/7 mm two coat sprayed bitumen seal | m2       | 8,795  | 45        | 395,775                  | 0                        | 0                        | 0                        | 395,775                  |
| C2.1.5                  | Graded taxiway strip formation                                                                                                                                                     | m2       | 26,000 | 3         | 78,000                   | 0                        | 0                        | 0                        | 78,000                   |
| <b>Hangar Precinct</b>  |                                                                                                                                                                                    |          |        |           |                          |                          |                          |                          |                          |
| C3.1                    | Land purchase for new hangar precinct                                                                                                                                              | ha       | 1.56   | 10,000    | 15,600                   | 0                        | 0                        | 0                        | 15,600                   |
| C3.2                    | Stock proof fencing for new hangar precinct                                                                                                                                        | m        | 285    | 30        | 7,950                    | 0                        | 0                        | 0                        | 7,950                    |
| C3.3                    | Construct taxiway to service new hangar precinct - 200 mm gravel base course @ CBR Type C with 10/7 mm two coat sprayed bitumen seal                                               | m2       | 2,120  | 45        | 95,400                   | 0                        | 0                        | 0                        | 95,400                   |
| C3.4                    | Stormwater drainage                                                                                                                                                                | m        | 240    | 250       | 60,000                   | 0                        | 0                        | 0                        | 60,000                   |
| C3.5                    | Extend power and water services                                                                                                                                                    | Item 1   | 1      | 250,000   | 250,000                  | 0                        | 0                        | 0                        | 250,000                  |
| C3.6                    | Floodlighting along taxiway leading into and within new hangar precinct                                                                                                            | ea.      | 18     | 5,000     | 90,000                   | 0                        | 0                        | 0                        | 90,000                   |
| C3.7                    | Construct access road, 3 m wide - 150 mm deep gravel base course @ CBR Type C including excavation and compaction                                                                  | m2       | 780    | 25        | 19,500                   | 0                        | 0                        | 0                        | 19,500                   |
| <b>Sub-total</b>        |                                                                                                                                                                                    |          |        |           |                          |                          |                          |                          |                          |
|                         | Construction Contingency                                                                                                                                                           | 30%      |        |           | 3,046,150                | 1,520,675                | 1,741,500                | 1,741,500                | 1,741,500                |
|                         | Construction Total                                                                                                                                                                 |          |        |           | 913,845                  | 456,203                  | 522,450                  | 522,450                  | 522,450                  |
| <b>Project Free</b>     |                                                                                                                                                                                    |          |        |           |                          |                          |                          |                          |                          |
| D1.1                    | Planning application fee                                                                                                                                                           | Item 1   | 1,000  | 1,000     | 1,000                    | 1,000                    | 1,000                    | 1,000                    | 1,000                    |
| D1.2                    | Planning Scheme amendment fee                                                                                                                                                      | Item 1   | 1,500  | 1,500     | 1,500                    | 1,500                    | 1,500                    | 1,500                    | 1,500                    |
| D1.3                    | Planning and Engineering fee                                                                                                                                                       | 7%       |        |           | 268,336                  | 138,381                  | 156,702                  | 156,702                  | 156,702                  |
| D1.4                    | Contract and Construction Management fee                                                                                                                                           | 6%       |        |           | 230,003                  | 118,613                  | 134,316                  | 134,316                  | 134,316                  |
|                         | <b>Overall Project Total</b>                                                                                                                                                       |          |        |           | 4,460,834                | 2,236,372                | 2,557,468                | 2,557,468                | 2,557,468                |
|                         | <b>Overall Project Total (Rounded)</b>                                                                                                                                             |          |        |           | 4,460,834                | 2,236,372                | 2,557,468                | 2,557,468                | 2,557,468                |

## 10. Commercial considerations

### 10.1 Background

Current aerodrome finances are managed by the Aerodrome Committee of Management (COM). The COM receives the aerodrome income and uses this to pay for any expenses associated with maintaining the aerodrome. While expenses currently nearly match the revenue, the Council investment in the asset is currently not making a commercial return for Council (i.e. the aerodrome is currently a net cost to Council).

Recurring expenses associated with the aerodrome include maintenance (e.g. mowing and general repairs) and operating costs (administration, insurance and compliance).

Revenue sources for Colac Aerodrome currently include aircraft landing and parking charges, sale of avgas fuel and leasing of land for hangars.

This section will consider what future aerodrome expenses and revenue will be generated by the implementation of the FMP.

### 10.2 Current finances

#### 10.2.1 Recurring expenses

The cost associated with maintaining the aerodrome is minimal as the COM undertakes a significant proportion of the maintenance tasks with volunteer labour using Council supplied equipment and materials. Maintenance primarily involves mowing of the 18/36 Runway and the runway strips. Table 16 includes current maintenance and administration expenses for the Colac Aerodrome.

**Table 16 Estimated current expenses (based on 2012/13)**

| Item                                            | Cost (\$)        |
|-------------------------------------------------|------------------|
| COM expenses incurred (maintenance, mowing etc) | \$ 11,520        |
| Professional consultancy services               | \$ 1,500         |
| Insurance                                       | \$ 2,800         |
| Utilities                                       | \$ 1,000         |
| General Maintenance                             | \$ 4,340         |
| Grounds Maintenance                             | \$ 1,600         |
| <b>Total Estimated Expenses</b>                 | <b>\$ 22,760</b> |

The electrical supply is reticulated to the hangars and the aero club building. The majority of the electrical costs are paid for pro rata by the lease holders. The insurance costs are similarly covered. This cost recovery reduces the overall annual expense to Council to approximately \$19,000.

#### 10.2.1 Revenue

##### Hangar Sites

There are currently 18 hangar sites on the aerodrome. The annual hangar lease fee charged by Council is \$750 per site, generating annual revenue of \$11,985.



#### **Fuel Sales – Colac Aero Club**

Fuel sales in 2012/13 were estimated to produce profit of approximately \$7,000 based on 10c/litre margin.

#### **Landing fees**

The current landing fee charging system only applies to visiting aircraft. The collection system is based on the honesty of visiting fliers to pay when using the aerodrome. This unmonitored system provides neither a definitive record of the number of visiting aircraft movements nor is the basis of a reliable revenue source. The current fee is \$5.00 per landing for single engine and \$10.00 for twin engine and agricultural aircraft. In 2012/13 these fees generated a revenue of \$885.00.

### **10.3 Future finances**

#### **10.3.1 Recurring expenses**

As the current and likely continued long-term use of Colac Aerodrome will be by GA aircraft not greater than 5,700 kg it is considered that for this duration of this Business Plan the Colac Aerodrome will remain uncertified or unregistered. As a consequence no additional administration expenses (e.g. for inspections or employment of reporting officers) will be incurred above those in 2012/13.

Assuming an inflation rate of 2.7%<sup>6</sup> the annual recurring aerodrome expenses are shown in Section 11.2.1. The FMP assumes that both runways and the taxiway and aprons will be sealed and so within the 20 year life of the Business Plan it is expected that major maintenance will need to be carried out on the aircraft movement pavements (e.g. a Surface Enrichment Spray Treatment or a reseal). These expenses are also included in Table 17. For the major maintenance items the costs provided have not been escalated for inflation as market forces are considered to be the main driver of these costs.

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<sup>6</sup> Inflation figures calculated using Deloitte Access Economics Business Outlook underlying CPI trend

Table 17 Estimated future expenses (based on 2012/13)

| Year | Recurring expenses (\$) | Major maintenance |                                                                        |
|------|-------------------------|-------------------|------------------------------------------------------------------------|
|      |                         | (\$)              | Details                                                                |
| 2013 | 19,000                  |                   |                                                                        |
| 2014 | 19,513                  |                   |                                                                        |
| 2015 | 20,040                  |                   |                                                                        |
| 2016 | 20,581                  |                   |                                                                        |
| 2017 | 21,137                  |                   |                                                                        |
| 2018 | 21,707                  | 145,000           | SEST to both runways and part 09/27 parallel taxiway                   |
| 2019 | 22,293                  |                   |                                                                        |
| 2020 | 22,895                  |                   |                                                                        |
| 2021 | 23,513                  |                   |                                                                        |
| 2022 | 24,148                  |                   |                                                                        |
| 2023 | 24,800                  | 790,000           | Reseal both runways, part 09/27 parallel taxiway and main apron        |
| 2024 | 25,470                  |                   |                                                                        |
| 2025 | 26,158                  |                   |                                                                        |
| 2026 | 26,864                  |                   |                                                                        |
| 2027 | 27,589                  |                   |                                                                        |
| 2028 | 28,334                  | 210,000           | SEST to both runways, 09/27 and 18/36 parallel taxiways and main apron |
| 2029 | 29,099                  |                   |                                                                        |
| 2030 | 29,885                  |                   |                                                                        |
| 2031 | 30,692                  |                   |                                                                        |
| 2032 | 31,520                  |                   |                                                                        |
| 2033 | 32,371                  | 1,050,000         | Reseal both runways, 09/27 and 18/36 parallel taxiways and main apron  |

### 10.3.2 Revenue

Council needs to consider the most appropriate means of maximizing the aerodrome's revenue.

As the Colac Aerodrome will be limited to GA flying activity the sources of revenue available to Council will likely to remain the same as those currently available. There is however the potential to grow aerodrome revenue from its current base with the development of additional hangar sites for lease and increased GA activity.

Revenue can also be increased by increasing the hangar lease rates and aircraft landing fees. The level to which charges are increased is determined by competitive pressures. Colac Aerodrome is in a market which comprises primarily of recreational flyers. Its main potential for growth will be from the Melbourne metropolitan area. It is therefore competing against similarly sized aerodromes which have similar operational advantages and cost pressures. Below is listed some of these aerodromes and their road distance from the Melbourne CBD:

- Tyabb 68 km
- Bacchus Marsh 57 km
- Tooradin 66 km

- Leathbridge 96 km

As a comparison Table 18 provides the current user charges for Colac and Tyabb aerodromes. Tyabb Aero Club, a privately owned airfield on Victoria's Mornington Peninsula, and while not in direct competition with Colac provides an indication of the fees charged by an aerodrome serving the recreational flying market. This indicates that Colac Aerodrome has some capacity to raise its charges and/or restructure its charging regime without significantly diminishing its growth potential. For example charges may be imposed on both visiting and local flyers (currently not the case) via landing fees or apron parking fees.

**Table 18 Comparison of Colac and Tyabb aerodromes (based on 2012/13)**

| Fees and charges            | Colac Aerodrome                                                                    | Tyabb Aerodrome                                                                                                   |
|-----------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Landing fees                | \$ 5 for single engine aircraft<br>\$ 10 for twin engine and agricultural aircraft | \$ 5 for single engine aircraft                                                                                   |
| Parking fees (per aircraft) | N/A                                                                                | \$ 475 parked on grass<br>\$ 2,000 parked on concrete<br>Capped at two aircraft                                   |
| Hangar lease (annual)       | \$ 750                                                                             | \$ 5,200                                                                                                          |
| Other                       |                                                                                    | \$ 275 annual member fee<br>(to have an aircraft at the airfield the aircraft owner must be a member of the Club) |

#### Hangar sites

The FMP proposes to increase the number of hangar sites for lease. The FMP envisages two additional areas for hangar development; one to the south and the other west of the existing hangar precinct. These are referenced in Figures 08 to 13. This will require the purchase of land as well as the provision of necessary infrastructure for the development. Estimated costs for these are included in Table 19.

**Table 19 Capital cost – hangar precinct development**

| Southern hangar precinct                                     |                     | Western hangar precinct                    |                     |
|--------------------------------------------------------------|---------------------|--------------------------------------------|---------------------|
| Item                                                         | Estimated cost (\$) | Item                                       | Estimated cost (\$) |
| Land purchase                                                | 19,400              | Land purchase including fencing            | 23,550              |
| Construction of taxilanes                                    | 50,850              | Construction of taxilanes and access roads | 114,900             |
| Power and water services                                     | 67,500              | Power and water services                   | 250,000             |
| Floodlighting                                                | 70,000              | Floodlighting                              | 90,000              |
| Extension and upgrade of existing stormwater drainage system | 175,000             | New stormwater drainage system             | 60,000              |
| <b>Totals</b>                                                | <b>312,500</b>      |                                            | <b>538,450</b>      |

There are a number of funding models the Council could use to develop these facilities:

- Council purchases the land in its entirety and progressively develops the hangar precinct infrastructure as demand dictates
- Council purchases the land in its entirety and obtains a contribution from the lessees toward the works necessary to develop the hangar site i.e. provision of utilities and taxilanes
- Developer(s) purchase the land and develop the hangar precinct infrastructure

This latter option provides nil cost to Council and while the developer generates revenue from the lease of the hangar sites, Council could also generate revenue from increased GA activity (i.e., increased landing fees and fuel sales).

It is estimated that 27 hangar sites could be accommodated within the (extended) southern hangar precinct and 18 in the western hangar precinct.

The forecast for construction of the new hangars to the south planned for Year 1-5 is assumed to be five per year over the first four years with seven being added in the fifth year. At the end of the fifth year there would be a total of 45 hangar sites available for lease.

While the availability of hangars sites in the western precinct will depend on demand this modelling assumes that leasing will occur in Years 11-20 and that the sites will be leased at a rate of two per year, resulting a total of 63 hangar sites available for lease in 2033.

The annual and cumulative forecast revenue earned from the existing and additional hangars is included in Table 20. The modelling has provided two revenue scenarios:

- the current annual lease fee remains constant within the Business plans 20 year horizon, and
- the current annual lease fee is doubled over the next five years and capped thereafter.

No allowance for inflation has been modelled as commercial considerations are the main driver for setting fees.

**Table 20 Forecast revenue – based on two lease fee scenarios**

| Year | No. of hangar sites | Constant annual lease fee |                    |                        | Staggered annual lease fee doubling of rate capped after 5 years |                    |                        |
|------|---------------------|---------------------------|--------------------|------------------------|------------------------------------------------------------------|--------------------|------------------------|
|      |                     | Rate per hangar site (\$) | Annual income (\$) | Cumulative income (\$) | Rate per hangar site (\$)                                        | Annual income (\$) | Cumulative income (\$) |
| 2013 | 23                  | 750                       | 17,250             | 17,250                 | 750                                                              | 17,250             | 17,250                 |
| 2014 | 28                  | 750                       | 21,000             | 38,250                 | 937.5                                                            | 26,250             | 43,500                 |
| 2015 | 33                  | 750                       | 24,750             | 63,000                 | 1125                                                             | 37,125             | 80,625                 |
| 2016 | 38                  | 750                       | 28,500             | 91,500                 | 1312.5                                                           | 49,875             | 130,500                |
| 2017 | 45                  | 750                       | 33,750             | 125,250                | 1500                                                             | 67,500             | 198,000                |
| 2018 | 45                  | 750                       | 33,750             | 159,000                | 1500                                                             | 67,500             | 265,500                |
| 2019 | 45                  | 750                       | 33,750             | 192,750                | 1500                                                             | 67,500             | 333,000                |
| 2020 | 45                  | 750                       | 33,750             | 226,500                | 1500                                                             | 67,500             | 400,500                |
| 2021 | 45                  | 750                       | 33,750             | 260,250                | 1500                                                             | 67,500             | 468,000                |
| 2022 | 45                  | 750                       | 33,750             | 294,000                | 1500                                                             | 67,500             | 535,500                |
| 2023 | 45                  | 750                       | 33,750             | 327,750                | 1500                                                             | 67,500             | 603,000                |



|      |    |     |        |         |      |        |           |
|------|----|-----|--------|---------|------|--------|-----------|
| 2024 | 45 | 750 | 33,750 | 361,500 | 1500 | 67,500 | 670,500   |
| 2025 | 47 | 750 | 35,250 | 396,750 | 1500 | 70,500 | 741,000   |
| 2026 | 49 | 750 | 36,750 | 433,500 | 1500 | 73,500 | 814,500   |
| 2027 | 51 | 750 | 38,250 | 471,750 | 1500 | 76,500 | 891,000   |
| 2028 | 53 | 750 | 39,750 | 511,500 | 1500 | 79,500 | 970,500   |
| 2029 | 55 | 750 | 41,250 | 552,750 | 1500 | 82,500 | 1,053,000 |
| 2030 | 57 | 750 | 42,750 | 595,500 | 1500 | 85,500 | 1,138,500 |
| 2031 | 59 | 750 | 44,250 | 639,750 | 1500 | 88,500 | 1,227,000 |
| 2032 | 61 | 750 | 45,750 | 685,500 | 1500 | 91,500 | 1,318,500 |
| 2033 | 63 | 750 | 47,250 | 732,750 | 1500 | 94,500 | 1,413,000 |

This modelling indicates that at the current lease charge rate it would take Council approximately 10 years (i.e. to 2023) to recover the cost of fully developing the southern hangar precinct. With a doubling of the lease charge rate over the next five years, the time to recover the cost of fully developing the southern hangar will approximately be halved (i.e. 6 years; to 2019). To fully recover the cost to develop the western hangar precinct, it would take approximately a further 12 years (i.e. to 2027). It should be noted this modelling does not take into account the additional time taken to repay the cost of any borrowings.

#### Fuel sales

The forecast revenue to be derived from the sale of Avgas is included in Table 21 below.

The modelling assumes:

- a linear growth in aircraft activity to 2033
- that the increase in fuel consumption is proportional to the growth in aircraft activity, and
- the profit margin remains constant at \$0.10 per litre.

No allowance for inflation has been modelled as commercial considerations are the main driver for setting fees.

**Table 21 Forecast revenue – avgas fuel sales Colac aero club**

| Year | Annual profit - avgas fuel sales (\$) | Year | Annual profit - avgas fuel sales (\$) |
|------|---------------------------------------|------|---------------------------------------|
| 2013 | 7,000                                 | 2024 | 10,926                                |
| 2014 | 7,357                                 | 2025 | 11,282                                |
| 2015 | 7,714                                 | 2026 | 11,639                                |
| 2016 | 8,071                                 | 2027 | 11,996                                |
| 2017 | 8,428                                 | 2028 | 12,353                                |
| 2018 | 8,784                                 | 2029 | 12,710                                |
| 2019 | 9,141                                 | 2030 | 13,067                                |
| 2020 | 9,498                                 | 2031 | 13,424                                |
| 2021 | 9,855                                 | 2032 | 13,781                                |
| 2022 | 10,212                                | 2033 | 14,137                                |
| 2023 | 10,569                                |      |                                       |

#### Landing fees

The current system only charges landing fees to a very narrow aerodrome user base: visiting flyers and allows for voluntary payment.

While visiting aircraft numbers are likely to increase, this segment of the market will not in future generate any significant revenues and so Council will need to consider broadening the charging base to include local flyers.

Charging for individual landing fees may not be the most efficient means of generating revenue. Aerodromes across Australia employ a number of different charging regimes to suit their local markets. These include:

- Charging owners for each individual landings
- Charging owners a lump sum for annual usage (landings)
- Charging owners by aircraft passenger capacity weight
- Charging owners by aircraft weight
- Incorporating landing fees in hangar or apron rental/leases

Council should consider how these charging options can be applied to Colac Aerodrome.

To provide certainty about this revenue stream, Council may need to put in place a different charge mechanism, such as charging annually for regular users or put in place a means of monitoring movements.

Monitoring of aircraft movements can be achieved by Council locating staff at the Aerodrome to record aircraft movements or by engaging a firm, such as Avdata, which records flights and provides Council a means of identifying aerodromes users. This service will incur a direct cost to Council. However, even though Council has the aerodrome user details, it may not be economic to invoice those owners which only infrequently use the aerodrome.

The forecast revenue to be derived from landing fees is included in Table 22. The modelling assumes:

- a linear growth in aircraft activity to 2,250 landings by 2033 by private/agricultural, training and charter/tourism.
- 25% of the 2,250 landing are by twin engine and agricultural aircraft
- The landing fees will remain constant at the 2013 rates;
  - \$5.00 per landing for single engine aircraft;
  - \$10.00 per landing for twin engine and agricultural aircraft
 (No allowance for inflation has been modelled as commercial considerations are the main driver for setting fees)
- The fee will be charged for all private and commercial flyers both local and visiting.
- 100% charging efficiency is obtained.

It is of note that in 2012/13 revenue from landing fees was only \$885.00. This could have been a result of a low number of visiting aircraft or poor collection efficiency.

**Table 22 Forecast revenue – landing fees**

| Year | Annual income from landing fees | Year | Annual income from landing fees (\$) |
|------|---------------------------------|------|--------------------------------------|
| 2013 | 885                             | 2024 | 7,462                                |
| 2014 | 3,688                           | 2025 | 8,006                                |
| 2015 | 3,958                           | 2026 | 8,591                                |
| 2016 | 4,247                           | 2027 | 9,218                                |
| 2017 | 4,557                           | 2028 | 9,891                                |



|      |       |      |        |
|------|-------|------|--------|
| 2018 | 4,889 | 2029 | 10,613 |
| 2019 | 5,246 | 2030 | 11,388 |
| 2020 | 5,629 | 2031 | 12,219 |
| 2021 | 6,040 | 2032 | 13,111 |
| 2022 | 6,481 | 2033 | 14,063 |
| 2023 | 6,954 |      |        |

#### Overview

The forecast expenses and revenues for each year to 2033 are included in Table 23. The hangar lease revenue uses the increased lease rate scenario. The modelling shows with the inclusion of the capital works costs the aerodrome will not generate positive revenue over the life of the Business Plan.

The capital cost excludes the sealing and widening of runway 09/27 as this funding has been provided by an approved Victorian Government grant.

**Table 23 Financial overview by year**

| Year | Annual Expenses (\$)<br>(from Table 17) | Capital cost (\$)<br>(from Table 15) | Annual Total Revenue (\$)<br>(from Table 20, Table 21 & Table 22) | Annual Net Revenue (\$) | Cumulative Net Revenue (\$) |
|------|-----------------------------------------|--------------------------------------|-------------------------------------------------------------------|-------------------------|-----------------------------|
| 2013 | 19,000                                  |                                      | 25,135                                                            | 6,135                   | 6,135                       |
| 2014 | 19,513                                  | 500,000                              | 37,295                                                            | -482,218                | -476,083                    |
| 2015 | 20,040                                  | 1,893,500                            | 48,797                                                            | -1,864,743              | -2,340,826                  |
| 2016 | 20,581                                  | 1,893,500                            | 62,193                                                            | -1,851,888              | -4,192,714                  |
| 2017 | 21,137                                  |                                      | 80,485                                                            | 59,348                  | -4,133,366                  |
| 2018 | 21,707                                  |                                      | 81,173                                                            | 59,466                  | -4,073,900                  |
| 2019 | 22,293                                  | 1,125,000                            | 81,887                                                            | -1,065,406              | -5,139,306                  |
| 2020 | 22,895                                  | 1,125,000                            | 82,627                                                            | -1,065,268              | -6,204,574                  |
| 2021 | 23,513                                  |                                      | 83,395                                                            | 59,882                  | -6,144,692                  |
| 2022 | 24,148                                  |                                      | 84,193                                                            | 60,045                  | -6,084,647                  |
| 2023 | 24,800                                  |                                      | 85,023                                                            | 60,223                  | -6,024,424                  |
| 2024 | 25,470                                  |                                      | 85,888                                                            | 60,418                  | -5,964,006                  |
| 2025 | 26,158                                  | 1,275,000                            | 89,788                                                            | -1,211,370              | -7,175,376                  |
| 2026 | 26,864                                  | 1,275,000                            | 93,730                                                            | -1,208,134              | -8,383,510                  |
| 2027 | 27,589                                  |                                      | 97,714                                                            | 70,125                  | -8,313,385                  |
| 2028 | 28,334                                  |                                      | 101,744                                                           | 73,410                  | -8,239,975                  |
| 2029 | 29,099                                  |                                      | 105,823                                                           | 76,724                  | -8,163,251                  |
| 2030 | 29,885                                  |                                      | 109,955                                                           | 80,070                  | -8,083,181                  |
| 2031 | 30,692                                  |                                      | 114,143                                                           | 83,451                  | -7,999,730                  |
| 2032 | 31,520                                  |                                      | 118,392                                                           | 86,872                  | -7,912,858                  |
| 2033 | 32,371                                  |                                      | 122,700                                                           | 90,329                  | -7,822,529                  |

The review of projected costs and revenues indicates that the cost of fully developing the FMP will not be recouped over the life of the Business Plan without a considerable increase in fees, which given the cost pressures on the private aviation sector and the number of aerodromes in the region providing competitive services, may not be commercially viable.

This leaves the option of Council obtaining, additional grants from government, perhaps related to the future presence of the DEPI facilities on the Aerodrome, or private funds using a variety of funding models, one of which may require the sale of the Colac Aerodrome.

## 11. Marketing Options for the Aerodrome

### 11.1 Vision

To successfully market the aerodrome, the Council will need to focus on a vision for its future. This vision will be determined by:

- Defining the aerodrome's target market; and
- Identifying what makes the aerodrome unique and thus its benefits to its potential market.

The aerodrome could be marketed as part of a larger Council regional marketing plan.

The aerodrome is well placed to service the GA industry because it:

- Is located along key aviation routes in western Victoria;
- Is located close to major population of Geelong, Ballarat and Melbourne
- Is close to Colac town centre; a regional population centre which provides good amenities;
- Is in an area within which extensive recreational flying activities are carried out.
- Is in uncontrolled airspace;
- Has an Avgas fuel dispenser;
- Is not restricted by adjacent incompatible land uses; and
- Has a good supply of land for airside and landside development

By marketing the aerodrome's appeal to the GA community the aerodrome could attract more resident and itinerate GA traffic.

The marketing is intended to encourage:

- More resident aircraft; activity
- More itinerate aircraft activity
- Additional hangar site leasing
- The establishment of aircraft maintenance businesses
- Encourage increased flying training activity with perhaps the establishment of additional flying training schools

### 11.2 Marketing methods

To position the aerodrome to take advantage of GA industry and recreational flying opportunities, the Council needs to identify its target audience and then develop a communication strategy which is appropriate for this audience. A key aspect of marketing the aerodrome is the type of development opportunities the Council can offer. For example, will development sites be offered for lease or as freehold and at what cost.

The methods of marketing the aerodrome; available to Council are:

- Broadly based marketing;
- Industry based through contact with various industry associations; or

- Specifically targeting groups or individuals of interest.

A broadly based marketing campaign could be carried by means of:

- The internet;
- Brochures;
- Advertisements in various industry web sites and trade magazines.

The aero club can provide an avenue to focus this communication. The flying day organised by the Aero club in 2013 and intended to be held every two years provides an excellent opportunity for Council to raise awareness of the aerodrome throughout the GA flying community.

Council could also actively pursue opportunities through contact (advertising) with flying industry organisations such as:

- Aircraft Owners & Pilots Association of Australia;
- Gliding Federation of Australia;
- Australian Parachute Federation; and
- Recreational Aviation Australia.

### **11.3 Local community recognition**

One easy means of raising the profile of the aerodrome with the Colac Otway Shire residents and visitors would be to provide suitable directional signage along the roads leading to the aerodrome. The current signpost on the Princes Highway is inadequate as it is difficult to see from a vehicle travelling at speed.

It is recommended that a large aerodrome direction signpost be located on the Princes Highway and that smaller signs be located along route from the highway to the aerodrome.

For a major highway with a design speed of 100 km the signpost would need to be designed an approved by VicRoads.

## 12. Ownership/Management Structure Options

### 12.1 Background

The aerodrome is wholly owned by the Colac Otway Shire Council. It is currently operated under *Section 86 Special Committee of Council*. This is a special committee of Council set up under the Victorian Local Government Act 1989 to which the Council delegates functions, duties and powers to manage the aerodrome.

This section of the report will discuss additional options available for aerodrome ownership and management structure.

### 12.2 Options

There are three ownership models which may be considered:

- Fully Council owned, or
- Fully private owned, or
- Joint Council / Private owned.

#### 12.2.1 Fully Council owned

Councils often wish to own the local aerodrome because it is considered to be a critical community asset. The advantages of ownership include:

- Direct control of a valuable community economic and social asset;
- Reduction of operating costs through operating efficiencies obtained by the use of general Council staff. (This was one of the prime drivers for the local ownership scheme introduced by the Commonwealth in the 1980s).

The disadvantage of Council ownership is that Council's often do not have sufficient industry knowledge or resources to develop the full potential of the aerodromes' assets or a sustainable and reliable in-house resource skill base.

With Council ownership the Council can manage and operate the aerodrome:

- As a separate Council department or within an existing department
  - With budgets and resources considered in the context to the Councils' normal business activities; for most regional aerodrome's this is the preferred model. This is the current management arrangement using the provisions under Section 86, or
  - As a corporatised entity with the principles of full cost pricing applied; or
- As a corporatised business with its own board, management and staff and responsible for its own funding and income generation. There are higher costs of corporate and statutory reporting, but these are usually offset by greater efficiencies.

A Council can manage and operate the aerodrome with directly employed Council staff or with contract staff. The number of roles and responsibilities that can be contracted out can vary significantly from single staff member or specialist services to whole aerodrome management teams. As the level of contracting increases, Council control will tend to reduce unless it imposes and enforces detailed level of service KPIs on the contractor/s. The cost of monitoring

contract KPIs is a cost borne by the Council. The Colac Aerodrome is currently managed and maintained by volunteer staff associated with the aero club / Committee of Management.

Examples of the different Council ownership models in place are described below

#### **Contracting of services**

East Gippsland Shire in eastern Victoria has contracted out a range of reporting officer duties at Bairnsdale Airport, including bird control, serviceability inspections, grass cutting, and identifying and monitoring maintenance works.

#### **Contracting of management**

Longreach Shire (which retains ownership through a Deed of Trust) has contracted the management of the Longreach Airport to Queensland Airports Limited (QAL). As a consequence QAL has the carriage to develop infrastructure in accordance with the approved master plan. The financial arrangements between Council and QAL are not known. The advantages of this arrangement is that it potentially reduces Council commercial risk by utilising QAL's greater industry knowledge to provide a core of appropriately skilled aerodrome operational staff, finance development works and improve airport marketing by integrating the airport within the larger QAL network of airports.

Cessnock City Council has contracted out the management of the Cessnock Airport to a company which operates parachuting and flying training schools.

#### **Corporatized business**

Gladstone Airport, although located within the Gladstone council area, was owned jointly by the Gladstone and Calliope Councils and was managed through a board with members drawn from both Councils. With the recent merging of the two Councils the airport was incorporated into a greater Council business unit. More recently (July 2011), the Gladstone Regional Council determined that the airport was a significant business activity which warranted the re-establishment of a corporate entity business model.

### **12.2.2 Fully privately owned**

The sale of Council aerodromes to private entities is not a common practice as often these aerodromes have an intrinsic social rather than a commercial value. For commercially viable aerodromes Council's often wish to retain full ownership as they provide a valuable source of revenue to the Council. Recently Goulburn Council tried unsuccessfully to sell its aerodrome to private interests.

### **12.2.3 Joint Council / privately owned**

The joint Council / private ownership model is not a common option with few examples in Australia. One is Wynyard Airport which Burnie Council purchased in partnership with a group of private investors from the Tasmanian Government in 2002. The Council owns 51% of the airport. The Airport runs as a separate business managed by a board of directors nominated by the shareholders. This model reduced the commercial risk to the Council by reducing the cost of the purchase as well as the direct costs associated with developing and operating the airport. An added benefit was that the private shareholders could increase opportunities to obtain funding for the airport's future development.

There is an option for Council to allow private development for aviation purposes on land adjoining the aerodrome. This situation currently exists in Moree where crop dusting businesses occupy private land and use the aerodrome's runways and taxiways.



#### 12.2.4 Summary

A summary of the key advantages and disadvantages of the ownership and management models discussed above are provided in Table 24 below.

**Table 24 Aerodrome ownership and management models**

| Model                                            | Advantages                                                                                                     | Disadvantages                                                                     |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Fully Council owned                              |                                                                                                                |                                                                                   |
| Council operated                                 | Retains full control                                                                                           | Carries full commercial risk<br>Difficulty in maintaining suitable staff resource |
| Contracting key roles                            | Retains full control<br>Reduces operating costs                                                                | Reduces commercial risk<br>Requires development of contract KPIs                  |
| Contracting aerodrome management                 | Increases ability to maintain suitable staff resource<br>Reduces commercial risk                               | Reduces direct control<br>Requires development of contract KPIs                   |
| Contracting aerodrome management and development | No commercial risk<br>Increases ability to maintain suitable staff resource<br>Provides new sources of funding | Minimizes direct control<br>Requires development of contract KPIs                 |
| Fully privately owned                            |                                                                                                                |                                                                                   |
|                                                  | No commercial risk                                                                                             | No control                                                                        |
| Joint Council / privately owned                  |                                                                                                                |                                                                                   |
|                                                  | Minimizes commercial risk<br>Provides new sources of funding                                                   | Reduces direct control                                                            |



## **Appendices**

## **Appendix A** - Acronyms and Glossary

## Acronyms and Glossary

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AEO</b>                 | Aiport Environs Overlay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ALA</b>                 | Authorised Landing Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ANEF</b>                | Australian Noise Exposure Forecast - The ANEF contour numbers are not related to any value of the single event noise parameters and cannot be directly measured. The ANEF is produced using the USA's Federal Aviation Administration's Integrated Noise Model which calculates the future noise exposure over a 24 hour period based on the averaged aircraft movements over the annual operational period of the aerodrome, i.e. the total number of aircraft movements divided by the number of operational days in a year. |
| <b>AOC</b>                 | Air Operator's Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Airspace Class G</b>    | Uncontrolled Airspace                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>AMSL</b>                | Above Mean Sea Level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ARC</b>                 | Aerodrome Reference Code - A code used to specify the standards for individual aerodrome facilities which are suitable for use by aeroplanes within a range of performances and sizes. The code is composed of two elements: the first is a number (from 1 to 4) related to the aeroplane reference field length and the second is a letter (from A to F) related to the aeroplane wingspan and outer main gear wheel span                                                                                                     |
| <b>ARFL</b>                | Aircraft Reference Field length – The minimum field length required for take-off at maximum certificated take-off mass, <i>sea level, standard atmospheric conditions, still air and zero runway slope</i> , as shown in the appropriate aeroplane flight manual prescribed by the certificating authority or equivalent data from the aeroplane manufacturer. Field length means balanced field length for aeroplanes, if applicable, or take-off distance in other cases                                                     |
| <b>ART</b>                 | Airport Reference Temperature - the mean of the daily maximum temperatures for the hottest month of a year                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>ATC</b>                 | Air Traffic Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Basic HLS</b>           | A place that may be used as an aerodrome for infrequent, opportunity and short term basis for all types of operations, other than RPT, by day under helicopter VMC                                                                                                                                                                                                                                                                                                                                                             |
| <b>BMO</b>                 | Bushfire Management Overlay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>BOM</b>                 | Bureau of Meteorology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>CAAP</b>                | Civil Aviation Advisory Publication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>CASA</b>                | Civil Aviation Safety Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>CASR</b>                | Civil Aviation Safety Regulations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>COM</b>                 | Committee of Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Certified Aerodrome</b> | Intended to accommodate aeroplanes with more than 30 passenger seats conducting air transport operations                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CTAF</b>                | Common Traffic Advisory Frequency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>COSC</b>                | Colac Otway Shire Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DEPI</b>                | Department of Environment and Primary Industries                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>FATO</b>                | Final Approach And Take Off Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>FMP</b>                 | Facilities Master Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Ft</b>                  | feet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>FZ</b>                  | Farming Zone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>GA</b>                  | General Aviation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                              |                                                                                                                                                                     |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GHD</b>                   | GHD Pty Ltd                                                                                                                                                         |
| <b>Ha</b>                    | Hectares                                                                                                                                                            |
| <b>HLS</b>                   | Helicopter Landing Site - a place that may be used as an aerodrome for the purposes of landing or taking off of helicopters                                         |
| <b>HO</b>                    | Heritage Overlay                                                                                                                                                    |
| <b>ICAO</b>                  | International Civil Aviation Organisation                                                                                                                           |
| <b>IFR</b>                   | Instrument Flight Rules                                                                                                                                             |
| <b>ISA</b>                   | International Standard Atmosphere                                                                                                                                   |
| <b>kg</b>                    | kilograms                                                                                                                                                           |
| <b>km</b>                    | kilometres                                                                                                                                                          |
| <b>kt</b>                    | knots                                                                                                                                                               |
| <b>m</b>                     | metres                                                                                                                                                              |
| <b>m<sup>2</sup></b>         | square metres                                                                                                                                                       |
| <b>m<sup>3</sup></b>         | cubic metres                                                                                                                                                        |
| <b>Mhz</b>                   | Megahertz                                                                                                                                                           |
| <b>MOS139</b>                | CASA Manual of Standards Part 139                                                                                                                                   |
| <b>MTOW</b>                  | Maximum Take-off Weight                                                                                                                                             |
| <b>nm</b>                    | nautical miles                                                                                                                                                      |
| <b>Non-instrument runway</b> | a runway intended for the operation of aircraft using visual approach procedures                                                                                    |
| <b>NOTAM</b>                 | Notice to Airmen                                                                                                                                                    |
| <b>OLS</b>                   | Obstacle Limitation Surfaces - a series of surfaces that set the height limits of objects around an aerodrome                                                       |
| <b>PAL</b>                   | Pilot Activated Lighting system                                                                                                                                     |
| <b>PUZ</b>                   | Public Use Zone                                                                                                                                                     |
| <b>Registered aerodrome</b>  | Aerodrome information published in ERSA, and changes to aerodrome information or conditions affecting aircraft operations can be notified through the NOTAM system. |
| <b>RPT</b>                   | Regular Passenger Transport                                                                                                                                         |
| <b>Standard HLS</b>          | A place that may be used as an aerodrome for helicopter operations by day or night                                                                                  |
| <b>VAA</b>                   | Victorian Air Ambulance                                                                                                                                             |
| <b>VFR</b>                   | Visual Flight Rules                                                                                                                                                 |
| <b>WDI</b>                   | Wind Direction Indicator                                                                                                                                            |

## **Appendix B** — Runway usability



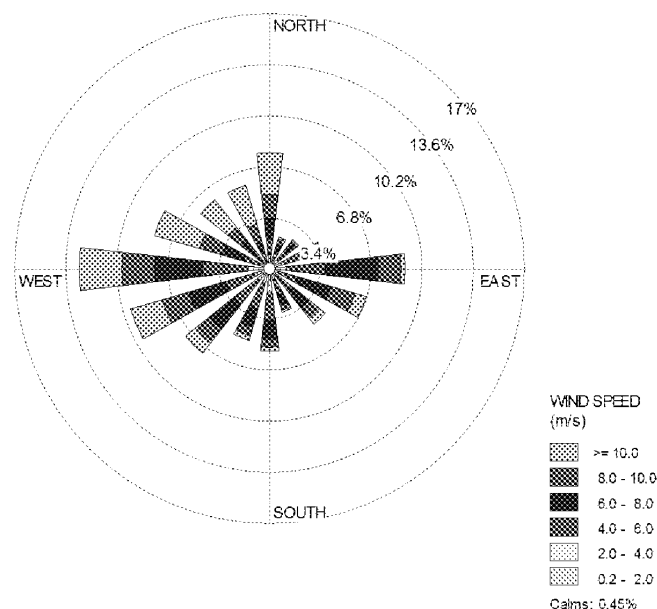
## Runway Usability

### Data source and details

Meteorological data was obtained from the nearest Bureau of Meteorology (BoM) Automatic Weather Station (AWS) at Mount Gellibrand, Victoria, Station Number 0090035 (Latitude 38.2333°S, Longitude 143.7925°E). The data contains hourly precipitation (mm), wind speed (knots) and wind direction (degrees true) data along with numerous other weather parameters. A total of 111,945 sets of data were obtained from the BoM AWS site, measured during the time period of 24<sup>th</sup> of July, 2000 until the 23<sup>rd</sup> of May 2013. This is the total record to date since the installation of the AWS.

A wind rose for the Colac Aerodrome is given in Figure 18.

Figure 18 - Wind Rose for BoM Weather Station 0090035 (Mt Gellibrand)



Sunset and sunrise times were also factored into the analysis to distinguish between day and night-time conditions. The median sunrise and sunset times were used for each month over the 13 year period from Geoscience Australia (Commonwealth of Australia, 2012).

The BoM AWS is located 11.8 kilometres north east of Colac Aerodrome. The station would have similar meteorological conditions to that of the aerodrome despite being at an elevation of 261 m above sea level compared with the aerodrome's 137 m above sea level.

### Methodology Used

Sunrise and sunset times were factored in to the meteorological data obtained from the BoM site and hourly precipitation was calculated to sort the data into the categories defined in Table 25.

**Table 25 Categories of aerodrome usability used in analysis**

| All Hours, All Conditions | Day, All Conditions | Night, All Conditions |
|---------------------------|---------------------|-----------------------|
| All hours; Dry            | Day; Dry            | Day; Wet              |
| All hours; Wet            | Day; Wet            | Night; Wet            |

For the purposes of this analysis, a runway is regarded as wet if any given wind measurement coincides with an upward increment in the measured rainfall data (BoM Automatic Weather Stations have a tipping bucket rain gauge which is reset to zero at 9:00am each day).

These data are then input to a runway usability worksheet. Normally, a correction factor is applied to the routine wind speed measurements, which are recorded at a standard height of 10 metres, to make them representative at an 'operational height' of 15.24 metres. This is the height from which a landing field length is calculated. The correction is done by assuming a neutrally stable atmosphere (which is usual for conditions associated with winds of at least 10 knots) and a logarithmic profile in the wind speed with altitude. However, in this instance the aerodrome's location is on a plain which is lower than the elevated ground that has the AWS at Mt Gellibrand. The exposure for all azimuths at the AWS site is uninhibited and so the speed-up correction to a height above the runway is not required in this instance.

Another correction is applied to the wind direction data. As direction is measured relative to 'True North', a site specific magnetic deviation of 11 degrees east was applied to correct the data to the magnetic azimuth, as used by the aviation industry. This is a standard step in the analysis.

The magnitude of the head/tail and crosswind components for all wind measurements can be calculated for each theoretical runway bearing in 10 degree increments to create 36 magnetic bearings. Each theoretical runway is then assessed for suitability by segmenting the data into those that meet conditions that allow for landing and/or take-off operations and those that do not. The binary analysis is based on two limitations:

- A tailwind limited to a velocity of 10 knots ; and
- The crosswind limitations for aircraft of varying size.

The critical crosswind conditions are assessed at 10, 13, and 15 knots for this purpose.

The combination of this analysis allows the usability of each runway bearing to be calculated, expressed as a percentage of all events from the time period examined. This is then used to produce charts that communicate the suitability at each runway orientation for each identified crosswind limitation for the conditions specified in Table 25.

These charts are found below:

- A1 shows the analysis when a single runway is used from one direction only.
- A2 shows the analysis when a single runway is used from both ends, (for example the existing main Colac Aerodrome Runway is 09/27 while the smaller cross-runway is 18/36; both are indicated).
- A3 shows the analysis when an extra runway is constructed at given alignments to the existing main runway 09/27 and both runways can be used from both ends.

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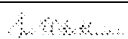
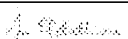
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**Colac Otway Shire  
Council**

**Apollo Bay**

**Commuter Footpath  
Strategy**

February 2014





## Apollo Bay Commuter Footpath Strategy

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## 1. Introduction

Footpaths play a vital role within communities. They provide a means of access within urban areas to facilities and services, and promote greater health and wellbeing. The need for footpaths is very dependent upon the traffic and physical conditions on any street, road or other location and the nature of the pedestrian demand at that location. Having a well connected footpath network across the community provides a benefit to residents and visitors alike.

The Apollo Bay Commuter Footpath Strategy (The Strategy) addresses the issues of providing convenient and safe access to facilities and services, to the widest possible range of pedestrians within the Apollo Bay community. The Strategy is aimed at defining service levels for the footpaths and identifying priority ratings. It does not attempt to address the issues around recreational paths. Recreational path service levels are defined in the Open Space Strategy.

This strategy should be read in conjunction with the recommendations of the –

- Colac Otway Public Open Space Strategy (2011); and
- Active Transport Strategy (2013)

### 1.1. Definitions

- Commuter Footpath - primarily used by pedestrians to travel to a chosen destination.
- Shared/Recreational paths – primarily used for recreational purposes and which may be used by other than pedestrians e.g. shared with cyclists.
- Pedestrians – any legal user of a footpath including people using mobility aids but generally excluding cyclists.

## 2. Objectives

To ensure that the urban areas of Apollo Bay promote walkability as an attractive alternative form of transport for all people, Colac Otway Shire has adopted the following key objectives for the development of Strategic Footpath Network.

- To allow different construction standards for footpaths within Apollo Bay as appropriate to the expected usage and requirements;
- To provide safe, convenient and universally accessible footpath for all users; and
- To promote and facilitate walkability as an attractive alternative to private vehicle use for the health and wellbeing of all users.

Footpaths shall be constructed at the time of development in accordance with the guidelines provided in the Infrastructure Design Manual.

Along all shop frontages within the Central Business District (CBD) and at local shopping centres (where the shops have direct access onto the footpath), generally



concrete footpath shall be provided extending from the property boundary to the back of the kerb and channel.

The above construction standard may also be warranted where pedestrian generators, such as retirement villages, significant bus stops and other generators, impact on footpath demand. The need to provide a logical and well connected footpath network may also affect the ultimate network shape.

## 2.1. Walkability

Clause 56 of the Victorian Planning Provisions requires planners to guide developments to ensure they create "liveable and sustainable communities". The objective is to create compact and walkable neighbourhoods and allow easy movement through and between neighbourhoods for all people.

Walkability is a term that is used to describe how attractive the footpath is for pedestrians to use. A Walkability Toolkit (2011) has been developed to assess the walkability of footpaths. The toolkit can be used to assess proposed footpaths to provide an indication of how attractive the footpath will be to those most likely to use it.

Consideration should be given to assessing all the Primary Footpaths to help ensure that Colac Otway Shire's most important pedestrian linkages are providing a safe and usable alternative form of transport.

## 3. Existing Footpath Network

The Apollo Bay urban area has a permanent population of approximately 1,000 people. Of this 11% are children attending school and 47% are over the age of 50 (2011 Census). People in these categories tend to use the footpath network as a method of regular transport for short journeys and to schools in the area. Apollo Bay has significant tourist visitation, which increases the population during the summer period to approximately 10,000.

### 3.1. Description

The existing footpath locations have been identified (shown on the plan attached – Appendix A). The plan shows the existing pathway network providing access between the centre of Apollo Bay and residential areas within the township.

The current Council asset database indicates that the Apollo Bay footpath network provide 11.3 kilometres of footpaths along street frontages.

Footpath condition is assessed annually and maintenance issues are addressed as prescribed in Council's Road Management Plan. The most recent assessment has found that 98% of the network is between excellent to average condition, 2% is in fair condition, and none of the network is assessed as being in poor condition. Where a



section of footpath does not meet service standards, it is considered for upgrading to the appropriate service level condition.

The main users of the footpath network include;

- school aged children with their parents,
- youths;
- families;
- mature and elderly people; and
- tourists and holiday makers.

These categories of users utilise the local streets and existing network to access schools, local sporting facilities, playgrounds, travel between community areas, health facilities, and between residential areas and business centres.

### 3.2. Issues

In 2002 Council developed the Apollo Bay Footpath Network Plan, which identified a hierarchical network of footpaths consisting of Primary network and Secondary network. Since the development of the plan Council has constructed footpath along one side of Cawood Street, Costin Street, Moore Street, Pengilley Avenue and McLachlan Street. Network sections identified within the plan that are yet to be completed include Montrose Avenue and Pascoe Street.

Even with the significant lengths of footpath constructed as part of the 2002 Apollo Bay Footpath Network Plan, the current footpath network has many gaps making pedestrian movement around the township difficult.

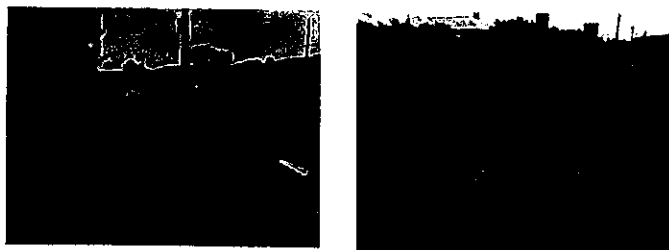
#### 3.2.1. Discontinuity

Due to the manner in which residential subdivision development has occurred in the last few years, there are some connectivity issues between the Apollo Bay CBD and the surrounding community nodes and other public areas.

The existing network is, in places, not fully continuous and lacks connectivity with;

- Main community facilities;
- Township precincts; and
- Areas with high volumes of pedestrian traffic.

This has left pedestrians with little alternative but to walk along the roads or alternatively on road verges and nature strips. The mix of pedestrians and vehicles utilising the same road space is not conducive to a safe road environment.



Two examples of lack of connection to the rest of the network

### 3.2.2. Difficulty of use by disabled users

There is a growing use of our footpaths by pedestrians of all abilities. This will continue with an ageing population, increased growth and a stronger disability support sector in Apollo Bay. Sight distances and mobility within the CBD and around the footpath network systems are two of the key issues that require universal solutions. Community members have expectations for footpath safety and usability and many parts of the existing network lack the elements which make footpath universally accessible.

#### 3.2.2.1. Tactile Ground Surface Indicators

Tactile Ground Surface Indicators (TGSIs), which assist the visually impaired to safely negotiate hazards, have only been installed in relatively recent years. Much of the older network lacks Tactiles. Tactiles should be installed at road crossings.



No TGSIs installed



Recent TGSi installation

#### 3.2.2.2. Pram Crossings

Pedestrians of all abilities, whether using aids or not, often find crossing roads difficult. The existing "pram crossings" at intersections often have a lip or are not square to the line of travel. A lack of mobility for some pedestrians for whatever reason can make negotiating these "pram crossings" very difficult and in some instances creates a barrier that cannot be overcome unless personal assistance is provided. Universally accessible "pram crossings" should be made as smooth as possible.





The lack of a "pram crossing" for some pedestrians can create a discontinuity in the footpath network. Where no "pram crossing" has been provided, particularly where there is barrier kerb and channel, it is often quite difficult for some pedestrians to proceed any further without using the road as a footpath. "Pram crossings" should be provided at road crossings.



Ups (bullnoses) at Kerb Ramps are difficult to negotiate with Mobility aids

### 3.2.2.3. Access from Disabled Parking Bays

At most of the disabled parking bays in Colac Otway Shire, the access between the parking area and the footpath is limited. Usually there is a standard 1.5m wide "pram crossing" provided somewhere within the vicinity of a disabled parking bay. However, with disabled users leaving the vehicle from the driver's door, one of the passenger doors, or the rear of the vehicle, frequently the single "pram crossing" is not conveniently placed and users have to negotiate the kerb to get onto the footpath. Larger "pram crossing" should be provided at disabled parking bays and installed in line with the relevant Australian Standard.



No ramp access from the disabled car park to the footpath

### 3.2.3. Street lighting

Well lit pathways are essential for safe pedestrian use of footpaths at night.

In the established parts of the urban residential area, street lighting has generally been provided at each road intersection, and in the case for long blocks, at mid

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points. In these areas, streetlights are generally spaced at 80 to 120m. It has not been established whether this meets the standards nominated in AS1158 Lighting for Roads and Public Spaces.

There are areas where street lighting is spaced more widely than the 80-120m spacing nominated above.

#### 3.2.4. Seating

There is a need to locate seating at specific gathering points (i.e. bus stop near a senior centre), near shops, near parks and at areas of interest that pedestrians may wish to stop and enjoy. Seating should be considered when developing primary footpath networks.

### 4. Proposed Footpath Network

It is proposed that the footpath network be categorised so that footpaths can be provided which are most appropriate for the expected use. It is appropriate that a minimum standard of footpath be provided at as many locations as possible. However, in locations where there is high use or special need, higher or alternative standards of footpaths may need to be provided. It is also important to consider the staging of a footpath network, which may take a number of years, to install it in a way that best supports community needs. In this way Council will, in time, be able to provide appropriate standards of footpaths within its available budget.

It is proposed that the footpath network be categorised into the following five (5) categories: Primary Commercial, Primary Non-Commercial, Secondary, Local and Minor footpaths. These footpaths provide for pedestrian traffic generally between residential areas and popular destinations such as shopping, recreation, sporting and other public facilities.

It should be noted that, while the footpath hierarchy shares similar name terminology as the road network, the road hierarchy is not necessarily reflected in the footpath hierarchy. It is likely that mismatches occur such as a secondary road having an access level footpath.

Shared paths are for recreational use (rather than commuter use) and are generally shared by pedestrians and cyclists. These are dealt with in the Colac Otway Public Open Space Strategy (2011). Presently the only shared path in Apollo Bay is the Coastal Path, running north to Skenes Creek. This path is under the control of the Otway Coast Committee.

#### 4.1. Primary Footpaths

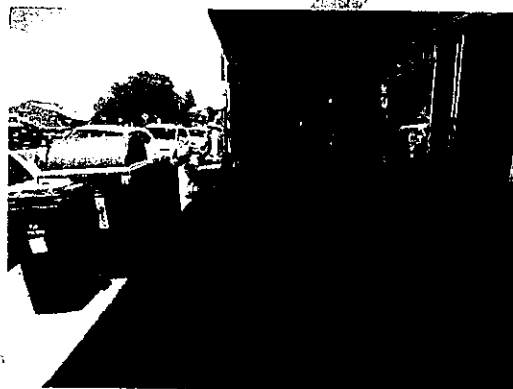
Primary footpaths are required in the main shopping areas, where the footpath is wide, generally extending from the property line to the back of the kerb. Such footpaths are categorised as "Primary: Commercial Areas", and provide the highest standard of path as shown in Appendix C.



Primary footpaths may also be required in non-commercial areas, to provide access to community facilities, medical facilities, sporting facilities, transport hubs, facilities used by visitors and for less centralised shopping establishments. These footpaths, although providing the highest standard of path, are not as wide as those provided in "commercial areas", and would have a width of at least 1.5m. Such footpaths are categorised as "Primary: Non-Commercial Areas", as shown in Appendix C.

The key objective of a Primary footpath is to provide connectivity between the different communities to the most popular destinations. Primary footpaths provide broad benefit to the wider community through high quality, safe, convenient and comfortable pedestrian access. The Primary footpaths aim to cater for disabled users and for night use.

Typically, Primary footpaths provide a connection between the secondary footpaths and the popular destinations. The Primary Footpath Network must offer very high standards of comfort and safety to encourage use by all pedestrians during day or night, and as such road crossing points deserve special consideration.



Primary Commercial footpath in Apollo Bay

Much of the Primary Network is established, but as shown in the mapping provided in Appendix A, clearly deficiencies exist. There are some possible network extensions (see Appendix B1) that Council could consider for inclusion in the capital works budget.

An inspection of the existing network has shown that there are a range of minor works which should be addressed in order to bring the network up to the proposed standards. These works consist of the installation of tactiles, additional lighting and improvements to tram crossings. It is recommended that these issues, being of a higher priority, should be addressed as soon as practicable within budgetary constraints.

The establishment of the Primary Footpath Network to the recommended standard is generally viewed as having a higher priority, as it provides for a main network throughout the Apollo Bay township.



#### 4.2. Secondary Footpaths

Secondary footpaths typically provide a connection between Primary Networks and Local footpaths. These should be constructed to a high standard and satisfy the various parameters as identified in Appendix C.

The existing concrete footpath network generally meets the proposed standard. However, there may be some instances where this is not the case and some work may be needed to improve existing footpaths.

The completion of the Secondary Footpath Network to the recommended standard is generally viewed as being of medium priority.



Secondary footpath example, Apollo Bay

#### 4.3. Local Footpaths

Local footpaths provide linkages between property frontages in residential areas (defined as the Planning Zone - Residential 1) to the Secondary and Primary Footpath Networks. For further detail of a Local Footpath Network please refer to Appendix C.

The existing concrete footpath network generally meets the proposed standard.

There are a number of residential areas where there is no constructed footpath link to the Primary footpaths. It is estimated that there is approximately 8019m (See Appendix B3) of footpaths to be constructed to extend the Local network, in order to achieve one footpath on one side of most roads.

The extension of the Local footpath network to the recommended standard is viewed as having a medium to low priority.



An example of Local footpath network, Apollo Bay

#### 4.4. Minor Footpaths

It is recognised that there are some footpaths that do not meet the above standards. There are some gravel paths and some unformed paths that exist. These are categorised to be "Minor footpaths", with construction standards as detailed in Appendix C. Where Council has maintained these paths in the past, Council will continue to maintain these paths at the existing standard.

The improvement of Minor footpaths to Local standard is viewed as having a low priority. Generally, Council will not undertake improvements to Minor footpaths unless a specific need has been demonstrated, usually by adjoining landowners.

#### 4.5. Shared Paths

There is one Shared Path within the Apollo Bay township along the foreshore, which is under the control of the Otway Coast Committee. Shared Paths are pathways that have been provided for recreational purposes and have been constructed to an appropriate standard for use by both pedestrians and cyclists. Shared Paths do not form part of this strategy other than to be included as a likely destination. Shared Paths will be dealt with within the Colac Otway Public Open Space Strategy.

In relation to this Strategy, Shared Paths should be considered as a destination and therefore the commuter footpath network should provide high quality access to the Shared Path Network.

Shared Paths are usually only constructed as a result of recommendations of a recreational strategy or a specific need that has been identified.

#### 4.6. Footpath Classification Definition

A section of footpath which does or ought to fit into a certain classification should be constructed in accordance with the Hierarchy Standards table as shown in Appendix C.



#### 4.7. Proposed Standards

A revised set of standards has been developed to address the varying requirements of the different types of footpaths. These standards are detailed in Appendix C.

Parts of the existing network do not meet the proposed standards. Certain aspects of these areas have been allocated a higher priority within the works program. The proposed works program shows the works required to bring the existing network up to the proposed standards including realistic timing and funding for those works.

Where new installations are planned, it is proposed that these be constructed to the proposed standard.

The table below summarises the construction standards to apply to different categories of the footpath network. This table is repeated and extended and provided as Appendix C.

##### Footpath Hierarchy Standards, Condensed Version

(Refer to Appendix C for the full version)

| Hierarchy                     | To be provided where the footpath is used for                                                                                          | Width                                             | One or Both Sides of Road                                           | Lighting                                                                                       | Pedestrian Crossings                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Primary: Commercial Areas     | Primary access to the main shopping areas                                                                                              | Allow concrete from property line to Back of Kerb | Provided in front of commercial premises within a shopping precinct | Lighting to AS – 1158                                                                          | Consideration given at all road crossing points |
| Primary: Non-Commercial Areas | Primary access to community facilities, shopping, major sports facilities<br>Areas of high pedestrian use and/or mobility impaired use | As per GTEP Part 13<br>Minimum width – 1.5m       | Generally footpath provided on both sides of the street             | Lighting to AS – 1158                                                                          | Consideration given at all road crossing points |
| Secondary                     | General public pedestrian access between residences, the Access footpath network and the Link network                                  | 1.5m                                              | Generally footpath provided on both sides of the street             | Street lighting provided at maximum 150m spacing (typically mid block lighting on long blocks) | Generally not provided                          |
| Local                         | Local residential access only                                                                                                          | 1.5m                                              | Generally footpath provided on both sides of the street             | Street lighting provided at maximum 150m spacing (typically mid block lighting on long blocks) | Not provided                                    |
| Minor                         | Local residential access only or low use paths to public facilities                                                                    | Minimum width – 1.0m                              | Varies                                                              | Street lighting generally not provided                                                         | Not provided                                    |

GTEP – Guide to Traffic Engineering Practice – AUSTRROADS - Part 13 – Pedestrians.

Generally, all footpath types will be constructed in concrete or have a bituminous sealed surface, should provide smooth gutter crossings for mobility scooters, and





should include tactile tiles (TGSIs) to aid the visually impaired. Funding arrangements will differ for the different categories.

Appendices B1, B2 and B3 provide summaries of the network extensions (where sections of footpath are missing), while Appendix B4 proposes a prioritised order of works in the Works Program.

#### 4.7.1. Construction Standards

The general construction standards that apply to all concrete footpaths are detailed in the Infrastructure Design Manual (IDM) and the associated Standard Drawings. The standards proposed in this Strategy shall not be used to reduce or diminish the footpath construction standards defined in the IDM.

Longitudinal grades on footpaths are of concern in that, ideally, footpath grades should be restricted to the standards described in AS 1428 – Design for Access and Mobility. In practice however, it is common for road grades to be well in excess of the maximum grade of 1 in 14 as defined in AS1428 for walkways. The Infrastructure Design Manual recommends a preferred maximum road grade of 10% and allows an absolute maximum grade of 20%. In effect, these grades become the default standards for footpaths. While these gradients are well outside the standard of AS1428, it is, at times, practically impossible to achieve those standards.

### 5. Funding Mechanisms

The cost of providing the footpath network can be met from a variety of sources.

Council funding will generally be the only funding available for upgrading any of the existing networks. However, in addition to Council funds, new footpaths might be funded through Special Charge Schemes, included in the construction of new subdivisions or through external funding such as that available from either State or Federal Governments.

Any new development should consider the expected level of pedestrian access. The new development should include any required extension of the existing footpath network (at a standard consistent with the expected pedestrian use) as part of the works required for that development.

#### 5.1. Primary Footpaths

Extensions and upgrades of the existing Primary Footpath Network shall be constructed within the context of Council's capital works program. Funding of network extensions will be on a shared basis between Council and the abutting property owners. An assessment of the benefit to the general community will be made to ascertain Council's share of the funding.

The range of works defined in Appendix B1 has been estimated to cost \$277,350. This should be wholly funded directly by Council and be undertaken as a matter of high priority. It is recommended that a provision of \$27,000 to \$30,000 annually be made to address these works over the next 10 year period.



Where a new public facility is to be constructed, extending the existing Primary Footpath Network to the facility should be considered as part of the works and be funded as part of the cost of those works.

## 5.2. Secondary footpaths

Any extension of the existing Secondary Footpath Network, to service existing residential areas, will usually be constructed by way of a Special Charge Scheme where benefitting ratepayers make a financial contribution to the works.

The cost of this construction has been estimated at \$321,900 (Appendix B2). It is proposed that these works:-

- Generally be funded using Special Charge Schemes; and
- Council provides funding on the basis of the assessed community benefit.

Where new subdivisions are being constructed, footpaths shall be provided, throughout the development, in accordance with the standards in Appendix C and as prescribed in Council's Infrastructure Design Manual.

## 5.3. Local footpaths

Similar to the funding of Secondary footpaths, extensions to the Local Footpath Network will generally be funded by way of Special Charge Schemes with Council's contribution being based on the assessed community benefit. Schemes will be developed based on community demand and Council's available budget.

The estimated cost of extending the Local Footpath Network to those well-developed residential areas that are currently without any footpath within the street has been estimated at \$1,375,375 (Appendix B3). It should be noted that this cost provides footpath on one side of the street only – footpaths on both side will cost double this.

Where new subdivisions are being constructed, footpaths shall be provided, throughout the development, in accordance with the standards in Appendix C and as prescribed in Council's Infrastructure Design Manual.

## 5.4. Minor footpaths

Minor footpaths shall not be constructed by Council. Where they currently exist and have been maintained by Council in the past, Council will continue to maintain Minor paths to a minimum standard.

## 5.5. Shared Paths

Shared Paths will usually be constructed within the context of Council capital works program. In general, however, external funding (e.g. from State or Federal Government) will be sourced to supplement Council funding.



## 6. Works Program

The program of works required to improve the existing footpath network to the proposed standards should be undertaken within Council's budgetary constraints. Works suggested for the Primary footpath network are proposed to be undertaken over a period of 10 years. On this basis an average annual expenditure of \$28,000 to \$30,000 will be required in order for the sections of Primary footpath identified in Appendix B1, with an estimated overall value of \$277,350, to be constructed within this time frame.

Typically the construction of the Secondary footpath network is funded through a shared arrangement involving Council and abutting owners. The percentage of the project funded by Council can vary, depending on the community benefit deemed to be provided by the project. For projects providing a large community benefit the funding percentage provided by Council might reach 75% or 80%. Projects in the Secondary footpath network are less likely to provide a large community benefit than say a project within the Primary network. For this reason, the basis of funding nominated in the below table has been taken as being 50% of the total network extension costs to be provided by Council, spread over 10 years.

The Local footpath network, although maintained by Council once it exists, is usually created wholly by funding provided by abutting owners, through a special charge scheme.

**Table of Expected Costs for Council:**

| New Footpath                 | New & Up-Grade     | Basis of Funding                                       | Per Year Cost to Council |
|------------------------------|--------------------|--------------------------------------------------------|--------------------------|
|                              | \$ Cost            |                                                        | \$ Cost                  |
| Primary Network Extension    | \$277,350          | Amortized over 10 yrs                                  | \$27,735                 |
| Secondary Network Extensions | \$321,900          | Say 50%, over 10 yrs, shared cost with abutting owners | \$16,095                 |
| Local Network                | \$1,375,375        | Not usually funded by Council                          | \$ nil                   |
| <b>Sub Total</b>             | <b>\$1,974,625</b> |                                                        | <b>\$43,830</b>          |

Extension of the Secondary footpath network to areas of residential areas without concrete footpaths is expected to proceed based on requests from property owners.

### 6.1. Prioritisation of Works

The value of the proposed works is well in excess of the likely available budget and therefore any proposed works need to be prioritised. The proposed works are prioritised by a weighted criteria that considers hierarchical level, current functionality, expected levels of usage and safety issues. For details of the criteria, please refer to Appendix D.

For the purpose of the Strategy, Council has taken the liberty of assessing the identified works against the priority criteria to provide an indication of the likely



prioritisation. It is important to note that this is not a comprehensive assessment and is likely to change as more detailed assessments are completed.

For the generated priority list please refer to Appendix B4.

## 7. Footpath Renewal and Maintenance

Renewal and maintenance includes all the work required to ensure the ongoing performance of the footpaths to the service levels required.

Renewal and maintenance of the whole of the footpath network will be managed and funded by Council. It is unlikely that Council will be able to source external funding for renewal and maintenance.

Where renewal of footpaths is required, the renewal should include any works required to provide the appropriate footpath to the standards shown in Appendix C.

Table of Costs:

| Renewal of Existing Footpath (Council Wide) |                     |
|---------------------------------------------|---------------------|
| Exist Length (m)                            | 132                 |
| Exist Width (m)                             | 1.5                 |
| Exist Area (Sq m)                           | 198,000             |
| Replacement cost per sq m                   | \$100               |
| Average lifecycle - Years                   | 50                  |
| <b>Total Replacement Cost</b>               | <b>\$19,800,000</b> |
| <b>Renewal \$/Year</b>                      | <b>\$396,000</b>    |

### 7.1. Footpath Renewal

Renewal is generally regarded as the replacement of larger sections of footpath that have reached the end of their useful life. Typically, footpath due for renewal is characterised by multiple previous repair works, excessive loss of the concrete surface, undulating surface of the footpath (e.g. from multiple root intrusions) and the like.

The table in Section 7 above shows the calculated replacement cost of the present footpath network at \$19.8 mil. (in present day dollars). Assuming a useful lifecycle (design life) of 50 years, in simple terms means that 1/50<sup>th</sup> of the network needs to be replaced each year. Performing the arithmetic then reveals that a figure of \$396,000 (in present day dollars) will require to be allocated year on year in order to achieve this end.



## 7.2. Footpath Maintenance

Footpath maintenance is generally regarded as the smaller works required ensuring that the footpaths continue to meet the minimum safety standards. Typically, maintenance work is removal of trip hazards (caused by severe cracking, differential settlement of adjoining slabs, subsidence or tree root intrusion) or vegetation management (such as weed removal or trimming back of trees and shrubs).

Footpath maintenance works are identified through routine inspections of the network. Faults found in footpaths are assessed according to intervention levels, in line with Council's Road Management Plan. Presently Council's footpath maintenance budget allows for identified maintenance needs to be adequately addressed within current intervention levels. If changes to service levels or intervention levels were adopted, the budget allocation for these works would also need to be reviewed.

## 8. Budget Summary

Works proposed for footpaths fall into various categories, as shown in Appendices B1 to B3, and a prioritised works list is provided in Appendix B4.

Council's current annual budget for footpath construction, up-grading and renewal amounts to:-

|                                |                  |
|--------------------------------|------------------|
| • New and Up-grade, Shire wide | \$ 0             |
| • Renewal                      | <u>\$396,000</u> |
| <b>TOTAL</b>                   | <b>\$396,000</b> |

The required annual budget for footpath construction, up-grading and renewal consists of the following:-

|                                 |                  |
|---------------------------------|------------------|
| • New and up-grade, Apollo Bay  | \$ 43,830        |
| • New and up-grade, other towns | \$210,000        |
| • Renewal                       | <u>\$396,000</u> |
| <b>TOTAL</b>                    | <b>\$649,830</b> |

The shortfall in the existing budget compared to the proposed budget is:-

|                    |                            |                   |
|--------------------|----------------------------|-------------------|
| • New and Up-grade | \$43,830 + \$210,000 - \$0 | = \$ 253,830      |
| • Renewal          | \$396,000 - \$396,000      | = \$ 0            |
| <b>TOTAL</b>       |                            | <b>\$ 253,830</b> |

\* Note: calculations above do not include the budget required for Maintenance.



## 9. Recommendations

To facilitate the implementation of the proposed footpath network, as described in this plan for Apollo Bay, it is recommended that -

1. Council adopts the Apollo Bay Commuter Footpath Strategy.
2. Council adopts the standards shown the Hierarchy Standard.
3. Council refers the works shown in the Works Program (Appendix B4) to its long term Capital Works program, for prioritisation and funding.
4. Council provides funding for New and Up-Grade footpath works to the value of \$43,830, enabling construction to the Primary footpath network (as shown in Appendix B1) to be completed over a 10 year period.
5. Council make provision for extension of the Secondary and Local footpath networks through Special Charge Schemes.
6. Council maintains the Renewal expenditure on footpaths at \$396,000 annually.
7. Council reviews the intervention standards for footpath trip hazards.
8. Council maintains its commitment to current maintenance expenditure.

## 10. Appendices

- 10.1. Appendix A - Plans
- 10.2. Appendix B - Cost Estimates and Works Program
- 10.3. Appendix C - Proposed Standards
- 10.4. Appendix D - Criteria Definition

## 11. References

An Australian vision for active transport, alga, 2011  
Blueprint for an active Australia, Heart Foundation, 2009  
A Walkability Toolkit (2011).  
AS 1428 – Design for Access and Mobility  
Colac Otway Public Open Space Strategy (2011).  
Infrastructure Design Manual (2011).





# Appendix A

## Plans

Appendix A





# **Appendix B**

## **Cost Estimates & Works Plan**

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| Street           | Footpath Side | Start              | Finish           | Length (m) | Driveways | Pram Ramps | Amount      |
|------------------|---------------|--------------------|------------------|------------|-----------|------------|-------------|
| Pascoe Street    | East          | Hardy Street - 56m | Thomson Street   | 194        | 4         | 2          | \$31,550.00 |
| Martin Street    | South         | McLachlan Street   | Pascoe Street    | 240        | 12        | 3          | \$40,350.00 |
| Whelan Street    | North         | McLachlan Street   | Pascoe Street    | 245        | 9         | 3          | \$40,762.50 |
| Pengilley Avenue | South         | Gallipoli Parade   | McLachlan Street | 187        | 5         | 3          | \$31,612.50 |
| Pengilley Avenue | South         | Costin Street      | Gallipoli Parade | 205        | 9         | 2          | \$33,762.50 |
| Pascoe Street    | West          | Montrose Avenue    | Whelan Street    | 84         | 2         | 3          | \$15,825.00 |
| Pascoe Street    | West          | Moore Street       | Montrose Avenue  | 156        | 4         | 2          | \$25,850.00 |
| Pascoe Street    | West          | Whelan Street      | Martin Street    | 94         | 5         | 4          | \$18,662.50 |
| Martin Street    | North         | McLachlan Street   | Pascoe Street    | 230        | 13        | 3          | \$38,962.50 |
|                  |               |                    |                  |            |           |            |             |
|                  |               |                    |                  |            |           |            |             |
|                  |               |                    |                  |            |           |            |             |
|                  |               |                    |                  |            |           |            |             |
|                  |               |                    |                  | 1635       |           |            |             |
|                  |               |                    |                  |            |           |            |             |



**Apollo Bay**  
**Proposed Secondary Network**

**Appendix B2**

| Street            | Footpath Side | Start             | Finish                 | Length (m) | Driveways | Pram Ramps | Amount              |
|-------------------|---------------|-------------------|------------------------|------------|-----------|------------|---------------------|
| Pascoe Street     | East          | Thomson Street    | Murray Street          | 150        | 7         | 4          | \$27,287.50         |
| Pascoe Street     | West          | Nelson Street     | Moore Street           | 201        | 6         | 2          | \$32,825.00         |
| Pascoe Street     | West          | Martin Street     | Thomson Street         | 147        | 7         | 4          | \$26,837.50         |
| Pascoe Street     | West          | Thomson Street    | Murray Street          | 153        | 6         | 4          | \$27,625.00         |
| Murray Street     | North         | Pascoe Street     | McLachlan Street - 90m | 130        | 6         | 0          | \$20,175.00         |
| Murray Street     | South         | Pascoe Street     | McLachlan Street - 90m | 115        | 4         | 2          | \$19,700.00         |
| Nelson Street     | South         | Cartwright Street | Sylvester Street       | 123        | 5         | 2          | \$21,012.50         |
| Nelson Street     | South         | Cartwright Street | Diana Street           | 215        | 10        | 2          | \$35,375.00         |
| Nelson Street     | South         | Diana Street      | McLachlan Street       | 223        | 9         | 3          | \$37,462.50         |
| Cartwright Street | West          | Noel Street       | Nelson Street          | 90         | 3         | 3          | \$16,837.50         |
| Cartwright Street | West          | Gambler Street    | Noel Street            | 118        | 4         | 2          | \$20,150.00         |
| Gambler Street    | North         | Cartwright Street | Sylvester Street       | 224        | 9         | 2          | \$36,612.50         |
|                   |               |                   |                        |            |           |            |                     |
|                   |               |                   |                        |            |           |            |                     |
|                   |               |                   |                        | 1889       |           |            |                     |
| <b>TOTAL</b>      |               |                   |                        |            |           |            | <b>\$321,900.00</b> |



**Apollo Bay**  
**Proposed Local Network**

**Appendix B3**

| STREET           | SIDE  | START                  | FINISH           | LENGTH<br>(m) | DRIVEWAYS | PRAM<br>RAMPS | AMOUNT      |
|------------------|-------|------------------------|------------------|---------------|-----------|---------------|-------------|
| Nelson Street    | South | Sylvester Street - 80m | Trafalgar Street | 122           | 6         | 2             | \$20,975.00 |
| Nelson Street    | North | Golf Club              | Harbour          | 250           | 0         | 5             | \$42,500.00 |
| Seymour Crescent | North | McLachlan Street       | Barrard Street   | 270           | 10        | 3             | \$44,625.00 |
| Seymour Crescent | North | Barrard Street         | Hobson Street    | 50            | 1         | 2             | \$9,612.50  |
| Seymour Crescent | North | Hobson Street          | Costin Street    | 147           | 3         | 3             | \$25,387.50 |
| Costin Street    | East  | McLennan Street        | Montrose Avenue  | 90            | 3         | 3             | \$16,837.50 |
| Costin Street    | East  | Seymour Crescent       | McLennan Street  | 55            | 0         | 3             | \$11,250.00 |
| Montrose Avenue  | South | McLachlan Street       | Pascoe Street    | 283           | 16        | 3             | \$47,250.00 |
| Montrose Avenue  | South | Costin Street          | Oak Avenue       | 180           | 2         | 3             | \$30,225.00 |
| McLennan Street  | North | Hobson Street          | McLachlan Street | 253           | 13        | 4             | \$43,412.50 |
| McLennan Street  | North | Costin Street          | Hobson Street    | 153           | 7         | 4             | \$27,737.50 |
| Noel Street      | North | Cartwright Street      | Sylvester Street | 220           | 8         | 4             | \$37,900.00 |

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| Proposed Local Network |       |                  |                        |               |           |               | Appendix B3 |        |
|------------------------|-------|------------------|------------------------|---------------|-----------|---------------|-------------|--------|
| STREET                 | SIDE  | START            | FINISH                 | LENGTH<br>(m) | DRIVEWAYS | PRAM<br>RAMPS | AMOUNT      | AMOUNT |
| Noel Street            | North | Diana Street     | Cartwright Street      | 220           | 11        | 4             | \$38,237.50 |        |
| Noel Street            | North | McLachlan Street | Diana Street           | 217           | 9         | 4             | \$37,562.50 |        |
| Noel Street            | South | Sylvester Street | Trafalgar St - 70m     | 155           | 6         | 3             | \$26,925.00 |        |
| Diana Street           | East  | Gambier Street   | Noel Street            | 118           | 2         | 2             | \$19,925.00 |        |
| Diana Street           | West  | Noel Street      | Nelson Street          | 120           | 4         | 2             | \$20,450.00 |        |
| Diana Street           | West  | Nelson Street    | Moore Street           | 174           | 7         | 3             | \$29,887.50 |        |
| Barrand Street         | South | McLachlan Street | Seymour Crescent       | 212           | 7         | 2             | \$34,587.50 |        |
| Thomson Street         | North | Pascoe Street    | Collingwood Street     | 82            | 1         | 3             | \$15,412.50 |        |
| Thomson Street         | North | Jacks Place      | McLachlan Street       | 195           | 10        | 2             | \$32,375.00 |        |
| Thomson Street         | North | McLachlan Street | Pascoe Street          | 210           | 10        | 2             | \$34,625.00 |        |
| Murray Street          | North | Murray Square    | Evans Court            | 58            | 1         | 4             | \$12,812.50 |        |
| Murray Street          | North | Evans Court      | McLachlan Street       | 108           | 5         | 3             | \$19,762.50 |        |
| Murray Street          | North | McLachlan Street | McLachlan Street + 90m | 90            | 2         | 1             | \$14,725.00 |        |
| Murray Street          | North | Pascoe Street    | Collingwood Street     | 147           | 7         | 1             | \$23,837.50 |        |
| Casino Avenue          | East  | Cawood Street    | Joyce Street           | 380           | 19        | 2             | \$61,137.50 |        |

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| Proposed Local Network |       |                     |                        |  |  | LENGTH<br>(m) | DRIVEWAYS | STREET | Appendix B3 |             |
|------------------------|-------|---------------------|------------------------|--|--|---------------|-----------|--------|-------------|-------------|
| STREET                 | SIDE  | START               | FINISH                 |  |  |               |           |        | SIDE        |             |
| Casino Avenue          | East  | Joyce Street        | Milford Street         |  |  | 280           | 16        | 4      |             | \$47,800.00 |
| Casino Avenue          | East  | Milford Street      | Marriners Lookout Road |  |  | 187           | 10        | 4      |             | \$33,175.00 |
| Joyce Street           | South | Casino Avenue       | Great Ocean Road       |  |  | 80            | 1         | 2      |             | \$14,112.50 |
| Gambier Street         | North | Diana Street        | Cartwright Street      |  |  | 220           | 9         | 2      |             | \$36,012.50 |
| Gambier Street         | North | Sylvester Street    | Trafalgar St - 100m    |  |  | 110           | 7         | 1      |             | \$18,287.50 |
| Gambier Street         | North | Diana Street        | 95m west               |  |  | 95            | 2         | 2      |             | \$16,475.00 |
| Holzer Drive           | East  | Cawood Street       | Gum Court              |  |  | 100           | 2         | 4      |             | \$19,225.00 |
| Holzer Drive           | East  | Gum Court           | Wattle Court           |  |  | 78            | 2         | 4      |             | \$15,925.00 |
| Holzer Drive           | East  | Wattle Court        | Scenic Drive           |  |  | 83            | 3         | 3      |             | \$15,787.50 |
| Great Ocean Road       | West  | Cawood Street       | Joyce Street           |  |  | 352           | 16        | 4      |             | \$58,600.00 |
| Great Ocean Road       | West  | Joyce Street        | Milford Street         |  |  | 280           | 8         | 4      |             | \$46,900.00 |
| Great Ocean Road       | West  | Milford Street      | Marriners Lookout Road |  |  | 234           | 8         | 4      |             | \$40,000.00 |
| Marriners Lookout Road | South | Seaview Drive - 60m | Campbell Court         |  |  | 46            | 1         | 2      |             | \$9,012.50  |
| Marriners Lookout Road | South | Campbell Court      | Casino Avenue          |  |  | 88            | 1         | 4      |             | \$17,312.50 |
| Marriners Lookout Road | South | Casino Avenue       | Great Ocean Road       |  |  | 90            | 1         | 2      |             | \$15,612.50 |

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| Proposed Local Network |         |                  |                        | LENGTH<br>(m) | DRIVEWAYS | STREET | Appendix B3<br>SIDE |
|------------------------|---------|------------------|------------------------|---------------|-----------|--------|---------------------|
| STREET                 | SIDE    | START            | FINISH                 |               |           |        |                     |
| Milford Street         | South   | Casino Avenue    | Great Ocean Road       | 82            | 2         | 2      | \$14,525.00         |
| Murray Square          | Outside | Murray Street    | Murray Street          | 468           | 25        | 2      | \$75,012.50         |
| Ramsden Avenue         | South   | Gallipoli Parade | McLachlan Street - 88m | 103           | 4         | 2      | \$17,900.00         |
| Gallipoli Parade       | East    | Montrose Avenue  | Pengilley Avenue       | 125           | 4         | 2      | \$21,200.00         |
| Gallipoli Parade       | East    | Pengilley Avenue | Ramsden Avenue         | 80            | 2         | 2      | \$14,225.00         |
| Hobson Street          | East    | McLennan Street  | Montrose Avenue        | 98            | 2         | 2      | \$16,925.00         |
| Hobson Street          | East    | Seymour Crescent | McLennan Street        | 67            | 1         | 2      | \$12,162.50         |
| Trafalgar Street       | West    | Noel Street      | Nelson Street          | 114           | 1         | 2      | \$19,212.50         |
|                        |         |                  |                        |               |           |        |                     |
|                        |         |                  |                        |               |           |        |                     |
|                        |         |                  |                        |               |           |        |                     |
|                        |         |                  |                        | 8019          |           |        |                     |

TOTAL \$1,375,375.00



Apollo Bay Commuter Footpath Strategy  
Works Program

Appendix B4

| Priority | Primary Network  |                  | Secondary Network  |        | Local Network |        | Works                                                                         | Amount      |
|----------|------------------|------------------|--------------------|--------|---------------|--------|-------------------------------------------------------------------------------|-------------|
|          | Street           | Start            | Finish             | Street | Start         | Finish |                                                                               |             |
| 1        | Pascoe Street    | Hardy Street     | Thomson Street     |        |               |        | Primary footpath construction - east side - install 2 kerb ramps with TGS's   | \$31,550.00 |
| 2        | Martin Street    | McLachlan Street | Pascoe Street      |        |               |        | Primary footpath construction - south side - install 3 kerb ramps with TGS's  | \$40,350.00 |
| 3        | Pascoe Street    | Montrose Avenue  | Whelan Street      |        |               |        | Primary footpath construction - west side - install 3 kerb ramps with TGS's   | \$15,825.00 |
| 4        | Pascoe Street    | Whelan Street    | Martin Street      |        |               |        | Primary footpath construction - west side - install 4 kerb ramps with TGS's   | \$18,662.50 |
| 5        | Whelan Street    | McLachlan Street | Pascoe Street      |        |               |        | Primary footpath construction - north side - install 3 kerb ramps with TGS's  | \$40,762.50 |
| 6        | Pengilley Avenue | Gallipoli Parade | McLachlan Street   |        |               |        | Primary footpath construction - south side - install 3 kerb ramps with TGS's  | \$31,612.50 |
| 7        | Pascoe Street    | Moore Street     | Montrose Avenue    |        |               |        | Primary footpath construction - west side - install 2 kerb ramps with TGS's   | \$25,650.00 |
| 8        | Martin Street    | McLachlan Street | Pascoe Street      |        |               |        | Primary footpath construction - north side - install 3 kerb ramps with TGS's  | \$38,962.50 |
| 9        | Pengilley Avenue | Coslin Street    | Gallipoli Parade   |        |               |        | Primary footpath construction - south side - install 2 kerb ramps with TGS's  | \$33,762.50 |
| 10       | Pascoe Street    | Thomson Street   | Murray Street      |        |               |        | Secondary footpath construction - east side - install 4 kerb ramps with TGS's | \$27,287.50 |
| 11       | Murray Street    | Pascoe Street    | McLachlan St - 90m |        |               |        | Secondary footpath construction - north side - install 0 kerb ramps           | \$20,175.00 |

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| Works Program |                   |                   |                    | Works                                                                          | Amount      |
|---------------|-------------------|-------------------|--------------------|--------------------------------------------------------------------------------|-------------|
| Priority      | Street            | Start             | Finish             |                                                                                |             |
| 12            | Nelson Street     | Cartwright Street | Sylvester Street   | Secondary footpath construction - south side - install 2 kerb ramps with TGSIs | \$21,012.50 |
| 13            | Cartwright Street | Noel Street       | Nelson Street      | Secondary footpath construction - west side - install 3 kerb ramps with TGSIs  | \$16,837.50 |
| 14            | Nelson Street     | Cartwright Street | Diana Street       | Secondary footpath construction - south side - install 2 kerb ramps with TGSIs | \$35,375.00 |
| 15            | Nelson Street     | Diana Street      | McLachlan Street   | Secondary footpath construction - south side - install 3 kerb ramps with TGSIs | \$37,462.50 |
| 16            | Pascoe Street     | Martin Street     | Thomson Street     | Secondary footpath construction - west side - install 4 kerb ramps with TGSIs  | \$26,837.50 |
| 17            | Pascoe Street     | Nelson Street     | Moore Street       | Secondary footpath construction - west side - install 2 kerb ramps with TGSIs  | \$32,825.00 |
| 18            | Cartwright Street | Gambier Street    | Noel Street        | Secondary footpath construction - west side - install 2 kerb ramps with TGSIs  | \$20,150.00 |
| 19            | Gambier Street    | Cartwright Street | Sylvester Street   | Secondary footpath construction - north side - install 2 kerb ramps with TGSIs | \$36,612.50 |
| 20            | Pascoe Street     | Thomson Street    | Murray Street      | Secondary footpath construction - west side - install 4 kerb ramps with TGSIs  | \$27,625.00 |
| 21            | Murray Street     | Pascoe Street     | McLachlan St - 90m | Secondary footpath construction - south side - install 2 kerb ramps with TGSIs | \$19,700.00 |
| 22            | Montrose Avenue   | McLachlan Street  | Pascoe Street      | Local footpath construction - south side - install 3 kerb ramps with TGSIs     | \$47,250.00 |
| 23            | Thomson Street    | McLachlan Street  | Pascoe Street      | Local footpath construction - north side - install 2 kerb ramps with TGSIs     | \$34,625.00 |
| 24            | Thomson Street    | Pascoe Street     | Collingwood Street | Local footpath construction - north side - install 3 kerb ramps with TGSIs     | \$15,412.50 |
| 25            | Murray Street     | Pascoe Street     | Collingwood Street | Local footpath construction - north side - install 1 kerb ramp with TGSIs      | \$23,837.50 |

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| Works Program |                  |                   |                    | Priority                                                                   | Appendix B4 |
|---------------|------------------|-------------------|--------------------|----------------------------------------------------------------------------|-------------|
| Priority      | Street           | Start             | Finish             |                                                                            |             |
| 26            | Murray Street    | McLachlan Street  | McLachlan St + 90m | Local footpath construction - north side - install 1 kerb ramp with TGS's  | \$14,725.00 |
| 27            | Noel Street      | Cartwright Street | Sylvester Street   | Local footpath construction - north side - install 4 kerb ramps with TGS's | \$37,900.00 |
| 28            | Noel Street      | Diana Street      | Cartwright Street  | Local footpath construction - north side - install 4 kerb ramps with TGS's | \$38,237.50 |
| 29            | Gallipoli Parade | Montrose Avenue   | Pengilly Avenue    | Local footpath construction - east side - install 2 kerb ramps with TGS's  | \$21,200.00 |
| 30            | Ramsden Avenue   | Gallipoli Parade  | McLachlan St - 88m | Local footpath construction - south side - install 2 kerb ramps with TGS's | \$17,900.00 |
| 31            | Gallipoli Parade | Pengilly Avenue   | Ramsden Avenue     | Local footpath construction - east side - install 2 kerb ramps with TGS's  | \$14,225.00 |
| 32            | Great Ocean Road | Cawood Street     | Joyce Street       | Local footpath construction - west side - install 4 kerb ramps with TGS's  | \$58,600.00 |
| 33            | Murray Street    | Evans Court       | McLachlan Street   | Local footpath construction - north side - install 3 kerb ramps with TGS's | \$19,762.50 |
| 34            | Murray Street    | Murray Square     | Evans Court        | Local footpath construction - north side - install 4 kerb ramps with TGS's | \$12,812.50 |
| 35            | Costin Street    | McLennan Street   | Montrose Avenue    | Local footpath construction - east side - install 3 kerb ramps with TGS's  | \$16,837.50 |
| 36            | McLennan Street  | Hobson Street     | McLachlan Street   | Local footpath construction - north side - install 4 kerb ramps with TGS's | \$43,412.50 |
| 37            | Hobson Street    | McLennan Street   | Montrose Avenue    | Local footpath construction - east side - install 2 kerb ramps with TGS's  | \$16,925.00 |
| 38            | Hobson Street    | Seymour Crescent  | McLennan Street    | Local footpath construction - east side - install 2 kerb ramps with TGS's  | \$12,162.50 |
| 39            | Joyce Street     | Casino Avenue     | Great Ocean Road   | Local footpath construction - south side - install 2 kerb ramps with TGS's | \$14,112.50 |





| Works Program |                      |                        |                        | Priority                                                                   | Appendix B4 |
|---------------|----------------------|------------------------|------------------------|----------------------------------------------------------------------------|-------------|
| Priority      | Street               | Start                  | Finish                 |                                                                            |             |
| 40            | Great Ocean Road     | Joyce Street           | Milford Street         | Local footpath construction - west side - install 4 kerb ramps with TGS's  | \$46,900.00 |
| 41            | Holzer Drive         | Cawood Street          | Gum Court              | Local footpath construction - east side - install 4 kerb ramps with TGS's  | \$19,225.00 |
| 42            | Diana Street         | Nelson Street          | Moore Street           | Local footpath construction - west side - install 3 kerb ramps with TGS's  | \$29,887.50 |
| 43            | Nelson Street        | Sylvester Street - 80m | Trafalgar Street       | Local footpath construction - south side - install 2 kerb ramps with TGS's | \$20,975.00 |
| 44            | Noel Street          | Sylvester Street       | Trafalgar St - 70m     | Local footpath construction - south side - install 3 kerb ramps with TGS's | \$26,925.00 |
| 45            | Seymour Crescent     | McLachlan Street       | Barrand Street         | Local footpath construction - north side - install 3 kerb ramps with TGS's | \$44,625.00 |
| 46            | Seymour Crescent     | Barrand Street         | Hobson Street          | Local footpath construction - north side - install 2 kerb ramps with TGS's | \$9,612.50  |
| 47            | Murray Square        | Murray Street          | Murray Street          | Local footpath construction - outside - install 2 kerb ramps with TGS's    | \$75,012.50 |
| 48            | Thomson Street       | Jacks Place            | McLachlan Street       | Local footpath construction - north side - install 2 kerb ramps with TGS's | \$32,375.00 |
| 49            | Holzer Drive         | Gum Court              | Wattle Court           | Local footpath construction - east side - install 4 kerb ramps with TGS's  | \$15,925.00 |
| 50            | Great Ocean Road     | Milford Street         | Marriners Lookout Road | Local footpath construction - west side - install 4 kerb ramps with TGS's  | \$40,000.00 |
| 51            | Marriners Lookout Rd | Casino Avenue          | Great Ocean Road       | Local footpath construction - south side - install 2 kerb ramps with TGS's | \$15,612.50 |
| 52            | Gambier Street       | Sylvester Street       | Trafalgar St - 100m    | Local footpath construction - north side - install 1 kerb ramp with TGS's  | \$18,287.50 |
| 53            | Trafalgar Street     | Noel Street            | Nelson Street          | Local footpath construction - west side - install 2 kerb ramps with TGS's  | \$19,212.50 |

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| Works Program |                      |                     |                   | Priority                                                                   | Appendix B4 |
|---------------|----------------------|---------------------|-------------------|----------------------------------------------------------------------------|-------------|
| Priority      | Street               | Start               | Finish            |                                                                            |             |
| 54            | Diana Street         | Noel Street         | Nelson Street     | Local footpath construction - west side - install 2 kerb ramps with TGS's  | \$20,450.00 |
| 55            | Noel Street          | McLachlan Street    | Diana Street      | Local footpath construction - north side - install 4 kerb ramps with TGS's | \$37,562.50 |
| 56            | Gambier Street       | Diana Street        | Cartwright Street | Local footpath construction - north side - install 2 kerb ramps with TGS's | \$36,012.50 |
| 57            | Marriners Lookout Rd | Campbell Court      | Casino Avenue     | Local footpath construction - south side - install 4 kerb ramps with TGS's | \$17,312.50 |
| 58            | Marriners Lookout Rd | Seaview Drive - 60m | Campbell Court    | Local footpath construction - south side - install 2 kerb ramps with TGS's | \$9,012.50  |
| 59            | Seymour Crescent     | Hobson Street       | Costin Street     | Local footpath construction - north side - install 3 kerb ramps with TGS's | \$25,387.50 |
| 60            | Costin Street        | Seymour Crescent    | McLennan Street   | Local footpath construction - east side - install 3 kerb ramps with TGS's  | \$11,250.00 |
| 61            | Casino Avenue        | Cawood Street       | Joyce Street      | Local footpath construction - east side - install 2 kerb ramps with TGS's  | \$61,137.50 |
| 62            | Diana Street         | Gambier Street      | Noel Street       | Local footpath construction - east side - install 2 kerb ramps with TGS's  | \$19,925.00 |
| 63            | Gambier Street       | Diana Street        | 95m west          | Local footpath construction - north side - install 2 kerb ramps with TGS's | \$16,475.00 |
| 64            | Holzer Drive         | Wattle Court        | Scenic Drive      | Local footpath construction - east side - install 3 kerb ramps with TGS's  | \$15,787.50 |
| 65            | McLennan Street      | Costin Street       | Hobson Street     | Local footpath construction - north side - install 4 kerb ramps with TGS's | \$27,737.50 |
| 66            | Barrand Street       | McLachlan Street    | Seymour Crescent  | Local footpath construction - south side - install 2 kerb ramps with TGS's | \$34,587.50 |
| 67            | Nelson Street        | Yatch Club          | Harbour           | Local footpath construction - north side - install 5 kerb ramps with TGS's | \$42,500.00 |

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| Works Program |                 |                |                        | Appendix B4                                                                |
|---------------|-----------------|----------------|------------------------|----------------------------------------------------------------------------|
| Street        | Start           | Finish         | Priority               |                                                                            |
| 68            | Casino Avenue   | Milford Street | Marriners Lookout Road | Local footpath construction - east side - install 4 kerb ramps with TGS's  |
| 69            | Milford Street  | Casino Avenue  | Great Ocean Road       | Local footpath construction - south side - install 2 kerb ramps with TGS's |
| 70            | Casino Avenue   | Joyce Street   | Milford Street         | Local footpath construction - east side - install 4 kerb ramps with TGS's  |
| 71            | Montrose Avenue | Costin Street  | Oak Avenue             | Local footpath construction - south side - install 3 kerb ramps with TGS's |
|               |                 |                |                        | Start                                                                      |
|               |                 |                |                        | \$33,175.00                                                                |
|               |                 |                |                        | \$14,525.00                                                                |
|               |                 |                |                        | \$47,800.00                                                                |
|               |                 |                |                        | \$30,225.00                                                                |

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# Appendix C

## Hierarchy Standards



### APPENDIX C - Footpath Hierarchy Standards

| Hierarchy                        | To be provided where the footpath is used for                                                                                          | Construction Type (Note 3)                              | Width                                             | One or Both Sides of Road (Note 4)                                    | Lighting                                                                                       | Pram/Crossings (Note 2)                                         | Pedestrian Crossings (Note 1)                   | Tactiles                                                       | Funding                                                                                                     |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Primary:<br>Commercial Areas     | Primary access to the main shopping areas                                                                                              | Concrete<br>Or other approved equivalent sealed surface | Allow concrete from property line to Back of Kerb | Provided in front of commercial premises, within a shopping precinct. | Lighting to AS – 1158                                                                          | "Gopher friendly" pram crossings provided at all road crossings | Consideration given at all road crossing points | Install Tactiles to AS 1428.4 – 2009 at all road crossings     | Funding shared by Council and abutting property owners.<br>Council contribution based on community benefit. |
| Primary:<br>Non-Commercial Areas | Primary access to community facilities, shopping, major sports facilities<br>Areas of high pedestrian use and/or mobility impaired use | Concrete<br>Or other approved equivalent sealed surface | As per GTEP Part 13<br>Minimum width – 1.5m       | Generally footpath provided on both sides of the street               | Lighting to AS – 1158                                                                          | "Gopher friendly" pram crossings provided at all road crossings | Consideration given at all road crossing points | Install Tactiles to AS 1428.4 – 2009 at all road crossings     | Funding shared by Council and abutting property owners.<br>Council contribution based on community benefit. |
| Secondary                        | General public pedestrian access between residences, the Access footpath network and the Link network                                  | Concrete<br>Or other approved equivalent sealed surface | 1.5m                                              | Generally footpath provided on both sides of the street               | Street lighting provided at maximum 150m spacing (typically mid block lighting on long blocks) | "Gopher friendly" provided at all new road crossings            | Generally not provided                          | Install Tactiles to AS 1428.4 – 2009 at all new road crossings | Funding shared by Council and abutting property owners.<br>Council contribution based on community benefit. |
| Local                            | Local residential access only                                                                                                          | Concrete<br>Or other approved equivalent sealed surface | 1.5m                                              | Generally footpath provided on both sides of the street               | Street lighting provided at maximum 150m spacing (typically mid block lighting on long blocks) | "Gopher friendly" provided at all new road crossings            | Not provided                                    | Install Tactiles to AS 1428.4 – 2009 at all new road crossings | Usually wholly funded by abutting property owners                                                           |

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| Minor | Local residential access only or low use paths to public facilities | Unconstructed – gravel or other | Minimum width – 1.0m | Varies | Street lighting generally not provided | Not provided | Not provided | Maintained by Council to a minimum standard |
|-------|---------------------------------------------------------------------|---------------------------------|----------------------|--------|----------------------------------------|--------------|--------------|---------------------------------------------|
|-------|---------------------------------------------------------------------|---------------------------------|----------------------|--------|----------------------------------------|--------------|--------------|---------------------------------------------|

GTEP – Guide to Traffic Engineering Practice – Austroads – Part 13 – Pedestrians,  
Note 1 – “Pedestrian Crossings” includes pedestrian refuges, islands, zebra crossings, pedestrian light and the like. May be provided at road crossings as appropriate e.g.

- a) where AADT > 2000 VPD and/or
- b) Traffic lane width > 10m and/or
- c) high pedestrian count and/or
- d) high volume of mobility impaired pedestrian users

Note 2 – A “Gopher Friendly” crossing is where a footpath passes through the kerb and channels smoothly and evenly so as to be comfortable for users with mobility aids – i.e. where bollards are present, they should be removed.

Note 3 – Concrete footpaths are the preferred construction type. Other construction types may be considered where they are appropriately designed.

Note 4 – Footpaths are generally not provided where there are no abutting residential properties

Note 5 – All footpath construction shall be generally in accordance with the Infrastructure Design Manual and the Standard Drawings





# **Appendix D**

## **Criteria Definition**

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## 2 - Roads, Carparks Traffic (Improvement)

### Appendix D - Criteria Definition

Corporate Priority @ 50% Weighting

| Utilisation Type @ 10% Weighting                                                                                                                                                                                           | Score 5 - 1 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Asset Hierarchy based on function</b>                                                                                                                                                                                   |             |
| High Use Area - Footpath will be located in the vicinity of shopping precincts, aged care centres, senior citizen centres, schools, kindergartens, hospitals and/or other community facilities.                            | 5           |
| Shared Path - Track or path will provide for access for a range of recreational activities such as walking, bike riding or horse riding.                                                                                   | 4           |
| Standard Use Area - Footpath will provide pedestrian access in local residential streets.                                                                                                                                  | 3           |
| Low Use Area - These are seldom-used areas where there exist paths known by Council to be used by the public. Inspections on areas of this type are to identify specific defects. No additional maintenance is undertaken. | 1           |

| Strategic Relevance @ 25% Weighting                                                                                    | Score 5 - 1 |
|------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Link to Council Plan objectives and service delivery outcomes</b>                                                   |             |
| Corporate Planning with specific plan and/or supporting strategy or legal requirement.                                 | 5           |
| Approved by Council as a key requirement to delivering Council outcomes.                                               |             |
| Master Plan, Strategy, or an identified priority within Council Plan and requires more detailed planning               | 4           |
| Strategic importance known, and has been identified as a service delivery priority. Minimal or no planning undertaken. | 3           |
| Project of some strategic importance, but not identified as a priority. No Planning undertaken.                        | 2           |
| Not previously identified, not significant. Does not exist in any of the Councils current planning programs.           | 1           |

| Functional Suitability @ 10% Weighting                                                                                                                             | Score 5 - 1 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Effectiveness of the asset to meet current and future customer expectations and requirements</b>                                                                |             |
| Asset standards do not contribute to required levels of service and/or community outcomes                                                                          | 5           |
| Minimum levels of service provided by asset. Additional upgrades required to address functional suitability issues (e.g. compliance issues, increased demand, etc) | 3           |
| Present asset standards meet required levels of service                                                                                                            | 1           |

Community Outcome @ 10% Weighting

| Existing Traffic Count (Vehicles per day) @ 5% Weighting | Score 5 - 1 |
|----------------------------------------------------------|-------------|
| <b>Existing level of use of road</b>                     |             |
| Greater than 500                                         | 5           |
| 250 - 500                                                | 4           |
| 50 - 250                                                 | 3           |
| 25 - 50                                                  | 2           |
| 0 - 25                                                   | 1           |



## 2 - Roads, Carparks Traffic (Improvement)

| Existing level of usage of route by pedestrian traffic @ 5% Weighting                                                                                                                                                       |  | Score 5-1 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------|
| <b>Existing transport needs</b>                                                                                                                                                                                             |  |           |
| Route subject to a <b>high</b> level of use pedestrians traffic                                                                                                                                                             |  | 5         |
| Route subject to a <b>moderate</b> level of use by industry based traffic                                                                                                                                                   |  | 3         |
| Route subject to a <b>low</b> level of use by industry based traffic                                                                                                                                                        |  | 1         |
| <b>Assessed Benefits @ 40% Weighting</b>                                                                                                                                                                                    |  |           |
| Safety @ 10% Weighting                                                                                                                                                                                                      |  | Score 5-1 |
| <b>Extent to which the proposal will improve safety</b>                                                                                                                                                                     |  |           |
| Footpath will contribute significantly to improved safety by providing separation between pedestrians and motor vehicles on roads with an AADT >500. (i.e. removes need for pedestrians to walk along roadway/or shoulders) |  | 5         |
| Footpath will contribute to improved safety by providing separation between pedestrians and motor vehicles on roads with an AADT <500. (i.e. removes need for pedestrians to walk along roadway/or shoulders)               |  | 4         |
| Improved safety through formalising pathway along unconstructed pedestrian routes                                                                                                                                           |  | 3         |
| No discernable change to safety identified                                                                                                                                                                                  |  | 1         |
| Improved Accessibility @ 15% Weighting                                                                                                                                                                                      |  | Score 5-1 |
| <b>Access to key activity nodes, community facilities, etc.</b>                                                                                                                                                             |  |           |
| Provision of new pedestrian facilities provides major benefits to the general community through improved linkages to key areas (> 2500 people benefiting)                                                                   |  | 5         |
| New footpath will provide linkage between local area/streets and multiple community facilities (1000-2500 people benefiting)                                                                                                |  | 4         |
| New footpath will provide linkage between local area/streets and community facility (500-1000 people benefiting)                                                                                                            |  | 3         |
| New footpath will link residential areas and local facilities (100-500 benefiting)                                                                                                                                          |  | 2         |
| New footpath will provide access to residential properties only (<100 people)                                                                                                                                               |  | 1         |
| Future Pedestrian Traffic Growth @ 5% Weighting                                                                                                                                                                             |  | Score 5-1 |
| <b>Projected increase in pedestrian movements over the next 5 years</b>                                                                                                                                                     |  |           |
| >10% growth in pedestrian movements                                                                                                                                                                                         |  | 5         |
| 5% - 10% growth in pedestrian movements                                                                                                                                                                                     |  | 4         |
| 2% - 5% growth in pedestrian movements                                                                                                                                                                                      |  | 3         |
| <2% growth in pedestrian movements                                                                                                                                                                                          |  | 2         |
| No growth in pedestrian movements expected                                                                                                                                                                                  |  | 1         |
| Funding @ 10% Weighting                                                                                                                                                                                                     |  | Score 5-1 |
| <b>Cost to Council and the availability of external funding opportunities</b>                                                                                                                                               |  |           |
| Funding of > 50% of total project cost available                                                                                                                                                                            |  | 5         |
| Funding of < 50% of total cost of project available                                                                                                                                                                         |  | 3         |
| Project at full cost to Council                                                                                                                                                                                             |  | 1         |

DEPARTMENT OF ENVIRONMENT AND PRIMARY INDUSTRIES

SCHEDULE 4

Notice of a municipal council under section 400 that a road is unused.

Secretary to the Department of Environment and Primary Industries

Under Section 400 of the Land Act 1958, the municipal council of the municipal district  
of

**Colac-Otway**

gives notice that \*the road / \*each of the roads described in the Schedule below is  
considered by Council to not be required for public traffic and is therefore an unused  
road.

SCHEDULE

| PARISH             | DESCRIPTION OF LOCATION OF ROAD          |
|--------------------|------------------------------------------|
| <i>Irrewillipe</i> | <i>South East of Crown Allotment 32D</i> |

*As indicated by shading on the plan copy attached*

\* Signed: .....

Dated: .....

witness .....

\* The seal of the municipal council of  
.....

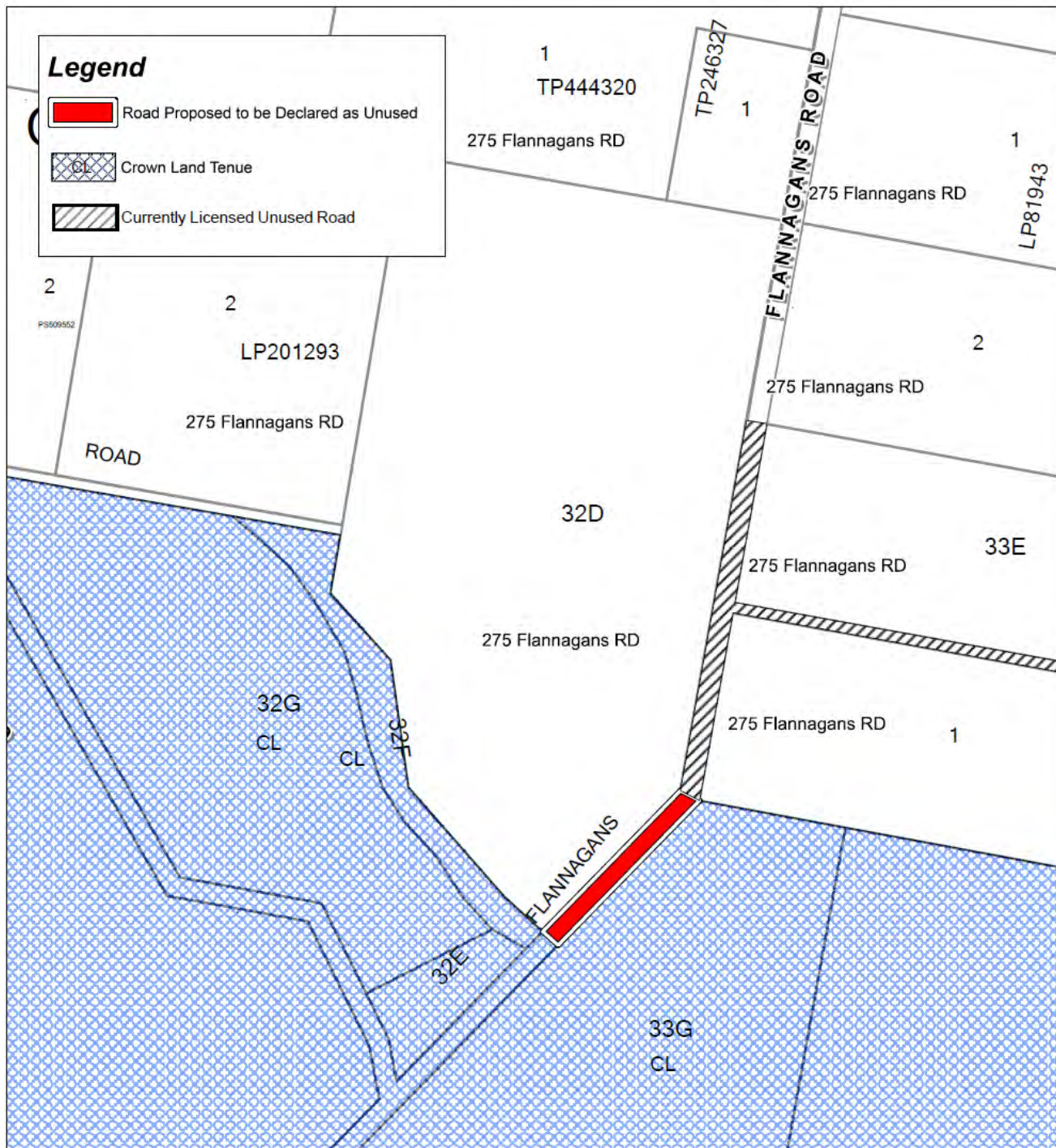
as affixed to this on .....

by .....

witness .....

\* Delete whichever is not applicable

Our ref. 0510203:#74486



## LOCALITY PLAN

Declaration of Road as Unused  
South East of Crown Allotment 32D  
Parish of Irrewillipe  
Lot 1 on TP246327



Cadastral Information from Land Victoria,  
Department of Environment and Primary Industries.

### Disclaimer Note

Colac-Otway Shire Council (the Council) does not warrant or represent that the above information is free from errors or omissions. A person using the information should conduct independent enquiries to verify the accuracy of the information.

To the extent permitted by law, the Council, its employees and agents shall have no liability (including liability by reason of negligence) to any person for any loss, damage, cost or expense incurred or arising as a result of any information, whether by reason of any error, omission or misrepresentation in the information or for any action taken by any person in reliance upon the information.

**Date:** 07 / 10 / 2013



*Planning and Environment Act 1987*

## **COLAC OTWAY PLANNING SCHEME**

### **AMENDMENT C70**

#### **EXPLANATORY REPORT**

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

This amendment has been prepared by the Colac Otway Shire, who is the planning authority for this amendment.

The amendment has been made at the request of the Colac Otway Shire.

##### **Land affected by the amendment**

The amendment applies to areas and sites of biodiversity value which have been identified and mapped throughout the Colac Otway Shire.

##### **What the amendment does**

The amendment updates the mapping for biodiversity values and assets across the Shire and the provisions of the Colac Otway Planning Scheme relating to biodiversity protection and enhancement. Specifically the amendment proposes to:

- Amend Clause 21.02-1 - Land Use Vision and the Colac Otway Strategic Framework Plan to improve the identification, protection and enhancement of key biodiversity values located within the Shire.
- Amend Clause 21.04-2 - Water to refer to the biodiversity values of aquatic systems and to add an additional objective and strategy for protection and enhancement of the ecological values of the lakes, wetlands and waterways.
- Amend Clause 21.04-3 - Vegetation to refer to the biodiversity value of native vegetation and its protection and enhancement.
- Amend Clause 21.06 - General Implementation to update reference to the ESO2, ESO4, VPO1 and VPO2 under Using zones, overlays, local policy and the exercise of discretion and Undertaking further strategic work.
- Amend Clause 21.07 – Reference Documents under Environment to update and include references to “Colac Otway Shire Biodiversity Map October 2009 Main Report” and the “Colac Otway Shire Roadside Survey 2009.”
- Amend the Environmental Significance Overlay Schedule 1 (ESO1 – Warrion Groundwater Protection Area) to provide an updated statement of environmental significance, objectives, permit, application and referral requirements and decision guidelines.
- Amend the Environmental Significance Overlay Schedule 2 (ESO2 – Lakes, Wetlands and Watercourses) to provide an updated statement of environmental significance, permit requirements, decision guidelines and the Table of Values.
- Amend the Environmental Significance Overlay Schedule 4 (ESO4 – Habitat Protection) to provide an updated statement of environmental significance, objectives, application requirements, decision guidelines and the Table of Values.
- Amend the Vegetation Protection Overlay Schedule 1 (VPO1 - Significant and Remnant Vegetation) to provide an updated application and referral requirements and decision guidelines and the Table of Values.



- Amend the Vegetation Protection Overlay Schedule 2 (VPO2 - Roadside Vegetation) to provide an updated application requirements, decision guidelines and Table of Values.
- Amend the Schedule to Clause 61.03 to refer to new overlay maps inserted into the planning scheme.
- Amend the Schedule to Clause 66.04 to delete the reference to Barwon Water for referrals under the ESO1 and to replace the Corangamite Catchment Management Authority (CCMA) for the Department of Sustainability and Environment (DSE) to strengthen its role as a referral authority under the ESO4 and to also add DSE as a referral authority under the VPO2.
- Amend the Schedule to Clause 66.06 to add the Corangamite CMA as a notification authority under the ESO2 and delete DSE from notification under the ESO4 and VPO2.
- Amend the following overlay maps to the planning scheme:
  - ESO2 Maps: 1, 2, 3, 5, 9, 10, 11, 15, 16, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30.
  - ESO4 Maps: 1, 2, 3, 4, 5, 9, 12, 14, 16 and 21.
  - VPO1 Maps: 14, 15, 16, 19, 20, 21, 25, 26, 27 and 30.
  - VPO2 Maps: 1, 2, 4, 9, 12, 14, 15, 16, 19, 21, 22, 25, 26, 27 and 28
- Insert the following new overlay maps to the planning scheme:
  - ESO2 Maps: 4, 6, 8, 12, 13, 14, 17 and 18.
  - ESO4 Maps: 6, 8, 15, 17, 19, 20, 22, 24, 26, 27, 28, 29 and 30.
  - VPO1 Maps: 17, 18, 22, 23, 24, 28 and 29.
  - VPO2 Maps: 5, 17, 18, 20, 23 and 30.
- Delete the following overlay maps to the planning scheme:
  - ESO4 Maps: 10 and 23.
  - VPO1 Maps: 5, 6 and 11.

### **Strategic assessment of the amendment**

#### **• Why is the amendment required?**

The Amendment is required to update the Environmental Significance and Vegetation Protection Overlays (ESO & VPO) that relate to the Warrion Groundwater area in the northwest of the Shire and biodiversity values across the Shire that have been mapped by DSE. It also amends the policy framework in the MSS to improve its effectiveness in protecting and enhancing biodiversity values and assets found within the Shire.

#### **Biodiversity**

Sites of biodiversity value are currently covered by the ESO and VPO and were mapped and included in the planning scheme in 2002. In 2009 DSE with the support of Council revisited various databases to update biodiversity mapping. The updated mapping also informed the development of new tables of biodiversity values for the existing overlay schedules.

Mapping of sites of biodiversity value includes the variety of species and communities of flora and fauna and their habitats. They are currently recognised in the planning scheme through the following schedules under the ESO and the VPO, which this amendment proposes to update and reinforce:

- ESO2 – 'Lakes, Wetlands and Watercourses' which covers aquatic systems that are valuable natural assets and provide important functions related to stream habitat, drainage, wildlife corridors and water quality. Examples of sites currently covered

by the overlay schedule include Lough Calvert, Lake Colac, Barongarook Creek and the Aire River and its wetlands;

- ESO4 – ‘Habitat Protection’ which covers a range of sites including wetlands and vegetation that are important for the provision of habitat for the survival of species of fauna including those listed under legislation as rare or threatened. Examples of sites currently covered by the overlay schedule include Cundare Pool and Mt Hesse because of brolga breeding habitat and the Cressy Trotting Track because of habitat value for Striped Legless Lizard;
- VPO1 – ‘Significant and Remnant Vegetation’ which covers vegetation that is valuable for maintaining biodiversity, function as wildlife corridors, aid in land protection and provide landscape and recreational value. Examples of sites currently covered by the overlay schedule include the Colac Foothills, Pomporneit Stoney Rises and Marengo Heathlands; and
- VPO2 – ‘Roadside Vegetation’ which covers vegetation along roadsides within the Shire that often contain the last vestiges of flora communities and play an important role in providing tracts of remnant vegetation and so have a high conservation value, are important wildlife links and provide landscape and scenic value. Examples of sites covered by the overlay schedule include Cressy-Shelford Road, Poorneet Station Road and Barongarook Road.

The updated and revised mapping and tables of values improves the accuracy and level of information available for Council to plan and manage valuable sites and areas that contribute to biodiversity in the Shire, particularly habitat for rare and threatened species. The updated information is drawn from various DSE databases and local community input through Landcare and other community groups.

The creation of tables of values provides detailed information on individual sites or areas of biodiversity value whether related to aquatic ecosystems, habitat or vegetation and is related to mapping of these individual sites. The details in the tables of values include information on Ecological Vegetation Classes (EVCs), threatened species and biodiversity asset descriptions. This level of information is useful for Council because it not only covers areas of value in mapped form but also conveys information to assist in decision making by providing information about what it is that is important about a particular site or area covered by the particular overlay.

The extent and location of each mapped Schedule is varied by the new mapping as shown in Table 1 below.

**Table 1: Comparison of changes to areas of biodiversity mapping between 2002 and 2009.**

| BIODIVERSITY ASSET        | Estimated Areas 2002 | Estimated Areas 2009 |
|---------------------------|----------------------|----------------------|
| ESO2- Aquatic Systems     | 13,366 ha            | 11,154 ha            |
| ESO4- Habitat Protection  | 8,121 ha             | 27,532 ha            |
| VPO1- Remnant Vegetation  | 20,965 ha            | 16,887 ha            |
| VPO2- Roadside Vegetation | 188 km               | 366 km               |

The changes are primarily the result of more accurate mapping. For example, the VPO1 has moved away from broadscale coverage, such as around the foothills south of Colac to a more targeted site specific approach but has also identified new sites closer to the

coast. The increase in coverage of the ESO4 represents the inclusion of aquatic systems for their habitat value many of which are also covered by the ESO2 for their intrinsic value as waterway or wetland systems, while the number of roadsides under the VPO2 increases as a result of detailed roadside vegetation surveys undertaken in 2009/2010.

#### **Warrion Groundwater Area**

The Amendment reviews the ESO1 relating to the Warrion Groundwater Area. The ESO1 currently covers a large area of the north-western portion of the Shire. It aims to protect and retain groundwater quality. However, the permit triggers under the schedule do not align well with the achievement of its purpose. It is proposed to clarify the purposes and objectives to be achieved by the overlay.

- **How does the amendment implement the objectives of planning in Victoria?**

The Amendment implements the objectives of planning in Victoria, in particular section (b) To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity.

It does this by improving the protection and enhancement of biodiversity values and assets found in the Shire as well as assisting to manage threats to rare and threatened species by recognising the importance of habitat for these species.

- **How does the amendment address the environmental effects and any relevant social and economic effects?**

#### **Environmental Effects**

The Amendment will have positive effects for the environment by improving recognition of biodiversity values and assets in the Shire in both policy in the MSS and in updating the Schedules to the ESO2 & 4 and VPO1 & 2 and for the ESO1 with regards to protecting the Warrion Groundwater area.

#### **Social and Economic Effects**

The amendment will address social and economic effects by updating the overlay coverage and improving the clarity of value and location of biodiversity assets and sites in the Shire. This helps applicants take into account biodiversity values in planning for development to avoid and minimise impacts and facilitate improvement to biodiversity protection across the Shire.

- **Does the amendment address relevant bushfire risk?**

The Amendment will not have any impact on bushfire hazard. The ESO/VPO schedules already exist in the planning scheme. Although the mapping coverage of some of the schedules such as the VPO1 may change particularly in coastal sites the effect on fire hazard will remain fundamentally unchanged and will maintain the current permit exemptions for vegetation management.

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

The Amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Act and with Direction 11 (Strategic Assessment of Amendments) and is not affected by any other of the Minister's Directions under s12(2)(a) of the *Planning and Environment Act 1987*.

- **How does the amendment support or implement the State Planning Policy Framework?**

The Amendment supports the State Planning Policy Framework (SPPF) as it implements the objectives and strategies by providing improved protection, enhancement and management of sites and areas that are valuable for biodiversity;

**Clause 10 – Operation of the State Planning Policy Framework** seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development.

**Clause 11 – Settlement** – the amendment anticipates and responds to the aim for planning to recognise the need for, and as far as practicable contribute towards protection of environmentally sensitive areas and natural resources.

**Clause 11.05-4 – Regional Planning Strategies and Principles** – the amendment supports the principle of protecting environmental health and productivity.

**Clause 12 – Environmental and Landscape Values** – the amendment identifies that planning should help to protect the health of ecological systems and the biodiversity they support (including ecosystems, habitats, species and genetic diversity) and conserve areas with identified environmental and landscape values.

**Clause 12.01 – Biodiversity** under **Clause 12.01-1 – Protection of Habitat** – the amendment supports the objective which seeks to assist the protection and conservation of biodiversity, including native vegetation retention and provision of habitats for native plants and animals.

**Clause 12.01-2 – Native Vegetation Management** – applying the ESOs and VPOs will assist in achieving a net gain in the extent and quality of native vegetation and hence support this policy objective.

**Clause 12.01-3 - Preparation of biodiversity strategies** has the objective to protect native habitat and areas of important biodiversity through appropriate land-use planning.

**Clause 12.02 – Coastal Areas** - the amendment seeks to protect and enhance the natural ecosystems and landscapes of the coastal and marine environment, ensure sustainable use of natural coastal resources and achieve development that provides an environmental, social and economic benefit enhancing the community's value of the coast.

**Clause 13.05 – Bushfire** – the amendment supports the purpose of improving community resilience to bushfire and providing for human safety by applying overlays that have standard exemptions for fire management and that identify sites and areas where development is be carefully assessed and managed because of environmental reasons which may reinforce and support hazard risks from bushfires.

The Amendment supports these policies by implementing improvement in the policy framework under the MSS for biodiversity values and in the inclusion of biodiversity values in the Schedules to the ESO and VPO.

- **How does the amendment support or implement the Local Planning Policy Framework?**

The Amendment supports or implements the LPPF as follows:

**Clause 21.02 - Vision** and **Clause 21.02-2 – Land Use Vision** under **Environmental Features** recognises that development will respond to environmental assets. The amendment is consistent with Council's land use planning vision by providing improved control over development in areas identified for their biodiversity value under the ESO and VPO.

**Clause 21.10 Environment in Clause 21.04-1 – Catchment Management** the policy has strategies to consider land capability and protect lakes from environmental degradation. Both of these issues are supported by the Amendment updating and applying the ESO2 and ESO4.

**Clause 21.04-2 – Water** identifies the value of saline lakes in the Shire and the need for their protection through maintaining natural condition. The Amendment assists in protecting saline waterways through updating the provisions in the ESO2.

Council's local policy at **Clause 21.06 – General Implementation Undertaking further strategic work** supports updating overlays on completion of the Corangamite River Health Strategy and to revise the ESOs and VPOs to incorporate revisions to native vegetation mapping associated with EVCs. The policy also contains a reference in **Undertaking other actions** to identifying and protecting RAMSAR wetlands as important ecological and economic assets.

- **Does the amendment make proper use of the Victoria Planning Provisions?**

The amendment makes proper use of the VPPs through applying policies within the MSS and amends the existing schedules to the ESO1, ESO2, ESO4, VPO1 & VPO2.

- **How does the amendment address the views of any relevant agency?**

The amendment has been developed in consultation with all relevant agencies, including DSE. The amendment has selectively amended the MSS for biodiversity policy that facilitates the implementation of key State Government strategic planning directions for biodiversity protection.

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

The Amendment is not affected by the relevant requirements of the Transport Integrated Act 2012.

#### **Resource and administrative costs**

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

The amendment will introduce some additional resource and administrative costs for the responsible authority through increasing the area of some of the overlays, however, there are no additional permit triggers being introduced as the Schedules already exist in the planning scheme and improved protection of biodiversity values and assets outweigh any additional costs.

#### **Panel hearing dates**

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: To be held in the week beginning 5 August, 2013
- panel hearing: To commence in the week beginning 2 September, 2013

COLAC OTWAY PLANNING SCHEME

18/06/2009  
Proposed C70

**SCHEDULE 1 TO THE ENVIRONMENTAL SIGNIFICANCE OVERLAY**

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

**WARRION GROUNDWATER PROTECTION AREA**

**1.0**

**Statement of environmental significance**

18/06/2009  
Proposed C70

Groundwater is an important source of freshwater and therefore is a significant part of the environment which needs to be carefully managed. Good quality groundwater has valuable use including for domestic and stock supply, irrigation and industry. The protection and retention of groundwater quality is of major significance to the long term agricultural viability of the Warrion area and the general community.

**2.0**

**Environmental objective to be achieved**

18/06/2009  
Proposed C70

To protect and maintain the quality and quantity of groundwater recharge in the Warrion aquifer area.

To promote the appropriate management of the Warrion Groundwater Protection Area.

To provide a consistent approach in managing groundwater issues in line with the Warrion Water Supply Protection Area Groundwater Management Plan 2010.

**3.0**

**Permit requirement**

18/06/2009  
Proposed C70

**Vegetation Removal**

A permit is not required to remove, destroy or lop any vegetation. ~~to prune any native vegetation provided it does not exceed 20% of the bio-mass of the vegetation; or~~

**Building and Works**

A permit is not required for ~~the following~~:

- buildings and works associated with informal outdoor recreation, except involving any new or altered effluent disposal system. ~~or~~
- detached non habitable buildings or structures ~~outbuildings~~ less than 300m<sup>2</sup> in floor area. ~~or~~
- alterations and additions to a building ~~dwelling~~ of less than 130m<sup>2</sup> in additional floor area, except involving any new or altered effluent disposal system. ~~or~~
- works ~~undertaken~~ carried out by or on behalf of a public authority relating to waterway ~~watercourse~~ management, environmental improvements or infrastructure services.

**4.0**

**Application requirements**

18/06/2009  
Proposed C70

An application should include details, as appropriate, of:

- The proposed development and why it is proposed including a description of its relationship to land use on the site.
- × Existing vegetation cover and proposed revegetation including species information.
- Details of any existing effluent disposal system.
- Proposals for effluent disposal and drainage.



COLAC OTWAY PLANNING SCHEME

- ✧ Proposals for dams and water storage.
- ✧ Source of proposed water supply.
- ✧ Soil types and geological features.
- ✧ Topographic information highlighting significant ridges, hilltops, crests and drainage lines.
- ✧ Waterways and wetlands on or in proximity to the site.

**5.0**

18/06/2009  
Proposed C70

**Referral/notice of applications**

An application must be referred in accordance with Section 55 of the Act to the referral authority specified in Clause 66.04 or a schedule to that clause unless in the opinion of the responsible authority, the proposal satisfies requirements or conditions previously agreed to in writing between the responsible authority and the referral authority.

~~Council may seek the comments on any application in accordance with Section 52(1)(c) of the Act from the authority specified in Clause 66.06 or a schedule to that clause.~~

**6.0**

18/06/2009  
Proposed C70

**Decision guidelines**

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

- The need to minimise effluent and waste disposal.
- The need to minimise groundwater usage (including that incurred indirectly by commercial forestry, softwood plantations, or by direct extraction from bores).
- ✧ The capability of the land to accommodate the proposal.
- ✧ Warrion Water Supply Protection Area Groundwater Management Plan 2010.
- ✧ The recommendations of the Regional Catchment Strategy.
- ✧ Any relevant Whole Farm Plan prepared in accordance with the Department of Primary Industries guidelines.
- ✧ The recommendations of the relevant Regional Vegetation Strategy.

COLAC OTWAY PLANNING SCHEME

18/06/2009  
Proposed C70

**SCHEDULE 2 TO THE ENVIRONMENTAL SIGNIFICANCE OVERLAY**

Shown on the planning scheme map as **ESO2**

**LAKES, WETLANDS AND WATERCOURSES**

**1.0 Statement of environmental significance**

18/06/2009  
Proposed C70

Lakes, wetlands and watercourses are a significant environmental resource that should be protected from inappropriate development. Significant lakes, wetlands and watercourses should be retained as natural drainage corridors with vegetated buffer areas in order to perform their long term function as drainage areas, stream habitat, wildlife corridors and landscape areas, and to minimise erosion and reduce polluted surface runoff from adjacent land uses.

The lakes and wetlands of the Victorian Volcanic Plain and rivers, estuaries and coastal wetlands found in the Otway Ranges and those on the coast contribute an important role in maintaining aquatic and terrestrial flora and fauna biodiversity values. They provide valuable habitat as breeding sites and drought refuge for wetland birds. The region contains aquatic systems that are listed under the international Ramsar Convention including Lake Beecac, Lake Cundare, Lake Murdeduke and Lake Corangamite. These areas provide valuable habitat for a range of threatened flora and fauna species. The Aire River is also recognised as a Heritage River and as a productive estuary.

**2.0 Environmental objectives to be achieved**

18/06/2009  
C55

- To protect the quality of water entering lakes, watercourses and wetlands.
- To protect and enhance lakes, watercourses and wetlands with significant flora, fauna and fisheries habitat.
- To minimise erosion along lake foreshore areas and surrounding waterways and catchments.
- To protect and enhance the quality of lake foreshores and riparian strips along watercourses.
- To prevent pollution and increased turbidity of water in natural watercourses.
- To maintain the ability of streams and watercourses to carry natural flows.
- To prevent erosion of banks, streambeds and adjoining land and the siltation of watercourses, drains and other features.
- To consider the intensity of the development of environmentally sensitive land.
- To promote environmental solutions in siting and design in preference to modification of natural systems through technical and engineering measures.

**3.0 Permit requirement**

18/06/2009  
Proposed C70

A permit is required to construct a fence, other than a post and wire fence.

A permit is not required for the following:

- ~~to~~ removal, destruction or lopping of any non-native vegetation; ~~or~~
- ~~to~~ pruning of any native vegetation provided it does not exceed one third of the foliage from any individual plant. This exemption does not apply to pruning or lopping of a trunk of a tree or shrub. ~~20% of the bio-mass of the vegetation; or~~

COLAC OTWAY PLANNING SCHEME

- buildings and works associated with informal outdoor recreation. This exemption does not apply where ~~except involving~~ any new or altered effluent disposal system is required or where water flow to, or quality of, waterways would be affected. ~~or~~
- detached ~~non habitable building or structure~~ outbuildings less than 130m<sup>2</sup> in floor area. This exemption does not apply where ~~except involving~~ any new or altered effluent disposal system is required or where water flow to, or quality of, waterways would be affected. ~~or~~
- alterations and additions to a dwelling of less than 130m<sup>2</sup> in additional floor area. This exemption does not apply where ~~except involving~~ any new or altered effluent disposal system is required or where water flow to, or quality of, waterways would be affected.
- works ~~undertaken~~ carried out by or on behalf of a public authority relating to waterway ~~watercourse~~ management, environmental improvements or infrastructure services.

4.0

18/06/2009  
C55

Referral/notice of applications

An application must be referred in accordance with Section 55 of the Act to the referral authority specified in Clause 66.04 or a schedule to that clause unless in the opinion of the responsible authority, the proposal satisfies requirements or conditions previously agreed to in writing between the responsible authority and the referral authority.

Council may seek the comments on any application in accordance with Section 52(1)(c) of the Act from the authority specified in Clause 66.06 or a schedule to that clause.

5.0

18/06/2009  
Proposed C70

Decision guidelines

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

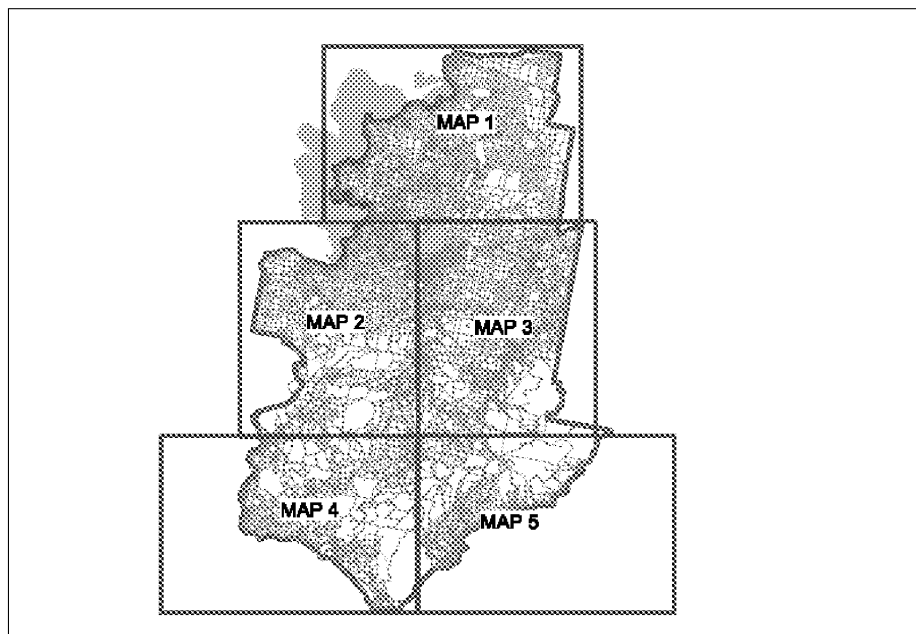
- × ~~The particular characteristics of the site listed in the table in this schedule and referenced in the map titled Colac Otway Shire Sites of Biodiversity Significance, June 2002. The environmental values of the site as listed in the Table of Values and shown in Maps 1 to 5 in this Schedule and referenced in the Colac Otway Shire Biodiversity Map October 2009 Main Report.~~
- The impact of vegetation removal and any proposed alteration to stream bank topography.
- The impact of the development on water yield.
- Whether the lake bank can be reinstated as far as is practicable to the natural setting.
- The ability for discharged effluent to remain on site and the ability for effluent treatment and disposal to satisfactorily comply with the EPA Code of Practice for Septic Tanks.
- The desirability of only using post and wire fencing on land adjacent to lakes or watercourses.
- The ability to provide a vegetated buffer of a width of at least 50 metres around lakes or watercourses where no development will take place.
- The location of a proposed building envelope relative to a lake, wetland or stream and the likely impact of the construction of a building within that building envelope on the environmental quality of the lake, wetland or stream.
- The measures taken to effectively screen a proposed building to maintain the visual amenity of the lake, stream or wetland.
- The availability of alternative land outside the overlay area;
- The possible effect of the development on the quality and quantity of water;
- The potential for flooding to occur;

COLAC OTWAY PLANNING SCHEME

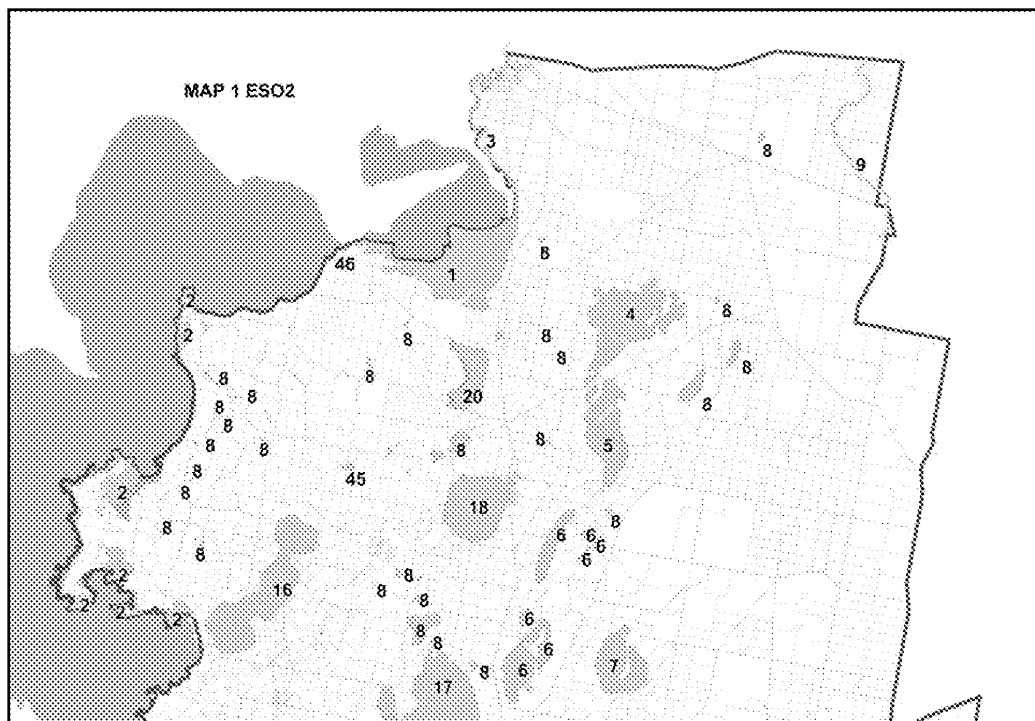
- The conservation of natural terrestrial and aquatic habitats;
- The preservation of and the impact on soils and the need to prevent erosion;
- The protection of the area for its recreational value;
- The conservation of natural habitats and the preservation of native flora, fauna, fish and other aquatic life;
- The need for fencing off of waterways and other land management measures.
- The function of the lake, wetland or watercourse as part of a broader natural system.
- × Any relevant Regional River Health Strategy and Wetland Strategy.
- Whether the application is subject to the Environment Protection and Biodiversity Conservation Act 1999.

COLAC OTWAY PLANNING SCHEME

KEY MAP TO SCHEDULE 2 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY

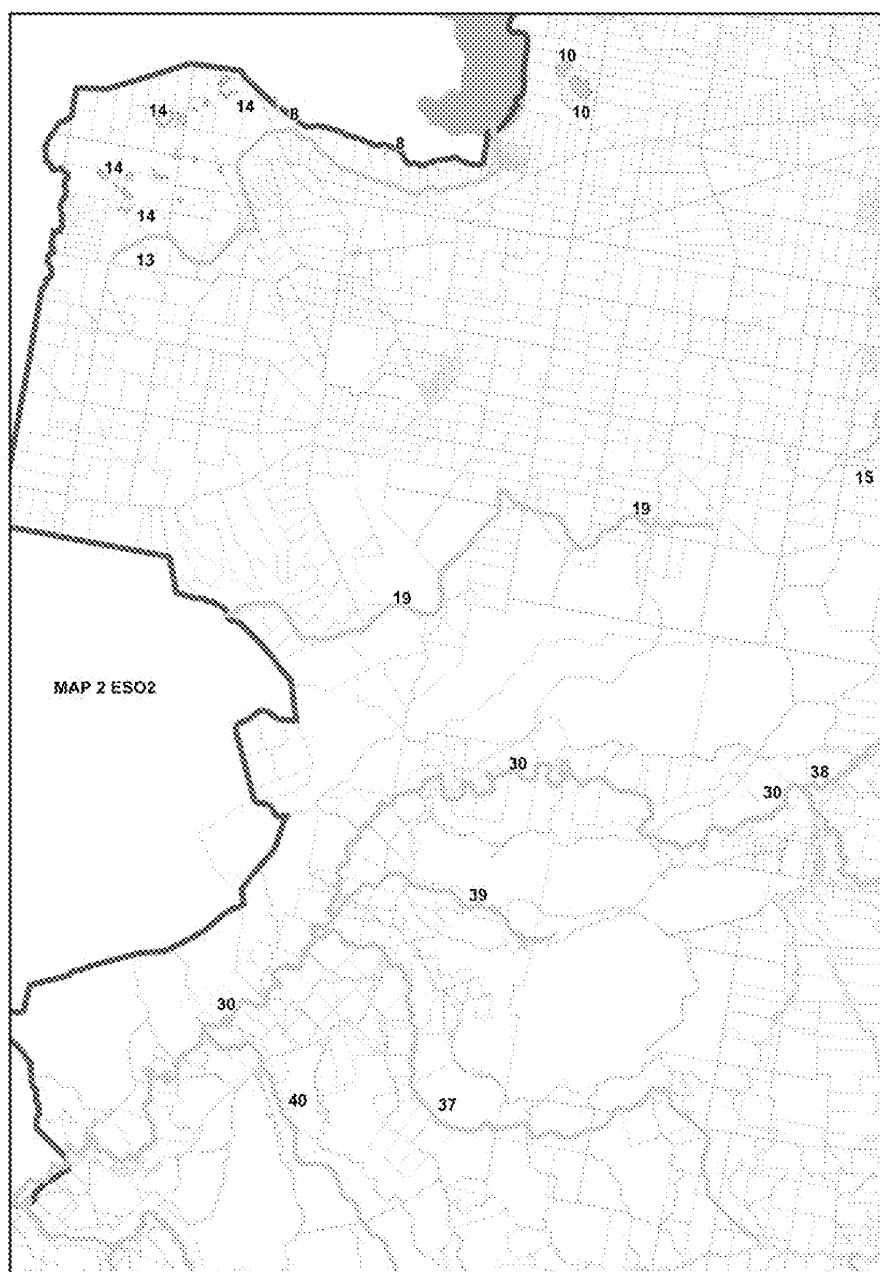


MAP 1 TO SCHEDULE 2 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY  
(Numbers relate to bracketed Shire reference number in Table of Values)



COLAC OTWAY PLANNING SCHEME

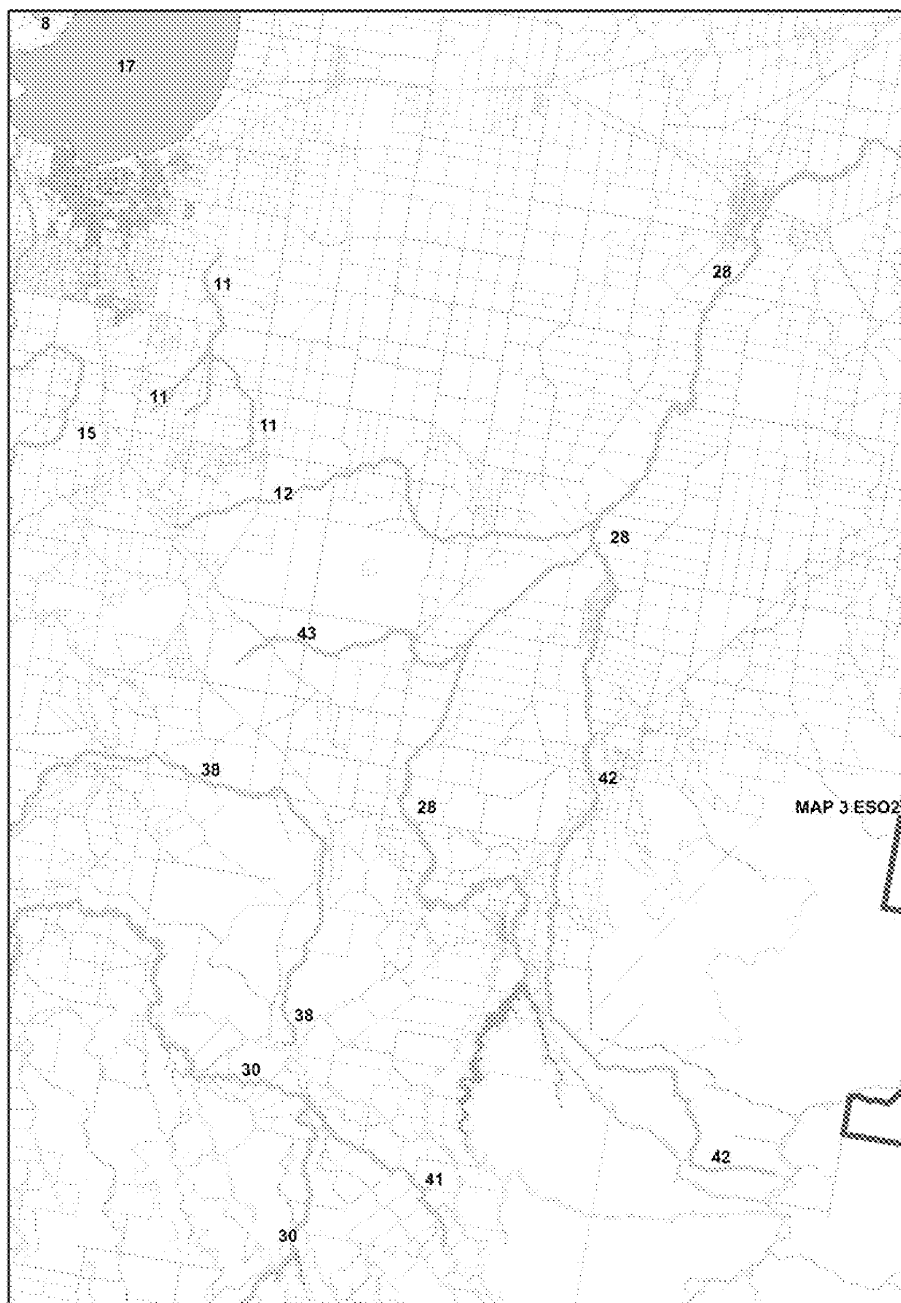
**MAP 2 TO SCHEDULE 2 OF THE ENVIRONMENTAL SIGNIFICANCE  
OVERLAY (Numbers relate to bracketed Shire reference number in Table of Values)**





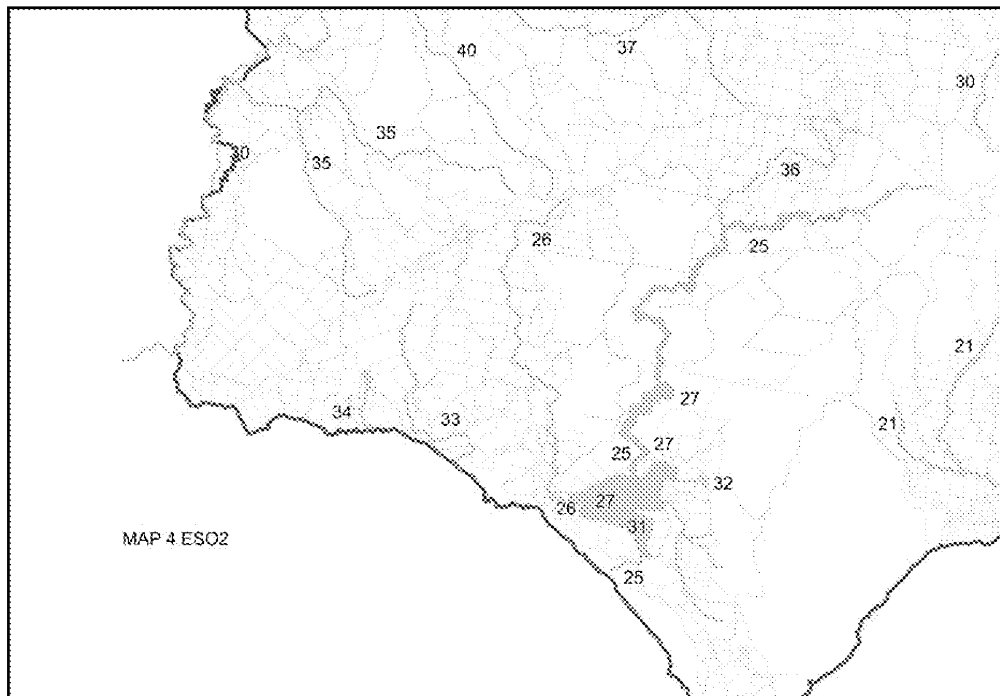
COLAC OTWAY PLANNING SCHEME

**MAP 3 TO SCHEDULE 2 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)

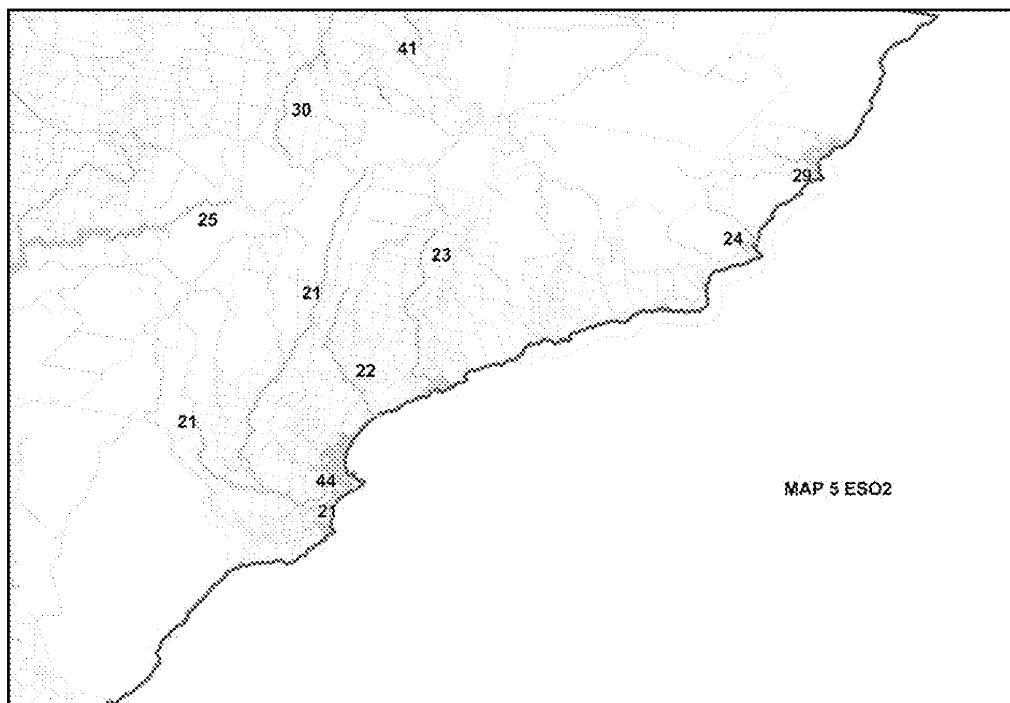


COLAC OTWAY PLANNING SCHEME

**MAP 4 TO SCHEDULE 2 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)



**MAP 5 TO SCHEDULE 2 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)



**TABLE OF VALUES TO THE LAKES, WETLANDS AND WATERCOURSES**  
Shown on the planning scheme map as **ESO2**

| Ref. No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Location                | Ramsar Wet<br>land/Directory of<br>Important Wetlands | Wildlife<br>Reserve | Rare or<br>threatened<br>species<br>present | High<br>Biodiversity<br>values/links | Depleted<br>wetland type | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------|---------------------|---------------------------------------------|--------------------------------------|--------------------------|----------|
| ESO2(1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CundarePool/Lake Martin | Y                                                     | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                                                       |                     |                                             |                                      |                          |          |
| Breeding site for wetland birds. Flocking site for Australasian Shoveler (vu), Freckled Duck (L, en), Glossy Ibis (nt, C), Gull-billed Tern (L, en), Hardhead, Whiskered Tern (nt). Also present Brolga (L, vu), Cape Barren Goose (nt), Eastern Great Egret (L, vu, C, J), Pied Cormorant (nt), Whiskered Tern (nt). Part of Cundare Pool (Lake Martin) Lake Reserve. The wetland has supported seven species listed under JAMBA and CAMBA. Large areas of Beaded Glasswort <i>Sarcocornia quinqueflora</i> dominated saltmarsh occur.                                                                         |                         |                                                       |                     |                                             |                                      |                          |          |
| ESO2(2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lake Corangamite        | Y                                                     | N                   | Y                                           | Y                                    | U                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                                                       |                     |                                             |                                      |                          |          |
| Internationally Significant Wetland – Western District Lakes Ramsar site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |                                                       |                     |                                             |                                      |                          |          |
| ESO2(3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Woody Yalaok Creek      | N                                                     | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                                                       |                     |                                             |                                      |                          |          |
| Index of Stream Condition- moderate. Floodplain riparian woodland EVC56(E)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                         |                                                       |                     |                                             |                                      |                          |          |
| ESO2(4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Upper Lough Calvert     | Y                                                     | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                                                       |                     |                                             |                                      |                          |          |
| Avoid draining of swamp and/or wetland. Flocking site for Brolga (L, vu), Glossy Ibis (nt, C), Pied Cormorant (nt), Whiskered Tern(nt), Australasian Shoveler (vu), Musk Duck (vu), Cape Barren Goose (nt), Caspian Tern (L, nt, C, J). Blue winged parrot and possible Orange Bellied Parrot habitat.                                                                                                                                                                                                                                                                                                          |                         |                                                       |                     |                                             |                                      |                          |          |
| ESO2(5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Middle Lough Calvert    | Y                                                     | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                                                       |                     |                                             |                                      |                          |          |
| Semi- permanent saline wetland Lough Calvert drainage scheme. It supports large numbers of waterbirds including several species that breed there i.e. Straw-necked Ibis, Glossy Ibis, Black Swan, Eurasian Coot and Gull-billed Tern. Flocking site for Hardhead(vu), Freckled Duck(L, en), Australasian Shoveler (vu), Cape Barren Goose (nt), Also present Glossy Ibis (nt, C), Blue billed duck, Spotted Harrier (nt), Whiskered Tern (nt), Musk Duck (vu), Blue- billed Duck (L, en), Caspian Tern (L, nt, c, J), Gull-billed Tern (L, en), Fat-tailed Dunnart (nt), Round-leaf Wilsonia, Beaded Glasswort. |                         |                                                       |                     |                                             |                                      |                          |          |
| ESO2(6)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lower Lough Calvert     | Y                                                     | Y                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                                                       |                     |                                             |                                      |                          |          |
| Wetland of National Importance. Cape Barren Goose (nt), Whiskered Tern (nt), Caspian Tern (L, nt, c, J).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         |                                                       |                     |                                             |                                      |                          |          |

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| Ref. No                                                                                                                                                                                                                                                                         | Location                          | Ramsar Wet<br>land/Directory<br>of Important<br>Wetlands | Wildlife<br>Reserve | Rare or<br>threatened<br>species<br>present | High<br>Biodiversity<br>values/links | Depleted<br>wetland type | Comments |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------|---------------------|---------------------------------------------|--------------------------------------|--------------------------|----------|
| ESO2(7)                                                                                                                                                                                                                                                                         | Lake Thurrunbong                  | Y                                                        | Y                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b><br>Four species listed by both JAMBA and CAMBA have been recorded at these wetlands as well as Broilgas. Flocking site for Australasian Shoveler (vu), Hardhead (vu). Also present Broilgas (L, vu).                                                            |                                   |                                                          |                     |                                             |                                      |                          |          |
| ESO2(8)                                                                                                                                                                                                                                                                         | Significant Wetlands              | N                                                        | N                   | U                                           | U                                    | Y                        |          |
| <b>Comments</b><br>Significant Wetlands- depleted wetland type in Bioregion. Lake Ondit Lake Reserve. Plains Stony Knoll Scrubland/Grassland Saline Lake Verge Herbland Brackish/Saline Lake Verge Complex.                                                                     |                                   |                                                          |                     |                                             |                                      |                          |          |
| ESO2(9)                                                                                                                                                                                                                                                                         | Mia Mia Creek                     | N                                                        | N                   | N                                           | Y                                    | N                        |          |
| <b>Comments</b><br>Index of stream condition= Medium. Riparian vegetation.                                                                                                                                                                                                      |                                   |                                                          |                     |                                             |                                      |                          |          |
| ESO2(10)                                                                                                                                                                                                                                                                        | The Basins- Natangli Lake Reserve | Y                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b><br>Permanent and semi- permanent saline wetlands. Musk Duck (vu) Hard-head (vu), Australasian Shoveler (vu).                                                                                                                                                    |                                   |                                                          |                     |                                             |                                      |                          |          |
| ESO2(11)                                                                                                                                                                                                                                                                        | Barongarook Creek                 | N                                                        | N                   | Y                                           | U                                    | Y                        |          |
| <b>Comments</b><br>Environmental Values as follows: Very high scores for Significant Fauna, Significant EVC and Wetland Rarity. High scores for Invertebrates (Observed v Expected) and Proportion of Native Fish. Six species of native fish and one shrimps species recorded. |                                   |                                                          |                     |                                             |                                      |                          |          |
| ESO2(12)                                                                                                                                                                                                                                                                        | Boundary Creek                    | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b><br>Four species of native fish recorded, native crayfish and shrimp. Showy Lobelia ( <i>Lobelia beaugleholei</i> ) (t).                                                                                                                                         |                                   |                                                          |                     |                                             |                                      |                          |          |
| ESO2(13)                                                                                                                                                                                                                                                                        | Piron Yallock Creek               | N                                                        | N                   | Y                                           | U                                    | N                        |          |
| <b>Comments</b><br>Index of Stream Condition moderate. Three species of native fish recorded near Lake Corangamite.                                                                                                                                                             |                                   |                                                          |                     |                                             |                                      |                          |          |
| ESO2(14)                                                                                                                                                                                                                                                                        | Stoneyford-Bungador Wetlands      | Y                                                        | N                   | Y                                           | Y                                    | Y                        |          |
| Growing Grass Frog (L, VU, en), Flocking site for Magpie Goose (L, nt), High Biodiversity.                                                                                                                                                                                      |                                   |                                                          |                     |                                             |                                      |                          |          |

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| Ref. No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Location                                                      | Ramsar Wet<br>land/Directory<br>of Important<br>Wetlands | Wildlife<br>Reserve | Rare or<br>threatened<br>species<br>present | High<br>Biodiversity<br>values/links | Depleted<br>wetland type | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------|---------------------|---------------------------------------------|--------------------------------------|--------------------------|----------|
| ESO2(15)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Deans Creek                                                   | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b><br>Index of Stream Condition moderate. Five species of native fish recorded. Environmental assets as follows: Very high scores for Significant Fauna and high scores for proportion of Native Fish. An endangered wetland type in the Bioregion.                                                                                                                                                                                                                                                                                                                                                                                                               |                                                               |                                                          |                     |                                             |                                      |                          |          |
| ESO2(16)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Red Rocks Lakes & The Basins                                  | Y                                                        | N                   | Y                                           | Y                                    | Y                        |          |
| <b>Comments</b><br>Corangamite Water Skink present in Lake Coragulac and Lake Gnalingurk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                               |                                                          |                     |                                             |                                      |                          |          |
| ESO2(17)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Lake Coliac                                                   | N                                                        | N                   | Y                                           | Y                                    | Y                        |          |
| <b>Comments</b><br>Flocking site for many water birds including Australasian Shoveler (vu), Blue-billed Duck(L, en), , Eastern Great Egret (L, vu, C,J), Freckled Duck(L, en), , Hardhead(vu), Latham's Snipe, Magpie Goose(L, nt), Musk Duck(vu), Nankeen Night Heron(nt), Pied Cormorant(nt), Royal Spoonbill(vu), Whiskered Tern(nt), Also recorded Cape Barren Goose (nt), Caspian Tern (L, nt, C, J), Corangamite Water Skink (L, EN, cr), Gull-billed Tern (L, en), The Index of Wetland Condition Field Assessment assessed 7 sites around Lake Coliac and identified the following EVCs Tail Marsh (821), Aquatic Herbland (653) and Brackish Lake Bed Herbland (539). |                                                               |                                                          |                     |                                             |                                      |                          |          |
| ESO2(18)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Lake Beeac                                                    | Y                                                        | Y                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b><br>It is a shallow lake with a high production of brine shrimps and ostracods, a food source which has supported internationally significant numbers of Banded Stilts ( <i>Ladornyrhynchus leucocephalus</i> ). The Spiny Peppergrass (a perennial herb listed as endangered in Victoria and across Australia) grows on the margins of the lake - located on the east bank and the north- west bank of Lake Beeac. The Index of Wetland Condition Field Assessment assessed 5 sites around Lake Beeac identifying Plains Saltmarsh (888) as the EVC present.                                                                                                   |                                                               |                                                          |                     |                                             |                                      |                          |          |
| ESO2(19)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Tomahawk Creek (also known as Kennedys Creek and Muree Creek) | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b><br>Native fish – moderate condition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                               |                                                          |                     |                                             |                                      |                          |          |
| ESO2(20)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Lake Cundare                                                  | Y                                                        | Y                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b><br>The Index of Wetland Condition Field Assessment assessed 2 sites around Lake Cundare and identified Plains Saltmarsh EVC888 as the main EVC associated with the wetland.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |                                                          |                     |                                             |                                      |                          |          |

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| Ref. No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Location                                                                            | Ramsar Wet<br>land/Directory<br>of Important<br>Wetlands | Wildlife<br>Reserve | Rare or<br>threatened<br>species<br>present | High<br>Biodiversity<br>values/links | Depleted<br>wetland type | Comments |
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| ESO2(21)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Barham River, East Branch, West Branch and Main Branch (also known as Stoney Creek) | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <p><b>Comments</b></p> <p>Nationally Important Waterway containing significant species- Australian Grayling. Waterway Reach of Regional Environmental Significance. More than 15 species of native fish recorded. Adjacent wetland rare in Victoria (i.e. &lt;1% total area or number for Victoria or endangered in the bioregion)- Backswamp – herb dominated Shallow freshwater marsh. The Upper Barham East Branch has the very high values for: significant fauna, invertebrate community condition, width of riparian vegetation, longitudinal continuity of riparian zone. The Barham River has very high values for the following features: Significant fauna, fish migration and rare wetlands. Satinwood (f). Flocking site for Sooty Oystercatcher (nt). Breeding site for Pied Cormorant (nt), Hooded Plover (L, e), at the estuary. Rufous Bristlebird (L, r), Otway Black Snail (L, v). Great Egret (L, e), Pacific Gull (nt), Australasian Gannet (v), Australian Grayling (L, v, y), Crested Tern (nt), Cape Barren Goose (nt), Caspian Tern (L, nt, C, J), Common Sand Piper (vu, C, J), Diamond Dove (i, nt), Eastern Great Egret (L, vu, C, J), Fairy Tern (L, en), Grey Goshawk (L, vu), Intermediate Egret (L, cr), White-faced Storm-Petrel (vu), White-fronted Tern (nt), Sanderling (nt, C, J), Assemblage of native fish: Fish species: Freshwater: brown trout, short-finned eel, tupong and estuary, perch. Estuary: Black Bream, Mullet and Australian Salmon.</p> |                                                                                     |                                                          |                     |                                             |                                      |                          |          |
| ESO2(22)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Wild Dog Creek                                                                      | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <p><b>Comments</b></p> <p>Nationally Significant Species – Australian Grayling. Waterway reach of Regional Environmental Significance - high. Environmental Assets include very high values for significant Fauna, Vegetation Longitudinal Continuity, Fish Migration, and high values for invertebrates. Nine Native Fish species recorded, including Australian Grayling. CCMA data: Assemblage of native fish: short finned eel and tupong. Rufous Bristlebird, Australian Grayling, Otway Black Snail, Masked Owl. Spotted galaxias, Australian grayling. Biosites: Slender Tree- tern, Green spleenwort. Wildlife corridor and native fish stream reserve.. There are five sites of Ground Spleenwort along the Wild Dog Creek, locations recorded. There are three sites of Slender Tree-tern along the Creek, locations recorded.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |                                                          |                     |                                             |                                      |                          |          |
| ESO2(23)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Skenes Creek                                                                        | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <p><b>Comments</b></p> <p>Nationally Important Waterway- Australian Grayling. Environmental Assets include very high values for Significant Fauna, Vegetation Longitudinal Continuity, Vegetation Structural Intactness, high values for Invertebrates. Six Native fish species recorded. Broad finned galaxias, Common galaxias, Tupong, Australian Grayling.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                     |                                                          |                     |                                             |                                      |                          |          |
| ESO2(24)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Kennett River                                                                       | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <p><b>Comments</b></p> <p>Nationally Important Waterway – Australian Grayling. Very high values for Significant Fauna, Vegetation Longitudinal Continuity, Vegetation Structural Intactness and Fish Migration. Native Fish –include Spotted Galaxias, Tupong, Greenback Flounder, yellow-eye mullet, Barred galaxias.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                     |                                                          |                     |                                             |                                      |                          |          |



COLAC OTWAY PLANNING SCHEME

| Ref. No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Location            | Ramsar Wet<br>land/Directory<br>of Important<br>Wetlands | Wildlife<br>Reserve | Rare or<br>threatened<br>species<br>present | High<br>Biodiversity<br>values/links | Depleted<br>wetland type | Comments |
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| ESO2(25)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Aire River          | Y                                                        | Y                   | Y                                           | Y                                    | U                        |          |
| <b>Comments</b><br>Nationally Important waterway. State Importance: Heritage River. Classified as a Representative river by the Victorian River Health Strategy. Regional Significance: Waterway reach of Regional Environmental Significance. One of 10 Rivers in CCMA to be classified as Ecologically Healthy River. Australian Grayling (L, VU, vu) have been recorded. Australian Mudfish (L, cr) Environmental Assets as follows: Very high values for Significant Ecological Vegetation Class, Significant Fauna, Fish Migration, Wetland Rarity, Heritage or Representative River. High scores for Proportion of Native Fish and Wetland Significance. There are thirteen threatened fauna species within the Aire River reach and its associated corridor and in addition Twenty- one species of native fish recorded, including the nationally listed Australian Grayling, and FFG listed Australian Mudfish. Upper reaches contain significant flora species. |                     |                                                          |                     |                                             |                                      |                          |          |
| ESO2(26)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Ford River          | U                                                        | U                   | U                                           | U                                    | U                        |          |
| <b>Comments</b><br>Waterway reach of Regional Environmental Significance. Eight species of native fish recorded. Environmental Values are as follows: Very High values for Significant EVC, Invertebrates, and Wetland Rarity. High values for Fish Migration. Reach of Regional Environmental Significance. Significant EVCS Swamp ScrubEVC53 (E), Cool Temperate Rainforest EVC31(E). Associated wetland Lake Horden – shallow permanent open freshwater) is considered rare in Victoria (ie <1% total area or number for Victoria or endangered in the bioregion).                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                                                          |                     |                                             |                                      |                          |          |
| ESO2(27)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Aire River Wetlands | Y                                                        | Y                   | Y                                           | Y                                    | U                        |          |
| <b>Comments</b><br>Wetlands of National Importance. Lake Horden is considered to be of State significance for its geomorphology. The Great Egret and Cape Barren Goose have been sighted within these wetlands. Tasmanian Mudfish and Australian Grayling occur within the system. Australian Grayling migrate up the system. Estuarine Wetland EVC(10) (E), Swamp Scrub EVC(53) (E), Floodplain Reedbed EVC863 E, Pacific Gull(nt), Cape Barren Goose (nt), Caspian Tern(L, nt, C), Royal Spoonbill (vu), Rufous Bristlebird (L, nt), Pied Cormorant (nt), Eastern Great Egret (L, vu, C, J), Intermediate Egret (L, cr), Blue-billed Duck (L, en), Latham's Snipe (nt, C, J), Black Falcon (vu), Hardhead (vu), Australasian Shoveler (vu), Australian Mudfish (L, cr), Woolly Tea-tree. The Index of Wetland Condition Field Assessment identified the Tall Marsh (821) and Swamp Scrub (53) EVCs associated with Lake Horden, Lake Craven and Lake Costin.           |                     |                                                          |                     |                                             |                                      |                          |          |
| ESO2(28)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Barwon River        | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b><br>Eight species of native fish and one native crayfish recorded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                                                          |                     |                                             |                                      |                          |          |

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| Ref. No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Location                     | Ramsar Wet<br>land/Directory<br>of Important<br>Wetlands | Wildlife<br>Reserve | Rare or<br>threatened<br>species<br>present | High<br>Biodiversity<br>values/links | Depleted<br>wetland type | Comments |
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| ESO2(29)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Wye River                    | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                                                          |                     |                                             |                                      |                          |          |
| Nationally Important Waterway- Australian Grayling . Waterway reach of Regional Environmental Significance. Nine native fish species recorded. Rufous Bristlebird Upper reaches have environmental assets as follows: very high values for Significant Fauna, Invertebrates, Fish Migration, Sites of Significance; and high values for Vegetation Longitudinal Continuity.                                                                                                                                                                                                                                                                   |                              |                                                          |                     |                                             |                                      |                          |          |
| ESO2(30)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Gellibrand River             | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                                                          |                     |                                             |                                      |                          |          |
| Waterway of Regional Environmental Significance. Australian Grayling. Ten native fish species recorded and one species of native crayfish. In particular, the Gellibrand River has an important population of the 'southern' form of River Blackfish, possibly the largest on the Australian mainland. Environmental Assets are as follows: very high values for Significant Ecological Vegetation Class, Significant Fauna, and Fish Migration. High Proportion of Native Fish. Rivers Database: Great Egret, Ground Parrot, Grey Goshawk, Great Egret Spot-tailed Quail, Rufous Bristlebird, River Blackfish, Powerful Owl, Pied Cormorant. |                              |                                                          |                     |                                             |                                      |                          |          |
| ESO2(31)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Duck Creek                   | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                                                          |                     |                                             |                                      |                          |          |
| Swamp Scrub EVC53 (E) present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |                                                          |                     |                                             |                                      |                          |          |
| ESO2(32)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Calder River and Tributaries | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                                                          |                     |                                             |                                      |                          |          |
| Three species of native recorded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |                                                          |                     |                                             |                                      |                          |          |
| ESO2(33)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Johanna River                | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                                                          |                     |                                             |                                      |                          |          |
| Five native fish species recorded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |                                                          |                     |                                             |                                      |                          |          |
| ESO2(34)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Knowledge Creek              | N                                                        | N                   | N                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                                                          |                     |                                             |                                      |                          |          |
| Potentially Ecologically Healthy Waterway. Catchment is largely vegetated and structurally intact.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |                                                          |                     |                                             |                                      |                          |          |
| ESO2(35)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Chapple Creek                | N                                                        | N                   | U                                           | Y                                    | N                        |          |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                                                          |                     |                                             |                                      |                          |          |
| One species of native fish- Mountain Galaxias (poorly known) recorded. A tributary to Gellibrand River.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |                                                          |                     |                                             |                                      |                          |          |

COLIAC OTWAY PLANNING SCHEME

| Ref. No                                                                                                                                                                                           | Location                 | Ramsar Wet<br>land/Directory<br>of Important<br>Wetlands | Wildlife<br>Reserve | Rare or<br>threatened<br>species<br>present | High<br>Biodiversity<br>values/links | Depleted<br>wetland type | Comments |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------|---------------------|---------------------------------------------|--------------------------------------|--------------------------|----------|
| ESO2(36)                                                                                                                                                                                          | Little Aire Creek        | N                                                        | N                   | N                                           | Y                                    | N                        |          |
| Comments                                                                                                                                                                                          |                          |                                                          |                     |                                             |                                      |                          |          |
| Tributary of the Aire River, a Heritage Listed river. Slender Tree-fern ( <i>Cyathea cunninghamii</i> ) (L, V), Beech Finger-fern ( <i>Grammitis magellanica</i> subsp. <i>nothofageti</i> ) (V). |                          |                                                          |                     |                                             |                                      |                          |          |
| ESO2(37)                                                                                                                                                                                          | Carlisle Creek           | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| Comments                                                                                                                                                                                          |                          |                                                          |                     |                                             |                                      |                          |          |
| Seven species of native fish recorded, including River Blackfish.                                                                                                                                 |                          |                                                          |                     |                                             |                                      |                          |          |
| ESO2(38)                                                                                                                                                                                          | Loves Creek              | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| Comments                                                                                                                                                                                          |                          |                                                          |                     |                                             |                                      |                          |          |
| Nine species of native fish and 2 species of native crayfish recorded. Environmental Values are as follows: Very high score for Invert OE – Invertebrates Grey Goshawk, L, vu).                   |                          |                                                          |                     |                                             |                                      |                          |          |
| ESO2(39)                                                                                                                                                                                          | Boggy Creek              | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| Comments                                                                                                                                                                                          |                          |                                                          |                     |                                             |                                      |                          |          |
| Three species of native fish recorded. Intact riparian vegetation, headwaters within Great Otway National Park. Tributary of Geilbrand River.                                                     |                          |                                                          |                     |                                             |                                      |                          |          |
| ESO2(40)                                                                                                                                                                                          | Sandy Creek              | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| Comments                                                                                                                                                                                          |                          |                                                          |                     |                                             |                                      |                          |          |
| Headwaters within Great Otway National Park. Tributary of Geilbrand River. Seven species of native fish and one species of crayfish recorded.                                                     |                          |                                                          |                     |                                             |                                      |                          |          |
| ESO2(41)                                                                                                                                                                                          | Barramunga Creek         | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| Comments                                                                                                                                                                                          |                          |                                                          |                     |                                             |                                      |                          |          |
| Two native fish species recorded.                                                                                                                                                                 |                          |                                                          |                     |                                             |                                      |                          |          |
| ESO2(42)                                                                                                                                                                                          | Barwon River East Branch | N                                                        | N                   | Y                                           | U                                    | N                        |          |
| Comments                                                                                                                                                                                          |                          |                                                          |                     |                                             |                                      |                          |          |
| Five species of native fish and one species of crayfish recorded                                                                                                                                  |                          |                                                          |                     |                                             |                                      |                          |          |
| ESO2(43)                                                                                                                                                                                          | Dividing Creek           | N                                                        | N                   | Y                                           | Y                                    | N                        |          |
| Comments                                                                                                                                                                                          |                          |                                                          |                     |                                             |                                      |                          |          |
| Three native fish species and one species shrimp recorded                                                                                                                                         |                          |                                                          |                     |                                             |                                      |                          |          |

COLIAC OTWAY PLANNING SCHEME

| Ref. No                                                                                                                                                                                          | Location                  | Ramsar Wet<br>land/Directory<br>of Important<br>Wetlands | Wildlife<br>Reserve | Rare or<br>threatened<br>species<br>present | High<br>Biodiversity<br>values/links | Depleted<br>wetland type | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------|---------------------|---------------------------------------------|--------------------------------------|--------------------------|----------|
| ESO2(44)                                                                                                                                                                                         | The Backwater, Apollo Bay | U                                                        | U                   | U                                           | U                                    | U                        |          |
| Comments                                                                                                                                                                                         |                           |                                                          |                     |                                             |                                      |                          |          |
| The Index of Wetland Condition Field Assessment assessed the site and identified the following EVC's Tall Marsh (821) and Aquatic Herbland (653) as the vegetation associated with this wetland. |                           |                                                          |                     |                                             |                                      |                          |          |
| ESO2(45)                                                                                                                                                                                         | Duckholes                 | N                                                        | U                   | U                                           | Y                                    | Y                        |          |
| Comments                                                                                                                                                                                         |                           |                                                          |                     |                                             |                                      |                          |          |
| The Index of Wetland Condition Field Assessment assessed Duckholes site and identified Brackish Grassland EVC934(E) and Brackish Herbland EVC538( poorly known).                                 |                           |                                                          |                     |                                             |                                      |                          |          |
| ESO2(46)                                                                                                                                                                                         | Barrage                   | Y                                                        | N                   | Y                                           | Y                                    | N                        |          |
| Comments                                                                                                                                                                                         |                           |                                                          |                     |                                             |                                      |                          |          |
| Coxillia beds and substrate for native vegetation. Assemblage of threatened water birds.                                                                                                         |                           |                                                          |                     |                                             |                                      |                          |          |

Key to Abbreviations

- Y - Yes
- N - No
- U - Unknown

EVC- Name (number)(bioregional conservation status)

Threatened Flora Status - (EPBC, DSE, FFG, Migratory Bird)  
Conservation Status Abbreviations

| EPBC                     |                       | DSE         |              | FFG |                          | International Treaty |
|--------------------------|-----------------------|-------------|--------------|-----|--------------------------|----------------------|
| National Flora and Fauna |                       | State Flora | State Fauna  | FFG | Migratory Bird Agreement |                      |
| EX                       | Extinct               | ex          | extinct      | cr  | L                        | J                    |
| CR                       | critically endangered | e           | endangered   | e   | N                        | C                    |
| EN                       | endangered            | v           | vulnerable   | v   | I                        | CAMBA                |
| VU                       | vulnerable            | r           | rare         | nt  | Invalid/ineligible       |                      |
|                          |                       | k           | poorly known | dd  | Data deficient           |                      |

18/06/2009  
Proposed C70

## SCHEDULE 4 TO THE ENVIRONMENTAL SIGNIFICANCE OVERLAY

Shown on the planning scheme map as **ESO4**

### HABITAT PROTECTION

#### 1.0 Statement of environmental significance

18/06/2009  
Proposed C70

~~The Colac Otway Shire Sites of Biodiversity Significance, June 2002 identifies the particular characteristics of rare and threatened habitat found in the Shire.~~ Colac Otway Shire contains a diverse range of flora and fauna species, many of which are now rare or threatened and valuable vegetation communities. Habitats formed from waterways, wetlands, native grasslands, stony rises, forested hills, coastal heathlands, estuaries, sandy dune and beach environments all contribute to the variety and diversity of flora and fauna species present throughout the Shire. Flora and fauna habitat comprising vegetation communities that are critical in maintaining threatened species have been identified in the Colac Otway Shire Biodiversity Map October 2009 Main Report.

#### 2.0 Environmental objective to be achieved

18/06/2009  
Proposed C70

~~The objective to be achieved is:~~

- To protect and enhance ~~Victorian Rare or Threatened (VROT)~~ flora and fauna species and ecological vegetation communities listed as rare or threatened under the *Flora and Fauna Guarantee Act 1988*, relevant Department of Sustainability and Environment Advisory lists or the *Environment Protection and Biodiversity Conservation Act 1999*. ~~or communities and significant habitats for native flora and fauna.~~
- To maintain and enhance the long-term viability of significant flora and fauna populations and habitats listed in the table to this schedule.
- To protect and enhance remnant native vegetation including understorey and ensure the long term future of flora and fauna habitats.
- To ensure development does not adversely impact on rare or threatened species and their habitats.
- To encourage the re-establishment of habitat areas and to remove or modify threatening processes.
- To protect site values from pest plants and animals.

#### 3.0 Permit requirement

18/06/2009  
Proposed C70

A permit is not required for ~~the following:~~

- buildings and works associated with informal outdoor recreation, except involving any new or altered effluent disposal system. ~~or~~
- detached non habitable buildings or structures ~~outbuildings~~ less than 300m<sup>2</sup> in floor area. ~~or~~
- alterations and additions to a building ~~dwelling~~ of less than 130m<sup>2</sup> in additional floor area, except involving any new or altered effluent disposal system. ~~or~~
- works carried out ~~undertaken~~ by or on behalf of a public authority relating to waterway ~~watercourse~~ management, environmental improvements or infrastructure services. ~~or~~



- the removal of any non-native vegetation.

#### 4.0 Application requirements

18/06/2009  
Proposed C70

An application must include the following information as appropriate:

- The total extent of native vegetation on the property and the extent of native vegetation proposed to be removed.
- The location of areas, if any, with a gradient exceeding 20 ~~25~~%.
- A Land Management Plan for proposals that directly impact habitat areas that includes the identification of vegetation habitat and management zones and details vegetation management actions.
- The purpose of the proposed vegetation removal.
- Details of any proposed revegetation, including the proposed species to be planted and any proposals for ground stabilisation.
- If the area of proposed native vegetation removal exceeds 400 square metres ~~and it is deemed appropriate~~, a report by a suitably qualified person which describes the vegetation and habitat significance of the site and the likely impact of the proposed vegetation removal on the habitat value of the site and surrounding area.

#### 5.0 Referral/notice of applications

18/06/2009  
Proposed C70

An application must be referred in accordance with Section 55 of the Act to the referral authority specified in Clause 66.04 or a schedule to that clause unless in the opinion of the responsible authority, the proposal satisfies requirements or conditions previously agreed to in writing between the responsible authority and the referral authority.

~~Council may seek the comments on any application in accordance with Section 52(1)(c) of the Act from the authority specified in Clause 66.06 or a schedule to that clause.~~

#### 6.0 Decision guidelines

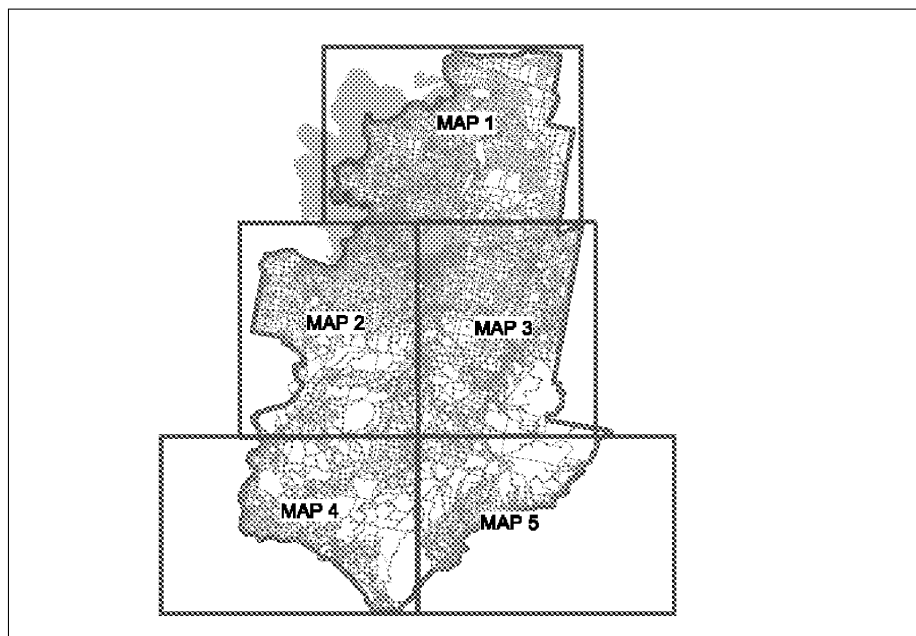
18/06/2012  
Proposed C70

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

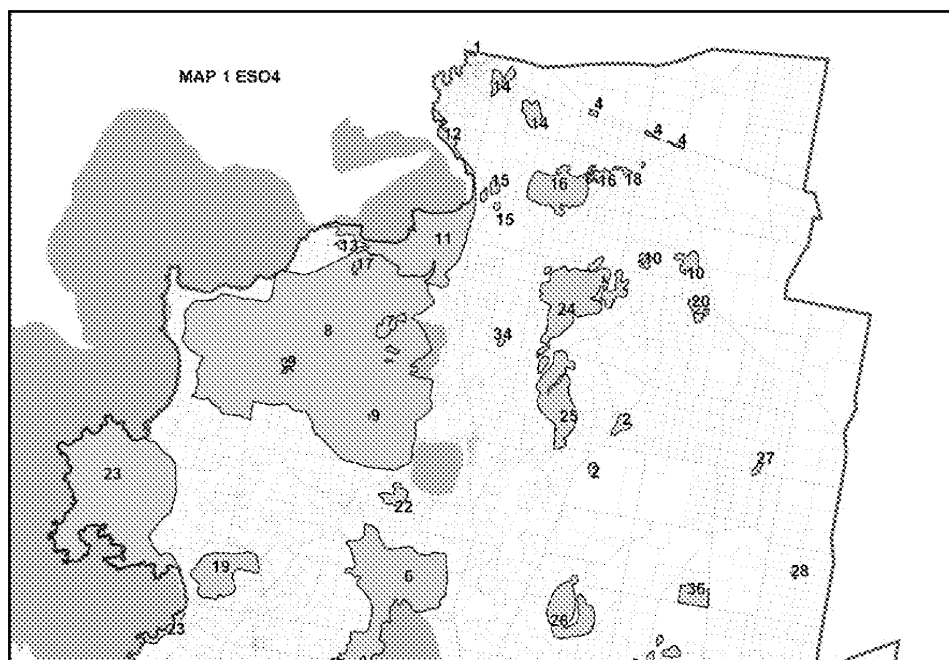
- ~~The particular characteristics of the habitat listed in the table in this schedule and referenced in the map titled Colac Otway Shire Sites of Biodiversity Significance, June 2002.~~ The habitat listed in the Table of Values and shown in Maps 1 to 5 in this schedule and referenced in the Colac Otway Shire Biodiversity Map October 2009 Main Report.
- ~~The effect of the proposed removal of native vegetation on the habitat value and long term viability of flora and fauna and rare, endangered and threatened species.~~
- The reason for removing the vegetation and the practicality of alternative options which do not require removal of native vegetation.
- The value of the vegetation in providing key habitat for flora and fauna particularly depleted habitat types.
- The need to maintain viable examples of Ecological Vegetation Classes (EVCs) that are appropriate and relevant to a site.
- Whether the development may contribute to an increase in the presence of pest plants and animals.
- Whether a Section 173 Agreement is appropriate in providing for vegetation protection and/or management of the land.

- × Any relevant Regional Vegetation plan or Biodiversity Action Plan.
- Whether the application is subject to the Flora and Fauna Guarantee Act 1988 and Environment Protection and Biodiversity Conservation Act 1999.

**KEY MAP TO SCHEDULE 2 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY**



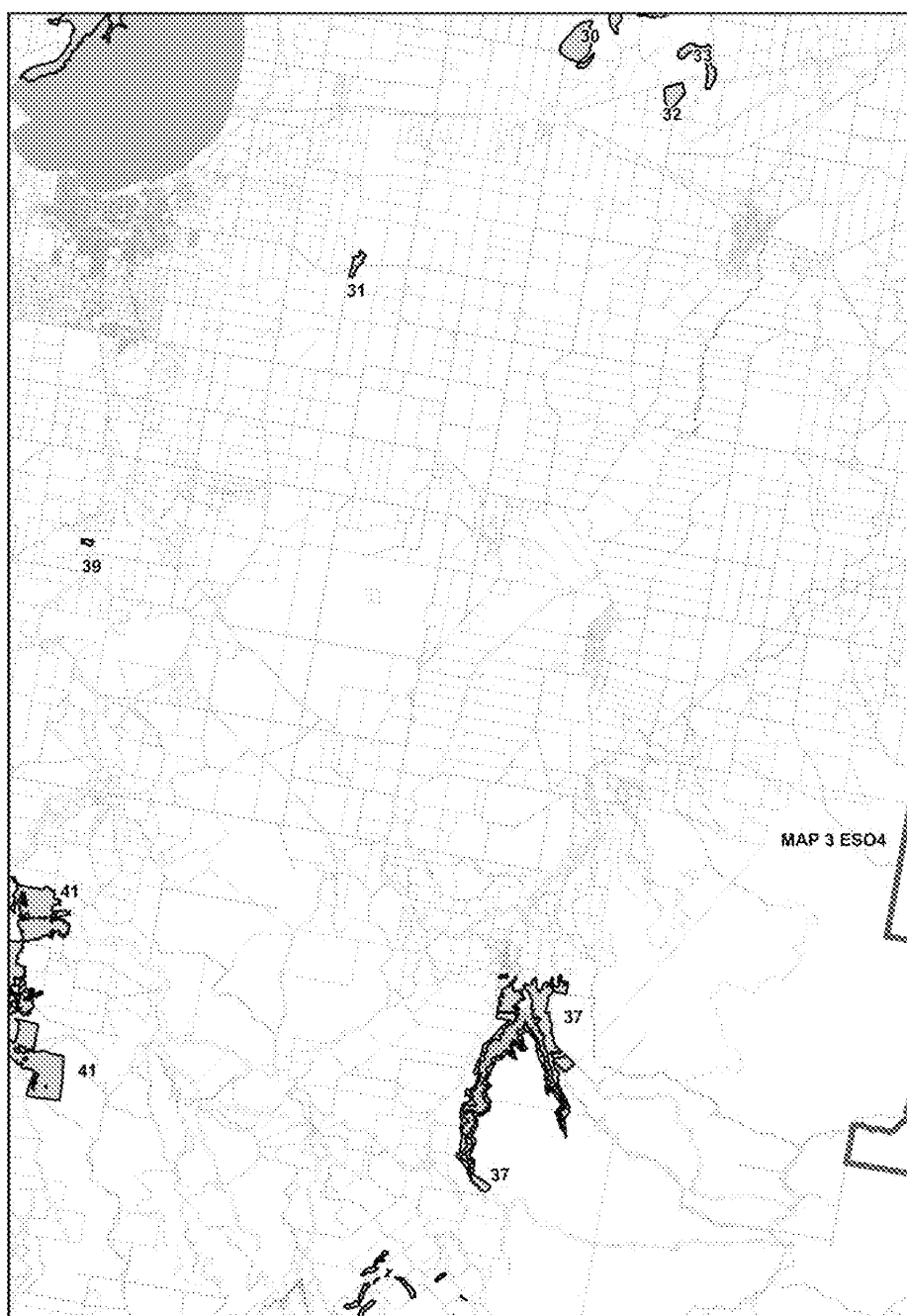
**MAP 1 TO SCHEDULE 4 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY (Numbers relate to bracketed Shire reference number in Table of Values)**



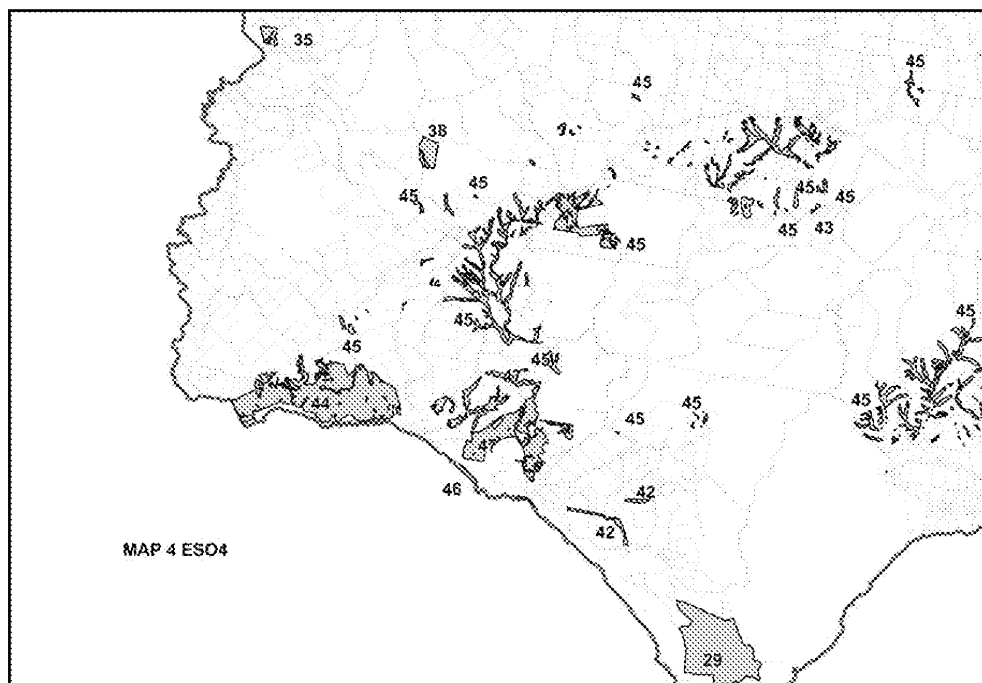
**MAP 2 TO SCHEDULE 4 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)



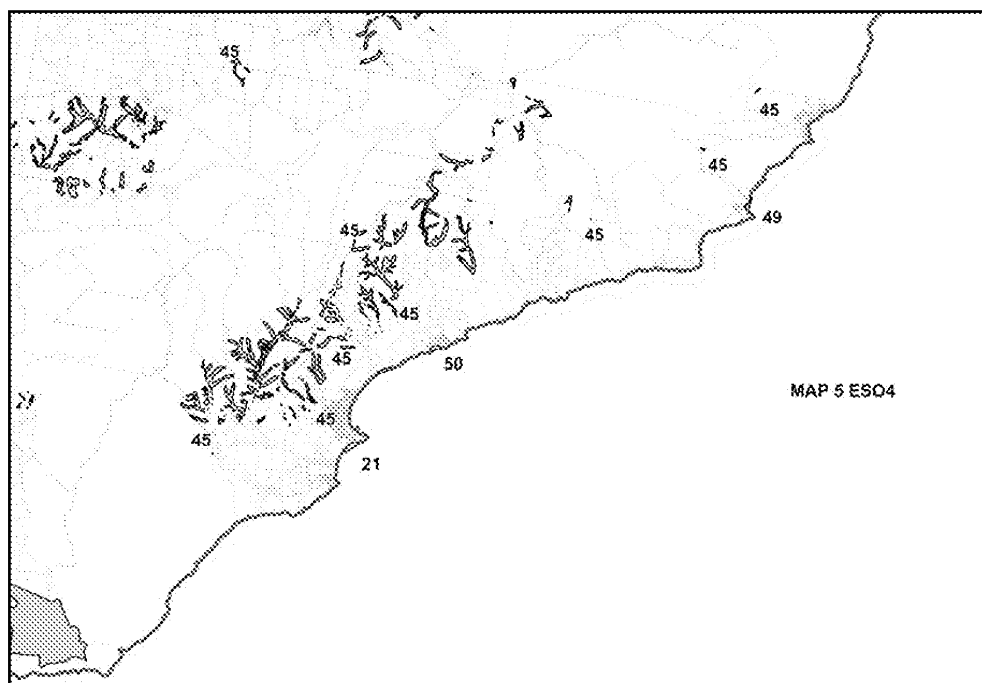
**MAP 3 TO SCHEDULE 4 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)



MAP 4 TO SCHEDULE 4 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY  
(Numbers relate to bracketed Shire reference number in Table of Values)



MAP 5 TO SCHEDULE 4 OF THE ENVIRONMENTAL SIGNIFICANCE OVERLAY  
(Numbers relate to bracketed Shire reference number in Table of Values)



**TABLE OF VALUES FOR HABITAT PROTECTION**  
Shown on the planning scheme map as ESO4

| Shire Ref. | Location                                       | Victorian rate or threatened species recorded | Breeding site | High Biodiversity values/ link | Comments                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|------------------------------------------------|-----------------------------------------------|---------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESO4(1)    | Striped Legless Lizard - Cressy Trotting Track | Y                                             | Y             | Y                              | Striped Legless Lizard ( <i>Delma impar</i> ), (L, vu, EN) captured and released on site. Site has recently been declared Cressy Flora Reserve managed by Parks Victoria. Plains Grassland EVC132(E)                                                                                                                                                                                                              |
| ESO4(2)    | Broiga - Mingawalla                            | Y                                             | Y             | Y                              | Broiga site. Significant Wetland.                                                                                                                                                                                                                                                                                                                                                                                 |
| ESO4(3)    | Native Grasslands - Cressy                     |                                               |               |                                | Plains Grassland EVC (132) (E).                                                                                                                                                                                                                                                                                                                                                                                   |
| ESO4(4)    | Pimelea spinescens - Poornet Station Ground    | Y                                             | Y             | Y                              | Spiny Rice-flower ( <i>Pimelea spinescens</i> subsp. <i>spinescens</i> ) (V, CE), Small Milkwort ( <i>Comesperma polygaloides</i> ) (V, L), <i>Poa labillardieri</i> on western end of site.                                                                                                                                                                                                                      |
| ESO4(5)    | Stony Rises Woodland - Bungador                | Y                                             | U             | Y                              | Growing Grass Frog (L, VU, en), Powerful Owl (L, vu), Grey Goshawk (L, vu), Musk Duck (vu), Eastern Great Egret (L, vu, C, J), Common Bent-wing Bat (L), Broiga (L, vu), Southern Toadlet (vu), Magpie Goose (L, nt), Australasian Bittern (L, en), Eastern Barred Bandicoot (L, EN, cr), Musk Duck (vu), Hardhead (vu), Royal Spoonbill (vu),<br>Stoney Rises Woodland EVC (203) (V) and scattered mature trees. |
| ESO4(6)    | Corangamite Water Skink - Lake Colac Area      | Y                                             | Y             | Y                              | A large area encapsulating numerous Corangamite Water Skink sub populations including The Points, Lake Colac Delaney's Rd and Mathews's Lagoon, Meredith Park, South Eastern Shore Lake Ondit, Rossmoyne Park- Lake Colac western shore.                                                                                                                                                                          |
| ESO4(7)    | Spiny Peppercress - Pipe Clay Lake             | Y                                             | U             | U                              | Lake Ondit Lake Reserve contains Plains Stony Knoll Shrubland/Grassland<br>Saline Lake Verge Herband Brackish/Saline Lake Verge Complex.<br>Wetland margins. Spiny Peppercress ( <i>Lepidium aschersonii</i> ) (L, VU, e)                                                                                                                                                                                         |



| Shire Ref. | Location                                                       | Victorian rare or threatened species recorded | Breeding site | High Biodiversity values/link | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------|----------------------------------------------------------------|-----------------------------------------------|---------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESO4(8)    | Corangamite Waterskink, Spiny Peppercress - Beeac Dreeite Road | Y                                             | Y             | Y                             | Area encapsulating six Corangamite Water Skink sites. Corangamite Waterskink & remnant Barksias. Spiny Peppercress. There are several Biosites within the area where Corangamite Water Skink has been recorded. Biosite (637, 718, 3233, 7031, 7032, 7033, 7041, 7042) Biosite (3233) - Tails Road and Dreeite Biosite lies within Stony Rises Significant fauna: <i>Eulampyrus tympanum marnieae</i> (k), Plains Stony Knoll Shrubland EVC649(E) / Grassland (including Lava plain Shrubland) .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ESO4(9)    | Growing Grass Frog & Broilga - Dreeite Rd                      | Y                                             | Y             | Y                             | The Index of Wetland Condition Field Assessment assessed the Dreeite Nature Reserve and Duckholes site and identified Brackish Grassland (934) and Brackish Herland (538) EVC's. Growing Grass (L, VU, e) Broilga (L, VU) breeding site. Depleted wetland type in bioregion. Stony Knoll Shrubland EVC649(E).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| ESO4(10)   | Broilga - Eurack                                               | Y                                             | Y             | Y                             | Broilga breeding site. Significant wetland depleted in the bioregion. Broilga ( <i>Grus rubicunda</i> ) (L, VU), Hardhead, Musk Duck, Whiskered Tern.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| ESO4(11)   | Broilga & Growing Grass Frog - Lake Martin, Cundare Pool       | Y                                             | Y             | Y                             | Growing Grass Frog- CCMA are constructing permanent breeding ponds. One of only sites in CCMA to have Grass Wetlands EVC291 (V). Directory of important wetlands. Breeding site for wetland birds, especially on four islands. Flocking site for Australasian Shoveler ( <i>Anas rhynchos</i> ) (VU), Freckled Duck ( <i>Stictonetta naevosa</i> ) (L, en), Glossy Ibis ( <i>Plegadis falcinellus</i> ) nt, C), Gulf-billed Tern ( <i>Gelochelidon nilotica</i> ) (L, en), Hardhead ( <i>Aythya australis</i> ) (VU), Whiskered Tern ( <i>Chlidonias hybridus</i> ) (nt). Also recorded Broilga ( <i>Grus rubicunda</i> ) (L, VU), Cape Barren Goose ( <i>Cereopsis novaehollandiae</i> ) (nt), Eastern Great Egret ( <i>Ardea modesta</i> ) (L, VU, C), Pied Cormorant ( <i>Phalacrocorax varius</i> ) (nt), Whiskered Tern ( <i>Chlidonias hybridus</i> ) (nt). Cundare pool/ Lake Martin fulfils criteria for Ramsar listing. The wetland has supported seven species listed under JAMBA and CAMBA. |

| Shire Ref. | Location                                                      | Victorian rare or threatened species recorded | Breeding site | High Biodiversity values/ link | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|---------------------------------------------------------------|-----------------------------------------------|---------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESO4(12)   | Broilga & Growling Grass Frog - Black Bridge Pool             | Y                                             | Y             | Y                              | Growling Grass Frog. Flocking and breeding site for Broilga ( <i>Grus rubicunda</i> ) (v, L), flocking site for Cape Barren Goose ( <i>Cereopsis novaehollandiae</i> ) (nt). Also present Gull-billed Tern ( <i>Gelochelidon nilotica</i> ) (L, en), Hardhead ( <i>Aythya australis</i> ) (vu), Whiskered Tern ( <i>Chlidonias hybridus</i> ) (nt), Eastern Great Egret ( <i>Ardea modesta</i> ) (L, vu, Cj) and Royal Spoonbill ( <i>Platalea regia</i> ) (vu). Part of Cundare Pool (Lake Martin) Lake Reserve. |
| ESO4(13)   | Cape Barren Goose & Spiny Peppercross - Cundare-Duvernay Road | Y                                             | U             | Y                              | Flocking site for Cape Barren Goose ( <i>Cereopsis novaehollandiae</i> ) (nt), Whiskered Tern, Glossy Ibis. Spiny peppercross. Depleted wetland type in Bioregion.                                                                                                                                                                                                                                                                                                                                                |
| ESO4(14)   | Broilga - Cressy Airfield                                     | Y                                             | U             | Y                              | Swamp 3km east of Cressy Broilga flocking site. Broilga ( <i>Grus rubicunda</i> ) (v, L), Gull-billed Tern ( <i>Gelochelidon nilotica</i> ) (L, en), Significant Wetlands- depleted wetland type in Bioregion. Significant Wetlands- depleted wetland type in Bioregion. Also present Whiskered Tern ( <i>Chlidonias hybridus</i> ) (nt) Hardhead ( <i>Aythya australis</i> ) (vu).                                                                                                                               |
| ESO4(15)   | Broilga- Reddies Road                                         | Y                                             | Y             | Y                              | Broilga Breeding Site. Broilga ( <i>Grus rubicunda</i> ) (v, L), Whiskered Tern ( <i>Chlidonias hybridus</i> ) (nt), Royal Spoonbill ( <i>Platalea regia</i> ) (vu), Australasian Bittern ( <i>Botaurus poiciloptilus</i> ) (L, en), Cape Barren Goose ( <i>Cereopsis novaehollandiae</i> ) (nt), Whiskered Tern ( <i>Chlidonias hybridus</i> ) (nt), Anas thynchos. Significant wetland depleted in Bioregion.                                                                                                   |
| ESO4(16)   | Broilga- Lake Weering-                                        | Y                                             | U             | Y                              | Depleted wetland type significant in Bioregion. Broilga flocking site. Cape Barren Goose flocking site. Broilga ( <i>Grus rubicunda</i> ) (v, L), Cape Barren Goose ( <i>Cereopsis novaehollandiae</i> ) (nt), Australasian Shoveler ( <i>Anas thynchos</i> ) (vu), Blue-billed Duck ( <i>Oxyura australis</i> ) (L, en).                                                                                                                                                                                         |
| ESO4(17)   | Spiny Peppercross - Cundare Duvernay Road                     | Y                                             | N             | Y                              | Spiny Peppercross.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| ESO4(18)   | Broilga - Lake Weering East                                   | Y                                             | U             | Y                              | Broilga ( <i>Grus rubicunda</i> ) (v, L), Australasian Shoveler ( <i>Anas thynchos</i> ) (vu), Pied Cormorant ( <i>Phalacrocorax varius</i> ) (nt)                                                                                                                                                                                                                                                                                                                                                                |
|            |                                                               |                                               |               |                                | The Index of Wetland Condition Field Assessment assessed the site and identified the following saltmarsh (888) as the main EVC.                                                                                                                                                                                                                                                                                                                                                                                   |

| Shire Ref. | Location                                   | Victorian rare or threatened species recorded | Breeding site | High Biodiversity values/link | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------|--------------------------------------------|-----------------------------------------------|---------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESO4(19)   | Corangamite Water Skink - Red Rocks        | Y                                             | Y             | Y                             | Corangamite Water Skink (L, EN, c), present in Lake Corangamite and Lake Gnalingurk and surrounding habitat. Plains Stony Knoll Shrubland/Grassland (including Lava plain Shrubland) Crater Lake (Brackish). Flocking site for Hardhead (vu), Australasian Shoveler (vu). Also recorded Musk Duck (vu), Glossy Ibis (nt, C).                                                                                                                                                                                                                                                                                                                            |
| ESO4(20)   | Broilga - Mount Hesse                      | Y                                             | U             | Y                             | Five threatened aquatic birds including Broilga, Eastern Great Egret. Flocking site for Hardhead, Whiskered Tern, Australasian Shoveler. Significant wetlands rare in the bioregion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| ESO4(21)   | Hooded Plover - Apollo Bay                 | Y                                             | Y             | Y                             | Hooded Plover (L, vu). Three pairs nest on beach and feed in estuary area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| ESO4(22)   | Beeac Swamp Lake Reserve                   | Y                                             | U             | Y                             | Depleted wetland type significant in bioregion. Ramsar Wetland. Directory of Important Wetland. Lake Beeac is listed under the Ramsar Convention as part of the Western District Lakes. Spiny Pepper-creep is located on the east bank (site 1) and the north-west bank of Lake Beeac.                                                                                                                                                                                                                                                                                                                                                                  |
| ESO4(23)   | Corangamite Water Skink - Lake Corangamite | Y                                             | Y             | Y                             | Wool Wool (eastern shoreline Lake Corangamite, Wool Wool & Reads Road)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| ESO4(24)   | Broilga - Eurack Swamp                     | Y                                             | Y             | Y                             | Directory of Important Wetlands. Flocking site for Broilga (L, vu), Glossy Ibis (nt, C), Pied Cormorant (nt), Whiskered Tern (nt), Australasian Shoveler (vu), Musk Duck (vu), Cape Barren Goose (nt), Caspian Tern (L, nt, C, J), Blue winged parrot and possible Orange Bellied Parrot habitat.                                                                                                                                                                                                                                                                                                                                                       |
| ESO4(25)   | Water birds- Middle Lough Calvert          | Y                                             | Y             | Y                             | Listed as Wetland of National Importance. Semi-permanent saline wetland Lough Calvert drainage scheme. Supports large numbers of waterbirds including several species that breed there i.e. Straw-necked Ibis, Glossy Ibis, Black Swan, Eurasian Coot and Gull-billed Tern. Flocking site for Hardhead (vu), Freckled Duck (L, en), Australasian Shoveler (vu), Cape Barren Goose (nt). Also present Glossy Ibis (nt, C), Blue billed duck, Spotted Harrier (nt), Whiskered Tern (nt), Musk Duck (vu), Blue-billed Duck (L, en), Caspian Tern (L, nt, c, J), Gull-billed Tern (L, en), Fat-tailed Dunnart (nt) Round-leafed Wilsonia, Beaded Glasswort. |
| ESO4(26)   | Water bird flocking site- Lake Thurrumbong | Y                                             | Y             | Y                             | Listed as Wetland of National Importance. Four species listed by both JAMBA and CAMBA have been recorded at these wetlands. Flocking site for Australasian Shoveler (vu), Hardhead (vu). Also present Broilga (L, vu).                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| ESO4(27)   | Broilga - Turkeith                         | Y                                             | Y             | Y                             | Broilga breeding site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| ESO4(28)   | Broilga - East Moorleic                    | Y                                             | Y             | Y                             | Broilga breeding site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Shire Ref. | Location                                                    | Victorian rare or threatened species recorded | Breeding site | High Biodiversity values/link | Comments                                                                                                                                                                                                                                                                                                                                                           |
|------------|-------------------------------------------------------------|-----------------------------------------------|---------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESO4(29)   | Leaty Greenhood - Cape Otway                                | Y                                             | Y             | Y                             | Significant at the National Level. Leaty Greenhood ( <i>Pterostylis cucullata</i> subs. <i>cucullata</i> ) (L, V) West Coast Peppermint ( <i>Eucalyptus</i> aff. <i>willisii</i> ) (South-western Victoria)(r), Rufous Bristlebird (L, nt)                                                                                                                         |
| ESO4(30)   | Broilga - Lake Burn                                         | Y                                             | Y             | Y                             | Broilga Breeding site. Flocking site for Musk Duck (vu) and Freckled Duck (L, e). Significant wetland in the Bioregion.                                                                                                                                                                                                                                            |
| ESO4(31)   | Growing Grass Frog & threatened water birds and - Balls Dam | Y                                             | Y             | Y                             | Flocking site for Hardhead (vu), Australasian Shoveler (vu). Growing Grass Frog (L, VU, en), Also recorded: Grey Goshawk (L vu) Pied Cormorant (nt), Eastern Great Egret (L, vu, C, J), Royal Spoonbill (vu), Hardhead (vu), Blue-billed Duck (L, en), Latham's Snipe (nt, C, J), Cape Barren Goose (nt), Pied Cormorant (nt), Australasian Bittern (L, en).       |
| ESO4(32)   | Broilga - Lake Ayrey                                        | Y                                             | Y             | Y                             | Breeding site for Broilga (L, vu). Flocking site for Magpie Goose (L, nt), Eastern Great Egret L, vu, C, J). Assemblage of threatened water birds including Whiskered tern (nt), Hardhead (nt), Freckled Duck (L, e), Pacific Gull (nt), Glossy ibis (nt, C), Australasian Shoveler (vu), Little Egret (L, en), Latham's Snipe (nt, C, J), Cape Barren Goose (nt). |
| ESO4(33)   | Broilga- Bleak House                                        | Y                                             | Y             | Y                             | Breeding site for Broilga (L, vu). Also recorded Australasian Bittern (L, en).                                                                                                                                                                                                                                                                                     |
| ESO4(34)   | Broilga- Hartneys Road                                      | U                                             | U             | U                             | Broilga site (L, vu).                                                                                                                                                                                                                                                                                                                                              |
| ESO4(35)   | Powerful Owl- Sheepyard Block                               | Y                                             | U             | Y                             | Powerful Owl (L, vu).                                                                                                                                                                                                                                                                                                                                              |
| ESO4(36)   | Grasslands- McDonnells Rd                                   | Y                                             | Y             | Y                             | Plains Grassy Woodland EVC55 (E), Fat Tailed Dunnart (nt) trapped and released.                                                                                                                                                                                                                                                                                    |
| ESO4(37)   | Barwon River West Branch                                    | Y                                             | Y             | Y                             | Dwarf Silver Wattle (Acacia nano-dealbata) (r), Netted Daisy-bush (Olearia speciosa) (k), Broad-toothed Rat (nt), Long-nosed Potoroo (L, EN, vu), Rufous Bristlebird (L, nt), Spot-tailed Quoll (L, EN, en) has been recorded and in adjacent Great Oway National Park.                                                                                            |
| ESO4(38)   | Powerful Owl - Chapple Block                                | Y                                             | U             | Y                             | Powerful Owl (L, vu). Other significant species located within the Chapple Block include: Tiger Quoll (site 211) Southern Spider Orchid (743) Long Rope Rush Bog Clubmoss Naked Sun Orchid                                                                                                                                                                         |

| Shire Ref. | Location                                 | Victorian rare or threatened species recorded | Breeding site | High Biodiversity values/ link | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------|------------------------------------------|-----------------------------------------------|---------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESO4(39)   | Six Mile Dam Lake Reserve                | Y                                             | Y             | Y                              | Royal Spoonbill (vu), Ballion's Crane (L, vu), Eastern Great Egret (L, vu, C, J), Glossy Ibis (nt, C), Grey Goshawk (L, vu), Hardhead (vu), Little Egret (L, en), Nankeen Night Heron (nt), Pied Cormorant (nt), Rufous Bristlebird (L, nt), Wetland Blown-grass (Lachnagrostis filiformis var 2) (k), The Index of Wetland Condition assessed the site and identified the following EVC's Aquatic Sedgeland (308), Seasonally Inundated Shrubby Woodland (195) and Plains Grassy Wetland (155).                                                                                                                                                                                                                                                                                                                 |
| ESO4(40)   | Powerful Owl - Colac Foothills           | Y                                             | U             | U                              | Powerful Owl                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| ESO4(41)   | Powerful Owl - Clanceys Hill & surrounds | Y                                             | Y             | Y                              | Powerful Owl (L, vu), Rufous Bristlebird (L, nt), Long-nosed Potoroo (L, VU, e) and Southern Brown Bandicoot (EN, nt) recorded in adjacent Otway Forest Park. White-footed Dunnart (L, nt) recorded on Lardner Creek. Lowland Forest EVC16(D), Shrubby Foothill Forest EVC45(LC), Herb-rich Foothill Forest EVC3(V), Healthy Woodland EVC48(LC), Wet Heathland EVC8(LC), Swamp Scrub EVC 53(V). Several unique and undescribed plant species have been identified in 2009, which are most likely extremely significant flora species. Further investigations are required. Swamp Scrub of the Aire River floodplain is significant as it is geographically and topographically isolated from other remnants of Swamp Scrub and is the only remnant in the Colac Otway Shire to occur on an estuarine floodplain. |
| ESO4(42)   | Swamp Scrub - Aire River                 | Y                                             | U             | Y                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| ESO4(43)   | Snow-berry - Hoptoun Falls               | Y                                             | Y             | Y                              | Snow-berry (Gaultheria hispidula) (L, e). Species is only known from this location in Victoria. No mechanical scrubbing to road batter. Prior to any road works contact DSE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| ESO4(44)   | Rufous Bristle Bird - Cape Volney        | Y                                             | U             | Y                              | Intact vegetation contiguous with Great Otway National Park and the coast. Rufous Bristlebird (L, nt), Powerful Owl (L, nt) and White-bellied Sea-eagle (L, vu, C) recorded.<br>On the coast vegetation comprises Coastal Headland Scrub EVC161 (D), Damp Sands Herb-rich Woodland EVC3 (V), Coastal Tussock Grassland EVC163 (V). Further inland vegetation comprises Forest EVC45 (LC), Wet Forest EVC30 (LC), and Shrubby Wet Forest EVC201 (LC).                                                                                                                                                                                                                                                                                                                                                             |
| ESO4(45)   | Cool Temperate Rainforest - Otways       | Y                                             | U             | Y                              | Cool Temperate Rainforest EVC31 (E) occurs along drainage of rivers and tributaries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| ESO4(46)   | Hooded Plover - Glenaite                 | Y                                             | Y             | Y                              | Hooded Plover (L, vu),                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| ESO4(47)   | Powerful Owl - Glenaite                  | Y                                             | U             | Y                              | Powerful Owl (L, vu). Significant for the Rufous Bristlebird habitat and remnant roadside vegetation. Its range includes sections of the Holy Water Block.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ESO4(48)   | Powerful Owl - Aire                      | Y                                             | U             | Y                              | Powerful Owl (L, vu). There are four known Powerful Owl sites in close proximity to each other Refer to the Powerful Owl Action Statement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Shire Ref. | Location                     | Victorian rate or threatened species recorded | Breeding site | High Biodiversity values/link | Comments                         |
|------------|------------------------------|-----------------------------------------------|---------------|-------------------------------|----------------------------------|
| ESO4(49)   | Hooded Plover- Kennett River | Y                                             | Y             | Y                             | Hooded Plover (L, vu) nest site. |
| ESO4(50)   | Hooded Plover- Skenes Creek  | Y                                             | Y             | Y                             | Hooded Plover (L, vu) nest site. |

**Key to Abbreviations**

Y - Yes  
N - No  
U - Unknown

**EVC** - Name (number)/(bioregional conservation status)

**Threatened Flora Status** - (EPBC, DSE, FFG, Migratory Bird)

| Conservation Status Abbreviations |                       |             |              |     |                       |     |                    |                          |       |
|-----------------------------------|-----------------------|-------------|--------------|-----|-----------------------|-----|--------------------|--------------------------|-------|
| EPBC                              |                       | DSE         |              | DSE |                       | FFG |                    | International Treaty     |       |
| National Flora and Fauna          |                       | State Flora |              |     | State Fauna           | FFG |                    | Migratory Bird Agreement |       |
| EX                                | Extinct               | ex          | extinct      | cr  | Critically endangered | L   | Listed             | J                        | JAMBA |
| CR                                | critically endangered | e           | endangered   | e   | Endangered            | N   | Nominated          | C                        | CAMBA |
| EN                                | endangered            | v           | vulnerable   | v   | Vulnerable            | I   | Invalid/Ineligible |                          |       |
| VU                                | vulnerable            | r           | rare         | nt  | Near threatened       |     |                    |                          |       |
|                                   |                       | k           | poorly known | dd  | Data deficient        |     |                    |                          |       |



COLAC OTWAY PLANNING SCHEME

18/06/2009  
Proposed C70

**SCHEDULE 1 TO THE VEGETATION PROTECTION OVERLAY**

Shown on the planning scheme map as **VPO1**

**SIGNIFICANT AND REMNANT VEGETATION**

**1.0**

19/01/2006  
VC37

**Statement of nature and significance of vegetation to be protected**

The remnant vegetation is significant for its bio-diversity and environmental value in providing habitat areas of State, national and international significance.

The vegetation forms a link between major blocks of vegetation and smaller remnant areas and consolidates remnant corridors along streams.

Remaining vegetation is critical to catchment management, in terms of surface water quality and the prevention of erosion in the steep country.

Remnant vegetation within the Otway Ranges is a key feature of the landscape and scenic recreational value for local, regional and state communities.

The area of remnant grassland has continued to decline and is now reaching a level that requires immediate action to prevent possible local extinction.

Protection and retention of groundwater quality is of major significance to the community.

**2.0**

18/06/2009  
C55

**Vegetation protection objectives to be achieved**

- To protect and manage the remnant vegetation in the Otway Ranges as viable habitat areas for animals and birds, for catchment management and for its scenic and recreational value.
- To protect and manage the remnant grassland as identified in the Flora and Fauna Guarantee Act 1988 and in particular in Action Statement No 53, Western (Basalt) Plains Grassland Community.
- To encourage natural regeneration and replanting with indigenous species and to remove or modify threatening processes and introduced plant species.

**3.0**

18/06/2009  
C55

**Permit requirement**

A permit is required to remove, destroy or lop any native vegetation.

**4.0**

18/06/2009  
Proposed C70

**Application requirements**

An application to remove native vegetation must include the following information as appropriate:

- \* A response to the following:
  - \* 'Guide for assessment of non-referred planning permit applications to remove native vegetation' (Department of Sustainability and Environment, 2011) (as amended from time to time); or
  - \* 'Native Vegetation Guide for assessment of referred planning permit applications' (Department of Sustainability and Environment, 2007) (as amended from time to time).
- \* ~~The total extent of native vegetation on the property and the extent of native vegetation proposed to be removed.~~

COLAC OTWAY PLANNING SCHEME

- ~~The location of areas, if any, with a gradient exceeding 20%.~~
- A Vegetation Management Plan including identification of habitat envelopes. A Land Management Plan that includes the identification of vegetation habitat and management zones and details vegetation management actions.
- ~~The purpose of the proposed vegetation removal.~~
- ~~Demonstration that the removal, destruction or lopping has been reduced to the minimum extent that is reasonable and practicable.~~
- ~~Details of any proposed revegetation, including the proposed species to be planted and any proposals for ground stabilisation.~~
- If the area of proposed native vegetation removal exceeds 400m<sup>2</sup>, a report by a suitably qualified person which describes the vegetation and habitat and habitat significance of the site.

**5.0 Referral/notice of applications**

18/06/2009  
Proposed C70

An application must be referred in accordance with Section 55 of the Act to the referral authority specified in Clause 66.04 or a schedule to that clause unless in the opinion of the responsible authority, the proposal satisfies requirements or conditions previously agreed to in writing between the responsible authority and the referral authority.

~~Council may seek the comments on any application in accordance with Section 52(1)(c) of the Act from the authority specified in Clause 66.06 or a schedule to that clause.~~

**6.0 Decision guidelines**

18/06/2009  
Proposed C70

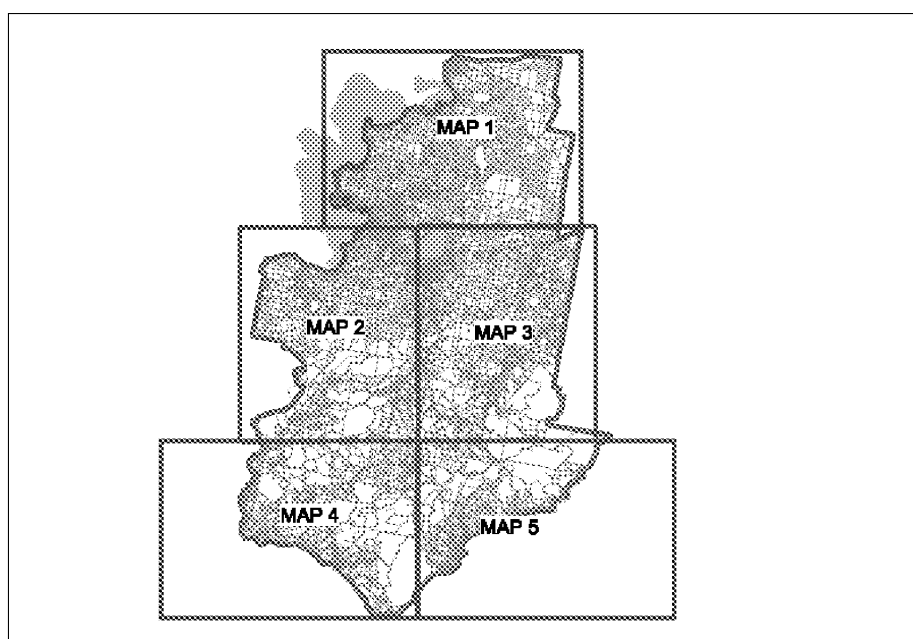
Before deciding on an application the responsible authority must consider as appropriate:

- ~~The particular characteristics of the significant/remnant vegetation as listed in the table in this schedule and referenced in the map titled Colac Otway Shire Sites of Biodiversity Significance, June 2002. Sites of significant/remnant vegetation as listed in the Table of Values and shown in Maps 2 to 5 in this Schedule and referenced in the Colac Otway Shire Biodiversity Map October 2009 Main Report.~~
- The need to limit removal of trees to less than 10% of the land and to limit the clearance of understorey to less than 30% of the land.
- The need to retain remnant vegetation and conserve flora and fauna habitats including habitat and movement corridors ~~and bio links.~~
- ~~The need to maintain ecological processes and dynamics of the ecosystem in a local and landscape context.~~
- The value of the vegetation in providing key habitat for flora and fauna particularly depleted habitat types. ~~The value of the flora, fauna or habitat in terms of physical condition, rarity or variety.~~
- The need to maintain viable examples of Ecological Vegetation Classes that are appropriate and relevant to a site. ~~The need to maintain viable examples of particular Broad Vegetation Communities.~~
- The effect of the proposed removal of native vegetation on the habitat value and long term viability of remnant bushland areas in the vicinity.
- The need to maintain habitat corridors and to prevent fragmentation of habitats and the degradation of native riparian habitats.
- Whether the development may contribute to an increase in the presence of pest plants and animals. ~~The contribution of the proposal to pest plant control.~~
- The reason for removing the vegetation and the practicality of alternative options which do not require removal of native vegetation.

COLAC OTWAY PLANNING SCHEME

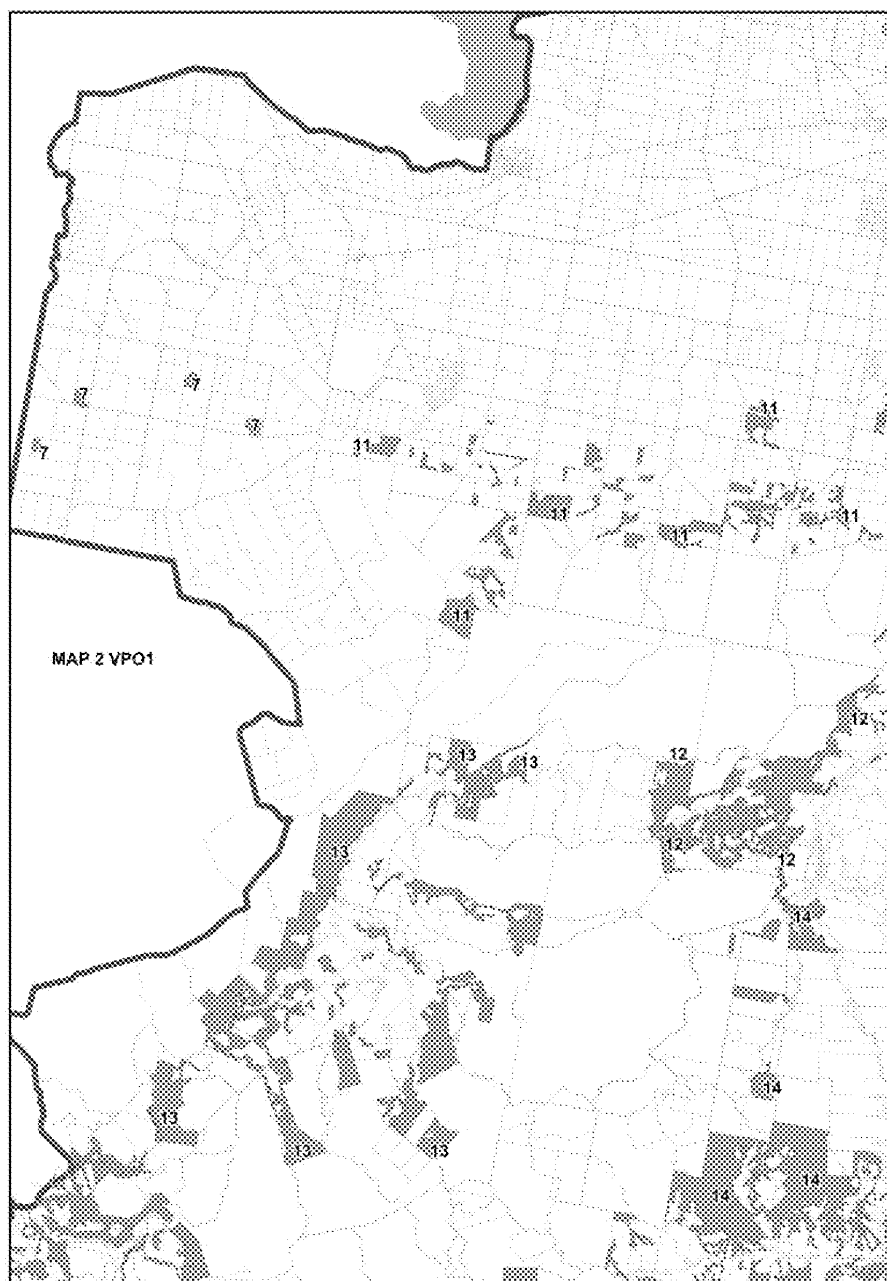
- Whether a Section 173 Agreement is appropriate in providing for vegetation protection and/or management of the land.
- Whether the application is subject to the Environment Protection and Biodiversity Conservation Act 1999 or the Flora and Fauna Guarantee Act 1988.
- Any relevant Regional Vegetation Plan and Department of Sustainability and Environment Biodiversity Map including the Corangamite Native Vegetation Strategy (2006).
- The recommendations of any relevant Biodiversity Action Plan of Department of Sustainability and Environment.

**KEY MAP TO SCHEDULE 1 OF THE VEGETATION PROTECTION OVERLAY**



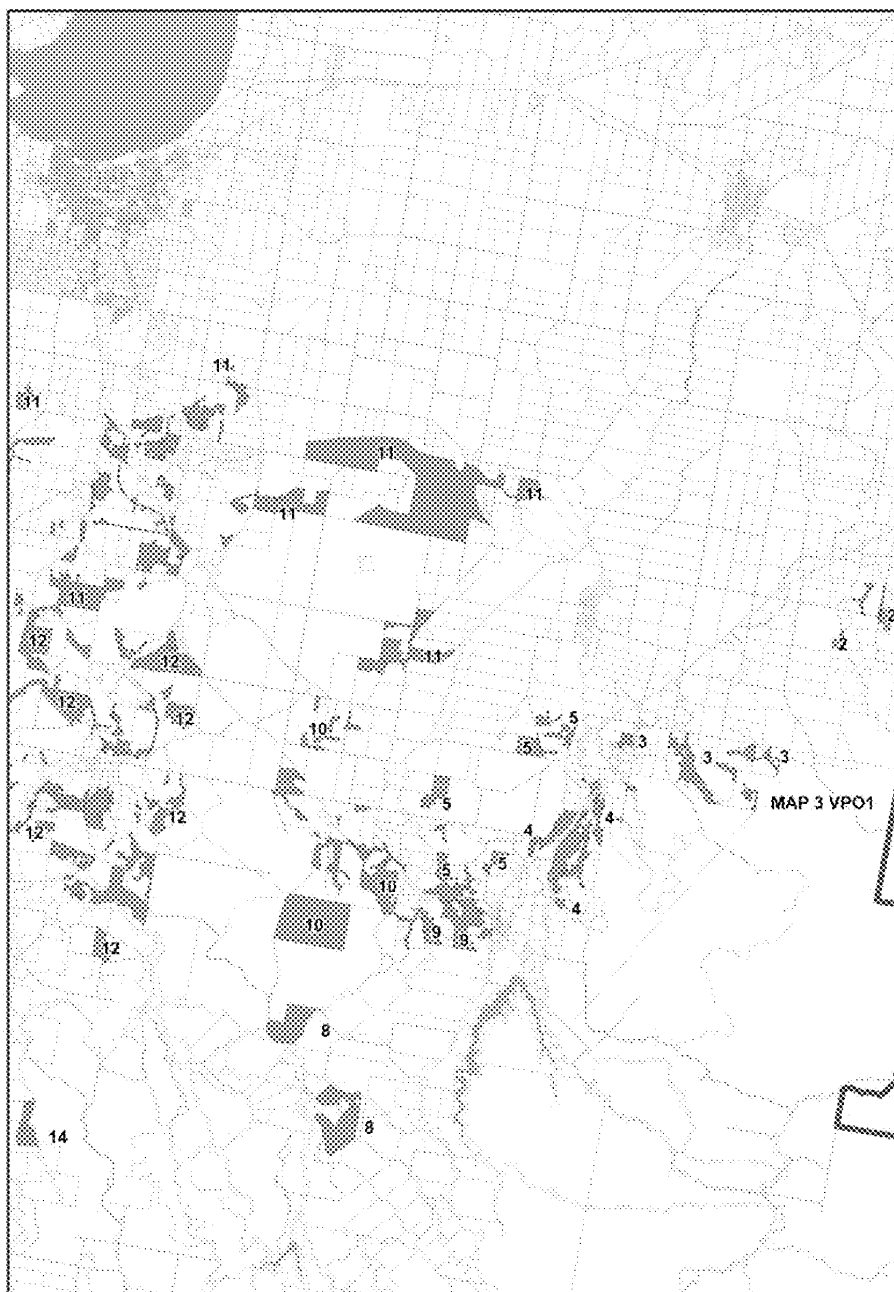
COLAC OTWAY PLANNING SCHEME

MAP 2 TO SCHEDULE 1 OF THE VEGETATION PROTECTION OVERLAY  
(Numbers relate to bracketed Shire reference number in Table of Values)



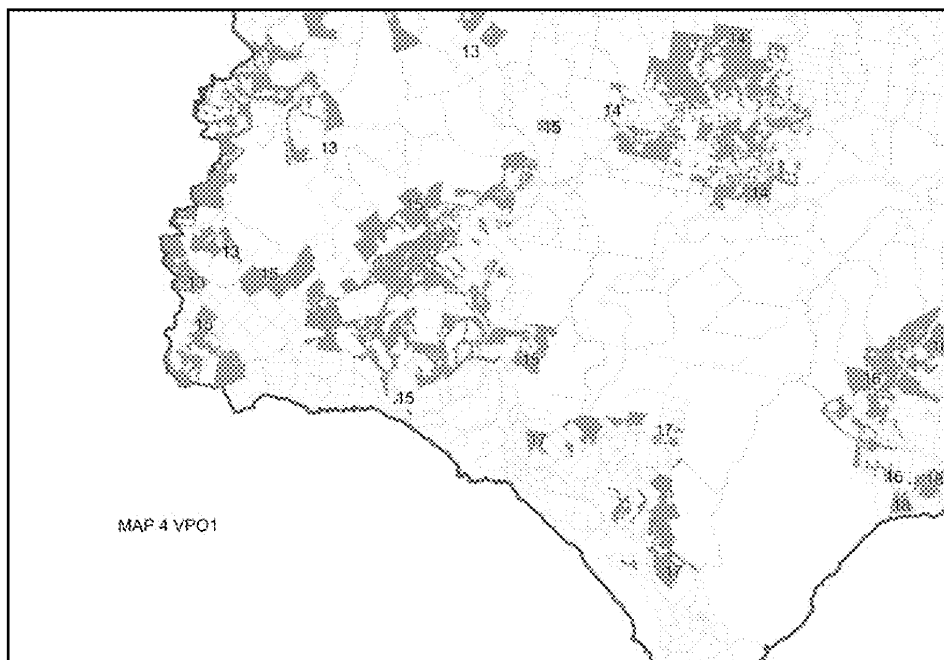
COLAC OTWAY PLANNING SCHEME

**MAP 3 TO SCHEDULE 1 OF THE VEGETATION PROTECTION OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)

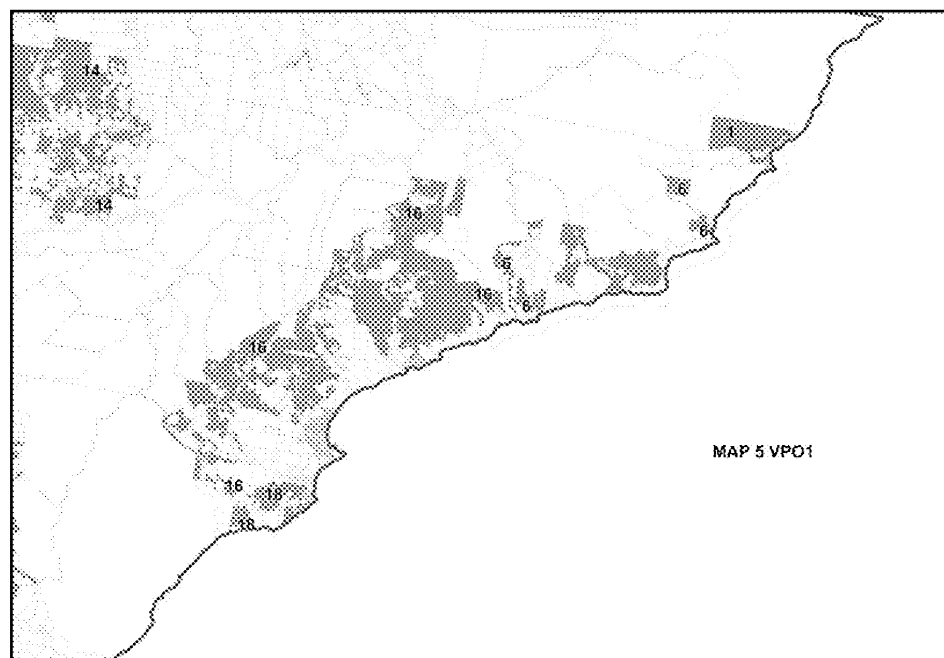


COLAC OTWAY PLANNING SCHEME

**MAP 4 TO SCHEDULE 1 OF THE VEGETATION PROTECTION OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)



**MAP 5 TO SCHEDULE 1 OF THE VEGETATION PROTECTION OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)





## TABLE OF VALUES FOR SIGNIFICANT AND REMNANT VEGETATION

Shown on the biodiversity map as VPO1

| Shire Ref. | Location                                | Victorian rare or threatened species recorded | Rare or threatened Vegetation Community | High biodiversity values / links. | Comments                                                                                                                                                                                                                                                                                                                                                                   |
|------------|-----------------------------------------|-----------------------------------------------|-----------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO1(1)    | Wye River                               | Y                                             | U                                       | Y                                 | Intact vegetation contiguous with Great Otway National Park. Predominantly Wet Forest EVC201 (LC), Shrubby Foothill Forest EVC45 (LC), Shrubby Wet Forest EC201 (LC), patches of Coastal Headland Scrub EVC161 (D) and Herb-rich Foothill Forest EVC23 (D) on the coast. Rufous Bristlebird (L, nt), Southern Blue-gum ( <i>Eucalyptus globulus subsp. globulus</i> ) (t). |
| VPO1(2)    | Pennyroyal                              | N                                             | N                                       | Y                                 | Lowland Forest EVC16(D), Grassly Woodland EVC175(E)                                                                                                                                                                                                                                                                                                                        |
| VPO1(3)    | Barwon Downs                            | N                                             | N                                       | Y                                 | West Coast Peppermint ( <i>Eucalyptus aff. willisii</i> (South-western Victoria)) (t), Herb-rich Foothill Forest/Shrubby Foothill Forest Complex EVC178 (D), Lowland Forest EVC16 (D), Riparian Forest EVC18 (V), Contiguous with Otway Forest Park and nearby Callahan Block Powerful Owl population.                                                                     |
| VPO1(4)    | Barwon River East & King Creek Yaughner | Y                                             | N                                       | Y                                 | Heathy Woodland EVC48 (LC), Lowland Forest EVC16 (D), Dwarf Silver Wattle ( <i>Acacia nano-dealbata</i> ) (t), Remnants are contiguous with Great Otway National Park and Otway Forest Park and nearby Callahan Block Powerful Owl population.                                                                                                                             |
| VPO1(5)    | Yaughner Foothill Forest                | Y                                             | N                                       | Y                                 | Yarra Gum ( <i>Eucalyptus yarraensis</i> ) (t), Southern Brown Bandicoot (EN, nt) recorded on north-west side of Forest Park. Powerful Owl (L), Rufous Bristlebird (L) has been recorded. Lowland Forest EVC16(D), Herb-rich Foothill Forest EVC23(V), Grassly Woodland EVC175(E). Remnants are contiguous links to Otway Forest Park.                                     |
| VPO1(6)    | Kennett River                           | Y                                             | U                                       | Y                                 | Vegetation forms Biolink between Great Otway National Park and the coast. Vegetation is in large blocks adjacent to the National Park and along drainage lines. Wet Forest EVC201 (LC), Shrubby Foothill Forest EVC45 (LC), Shrubby Wet Forest EC201 (LC), Rufous Bristlebird (L, nt), Otway Black Snail (L, vu).                                                          |
| VPO1(7)    | Bungador                                | U                                             | U                                       | U                                 | Lowland Forest EVC16 (D), Possibly Swamp Scrub EVC53 (E). Series of remnants between Jancourt Nature Conservation Reserve and Otway Forest Park.                                                                                                                                                                                                                           |

COLIAC OTWAY PLANNING SCHEME

| Shire Ref. | Location          | Victorian rare or threatened species recorded | Rare or threatened Vegetation Community | High biodiversity values / links. | Comments                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|-------------------|-----------------------------------------------|-----------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO1 (8)   | Upper Gellibrand  | Y                                             | N                                       | Y                                 | Dwarf Silver Wattle ( <i>Acacia nano-dealbata</i> ) (r), Satinwood ( <i>Nematolepis squamea subsp. squamea</i> ) (r), Contiguous with Otway Forest Park, Gellibrand River and Barramunga Creek, Shrubby Wet Forest EVC201 (LC), Shrubby Foothill Forest EVC45 (LC), Wet Forest EVC30 (LC), Riparian Forest EVC18 (LC), Caddisfly ( <i>Orphnitrictia justin</i> ) (DD), Caddisfly ( <i>Archaeophylax canarus</i> ) (L, R/R)         |
| VPO1 (9)   | Forrest           | Y                                             | N                                       | Y                                 | Dwarf Silver Wattle ( <i>Acacia nano-dealbata</i> ) (r)                                                                                                                                                                                                                                                                                                                                                                            |
| VPO1 (10)  | Porcupine Creek   | Y                                             | N                                       | Y                                 | Vegetation is surrounded by Otway Forest Park and adjacent to Great Otway National Park, forming continuous link of vegetation. West Coast Peppermint ( <i>Eucahyptus aff. willisii</i> ) (South-western Victoria) (r), Currant-wood ( <i>Monotoca glauca</i> ) (r), Heathy Woodland EVC 48(LC), Lowland Forest EVC16 (D), Sedgy Riparian Woodland EVC198 (D), Shrubby Wet Forest EVC201 (LC), Shrubby Foothill Forest EVC45 (LC). |
| VPO1 (11)  | Colac Foothills   | U                                             | U                                       | U                                 | Predominantly Lowland Forest EVC16 (D) also patches of Riparian Scrub/Swampy Riparian Woodland Complex EVC17 (D), Grassy Forest EVC128 (E), and Heathy Woodland EVC48 (LC).                                                                                                                                                                                                                                                        |
| VPO1 (12)  | Gellibrand Forest | Y                                             | U                                       | Y                                 | Long-nosed Potoroo (L, VU, e) recorded in adjacent Otway Forest Park, Grey Goshawk (L, vu), Currant-wood ( <i>Monotoca glauca</i> ) (r), Showy Lobelia ( <i>Lobelia beaugleholei</i> ) (r), Parsley Xanthosia ( <i>Xanthosia leiophylla</i> ) (r)                                                                                                                                                                                  |
|            |                   |                                               |                                         |                                   | Grey Goshawk (L, vu), Southern Toadlet (vu), Currant-wood ( <i>Monotoca glauca</i> ) (r, ), Parsley Xanthosia ( <i>Xanthosia leiophylla</i> ) (r), Predominantly Lowland Forest EVC16(D) also patches of Shrubby Foothill Forest EVC45(LC), Heathy Woodland EVC48(LC), Wet Heathlands EVC8(LC), Damp Heath ScrubEVC165(E), Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D).                                               |

COLIAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                  | Victorian rare or threatened species recorded | Rare or threatened Vegetation Community | High biodiversity values / links. | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------|---------------------------|-----------------------------------------------|-----------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO1(13)   | Carlisle River Heathlands | Y                                             | Y                                       | Y                                 | Ground Parrot (L <sub>r</sub> , en) and Heathlands. Much of the vegetation is contiguous with Great Otway National Park and Otway Forest Park - structurally intact and high biodiversity value. Predominantly Heathy Woodland EVC48(LC) and Lowland Forest EVC48(D) with areas of Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D), Shrubby Foothill Forest EVC45(LC), Wet Heathland EVC8(LC), Herb-rich Foothill Forest EVC23(V).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| VPO1(14)   | Beech Forest              | Y                                             | Y                                       | Y                                 | Dwarf Silver Wattle ( <i>Acacia nano-dealbata</i> ) (r), Currant-wood ( <i>Monotoca glauca</i> ) (r), West Coast Peppermint ( <i>Eucalyptus aff. willisii</i> (South-western Victoria)) (r), Long Rope-rush ( <i>Calorophus elongates</i> ) (v), Starry Daisy-bush ( <i>Olearia stellulata</i> ) (k).<br><br>Predominantly Wet Forest EVC30 (LC), Shrubby Wet Forest EVC201 (LC) with Cool Temperate Rainforest EVC31 (E) occurring along gullies and drainage lines. Much of the vegetation is adjacent to or links with Otway Forest Park or Great Otway National Park, or occurs along waterways.<br><br>Threatened species recorded include Grey Goshawk(L), Otway Black Snail (L, vu), Rufous Bristlebird (L, vu), Spot-tailed Quoll (L, EN, en) and Long-nosed Potoroo (L, VU, en) have been recorded at several locations (refer to Biosites and VFD).<br><br>Threatened flora includes Satinwood ( <i>Nematolepis squamea subsp. Squamea</i> ) (r), Otway Mitre-moss ( <i>Calyptrichaeta otwayensis</i> ) (r), Trachyloma ( <i>Trachyloma planifolium</i> ) (r), Brown's Mitre-moss ( <i>Calyptrichaeta brownie</i> ) (r), Pouncewort ( <i>Nephelejeunea hamata</i> ) (r), Naked Sun-orchid ( <i>Thelymitra circumsepta</i> ) (v). |

COLAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                | Victorian rare or threatened species recorded | Rare or threatened Vegetation Community | High biodiversity values / links. | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------|-------------------------|-----------------------------------------------|-----------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO1(15)   | Wangerrip/Lavers Hill   | Y                                             | U                                       | Y                                 | Vegetation blocks adjacent to Great Otway NP and Otway Forest Park, and/or along waterways linking to large public land blocks. Shrubby Foothill Forest EVC45 (LC), Wet Forest EVC30 (LC), Shrubby Wet Forest EVC201 (LC).                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| VPO1(16)   | Apollo Bay-Skenes Creek | Y                                             | U                                       | Y                                 | Threatened flora include Dwarf Silver Wattle ( <i>Acacia nano-dealbata</i> ) (r), West Coast Peppermint ( <i>Eucalyptus aff. willisii</i> ) (South-western Victoria) (r), Bristly Shield-fern ( <i>Lastreopsis hispida</i> ) (r), Tasman Fan-fern ( <i>Sticherus tener</i> s.s.) (r), Bass Rush ( <i>Juncus bassianus</i> ) (k), Otway Mitre-moss ( <i>Calyptrichaeta otwayensis</i> ) (r), Powerful Owl (L, vu), Rufous Bristlebird (L, nt), Southern Toadlet (nt), Grey Goshawk (L, vu), Otway Black Snail (L, vu), Ground Parrot (L, en).<br>Vegetation forms Biolink between Great Otway NP and the coast. Vegetation is in large blocks adjacent to the National Park and along drainage lines. |
| VPO1(17)   | Holdern Vale            | Y                                             | U                                       | Y                                 | Otway Black Snail (L, vu), Grey Goshawk (L, vu). Records of Spot-tailed Quoll (L, EN, en) and Swamp Antechinus (L, nt), to the north of Skenes Creek, Satinwood ( <i>Nematolepis squamea subsp. squamea</i> ) (r), Wet Forest EVC30 (LC), Shrubby Wet Forest EVC201 (LC), Shrubby Foothill Forest EVC45 (LC).                                                                                                                                                                                                                                                                                                                                                                                        |
| VPO1(18)   | Marengo                 | Y                                             | U                                       | Y                                 | Vegetation is adjacent to Great Otway National Park, Wet Forest EVC30 (LC), Shrubby Foothill Forest EVC45 (LC), Grey Goshawk (L, vu).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|            |                         |                                               |                                         |                                   | Broad-leaf Prickly Moses ( <i>Acacia verticillata subsp. ruscolilia</i> ) (r), Otway Grey-gum ( <i>Eucalyptus littoralis</i> ) (v), Currant-wood ( <i>Monotoca glauca</i> ) (r), Brooker's Gum ( <i>Eucalyptus brookeriana</i> ) (r), Grey Goshawk (L, vu), Azure Kingfisher (nt), Rufous Bristlebird (L, nt), Swamp Skink (L, vu), Historic records of Spot-tailed Quoll (L, E, e), Damp Heath Scrub EVC165 (E), Wet Sands Thicket EVC233(R), Riparian Scrub/Swampy Riparian Woodland Complex EVC17 (LC), Wet Forest EVC30 (LC), Shrubby Foothill Forest EVC45 (LC), Riparian Forest EVC18 (LC).                                                                                                    |

Key to Abbreviations

Y- Yes  
N- No  
U-Unknown

EVC- Name (number)(bioregional conservation status)

Threatened Flora Status - (EPBC, DSE, FFG, Migratory Bird)

Conservation Status Abbreviations

| EPBC                     |                       | DSE         |              | DSE         |                       | FFG |                    | International Treaty     |
|--------------------------|-----------------------|-------------|--------------|-------------|-----------------------|-----|--------------------|--------------------------|
| National Flora and Fauna |                       | State Flora |              | State Fauna |                       | FFG |                    | Migratory Bird Agreement |
| EX                       | extinct               | ex          | extinct      | cr          | Critically endangered | L   | Listed             | J JAMBA                  |
| CR                       | critically endangered | e           | endangered   | e           | Endangered            | N   | Nominated          | C CAMBA                  |
| EN                       | endangered            | v           | vulnerable   | v           | Vulnerable            | I   | Invalid/ineligible |                          |
| VU                       | vulnerable            | r           | rare         | nt          | Near threatened       |     |                    |                          |
|                          |                       | k           | poorly known | dd          | Data deficient        |     |                    |                          |

COLAC OTWAY PLANNING SCHEME

18/06/2009  
Proposed C70

**SCHEDULE 2 TO THE VEGETATION PROTECTION OVERLAY**

Shown on the planning scheme map as **VPO2**

**ROADSIDE VEGETATION**

**1.0**

**Statement of nature and significance of vegetation to be protected**

19/01/2006  
VC37

The remnant vegetation along roadsides plays an important role in preserving tracts of remnant vegetation and can provide strategic biodiversity links.

It is important to maintain and enhance habitat and corridor requirements for native flora and fauna.

Remnant vegetation along roadsides is a key feature of the landscape and scenic recreational value for local, regional and state communities.

**2.0**

**Vegetation protection objectives to be achieved**

18/06/2009  
C55

- To protect and manage the remnant vegetation along roadsides as viable habitat areas for animals and birds and for its scenic and recreational value.
- To encourage natural regeneration and replanting with indigenous species and to remove or modify threatening processes and introduced plant species.

**3.0**

**Permit requirement**

18/06/2009  
C55

A permit is required to remove, destroy or lop any native vegetation.

**4.0**

**Application requirements**

18/06/2009  
Proposed C70

An application to remove native vegetation must include the following information as appropriate:

- The total extent of native vegetation on the roadside and the extent of native vegetation proposed to be removed.
- The location of areas, if any, with a gradient exceeding ~~30%~~ **25%**.
- The purpose of the proposed removal.
- Demonstration that the removal, destruction or lopping has been reduced to the minimum extent that is reasonable and practicable.
- Details of any proposed revegetation, including the proposed species to be planted and any proposals for ground stabilisation.
- If the area of proposed native vegetation removal exceeds 400 square metres, a report by a suitably qualified person which describes the vegetation, habitat and habitat significance of the site and the impact of the proposed removal on the vegetation, habitat and habitat corridors.

**5.0**

**Referral/notice of applications**

18/06/2009  
Proposed C70

An application must be referred in accordance with Section 55 of the Act to the referral authority specified in Clause 66.04 or a schedule to that clause unless in the opinion of the



COLAC OTWAY PLANNING SCHEME

responsible authority, the proposal satisfies requirements or conditions previously agreed to in writing between the responsible authority and the referral authority.

Council may seek the comments on any application in accordance with Section 52(1)(c) of the Act from the authority specified in Clause 66.06 or a schedule to that clause.

## 6.0 Decision guidelines

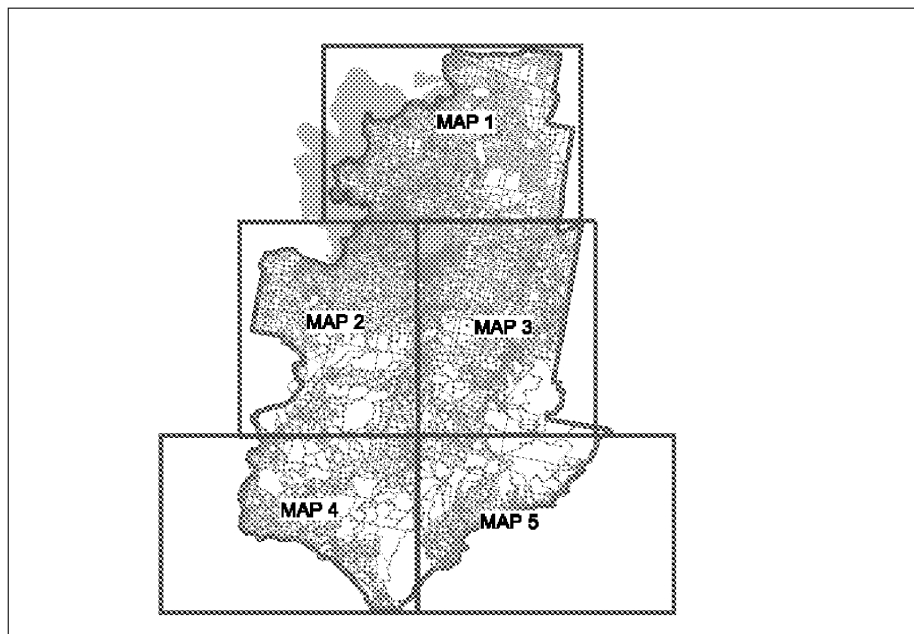
18/06/2009  
C70

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

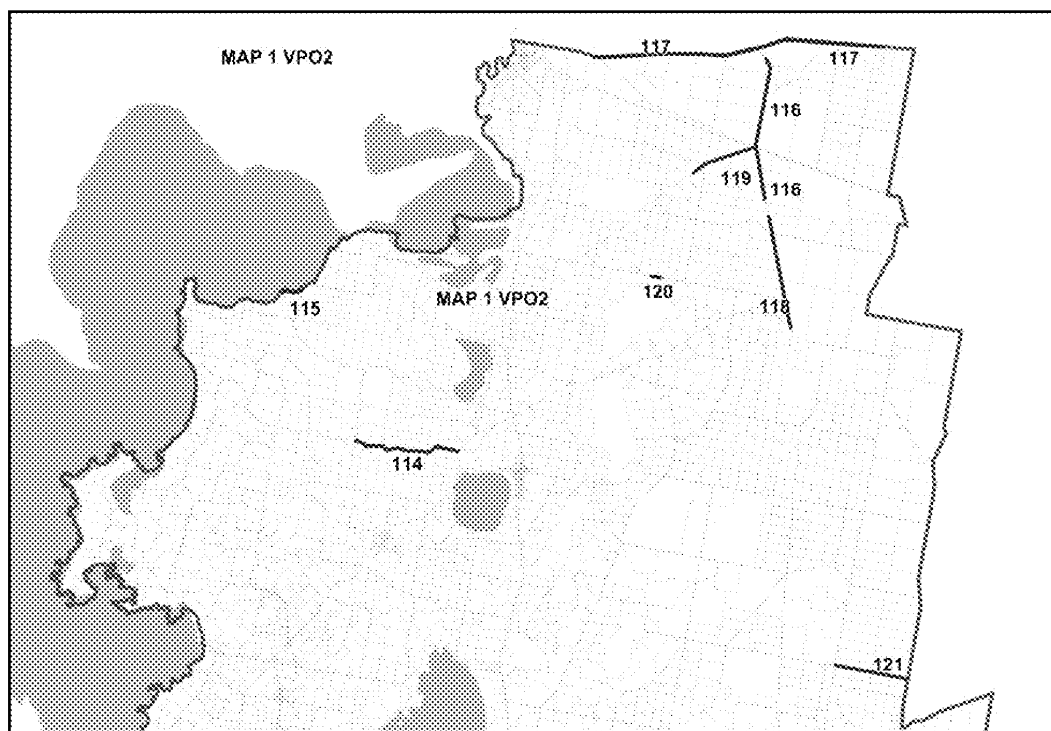
- ~~The particular characteristics of the roadside vegetation as listed in the table in this schedule and referenced in the map titled Colac Otway Shire Sites of Biodiversity Significance, June 2002. Sites of roadside vegetation as listed in the Table of Values and shown in Maps 1 to 5 in this Schedule and referenced in the Colac Otway Shire Biodiversity Map October 2009 Main Report and Colac Otway Shire Roadside Survey 2009 (or equivalent as it is updated from time to time).~~
- The need to retain remnant vegetation and conserve flora and fauna habitats including habitat and movement corridors ~~and biolinks.~~
- ~~The need to maintain ecological processes and dynamics of the ecosystem in a local and landscape context.~~
- The value of the vegetation in providing key habitat for flora and fauna particularly depleted habitat types. ~~The value of the flora, fauna or habitat in terms of physical condition, rarity or variety.~~
- The need to maintain viable examples of Ecological Vegetation Classes that are appropriate and relevant to a site. ~~The need to maintain viable examples of particular Broad Vegetation Communities.~~
- The effect of the proposed removal of native vegetation on the habitat value and long term viability of remnant bushland areas in the vicinity.
- Whether the development may contribute to an increase in the presence of pest plants and animals. ~~The contribution of the proposal to pest plant control.~~
- The reason for removing the vegetation and the practicality of alternative options which do not require removal of native vegetation.
- Whether the application is subject to the Environment Protection and Biodiversity Conservation Act 1999 or the Flora and Fauna Guarantee Act 1988.
- Any relevant Regional Vegetation plan and Department of Sustainability and Environment Biodiversity Map including the Corangamite Native Vegetation Strategy (2006).
- The recommendations of any relevant Biodiversity Action Plan of the Department of Sustainability and Environment.

COLAC OTWAY PLANNING SCHEME

KEY MAP TO SCHEDULE 2 OF THE VEGETATION PROTECTION OVERLAY

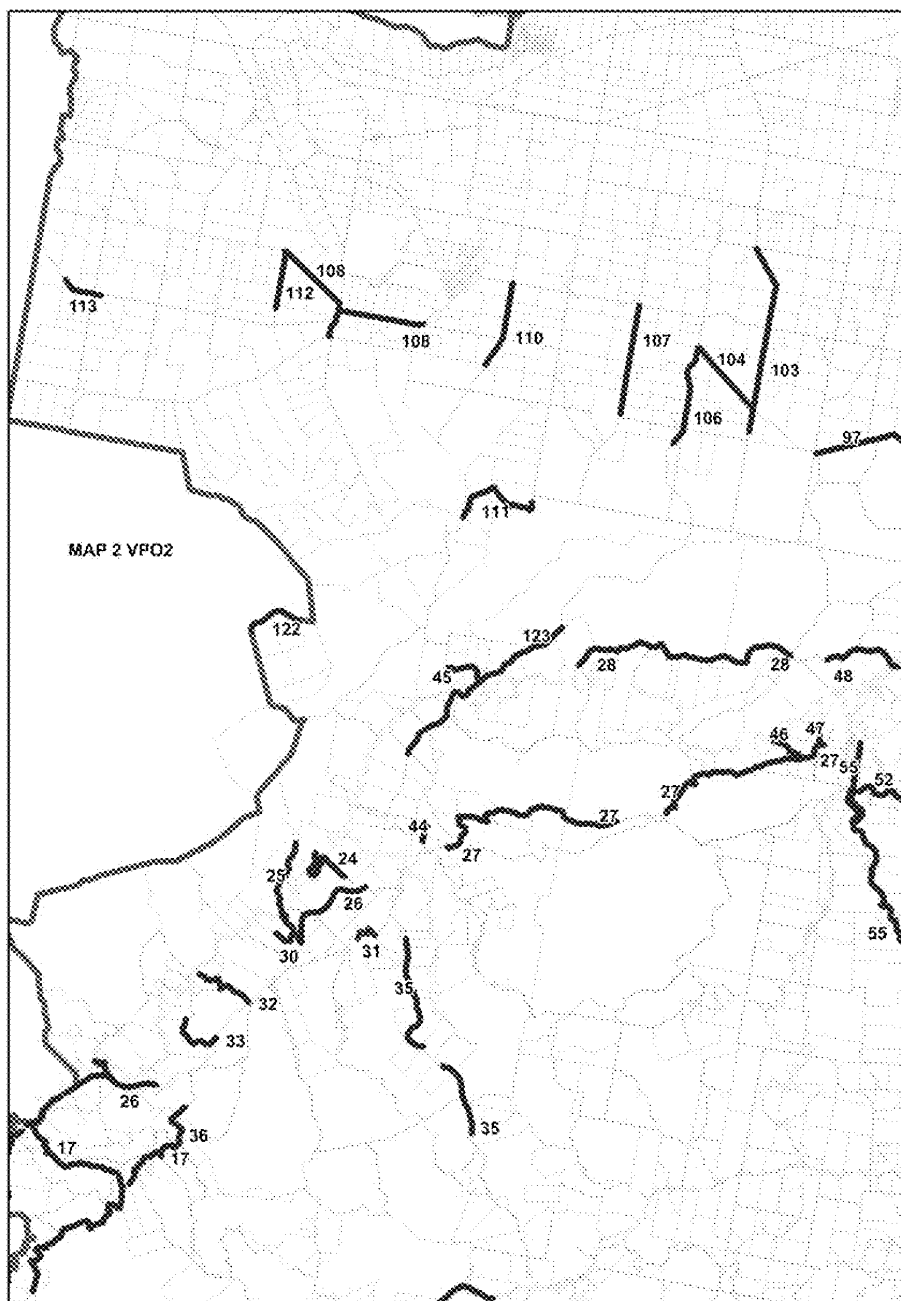


MAP 1 TO SCHEDULE 2 OF THE VEGETATION PROTECTION OVERLAY  
(Numbers relate to bracketed Shire reference number in Table of Values)



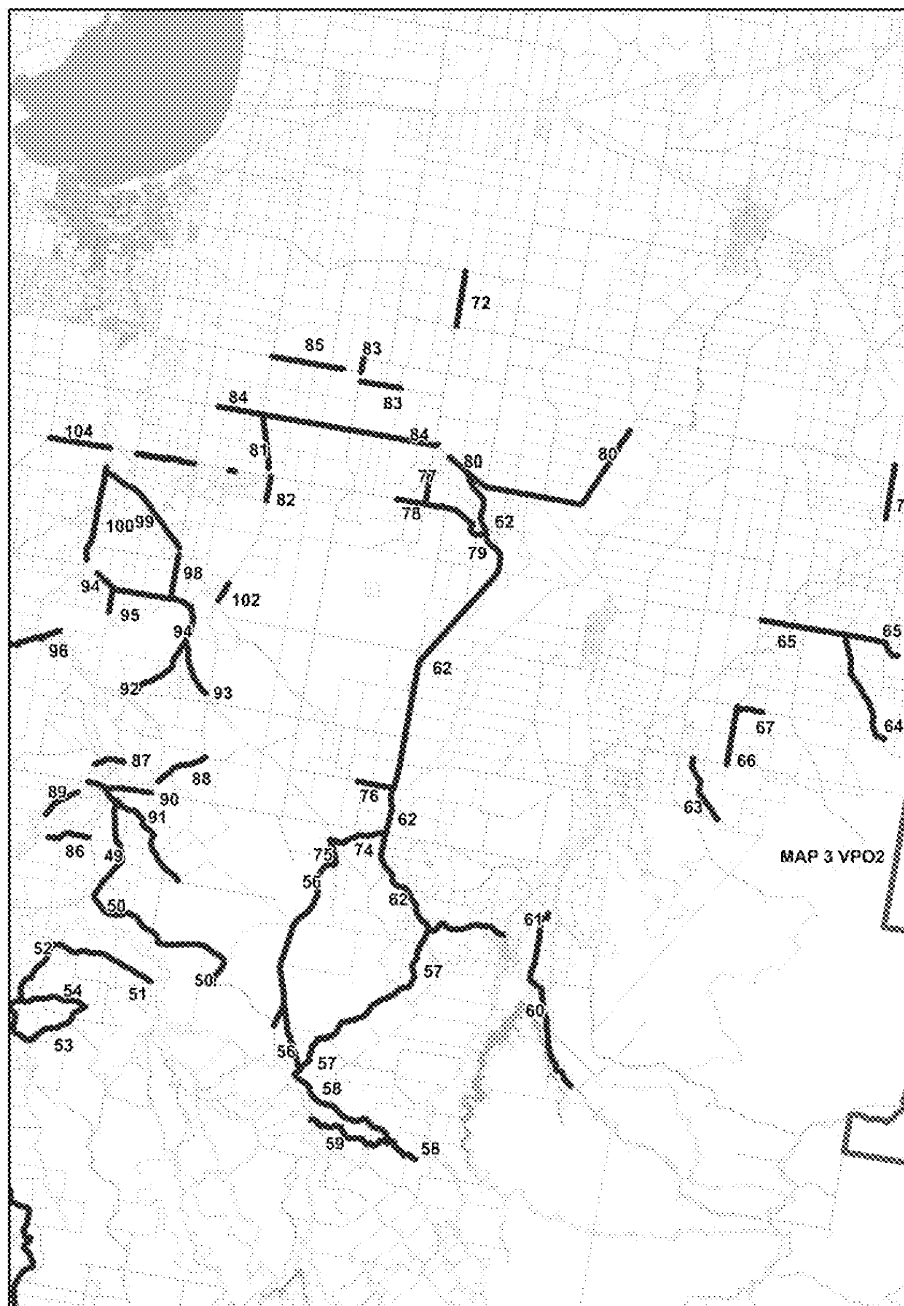
COLAC OTWAY PLANNING SCHEME

**MAP 2 TO SCHEDULE 2 OF THE VEGETATION PROTECTION OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)



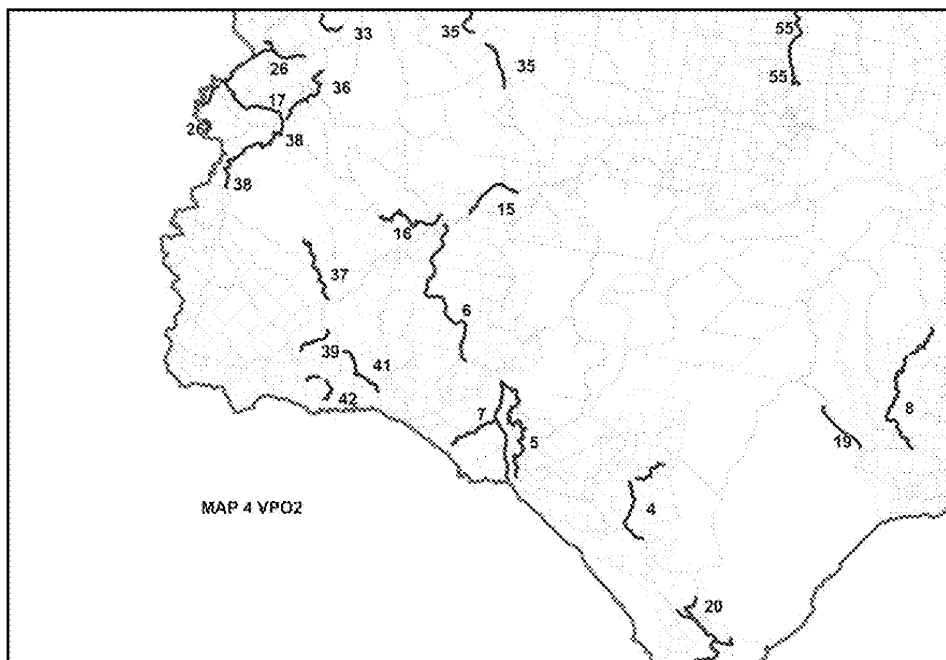
COLAC OTWAY PLANNING SCHEME

**MAP 3 TO SCHEDULE 2 OF THE VEGETATION PROTECTION OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)

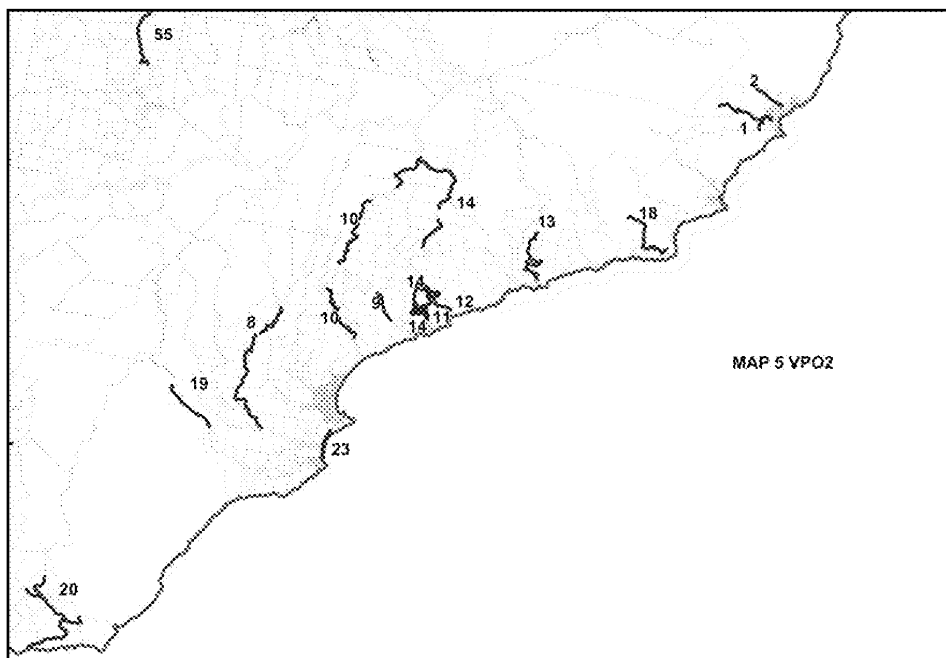


COLAC OTWAY PLANNING SCHEME

**MAP 4 TO SCHEDULE 2 OF THE VEGETATION PROTECTION OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)



**MAP 5 TO SCHEDULE 2 OF THE VEGETATION PROTECTION OVERLAY**  
(Numbers relate to bracketed Shire reference number in Table of Values)



COLIAC OTWAY PLANNING SCHEME

**TABLE OF VALUES FOR ROADSIDE VEGETATION**  
Shown on the biodiversity map as VPO2

| Shire Ref. | Location                                  | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                                       |
|------------|-------------------------------------------|-----------------------------------------|---------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2(1)    | Mud Road                                  | N                                       | N                         | Y                               | Shrubby Foothill Forest EVC45(LC), Wet Forest EVC30(LC), Shrubby Wet Forest EVC201(LC)                                                                                         |
| VPO2(2)    | Old Coach Road                            | N                                       | N                         | Y                               | Shrubby Foothill Forest EVC45 (LC)                                                                                                                                             |
| VPO2(3)    | Knowledge Track                           | N                                       | N                         | Y                               | Coastal Headland Scrub EVC161(D) Roadside Conservation Advisory Committee Conservation Value= High                                                                             |
| VPO2(4)    | Hordeum Vale Road                         | N                                       | N                         | Y                               | Swamp Scrub EVC53(E), Shrubby Foothill Forest EVC45(LC), Damp Sands Herb-rich Woodland EVC3(V), Wet Heathland EVC8(LC).                                                        |
| VPO2(5)    | Old Ocean Road-- Glenaire & Lavers Hill   | N                                       | N                         | Y                               | Shrubby Foothill Forest EVC45(LC), Lowland Forest EVC16 (D)                                                                                                                    |
| VPO2(6)    | Great Ocean Road-- Glenaire & Lavers Hill | N                                       | N                         | Y                               | Lowland Forest EVC16 (D), Coastal Headland Scrub EVC161 (V), Wet Forest EVC30(LC), Shrubby Wet Forest EVC201(LC), Shrubby Foothill Forest EVC45 (LC), Lowland Forest EVC16(D), |
| VPO2(7)    | Evans Track                               | N                                       | N                         | Y                               | Lowland Forest EVC16 (D), Coastal Headland Scrub EVC161 (V),                                                                                                                   |
| VPO2(8)    | Barham River Road                         | N                                       | N                         | Y                               | Wet Forest EVC 30 (LC), Cool Temperate Forest EVC 31(E)                                                                                                                        |
| VPO2(9)    | Tiger Lane                                | N                                       | N                         | Y                               | Shrubby Wet Forest (EVC201) (LC)                                                                                                                                               |
| VPO2(10)   | Wild Dog Road                             | N                                       | N                         | Y                               | Wet Forest EVC30 (LC), Cool Temperate Forest EVC 31 (E)                                                                                                                        |
| VPO2(11)   | Old Coach Road                            | N                                       | N                         | Y                               | Shrubby Foothill Forest EVC45(LC)                                                                                                                                              |
| VPO2(12)   | Hickey's Cutting                          | N                                       | N                         | Y                               | Shrubby Foothill Forest EVC45(LC), Shrubby Wet Forest EVC201(LC)                                                                                                               |
| VPO2(13)   | Sunnyside Road                            | N                                       | N                         | Y                               | Wet Forest EVC30(LC), Shrubby Foothill Forest EVC45 (LC)                                                                                                                       |
| VPO2(14)   | Skenes Creek Road                         | N                                       | N                         | Y                               | Wet Forest EVC30(LC), Shrubby Wet Forest EVC201(LC), Shrubby Foothill Forest EVC45(LC)                                                                                         |
| VPO2(15)   | Coliac Lavers Hill Road                   | N                                       | N                         | Y                               | Shrubby Wet Forest EVC201(LC), Wet Forest EVC30(LC).                                                                                                                           |



COLIAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                              | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                     |
|------------|---------------------------------------|-----------------------------------------|---------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2(16)   | Lavers Hill-Cobden Road               | N                                       | N                         | Y                               | Shrubby Wet Forest EVC201(LC), Lowland Forest EVC16(D), Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D), Heathy Woodland EVC48(LC).                 |
| VPO2(17)   | Lavers Hill-Cobden Road- Chapple Vale | N                                       | N                         | Y                               | Section of the road adjacent to Chapple Creek, a significant waterway. Adjacent to Great Otway National Park.                                                |
| VPO2(18)   | The Rise, Wongarra                    | N                                       | N                         | Y                               | Shrubby Foothill forest EVC45(LC), Wet Forest EVC30(LC)                                                                                                      |
| VPO2(19)   | Great Ocean Rd-- Cape Otway           | N                                       | N                         | Y                               | Wet Forest EVC30 (LC). Adjacent to Great Otway National Park.                                                                                                |
| VPO2(20)   | Lighthouse Road                       | N                                       | N                         | Y                               | Damp Sands Herb-rich Woodland EVC3(V). Passes through significant Leaty Greenhood ( <i>Pleorstylis cucullata subsp. cucullata</i> ) habitat and populations. |
| VPO2(21)   | Blanket Bay Road                      | N                                       | N                         | Y                               | Damp Sands Herb-rich Woodland EVC3(V). Passes through significant Leaty Greenhood ( <i>Pleorstylis cucullata subsp. cucullata</i> ) habitat.                 |
| VPO2(22)   | Manna Gum Drive                       | N                                       | N                         | Y                               | Damp Sands Herb-rich Woodland EVC3(V). Passes through significant Leaty Greenhood ( <i>Pleorstylis cucullata subsp. cucullata</i> ) habitat.                 |
| VPO2(23)   | Great Ocean Road- Apollo Bay          | N                                       | N                         | Y                               | Coastal Vegetation Coastal Dune Scrub/Coastal Dune Grassland Mosaic EVC1 (D)                                                                                 |

COLAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                   | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                                                                                                                                                                             |
|------------|----------------------------|-----------------------------------------|---------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2 (24)  | Lyness Road                | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High, and High.<br>Heathland provides habitat for Ground Parrot (e). Adjacent to Otway Forest Park. Crosses Gellibrand River, which contains significant native fish populations. Healthy Woodland EVC48(LC), Riparian Forest EVC18(V).            |
| VPO2 (25)  | Trotters Road              | Y                                       | N                         | Y                               | Heathland provides habitat for Ground Parrot (e). Adjacent to Otway Forest Park and crosses Gellibrand River, which contains significant native fish populations. Healthy Woodland EVC48(LC), Riparian Forest EVC18(V), Dwarf Silver Wattle ( <i>Acacia nano-dealbata</i> )(r).                                      |
| VPO2 (26)  | Gellibrand River Road      | U                                       | U                         | Y                               | Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D), Healthy Woodland EVC48(LC), Lowland Forest EVC16(D). Mature trees adjacent to Gellibrand River.                                                                                                                                                            |
| VPO2 (27)  | Gellibrand – Carlisle Road | Y                                       | Y                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High and High. Adjacent to and runs through Great Otway National Park. Lowland Forest EVC16 (D), Wet Heathland EVC8(LC), Healthy Woodland EVC 48 (LC), Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D), Sedgy Riparian Woodland EVC198(D) |
| VPO2 (28)  | Escarpment Road            | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Adjacent to Great Otway National Park. Lowland Forest EVC16 (D).                                                                                                                                                                             |
| VPO2 (29)  | RWC Pumping Station Track  | U                                       | N                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Heathland provides habitat for Ground Parrot (e). Adjacent to Otway Forest Park and crosses Gellibrand River, which contains significant native fish populations. Healthy Woodland EVC48(LC).                                                |
| VPO2 (30)  | Karacsays Road             | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Adjacent to Otway Forest Park. Healthy Woodland EVC48 (LC).                                                                                                                                                                                  |
| VPO2 (31)  | Lucas Road                 | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Healthy Woodland EVC48(LC), Riparian Scrub/Swampy riparian Woodland Complex EVC17(D).                                                                                                                                                        |

COLAC OTWAY PLANNING SCHEME

| Shire Ref. | Location        | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------|-----------------|-----------------------------------------|---------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2 (32)  | Monty's Track   | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Adjacent to Great Otway National Park smt Gellibrand River which contains significant native fish populations. Healthy Woodland (EVC48LC).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| VPO2 (33)  | Westwicks Road  | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Adjacent to Great Otway National Park. Healthy Woodland (EVC48)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| VPO2 (34)  | King Track      | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Adjacent to Gellibrand River and links to Great Otway National Park. Healthy Woodland (EVC48).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| VPO2 (35)  | Moomowroong Rd  | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High and High. Provides a link between Great Otway National Park and Otway Forest Park. Healthy Woodland (EVC48LC), Shrubby foothill Forest (EVC45LC).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| VPO2 (36)  | Sand Pit Road   | Y                                       | Y                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High and High. Links Chapple Creek with Great Otway National Park. Healthy Woodland (EVC48 LC), Currant-wood ( <i>Monotoca glauca</i> ) (1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| VPO2 (37)  | Colac Tree Road | N                                       | N                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Ground Parrot (e). Last century, Ground Parrots occurred more extensively along the Victorian coast and particularly around Port Phillip Bay and Western Port. Habitat destruction by urban development and agriculture has eliminated populations from many coastal areas. Further development still threatens populations, although many of the remaining coastal heathlands are now protected in National Parks, particularly along the eastern coast.                                                                                                                                                                                                                     |
| VPO2 (38)  | Devondale Road  | U                                       | U                         | Y                               | Shrubby Foothill Forest (EVC45 LC), Shrubby Wet Forest (EVC201LC).<br><br>Healthy Woodland (EVC48), Riparian Scrub/Swampy Riparian Woodland Complex (EVC17 ID). Roadside Conservation Advisory Committee Conservation Value= Very High and High.<br><br>Ground Parrots (e) have been recorded in the vicinity. Last century, Ground Parrots occurred more extensively along the Victorian coast and particularly around Port Phillip Bay and Western Port. Habitat destruction by urban development and agriculture has eliminated populations from many coastal areas. Further development still threatens populations, although many of the remaining coastal heathlands are now protected in National Parks, particularly along the eastern coast. |

COLAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                               | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                                                           |
|------------|----------------------------------------|-----------------------------------------|---------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2 (39)  | Hendrickson Track                      | U                                       | Y                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High and High.<br>Shrubby Foothill Forest (EVC45)                                                                                |
| VPO2 (40)  | Melanesia Track                        | U                                       | N                         | Y                               | Shrubby Foothill Forest EVC45 (LC). Roadside Conservation Advisory Committee Conservation Value= Very High                                                                                         |
| VPO2 (41)  | Old Coach Road                         | U                                       | N                         | Y                               | Shrubby Foothill Forest EVC45 (LC). Roadside Conservation Advisory Committee Conservation Value= Very High                                                                                         |
| VPO2 (42)  | Pride Track                            | Y                                       | Y                         | Y                               | Conservation Advisory Committee Conservation Value=High. Shrubby Foothill Forest EVC45 (LC), Coastal Headland Scrub EVC161(D), Rufus Bristlebird(ntl), Powerful Owl(v).                            |
| VPO2 (43)  | Hiders Access                          | U                                       | N                         | Y                               | Shrubby Foothill Forest EVC45 (LC). Shrubby Wet Forest EVC201(LC). Roadside Conservation Advisory Committee Conservation Value= Very High. Adjacent to Great Otway National Park.                  |
| VPO2 (44)  | Unnamed- North off Carlisle-Colac Road | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Lowland Forest EVC16(D), Healthy Woodland EVC48(LC).                                                                       |
| VPO2 (45)  | Wall-Skinners Access & Thomas Track    | U                                       | U                         | Y                               | Roadside Conservation Advisory Committee Conservation Value= Very High. Lowland Forest EVC16(D), Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D), Sedgy Riparian Woodland EVC198(D)       |
| VPO2 (46)  | McDonalds Access                       | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Lowland Forest EVC16(D).                                                                                                                              |
| VPO2 (47)  | Greens Road                            | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Lowland Forest EVC16(D), Riparian Forest EVC18(V).                                                                                               |
| VPO2 (48)  | Wonga Road                             | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Links Great Otway National Park with Great Otway National Park. Lowland Forest EVC16(D), Riparian Forest EVC18(V), Sedgy Riparian Woodland EVC198(D). |
| VPO2 (49)  | Kawarren East Road                     | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Lowland Forest EVC16(D).                                                                                                                         |
| VPO2 (50)  | Ridge Road                             | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Lowland Forest EVC16(D).                                                                                                                         |

COLIAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                                             | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                                                                                                                                                              |
|------------|------------------------------------------------------|-----------------------------------------|---------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2 (51)  | Lardners Track                                       | U                                       | U                         | U                               | Roadside Committee Conservation Value= Very High. Linkage between Otway Forest Park and Gellibrand River. Lowland Forest EVC16(D), Damp Heath Scrub EVC165(E).                                                                                                                                        |
| VPO2 (52)  | Gellibrand East Road                                 | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Linkage between Otway Forest Park and Gellibrand River. Lowland Forest EVC16(D), Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D), Riparian Forest EVC18(D).                                                                                |
| VPO2 (53)  | Old Lardners Track                                   | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Linkage between Otway Forest Park and Gellibrand River. Lowland Forest EVC16(D), Heathy Woodland EVC48(LC).                                                                                                                                         |
| VPO2 (54)  | Gravel Pit Road                                      | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Linkage between Otway Forest Park and Gellibrand River. Lowland Forest EVC16(D), Damp Heath Scrub EVC165(E).                                                                                                                                        |
| VPO2 (55)  | Old Beech Forest Road (aka Colac- Beech Forest Road) | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High and high. Dwarf Silver Wattle ( <i>Acacia nano-dealbata</i> )(r), Wet Forest EVC30(LC), Shrubby Wet Forest EVC201(LC), Shrubby Foothill Forest EVC45(LC), Lowland Forest EVC16(D).                                                                   |
| VPO2 (56)  | Pipeline Road                                        | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High and High. Adjacent to Great Otway National Park and Otway Forest Park. Dwarf Silver Wattle ( <i>Acacia nano-dealbata</i> )(r), Shrubby Wet Forest EVC201(LC), Shrubby Foothill Forest EVC45(LC), Lowland Forest EVC16(D), Heathy Woodland EVC45(LC). |
| VPO2 (57)  | Roadknights Creek Road                               | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Links to Otway Forest Park and Barwon River. Shrubby Wet Forest EVC201(LC), Shrubby Foothill Forest EVC45(LC).                                                                                                                                      |
| VPO2 (58)  | Barramunga-Roadknights Road                          | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Links to Otway Forest Park. Shrubby Wet Forest EVC201(LC), Shrubby Foothill Forest EVC45(LC).                                                                                                                                                       |
| VPO2 (59)  | Upper Gellibrand Road                                | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Links to Otway Forest Park and Barramunga Creek. Shrubby Wet Forest EVC201(LC).                                                                                                                                                                     |
| VPO2 (60)  | Kaanglang Rd                                         | U                                       | U                         | Y                               | Links to Great Otway National Park and Monday Creek, an upper tributary of Barwon River. Shrubby Wet Forest EVC201(LC), Shrubby Foothill Forest EVC45(LC).                                                                                                                                            |
| VPO2 (61)  | Yaugher Road                                         | U                                       | U                         | Y                               | Links to Otway Forest Park. Shrubby Foothill Forest EVC45(LC).                                                                                                                                                                                                                                        |

COLIAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                  | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------|---------------------------|-----------------------------------------|---------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2 (62)  | Coliac-Forest Road        | U                                       | U                         | Y                               | Provides a linkage between vegetation remnants and Otway Forest Park. Damp Sands Herb-Rich Woodland EVC3(V), Lowland Forest EVC16(D), Grassy Woodland EVC175(E), Healthy Woodland EVC48(LC), Shrubby Foothill Forest EVC45(LC), Foothill Forest Complex EVC178(V), Lowland Forest EVC16(D).                                                                                                                            |
| VPO2 (63)  | Taylor's Road             | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Herb-rich Foothill Forest/Shrubby Foothill Forest Complex EVC178(V), Lowland Forest EVC16(D).                                                                                                                                                                                                                                                                             |
| VPO2 (64)  | Wickhams Rd               | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Grassy Woodland EVC175(E), Herb-rich Foothill Forest/Shrubby Foothill Forest Complex EVC178(V), Lowland Forest EVC16(D).                                                                                                                                                                                                                                             |
| VPO2 (65)  | Division Road             | U                                       | Y                         | Y                               | Roadside Committee Conservation Value= Very High and High. Grassy Woodland EVC175(E), Lowland Forest EVC16(D).                                                                                                                                                                                                                                                                                                         |
| VPO2 (66)  | Rowlands Rd               | U                                       | Y                         | Y                               | Roadside Committee Conservation Value= Very High and High. Grassy Woodland EVC175(E), Provides a linkage to Muroon Bushland Reserve.                                                                                                                                                                                                                                                                                   |
| VPO2 (67)  | Creamery Road             | U                                       | Y                         | Y                               | Roadside Committee Conservation Value= Very High and High. Grassy Woodland EVC175(E). Provides a linkage to Muroon Bushland Reserve.                                                                                                                                                                                                                                                                                   |
| VPO2 (68)  | Pennyroyal - Wymboolie Rd | Y                                       | Y                         | Y                               | Roadside Committee Conservation Value= High. Brookers Gum ( <i>Eucalyptus brookeriana</i> )(1) and Yarra Gum ( <i>Eucalyptus yarraensis</i> )(1) are present. Mature Eucalypt woodland, with an understorey (of varied heights) consisting of Acacias, Tea-tree and Grass-trees. Ground species are diverse, including a number of rush and sedge species. Weed infestation is high in places. Lowland Forest EVC16(D) |
| VPO2 (69)  | Bushs Rd                  | U                                       | Y                         | Y                               | Roadside Committee Conservation Value= High. Grassy Woodland EVC175(E), Lowland Forest EVC16(D).                                                                                                                                                                                                                                                                                                                       |
| VPO2 (70)  | Barholm Lane              | U                                       | Y                         | Y                               | Roadside Committee Conservation Value= Very High. Grassy Woodland EVC175(E).                                                                                                                                                                                                                                                                                                                                           |



COLAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                                  | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                   |
|------------|-------------------------------------------|-----------------------------------------|---------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2 (71)  | Robilliards Rd                            | U                                       | Y                         | Y                               | Roadside Committee Conservation Value= High. Lowland Forest EVC16(D).                                                                                      |
| VPO2 (72)  | Crabbe Rd                                 | U                                       | Y                         | Y                               | Roadside Committee Conservation Value=Very High. Damp Sands Herb-rich Woodland EVC3(V).                                                                    |
| VPO2 (73)  | Salt Creek Road                           | U                                       | Y                         | Y                               | Roadside Committee Conservation Value= Very High. Grassy Woodland EVC175(E).                                                                               |
| VPO2 (74)  | Boundary Road                             | U                                       |                           | Y                               | Roadside Committee Conservation Value= High. Lowland Forest EVC16(D).                                                                                      |
| VPO2 (75)  | Pipeline Road (aka Porcupine Lane)        | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D), Herb-rich Foothill EVC23(V), ForestEVC23(V)         |
| VPO2 (76)  | Unnamed Road (West of Colac-Forrest Road) | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Herbrich Foothill Forest/Shrubby Foothill Forest EVC176(V)                                                    |
| VPO2 (77)  | McCallis Road                             | U                                       | U                         | Y                               | Roadside Committee Conservation Value=Very High. Damp Sands Herb-rich Woodland EVC3(V).                                                                    |
| VPO 2(78)  | Bingami Road                              | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High and High. Damp Sands Herb-rich Woodland EVC3(V), Lowland Forest EVC16(D).                                 |
| VPO2 (79)  | Possum Ridge Road                         | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Lowland Forest EVC16(D).                                                                                 |
| VPO2 (80)  | Birregurra-Yeodene Road                   | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High and Medium. Part of a series of roadside vegetation linkages. Damp Sands Herb-rich Woodland EVC3(V).      |
| VPO2 (81)  | Oakeys Road                               | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Herb-rich Foothill Forest EVC23 (V). Forms part of a series of roadsides providing link to Otway Forest Park. |
| VPO2 (82)  | Arnolds Road                              | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Herb-rich Foothill Forest EVC23 (V). Forms part of a series of roadsides providing link to Otway Forest Park. |

COLIAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                                           | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                                                               |
|------------|----------------------------------------------------|-----------------------------------------|---------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2 (83)  | UNNAMED (off Springs Rd)                           | U                                       | Y                         | U                               | This is a significant site due to the presence of Kangaroo grass ( <i>Themeda triandra</i> ) on the basalt plains.                                                                                     |
| VPO2 (84)  | Friends & Yeodene Road                             | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Medium. Herb-rich Foothill Forest EVC23 (V). Damp Sands Herb-rich Woodland EVC3(V). Woodland bird habitat.                                                      |
| VPO2 (85)  | Springs Road                                       | U                                       | Y                         | Y                               | Roadside Committee Conservation Value= Medium. Herb-rich Foothill Forest EVC23 (V). This is a significant site due to the presence of Kangaroo grass ( <i>Themeda triandra</i> ) on the basalt plains. |
| VPO2 (86)  | Jaspers Road (aka Campiglis Road)                  | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Shrubby Foothill Forest EVC45(LC).                                                                                                                   |
| VPO2 (87)  | Maxwell Road                                       | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Herb-rich Foothill Forest EVC23(V).                                                                                                                  |
| VPO2 (88)  | McDonald Road                                      | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Herb-rich Foothill Forest EVC23(V). Shrubby Foothill Forest EVC45(LC).                                                                               |
| VPO2 (89)  | Railway Access Road (aka Coliac- Lavers Hill Road) | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Herb-rich Foothill Forest EVC23(V).                                                                                                                       |
| VPO2 (90)  | McDonald's Road                                    | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Herb-rich Foothill Forest EVC23(V).                                                                                                                       |
| VPO2 (91)  | Kent's Access                                      | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Medium. Creates a linkage to Great Otway National Park. Herb-rich Foothill Forest EVC23(V). Shrubby Foothill Forest EVC45(LC). Lowland Forest EV16(D).          |
| VPO2 (92)  | Old Beech Forest Road (aka Robinson Road)          | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Links between Otway Forest Park and Great Otway National Park. Shrubby Foothill Forest EVC45(LC).                                                    |
| VPO2 (93)  | Parkes Lodge Road                                  | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Adjacent to Great Otway National Park. Shrubby Foothill Forest EVC45(LC).                                                                            |
| VPO2 (94)  | Maggios Road                                       | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Links to Otway Forest Park. Shrubby Foothill Forest EVC45(LC).                                                                                       |
| VPO2 (95)  | Belstar Road                                       | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Links to Otway Forest Park. Shrubby Foothill Forest EVC45(LC).                                                                                       |

COLAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                      | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                                                                                                                                                        |
|------------|-------------------------------|-----------------------------------------|---------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2 (96)  | Burtons Lane                  | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Links to Otway Forest Park. Shrubby Foothill Forest EVC45(LC).                                                                                                                                                                                |
| VPO2 (97)  | Hoveys Road, Barongarook West | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Links to Otway Forest Park. Shrubby Foothill Forest EVC45(LC).                                                                                                                                                                                |
| VPO2 (98)  | Alford Road                   | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High and High. Links to Otway Forest Park. Herb-rich Foothill Forest EVC23(V), Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D)                                                                                                             |
| VPO2 (99)  | Barongarook-Gerangamete Road  | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Herb-rich Foothill Forest EVC23(V).                                                                                                                                                                                                                |
| VPO2 (100) | Colac - Lavers Hill Rd        | U                                       | U                         | Y                               | Shrubby Foothill Forest EVC45(LC). Part of a series of roadside corridors linking to Otway Forest Park.                                                                                                                                                                                         |
| VPO2 (101) | Shorts Road                   | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High. Herb-rich Foothill Forest EVC23(V), Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D), Lowland Forest EVC16(D).                                                                                                                             |
| VPO2 (102) | Langdons Road                 | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Lowland Forest EVC16(D). Adjacent to Otway Forest Park.                                                                                                                                                                                       |
| VPO2 (103) | South Laipent Road            | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High and Medium. Lowland Forest EVC16(D), Herb-rich Foothill Forest EVC23(V). Forms part of linkage to Otway Forest Park.                                                                                                                                |
| VPO2 (104) | Shurvels Road                 | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Medium. and Medium. Herb-rich Foothill Forest EVC23(V). Understorey modified by weed infestation however good overstorey coverage and contains hollow bearing trees. Forms a wildlife corridor. Good overstorey coverage. Contains hollow bearing trees. |
| VPO2 (105) | Baileys Road                  | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High and Medium. Lowland Forest EVC16(D), Herb-rich Foothill Forest EVC23(V). Forms a linkage between Irrewillipe Bushland Reserve and Otway Forest Park.                                                                                                |
| VPO2 (106) | Carlisle Rd                   | U                                       | U                         | Y                               | Lowland Forest EVC16(D), Herb-rich Foothill Forest EVC23(V). Wildlife corridor between Otway Forest Park and roadside reserve network.                                                                                                                                                          |
| VPO2 (107) | Flannagans Road               | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High and Medium. Lowland Forest EVC16(D).                                                                                                                                                                                                                |

COLAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                              | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|---------------------------------------|-----------------------------------------|---------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPO2 (108) | Irewillipe Road & Old Irewillipe Road | U                                       | U                         | Y                               | Herb-rich Foothill Forest EVC23(V). Wildlife corridor between Otway Forest Park and roadside reserve network.                                                                                                                                                                                                                                                                                                                            |
| VPO2 (109) | Patons Lane                           | U                                       | U                         | Y                               | Herb-rich Foothill Forest EVC23(V). Wildlife corridor between Otway Forest Park and roadside reserve network.                                                                                                                                                                                                                                                                                                                            |
| VPO2 (110) | Rankin Road                           | U                                       | U                         | Y                               | Roadside Committee Conservation Value= High and Medium. Herb-rich Foothill Forest EVC23(V). Shrubby Foothill Forest EVC45(D). Wildlife corridor between Otway Forest Park and roadside reserve network.                                                                                                                                                                                                                                  |
| VPO2 (111) | Tomahawk Creek Road                   | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High and High. Links to Otway Forest Park. Lowland Forest EVC16(D). Riparian Scrub/Swampy Riparian Woodland Complex EVC17(D). Damp Heathy Woodland EVC793.                                                                                                                                                                                                                                   |
| VPO2 (112) | Knights Road                          | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High Herb-rich Foothill Forest EVC23(V).                                                                                                                                                                                                                                                                                                                                                     |
| VPO2 (113) | Cheynes Road                          | U                                       | U                         | Y                               | Roadside Committee Conservation Value= Very High. Links to Jancourt Nature Conservations Reserve. Shrubby Foothill Forest EVC45(D).                                                                                                                                                                                                                                                                                                      |
| VPO2 (114) | Beeac-Dreeite Road                    | U                                       | U                         | U                               | Roadside Committee Conservation Value= Very High. Stony Knoll Shrubland EVC649(E). Significant to Striped Legless Lizard habitat (refer to ESO4(Corngamite Waterskink, Spiny Peppercreess-Beeac Dreeite Road).                                                                                                                                                                                                                           |
| VPO2 (115) | Woods Lane                            | Y                                       | Y                         | Y                               | Button Immortelle ( <i>Leptorhynchos waltzia</i> ) (V). Brackish Plains Buttercup ( <i>Ranunculus dimidatus</i> ) (r ), Spiny Peppercreess ( <i>Lepidium aschersonii</i> ) (L, e, V), Basalt Peppercreess ( <i>Lepidium hyssopifolium</i> ).                                                                                                                                                                                             |
| VPO2 (116) | Poorneet Station Road North           | Y                                       | Y                         | Y                               | Roadside Committee Conservation Value= Very High. Striped Legless Lizard ( <i>Delma impar</i> ) (L, vu, EN) trapped and released. Fat-tailed Dunnart ( <i>Sminthopsis crassicaudata</i> ) (nt) observed. Plains Grassland EVC132 (E).                                                                                                                                                                                                    |
| VPO2 (117) | Cressy-Shelford Road                  | Y                                       | Y                         | Y                               | Roadside Committee Conservation Value= Very High and High. Spiny Rice-flower ( <i>Pimelea spinescens</i> subsp. <i>Spinescens</i> ) (V, CE), Small Milkwort ( <i>Cornesperma polygaloides</i> ) (L, v), Hairy Tails ( <i>Ptilotus erubescens</i> ) (L), Basalt Sun-orchid ( <i>Thelymitra gregaria</i> ) (L, e). Fat-tailed Dunnart ( <i>Sminthopsis crassicaudata</i> ) (nt) trapped and released on site. Plains Grassland EVC132 (E). |

COLIAC OTWAY PLANNING SCHEME

| Shire Ref. | Location                                             | Rare or threatened species/ communities | Remnant native grasslands | High biodiversity values/ links | Comments                                                                             |
|------------|------------------------------------------------------|-----------------------------------------|---------------------------|---------------------------------|--------------------------------------------------------------------------------------|
| VPO2 (118) | Poorneet Station Road                                | U                                       | U                         | U                               | Roadside Committee Conservation Value= Medium. Plains Grassland EVC132 (E).          |
| VPO2 (119) | Barpinba-Poorneet Road                               | U                                       | U                         | U                               | Roadside Committee Conservation Value= Medium. Plains Grassland EVC132 (E).          |
| VPO2 (120) | Barpinba-Winchelsea Road                             | U                                       | U                         | U                               | Roadside Committee Conservation Value= Very High. Brackish Lake Aggregate EVC636(V). |
| VPO2 (121) | Unnamed Road (between Mooreric Road and Prices Lane) | U                                       | Y                         | U                               | Roadside Committee Conservation Value= Very High. Plains Grassland EVC132 (E).       |
| VPO2 (122) | Coradji Road                                         | U                                       | U                         | U                               | Significant vegetation                                                               |
| VPO2 (123) | Carlisle Rd                                          | U                                       | U                         | Y                               | Lowland Forest EVC16(D), Healthy Woodland EVC48(LG).                                 |

Key to Abbreviations

Y - Yes  
N - No  
U - Unknown

EVC - Name (number)/(bioregional conservation status)

Threatened Flora Status - (FFG, EPBC, DSE, Migratory Bird)

| Conservation Status Abbreviations |                       |             |              |             |                       |                      |                          |
|-----------------------------------|-----------------------|-------------|--------------|-------------|-----------------------|----------------------|--------------------------|
| EPBC                              |                       | DSE         |              | DSE         |                       | FFG                  | International Treaty     |
| National Flora and Fauna          |                       | State Flora |              | State Fauna |                       | FFG                  | Migratory Bird Agreement |
| EX                                | extinct               | ex          | extinct      | cr          | Critically endangered | L Listed             | J JAMBA                  |
| CR                                | critically endangered | e           | endangered   | e           | Endangered            | N Nominated          | C CAMBA                  |
| EN                                | endangered            | v           | vulnerable   | v           | Vulnerable            | I Invalid/ineligible |                          |
| VU                                | vulnerable            | r           | rare         | nt          | Near threatened       |                      |                          |
|                                   |                       | k           | poorly known | dd          | Data deficient        |                      |                          |



## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

AMENDMENT C70

MAP No 1 ESO2

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



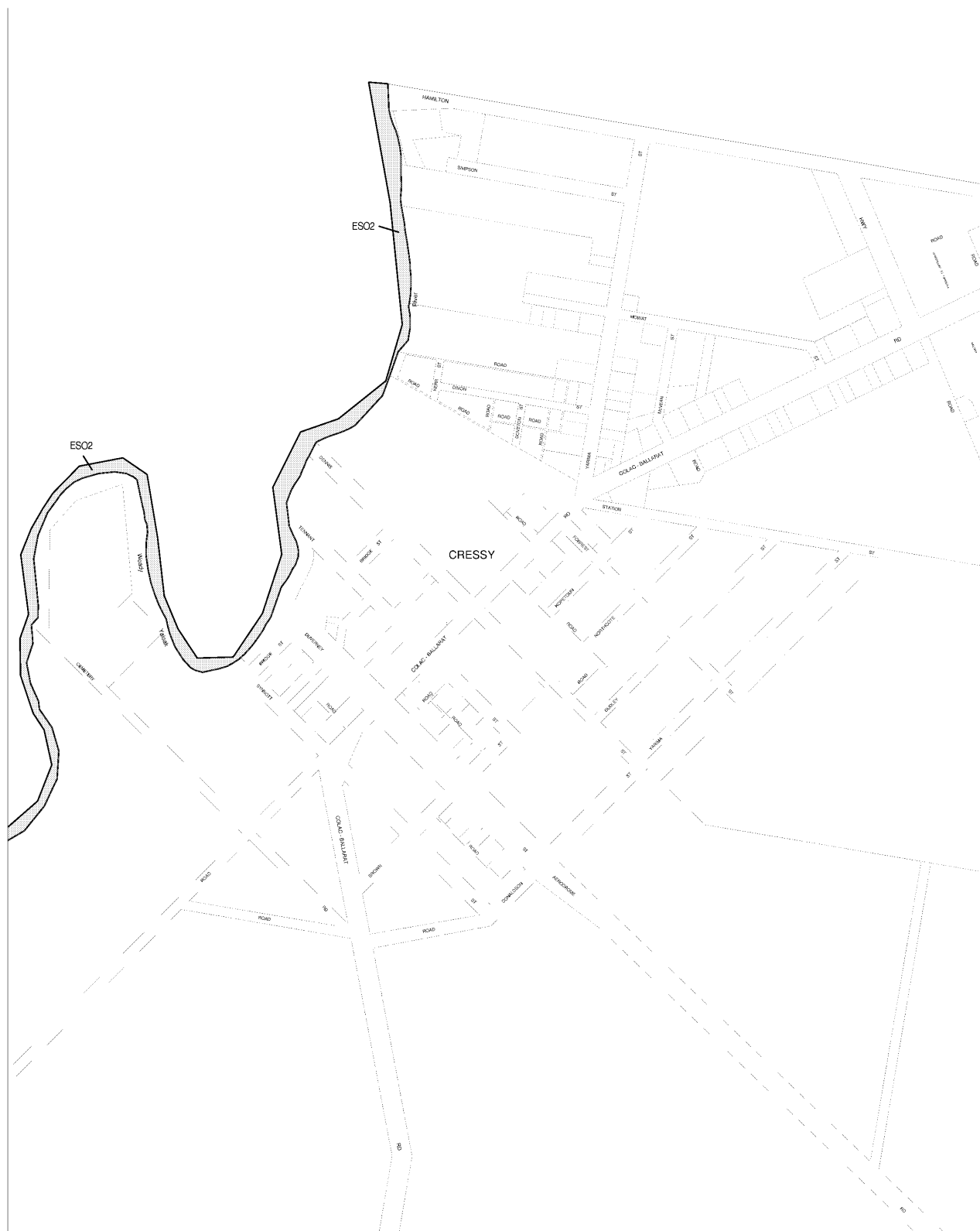
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AMENDMENT C70

MAP No 2ESO2

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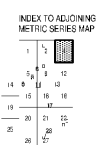
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# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

MAP No 6ESO2



## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

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MAP No 8ESO2

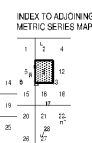
The map displays the Irrewarra area, highlighting several ESO2 zones. Key features include:

- Lakes and Water Bodies:** Lake ESO2, Lough ESO2, Marsh ESO2, Colac ESO2, Sanctuary ESO2, and Calvert ESO2.
- Roads:** Various roads are shown, including Lough Road, Calvert Road, and others.
- Buildings and Structures:** Several buildings are marked, including the Irrewarra School and other local structures.
- Geographical Features:** The map shows the surrounding landscape, including fields and other natural features.

The map is oriented with North at the top, and the ESO2 zones are clearly delineated and labeled.

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AUSTRALIAN MAP GRID ZONE 54



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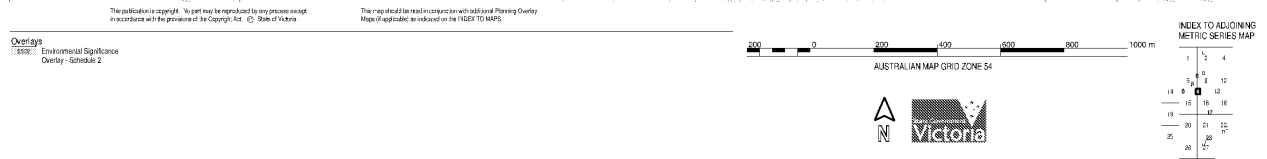
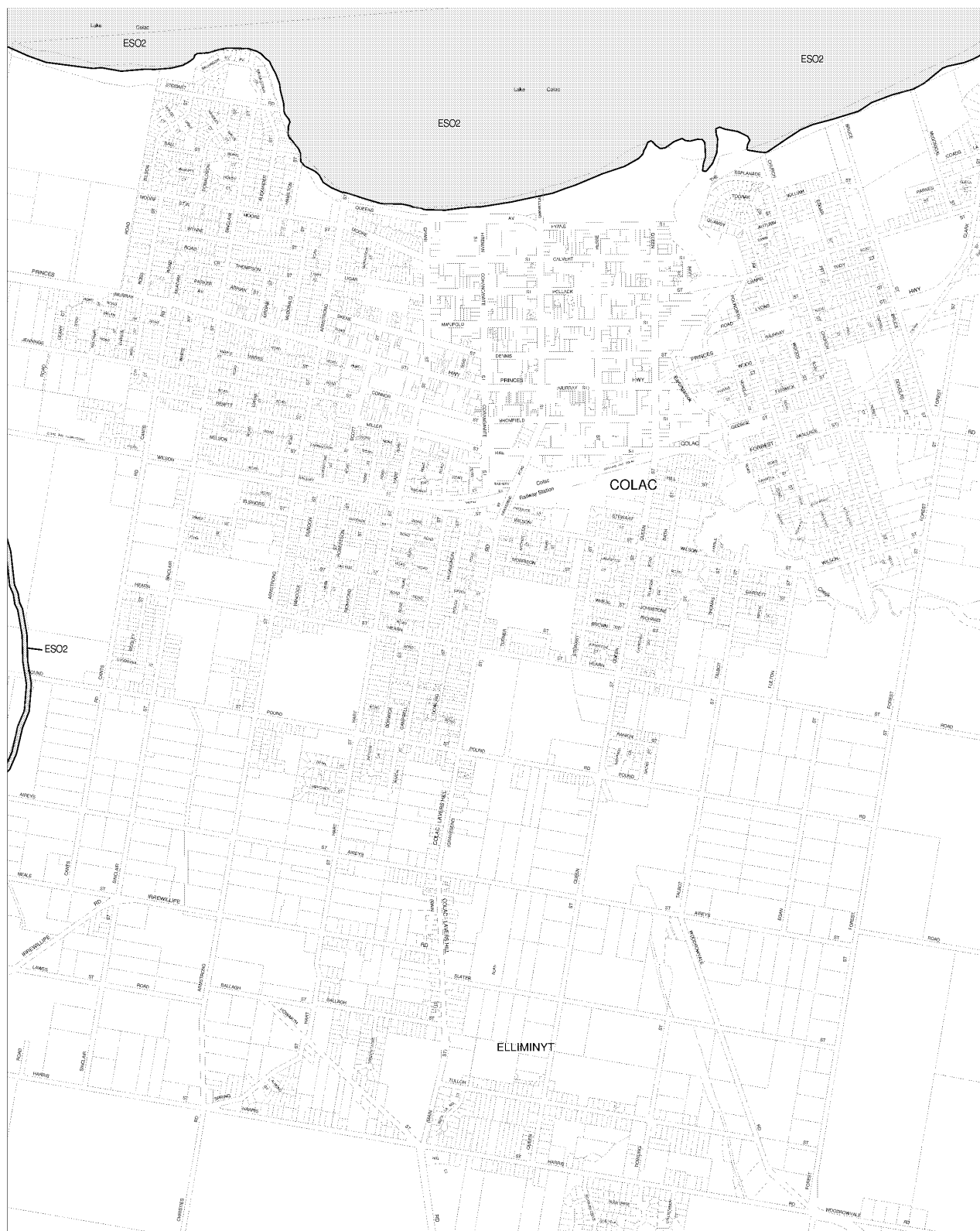
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Printed: 10/12/2012

AMENDMENT C70

MAP No 10ESO2

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

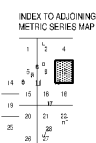


ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

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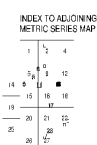
Printed: 19/12/2012

MAP No 12ESO2

[illegible]

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**AMENDMENT C70**

MAP No 13ESO2



COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

Printed: 10/12/2012

AMENDMENT C70

MAP No 14ESO2

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

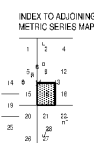


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MAP No 15ESO2

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MAP No 16ESO2

The map displays the proposed ESO2 boundary for the Forrest area. The boundary is a thick, dark line that follows the perimeter of the area, including the Forrest Road corridor and surrounding residential zones. Key roads shown include Colac Road, Forrest Road, Henry Road, Ralphy Road, Finner Road, and various residential streets. The map also indicates the location of the Forrest Police Station and the Forrest Road Bridge. The area is labeled 'FORREST' in the center, and 'ESO2' is marked at several points along the boundary.

This map should be read in conjunction with additional Planning Overlay Maps (if available) as indicated on the INDEX TO MAPS.

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**AMENDMENT C70**

MAP No 17ESO2

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
18ES02 Environmental Significance  
Overlay - Schedule 2

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1000 0 1000 2000 3000 m  
AUSTRALIAN MAP GRID ZONE 54



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ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

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AMENDMENT C70

MAP No 18ES02

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
Environmental Significance  
Overlay - Schedule 2

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AUSTRIAN MAP GRID ZONE 54



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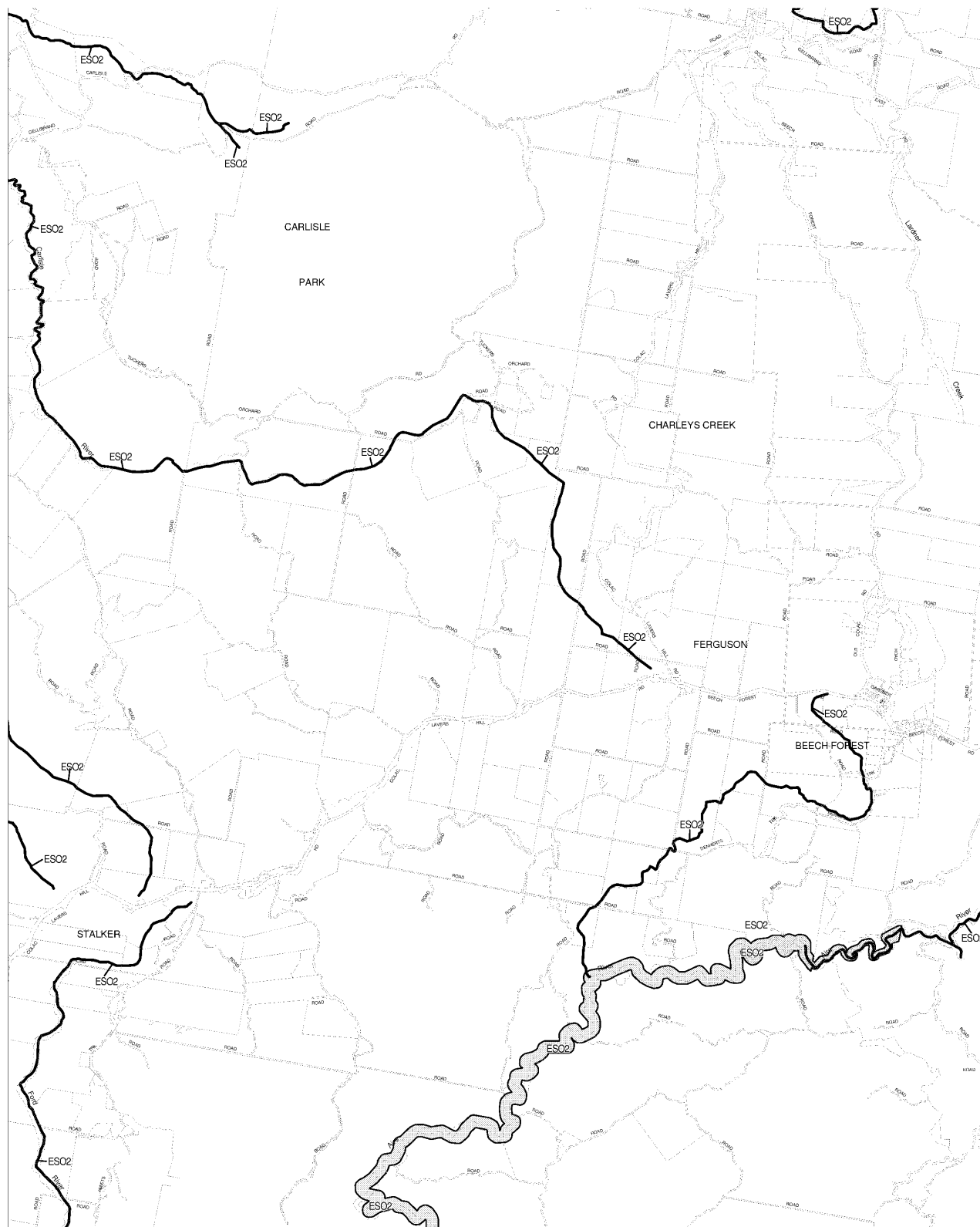
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ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

MAP No 19ESO2



COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
Environmental Significance  
Overlay - Schedule 2

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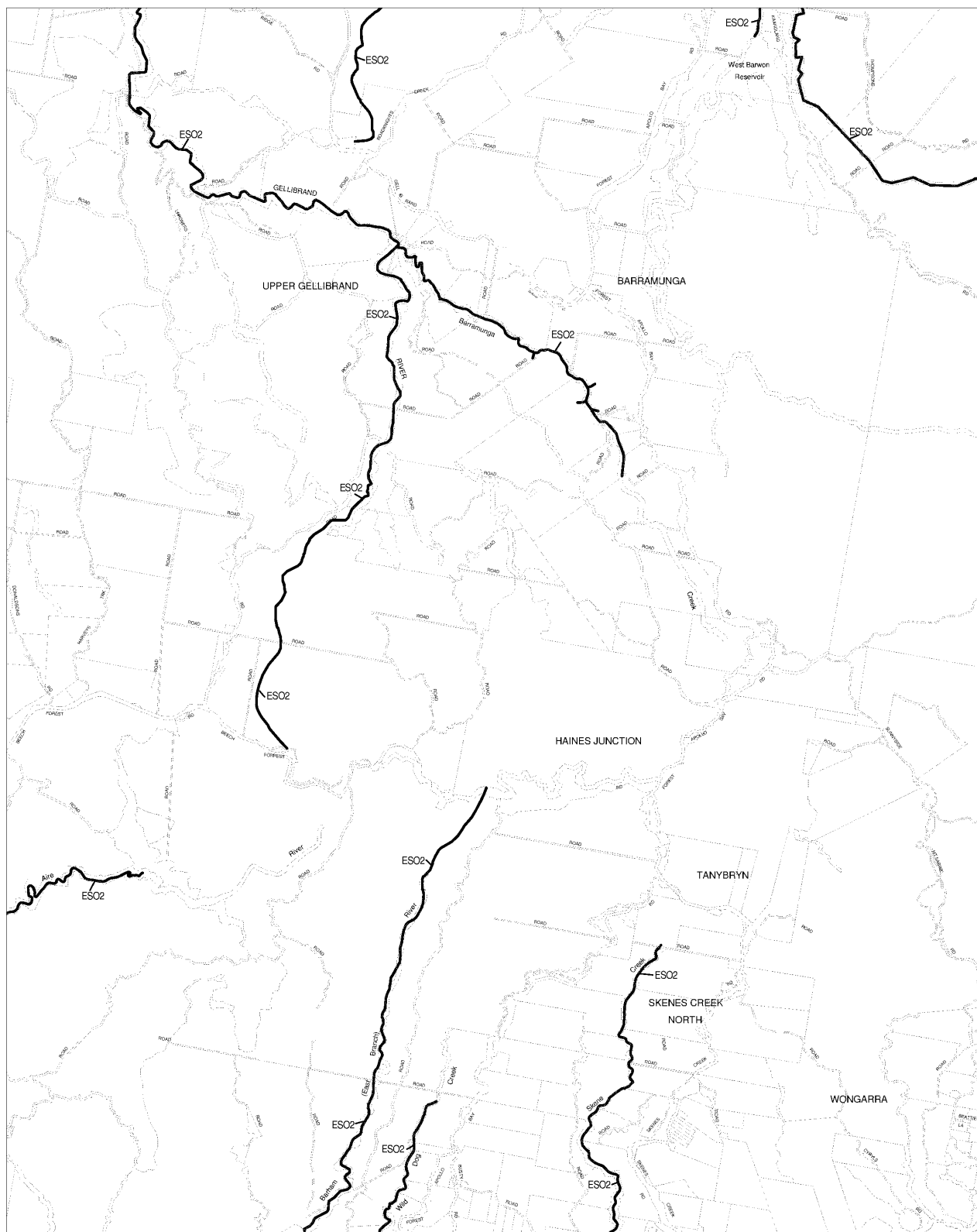
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MAP No 20ESO2

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
Environmental Significance  
Overlay - Schedule 2

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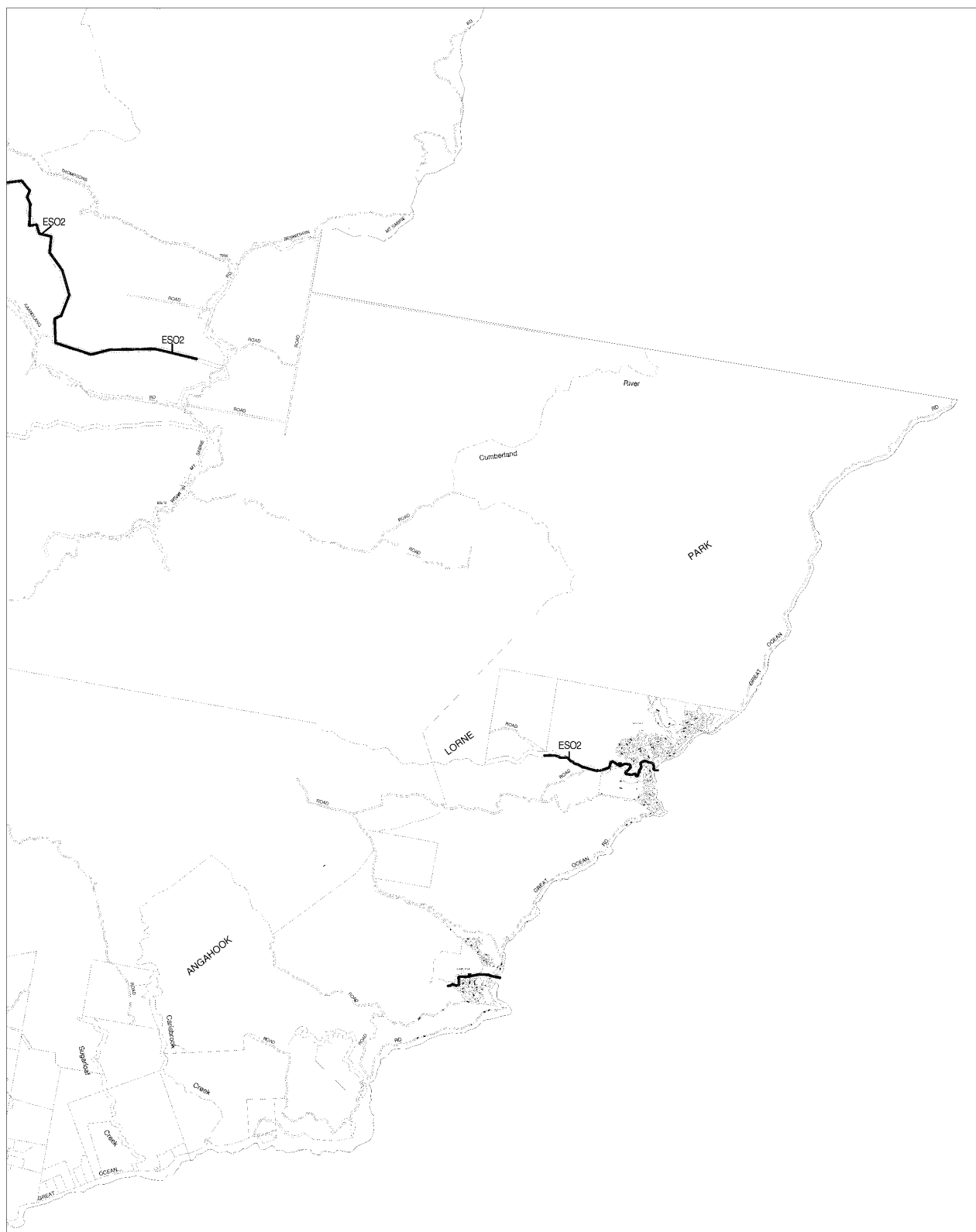
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MAP No 21ESO2

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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MAP No 22ESO2

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Overlays  
Environmental Significance  
Overlay - Schedule 2

100 0 100 200 300 400 500 m  
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MAP No 23ESO2

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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Environmental Significance  
Overlay - Schedule 2

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MAP No 24ESO2

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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Unknown Category  
Unknown Code  
Overlays  
Environmental Significance  
Overlay - Schedule 2

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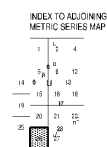
ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

MAP No 25ESO2



The map displays the ES02 water supply catchment area, which is shaded in grey. The catchment area is located in the Horden Valley region, near the Otway National Park. The map includes labels for 'GLENAIRE', 'HORDENVALE', 'OTWAY NATIONAL PARK', and 'ES02'. It also shows various roads and geographical features like 'GREAT OCEAN ROAD' and 'HORDENVALE ROAD'.

This map should be read in conjunction with additional Planning Overlay Maps if applicable as indicated on the INDEX TO MAPS.



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MAP No 26ESO2

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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**Overlays**  
Environmental Significance  
Overlay - Schedule 2

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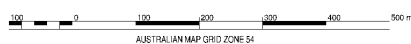
MAP No 27ESO2

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
Environmental Significance  
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MAP No 28ESO2

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ENVIRONMENTAL SIGNIFICANCE OVERLAY 2

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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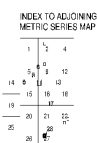
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MAP No 29ESO2

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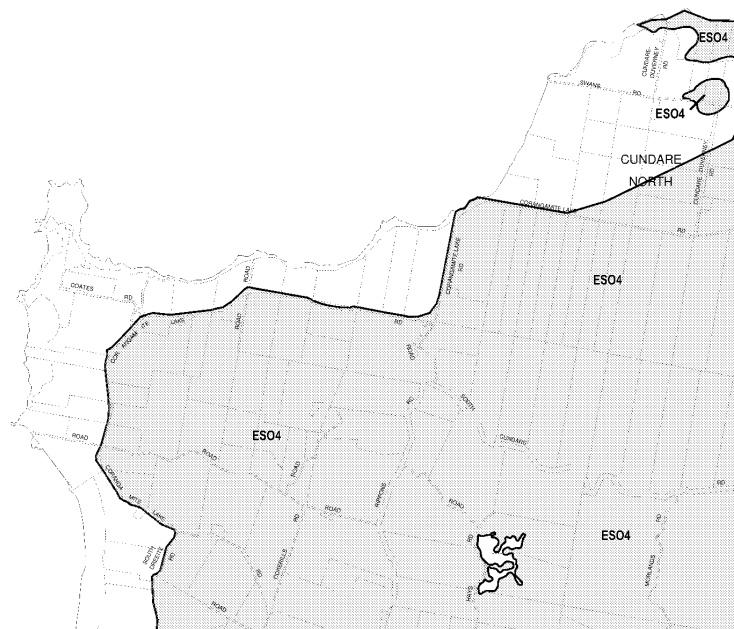
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MAP No 30ESO2

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**Overlays**  
- BSA - Environmental Significance  
Overlay - Schedule 4

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MAP No 1ES04



[illegible]

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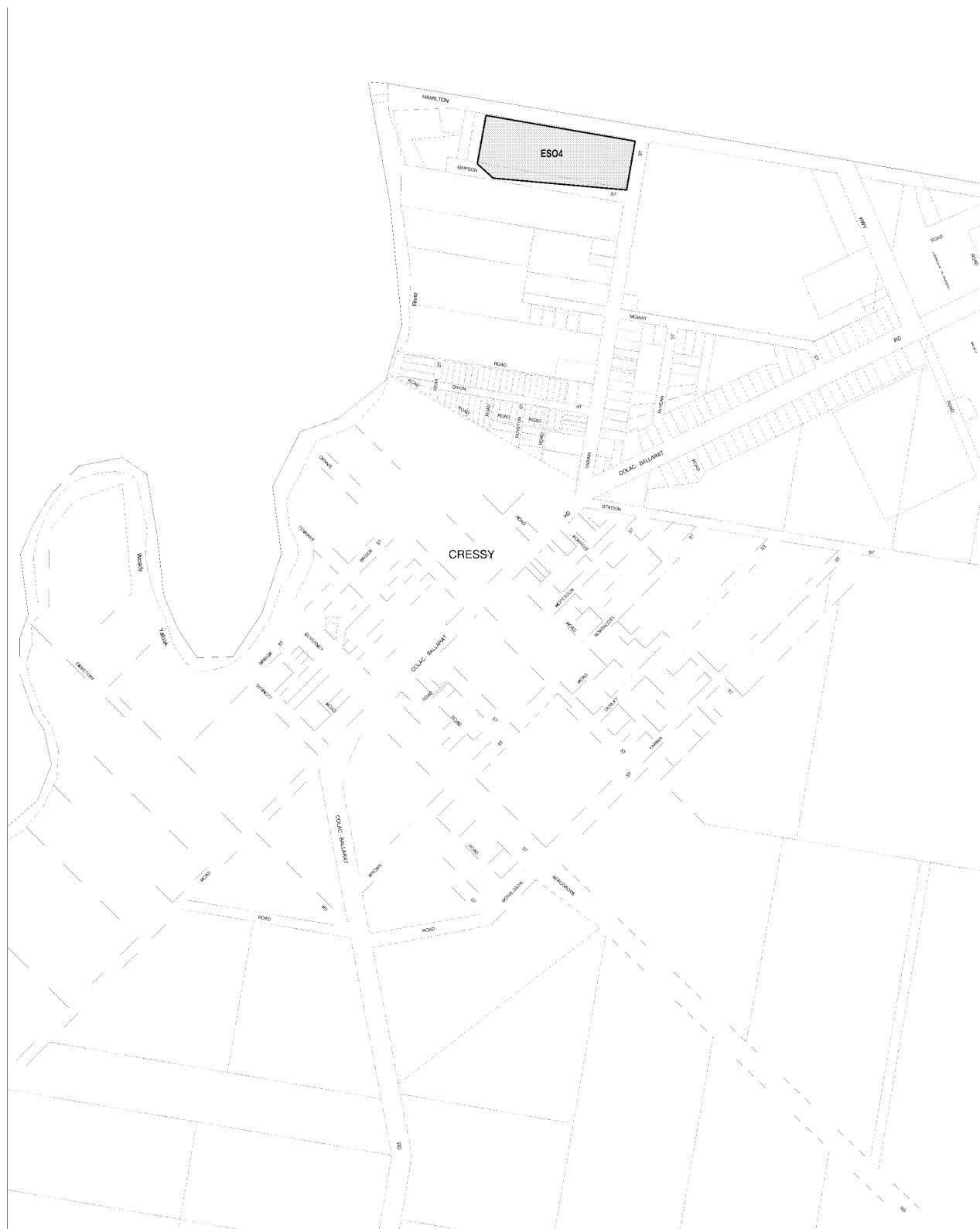
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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 2ESO4

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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**Overlays**  
ES04 - Environmental Significance  
Overlay - Schedule 4

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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 3ES04

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**Overlays**  
B64 - Environmental Significance  
Overlay - Schedule 4

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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 4ESO4

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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**Overlays**  
B64 - Environmental Significance  
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MAP No 6ESO4

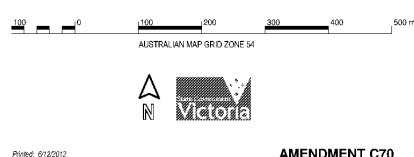
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**Overlays**  
BK4 Environmental Significance  
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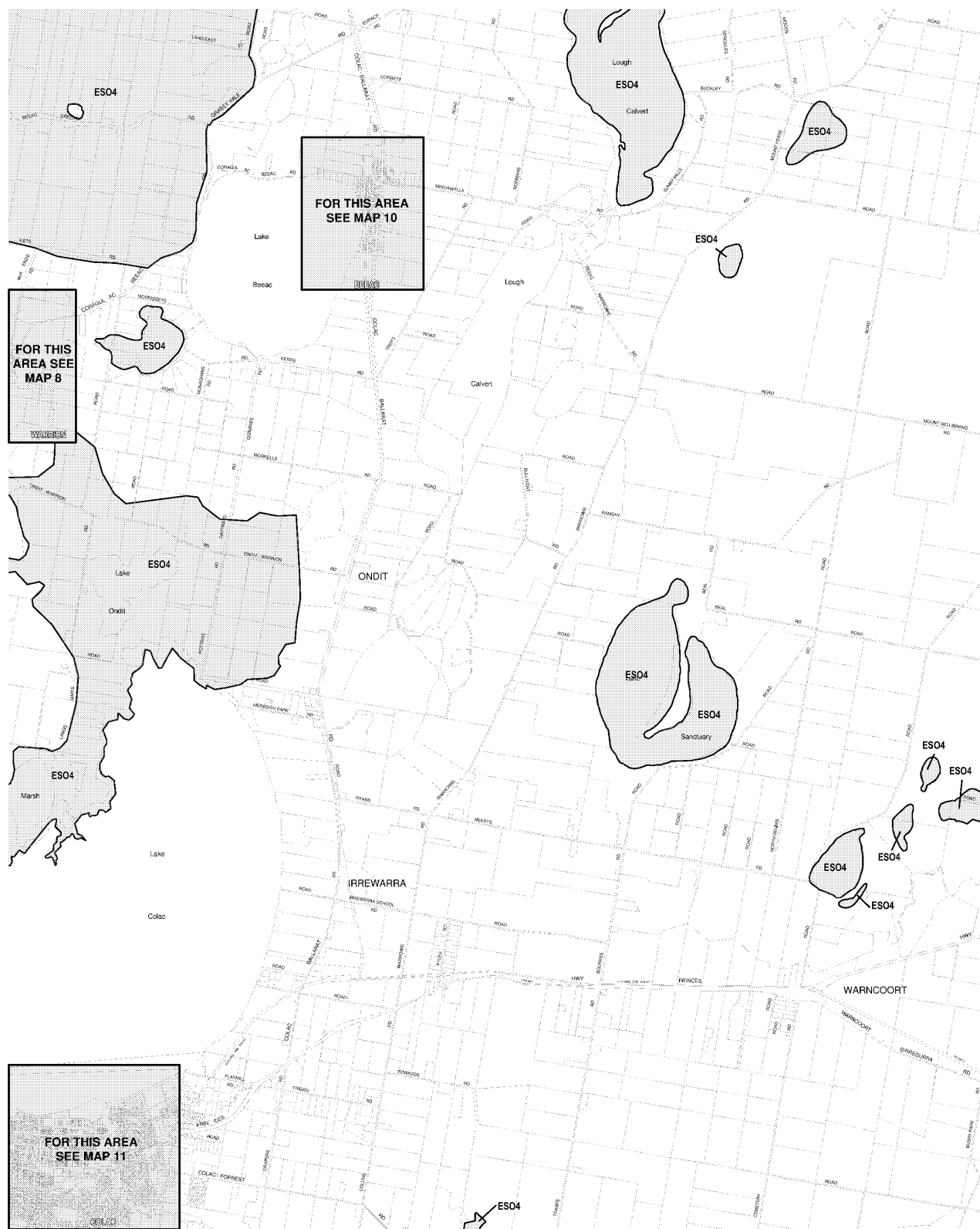
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MAP No 8ESO4



# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
BSK Environmental Significance  
Overlay - Schedule 4

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MAP No 9ESO4

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
B64 Environmental Significance  
Overlay - Schedule 4

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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 15ES04

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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MAP No 16ES04

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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**Overlays**  
ES04 - Environmental Significance  
Overlay - Schedule 4



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AMENDMENT C70

MAP No 17ES04



This map should be read in conjunction with additional Planning Overlay Maps (Ordinances) as indicated on the INDEX TO MAPS.

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MAP No 19ESO4

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**Overlays**  
 BSK Environmental Significance  
 Overlay - Schedule 4  
 BSK Environmental Significance  
 Overlay - Schedule 4

1000 0 1000 2000 3000 m  
 AUSTRALIAN MAP GRID ZONE 54



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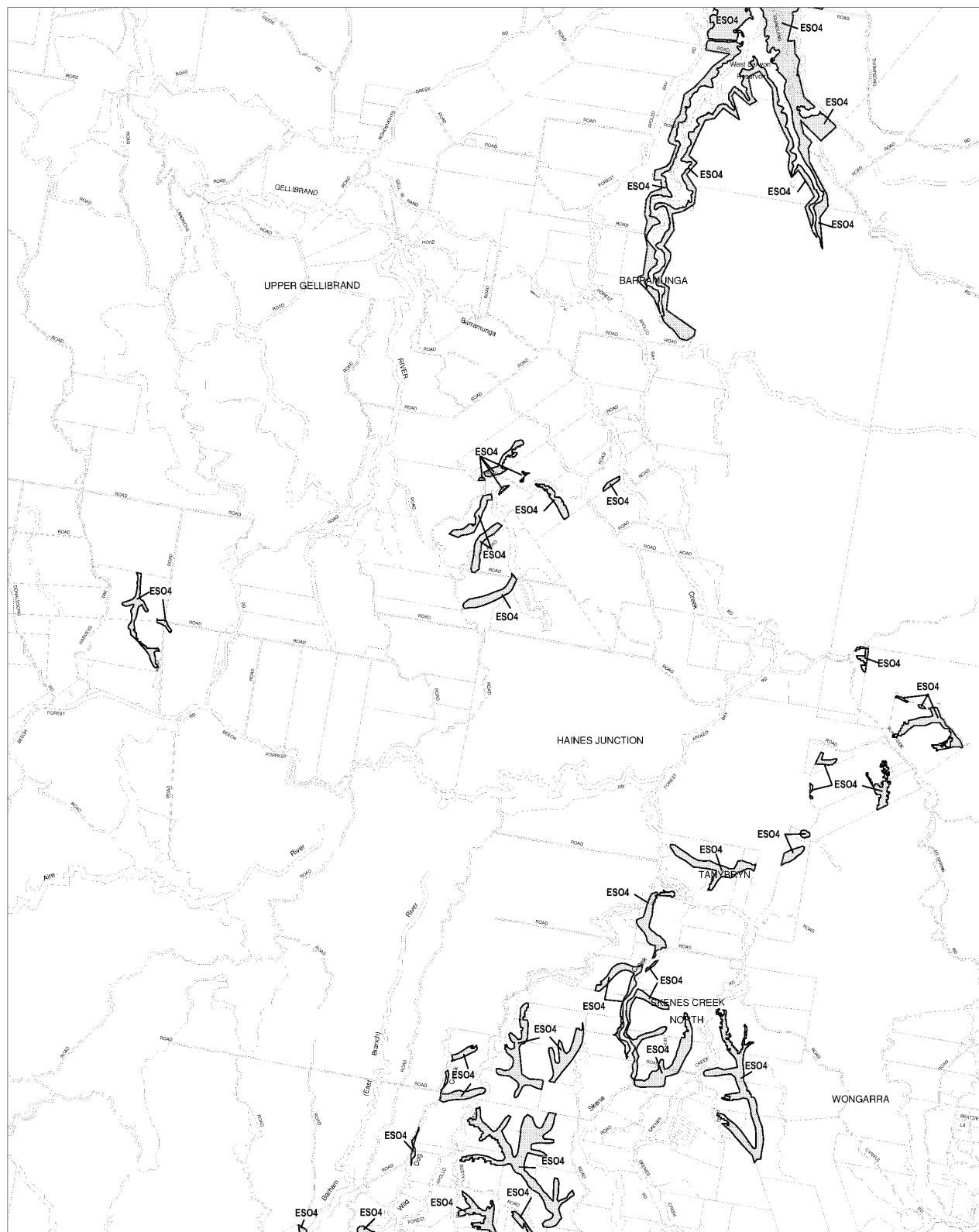
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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 20ESO4

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
ES04 - Environmental Significance  
Overlay - Schedule 4

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1000 0 1000 2000 3000 m  
AUSTRALIAN MAP GRID ZONE 54



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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 21ES04

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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**Overlays**  
BSK - Environmental Significance  
Overlay - Schedule 4

1000 0 1000 2000 3000 m  
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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 22ESO4

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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**Overlays**  
ES04 - Environmental Significance  
Overlay - Schedule 4

100 0 100 200 300 400 500 m  
AUSTRALIAN MAP GRID ZONE 54



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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 24ES04

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**Overlays**  
 B64 - Environmental Significance  
 Overlay - Schedule 4

1000 0 1000 2000 3000 m  
 AUSTRALIAN MAP GRID ZONE 54



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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 25ESO4



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**Overlays**  
ES04 - Environmental Significance  
Overlay - Schedule 4

1000 0 1000 2000 3000 m  
AUSTRALIAN MAP GRID ZONE 54



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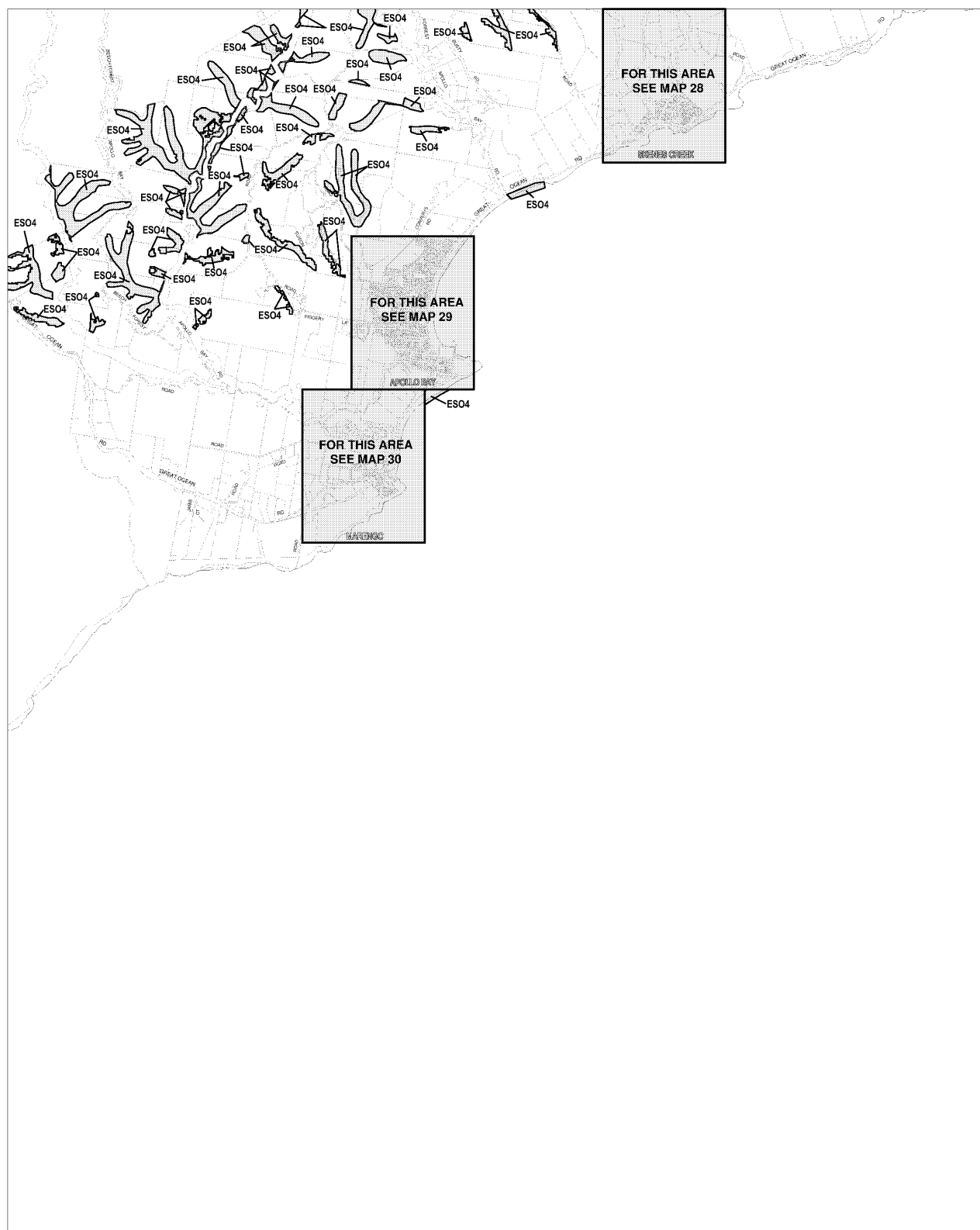
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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 26ES04

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**Overlays**  
 BSK - Environmental Significance  
 Overlay - Schedule 4

1000 0 1000 2000 3000 m  
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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 27ESO4

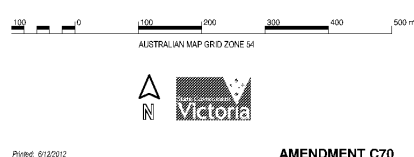
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**Overlays**  
 BSA Environmental Significance  
 Overlay - Schedule 4



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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 28ESO4

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**Overlays**  
B64 - Environmental Significance  
Overlay - Schedule 4

100 0 100 200 300 400 500 m  
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ENVIRONMENTAL SIGNIFICANCE OVERLAY 4

MAP No 29ES04

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MAP No 30ESO4

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION





# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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100 0 100 200 300 400 500 m  
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VEGETATION PROTECTION OVERLAY 1

MAP No 17VPO1

[illegible]



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VEGETATION PROTECTION OVERLAY 1

MAP No 19VPO1

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VEGETATION PROTECTION OVERLAY 1

MAP No 20VPO1



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VEGETATION PROTECTION OVERLAY 1

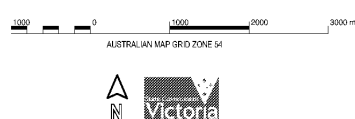
MAP No 21VPO1

[illegible]

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**Overlays**  
 Vegetation Protection Overlay - Schedule 1



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VEGETATION PROTECTION OVERLAY 1

MAP No 22VPO1

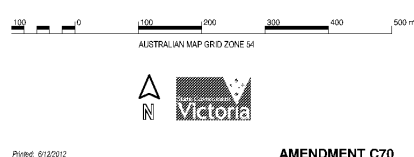
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Overlays  
Vegetation Protection Overlay -  
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VEGETATION PROTECTION OVERLAY 1

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MAP No 23VPO1

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VEGETATION PROTECTION OVERLAY 1

MAP No 24VPO1



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VEGETATION PROTECTION OVERLAY 1

MAP No 25VPO1

[illegible]

This map should be read in conjunction with additional Planning Overlay Maps (if available) as indicated on the INDEX TO MAPS.

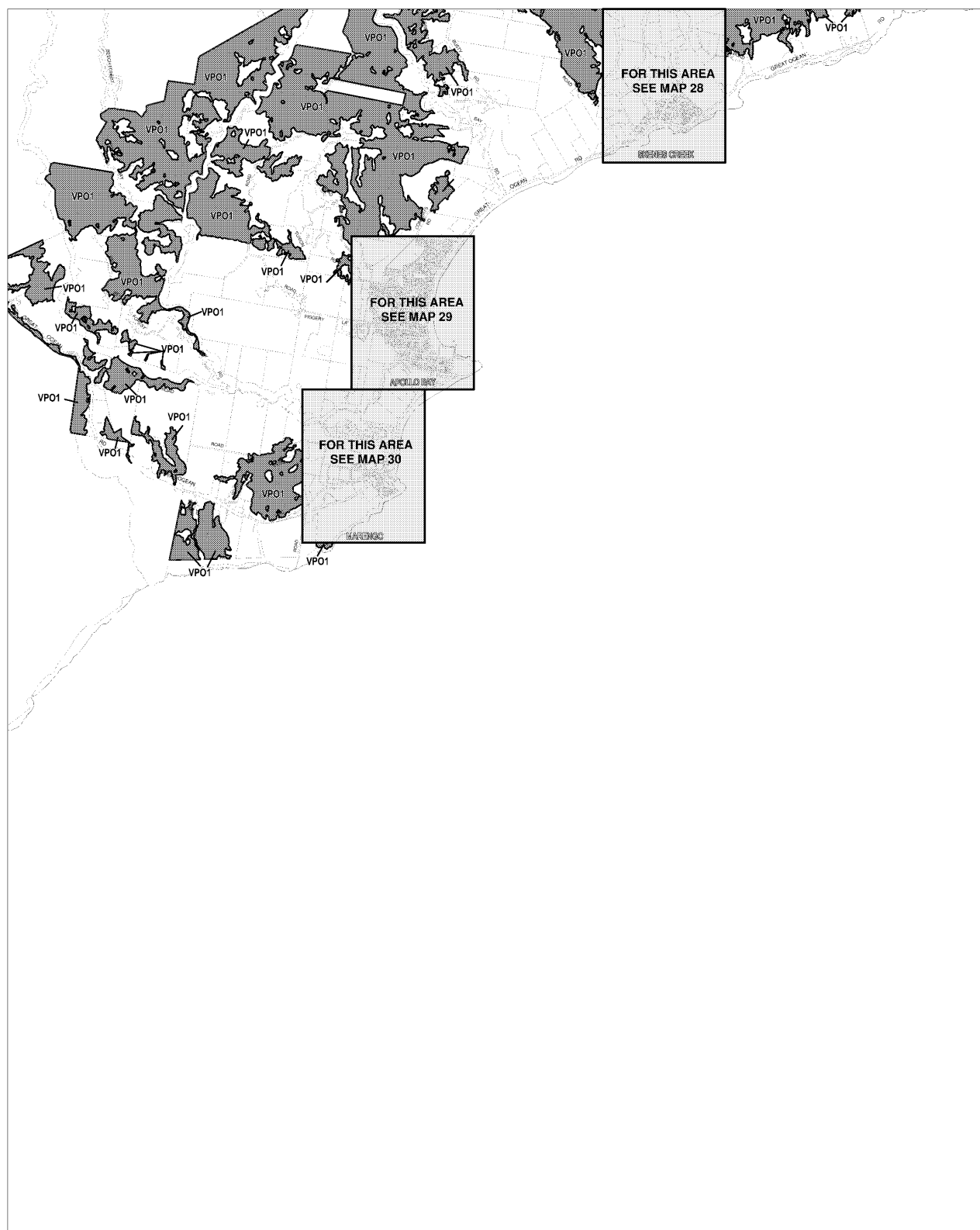
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MAP No 26VPO1



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VEGETATION PROTECTION OVERLAY 1

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MAP No 27VPO1

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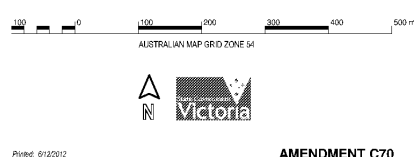
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VEGETATION PROTECTION OVERLAY 1

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MAP No 28VPO1

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VEGETATION PROTECTION OVERLAY 1

MAP No 29VPO1

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

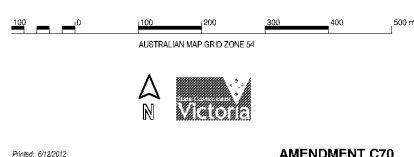


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MAP No 30VPO1



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MAP No 1VPO2

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MAP No 2VPO2



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Overlays  
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VEGETATION PROTECTION OVERLAY 2

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MAP No 4VPO2

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
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VEGETATION PROTECTION OVERLAY 2

1000 0 1000 2000 3000 m  
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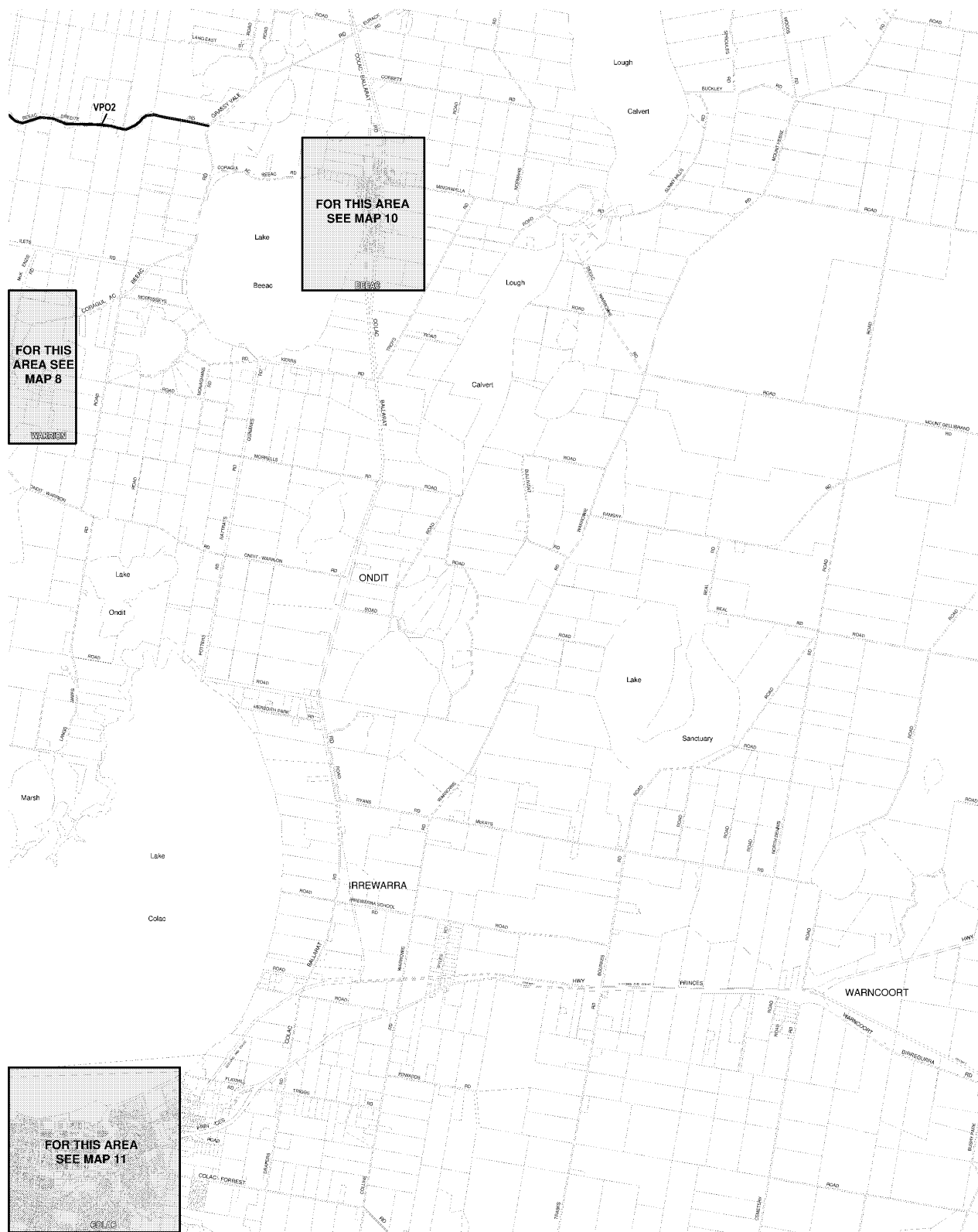
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| 24 | 24 | 24 |
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MAP No 5VP02

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



Overlays  
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MAP No 9VP02

## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



## COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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1000 0 1000 2000 3000 m  
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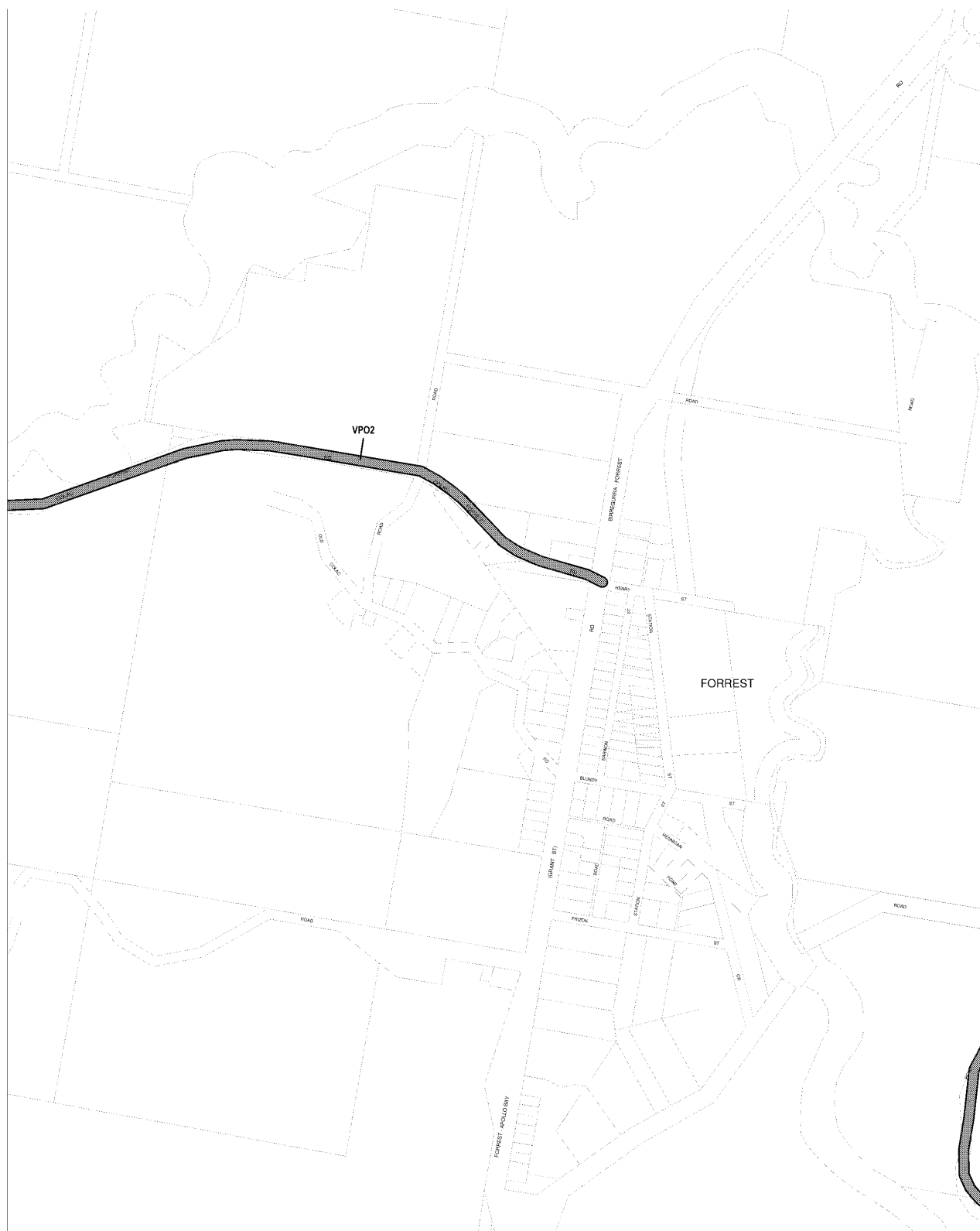
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VEGETATION PROTECTION OVERLAY 2

MAP No 16VP02

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| 18 | 20 | 21 |
| 25 | 26 | 27 |

VEGETATION PROTECTION OVERLAY 2

MAP No 17VPO2

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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Overlays  
Vegetation Protection Overlay -  
Schedule 2

1000 0 1000 2000 3000 m  
AUSTRALIAN MAP GRID ZONE 54



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AMENDMENT C70

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VEGETATION PROTECTION OVERLAY 2

MAP No 19VPO2

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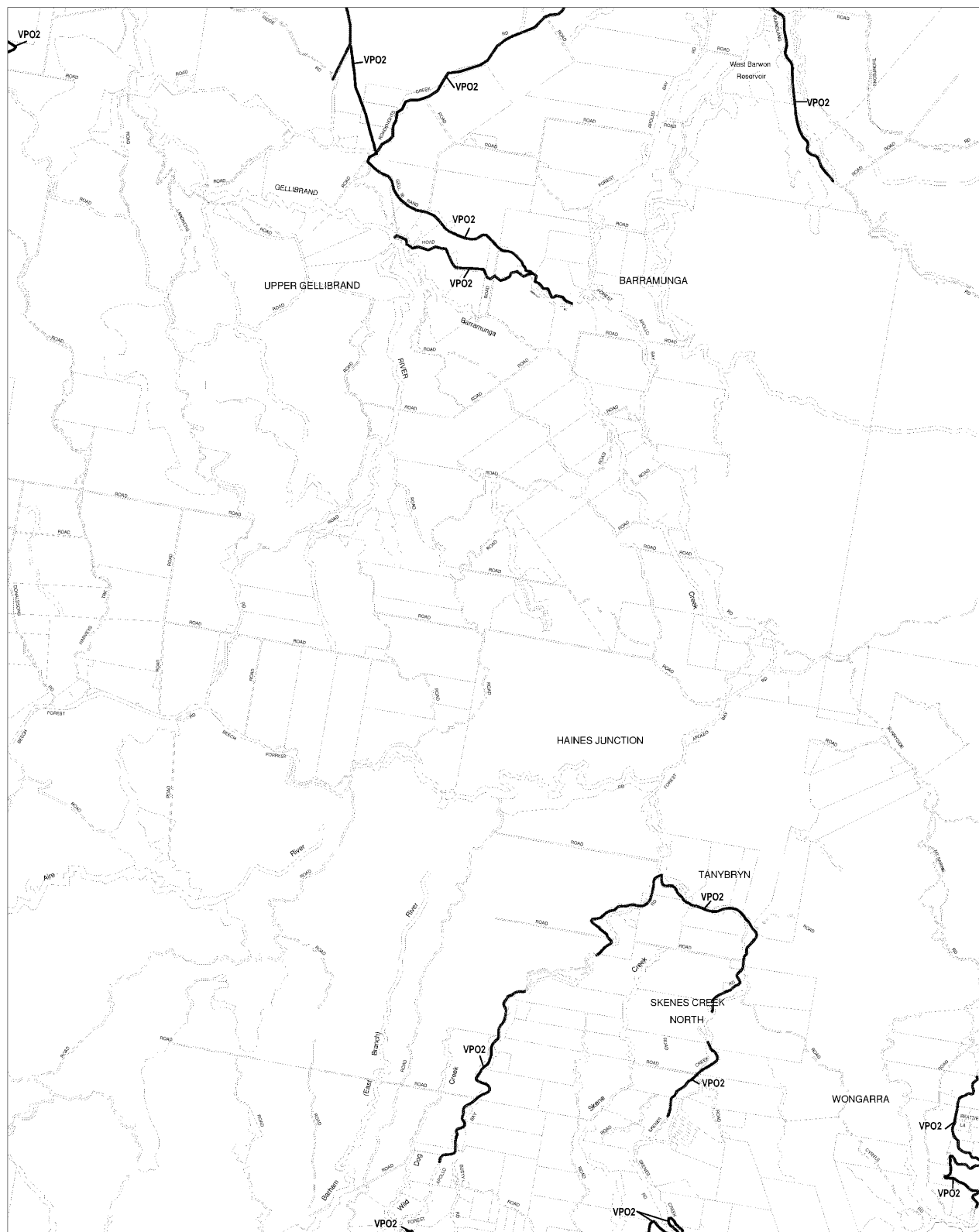
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VEGETATION PROTECTION OVERLAY 2

MAP No 20VPO2

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VEGETATION PROTECTION OVERLAY 2

MAP No 21VPO2



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Schedule 2

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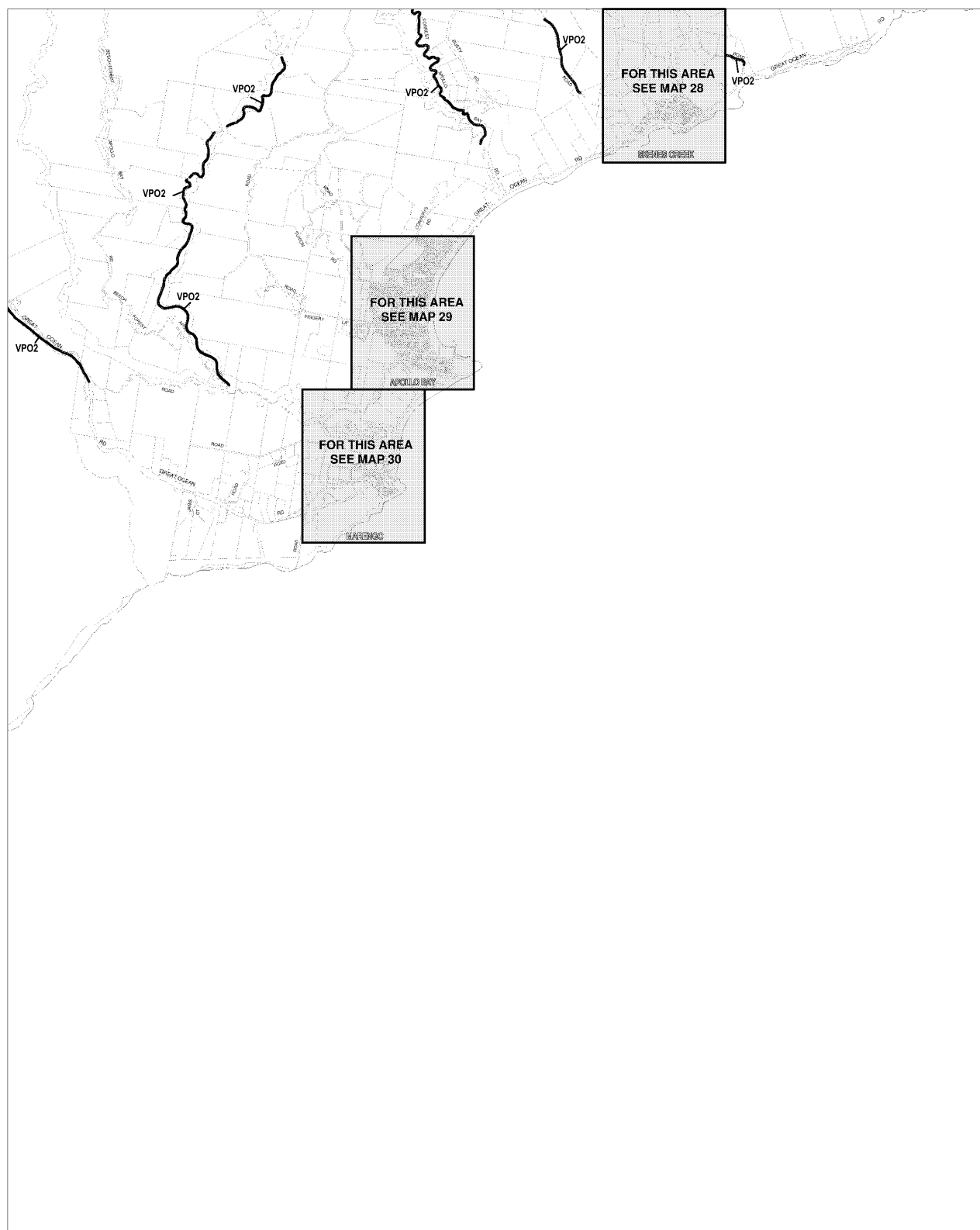
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VEGETATION PROTECTION OVERLAY 2

MAP No 26VPO2

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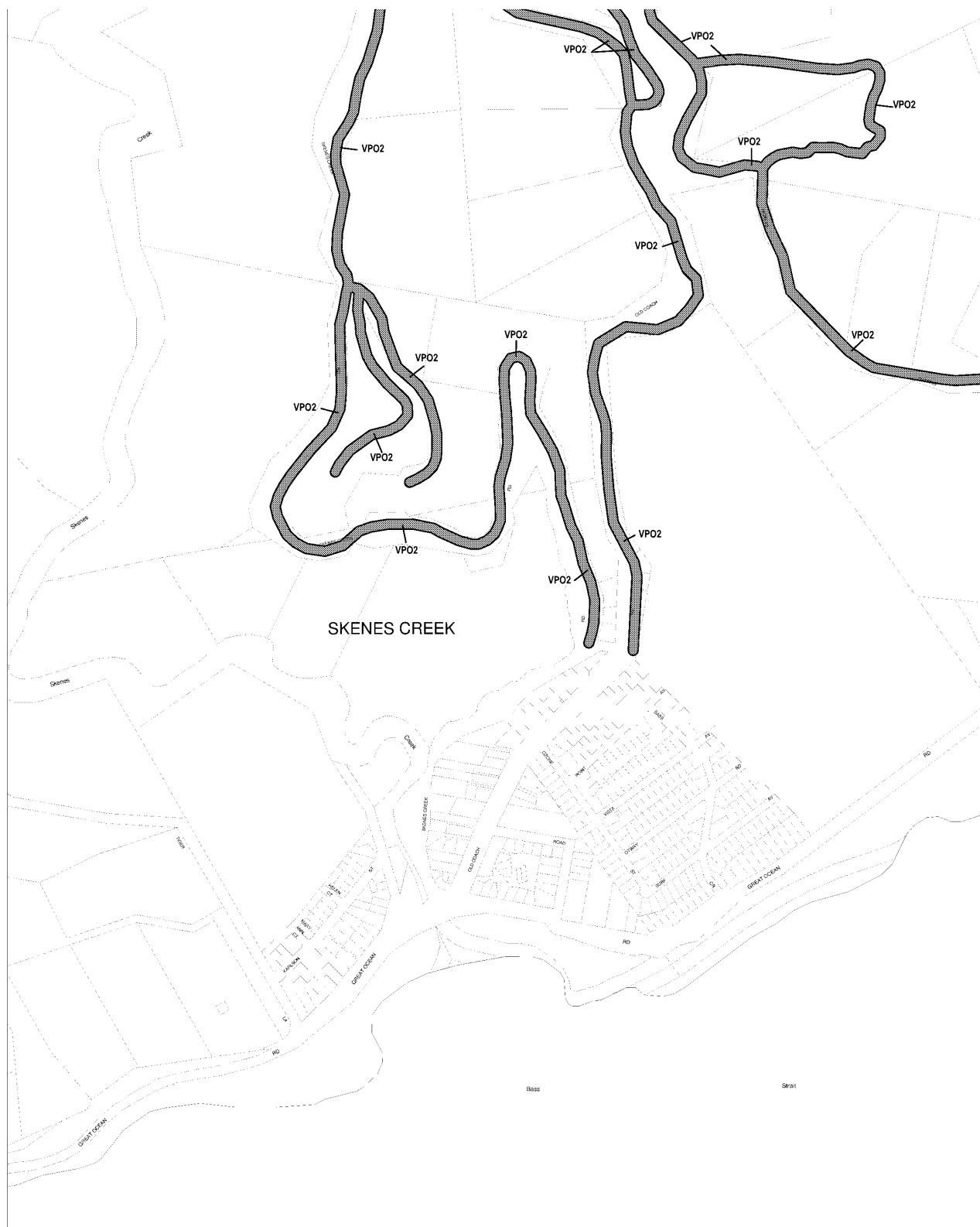
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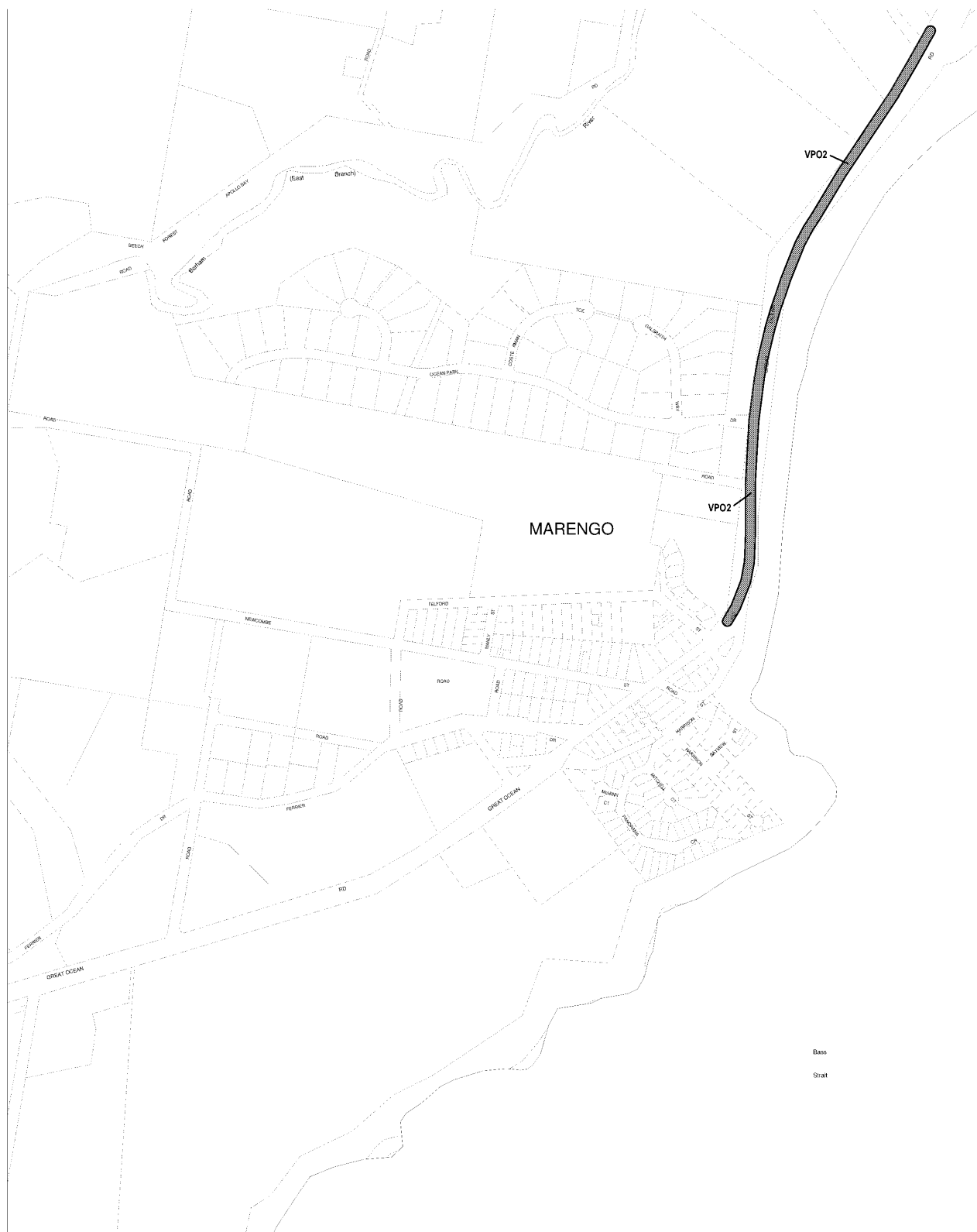
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VEGETATION PROTECTION OVERLAY 2

MAP No 28VPO2



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VEGETATION PROTECTION OVERLAY 2

MAP No 30VPO2

## **APPENDIX 1 – C73 SUMMARY OF SUBMISSIONS**

### Statutory Authority submissions

The following is a detailed outline of the statutory submissions:

| <b>No.</b> | <b>Name</b><br>(support/objection/<br>no objection) | <b>Summary of submission</b>                                                                                                                                                                                                                |
|------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2          | CCMA<br>No objection                                | Does not object to the Amendment however request the requirements for a Development Plan in Precinct 1 be amended to include the setting of floor levels for new development are in line with sea level rise and coastal storm surge events |
| 3          | EPA<br>No objection                                 | Does not object to the Amendment                                                                                                                                                                                                            |
| 24         | DEPI<br>No Objection                                | Supports the amendment but does suggest some changes to text in response to the Victorian Coastal Strategy                                                                                                                                  |

### Public submissions

The following is a detailed outline of the statutory submissions:

| <b>No.</b> | <b>Name</b><br>(support/objection/<br>no objection)                   | <b>Summary of submission</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | Joanne<br>Christodoulou<br>No objection                               | <ul style="list-style-type: none"> <li>Supports the Amendment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4          | Skenes Creek<br>Advancement<br>Association (Tim<br>Cobb)<br>Objection | <ul style="list-style-type: none"> <li>Supports the removal of the hotel and lower height of other development</li> <li>Prefers the Otway Forum proposal which makes a feature of a restored Aboriginal well and retains the sailing club in its current position</li> <li>Boat ramp carpark should not be the carpark for the Aboriginal Cultural Centre</li> <li>Supports the location for bus parking outside of the Harbour</li> </ul>                                                                                                                                                                                                                                                                        |
| 5          | Robert Kanngieser<br>Objection                                        | <ul style="list-style-type: none"> <li>Submitter has provided a sketch of a harbour concept he supports but is very difficult to interpret</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6          | Robert Telford<br>Objection                                           | <ul style="list-style-type: none"> <li>Supports the Otway Forum Plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7          | Tony Webber<br>Objection                                              | <ul style="list-style-type: none"> <li>Supports the removal of the hotel</li> <li>Supports Graham Bentley's 2011/12 Plan (Otway Forum)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8          | Robert Chenhall<br>Objection                                          | <ul style="list-style-type: none"> <li>The relocation of the Harbour works area needs more detail</li> <li>A redeveloped Co-op with a modest café should be retained in the current low scale, low density design</li> <li>Objects to other retail activities along the harbour foreshore</li> <li>Buildings 5 and 8 is of an inappropriate scale</li> <li>Boardwalk would detract from natural beauty of the area</li> <li>Aboriginal Cultural Centre may not be appropriate as the museum/tourist information carry out these functions</li> <li>It is unclear if the sailing club building is required</li> <li>Generally considers the case has not been made for the redevelopment of the harbour</li> </ul> |
| 9          | Apollo Bay Sailing<br>Club (Peter<br>Bourine)                         | <ul style="list-style-type: none"> <li>New site for the sailing club is opposed, current site is suitable for new facilities. Proposed site lacks clear lines of sight to the ocean, boat ramp and beach, incompatible with growing sand dune, lacks</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| No. | Name<br>(support/objection/<br>no objection) | Summary of submission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | Objection                                    | <ul style="list-style-type: none"> <li>rigging up areas, storage of boats, parking of boat trailers close to clubhouse and lack of areas to expand</li> <li>Master Plan should allow for bar/café facilities in the sailing club building</li> <li>Aboriginal Cultural Centre should be located at the site of the current harbour office and would encourage pedestrian access from town</li> <li>Harbour office could be located in the adjacent car park</li> <li>Proposed Mediterranean berths are unworkable</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10  | Cate Cousland<br>Objection                   | <ul style="list-style-type: none"> <li>Supports the concerns expressed by the Otway Forum</li> <li>Wording prohibiting hotel is too weak</li> <li>Building heights not specified</li> <li>Questions height and need for retail shops</li> <li>Second storey could be used by sailing club</li> <li>Aboriginal Cultural Centre should be located at the site of old well under the Harbour office</li> <li>National Park HQ could be located at the Harbour</li> <li>Sailing club should remain in its current position</li> <li>Norfolk Pines should not be used in landscaping</li> <li>Public toilets/change rooms not shown on master plan</li> <li>Sea level rise implications should be considered</li> <li>Weed eradication</li> <li>Support Graham Bentley's plan</li> </ul>                                                                                                                                                                                                                                         |
| 11  | Janette Lewis<br>Objection                   | <ul style="list-style-type: none"> <li>New harbour offices should be single storey</li> <li>Supports deletion of hotel</li> <li>New development should be fully serviced with infrastructure</li> <li>All buildings should be single storey</li> <li>Questions the need for an Aboriginal Cultural Centre</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 12  | Peter Fillmore<br>Objection                  | <ul style="list-style-type: none"> <li>Submission is based upon Otway Forum review of the Master Plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 13  | Edward Stuckey<br>Objection                  | <ul style="list-style-type: none"> <li>The Master Plan should include a requirement to review the impacts of climate change for any work undertaken less than 2m AHD</li> <li>Council should conduct a more comprehensive study on climate change impacts for all of Apollo Bay</li> <li>Upgrade or road entry will not improve safety</li> <li>Co-op building should be used for restaurant, café and harbour tourist information</li> <li>New harbour side buildings and Port operations will be impacted by sea level rise and does not support any commercial use not linked to the harbour</li> <li>Supports Breakwater Road upgrade, boardwalk, promenade, new paths, new boat launching facility, new sailing club building, upgrade of Mothers Beach car park and additional moorings</li> <li>Does not support Aboriginal Cultural Centre as it is not related to the harbour operations</li> <li>Does not support floating restaurant</li> <li>Needs further detail on extension of eastern breakwater</li> </ul> |
| 14  | Carol Wilmink<br>Objection                   | <ul style="list-style-type: none"> <li>Urgent need for toilet facilities now</li> <li>Sailing club should remain in its current position</li> <li>Does not support commercial non harbour related retail uses</li> <li>Stronger wording is required to prohibit the hotel</li> <li>Supports the redevelopment of the Co-op</li> <li>Boardwalk should not cover rock pools where children can play in safety</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| No. | Name<br>(support/objection/<br>no objection)                                           | Summary of submission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                        | <ul style="list-style-type: none"> <li>Support Aboriginal Cultural Centre where the well is located – Harbour office</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 15  | John Marriner<br>Objection                                                             | <ul style="list-style-type: none"> <li>Does not support Mediterranean moorings due to tidal changes</li> <li>Current provision of moorings is the most suited</li> <li>Existing slipway would need to be increased in capacity</li> <li>Supports new toilet facilities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 16  | John Spencer<br>Objection                                                              | <ul style="list-style-type: none"> <li>Supports entry road realignment, Breakwater Road upgrade, new pedestrian/cycle paths, Co-op redevelopment, new moorings, widening of the boat ramp, relocation of Port Operations, new sailing club facility location and Aboriginal Cultural Centre</li> <li>Does not support floating restaurant, harbour-side café/restaurant</li> <li>New development should take account of sea level rise</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 17  | Paul Johnson<br>Objection                                                              | <ul style="list-style-type: none"> <li>Owens a boat that is 8.2m long not the 10m+ that is required by the Master Plan, smaller vessels should be accommodated</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 18  | Apollo Bay<br>Chamber of<br>Commerce &<br>Tourism (John<br>Riches)<br>Objection        | <ul style="list-style-type: none"> <li>Concerned that iconic buildings/outcomes may not be possible</li> <li>Sustainable design should be the basis for new development</li> <li>Large wind turbine at the breakwater would be a spectacular symbol</li> <li>No detail on the type of club that could use the first floor community spaces in the new harbour-side buildings. Retail activities should be considered to take advantage of views</li> <li>Aboriginal Cultural Centre should be fully publically funded and house all community uses</li> <li>The Aboriginal Cultural Centre should not be known as the Great Ocean Road ACC but the Southern Otways ACC</li> <li>Unclear on the need for a Development Plan</li> <li>Any retail development will impact the shopping centre and the objective of 'not adversely impacting' is not feasible</li> <li>The EbD Plan shows the shallow rock shelf for development (perhaps with glass floor viewing area) but not sure why this is not on the current Master Plan</li> </ul> |
| 19  | Margaret and Colin<br>Jevons<br>Objection                                              | <ul style="list-style-type: none"> <li>Supports road and paths upgrade, Co-op redevelopment, widening of the boat ramp and sealing of the carpark, more boat moorings, relocated Port Operations to provide for pedestrian boardwalk, new sailing club facility provided toilets are publically accessible, Aboriginal Cultural Centre, extension of the eastern breakwater and sealing of Mother's Beach carpark.</li> <li>Objects to any double storey construction, the floating restaurant and the use of the term 'Mother's Beach' – considers it should be 'Family Beach'.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 20  | John Howell<br>Objection                                                               | <ul style="list-style-type: none"> <li>Too much has been spent on planning and not enough on building</li> <li>Main priority is public toilets facilities next to the slipway/Port Operations</li> <li>Supports the deletion of the hotel and the sailing club with public toilet facilities, Co-op redevelopment and floating restaurant</li> <li>Boat trailer park should stay as open space</li> <li>The golf club and boat facility should stay as it is and a mobile kiosk would be popular</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 21  | Southern Otway<br>Landcare Group<br>(John Marriner)<br>No objection/<br>request change | <ul style="list-style-type: none"> <li>Supports the direction of the Master Plan</li> <li>Suggest that a second washdown facility is required to prevent the spread of Japanese wakame kelp</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|    |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22 | Mick Heland<br>Objection                     | <ul style="list-style-type: none"> <li>Concerned with Mediterranean moorings proposed for the harbour due to tidal changes</li> <li>Current mooring style should be used</li> <li>Public toilets required near the boat ramp</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 23 | Ngaira Smith<br>Objection                    | <ul style="list-style-type: none"> <li>Upgrade of Breakwater Road should include a bike lane and parking area next to the Co-op for ice collection for boats heading out to sea</li> <li>3 metre promenade path is impractical as the dune system is unstable and constantly eroded</li> <li>Co-op should not be redeveloped as the fishing industry is in decline</li> <li>Cafes and restaurants and double storey buildings should not be developed along the foreshore as Apollo Bay already has a town centre where people can eat</li> <li>Double storey buildings would impact the vistas and views from the breakwater and town and detract from the working harbour</li> <li>Area for the sailing club is too small and be kept free of the sand dune</li> <li>No more planting of Norfolk pines on the foreshore</li> </ul> |
| 25 | Yvonne Francis<br>Objection                  | <ul style="list-style-type: none"> <li>Petition containing 9 signatures. Concern over any improvements at the Harbour and there are more urgent needs that should be addressed in town.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 26 | Andrew Buchanan<br>Objection                 | <ul style="list-style-type: none"> <li>Boardwalk should be extended over rock reef to support alfresco dining</li> <li>Buildings should be integrated into landscape particularly eastern end</li> <li>Hotel site should be developed for other uses</li> <li>Sailing Club should remain in current location</li> <li>Aboriginal Cultural Centre should have a broader focus</li> <li>Great Ocean Walk should be extended through harbour precinct</li> <li>Heated indoor pool should be included in harbour precinct</li> <li>Harbour facilities not enough to support increased boating activity</li> <li>No support for Norfolk pines</li> </ul>                                                                                                                                                                                  |
| 27 | Apollo Bay Aquatic<br>Centre (Jane<br>Gross) | <ul style="list-style-type: none"> <li>Submission from the indoor pool committee. It seeks a change to the SUZ2 to allow the consideration of indoor pool (Indoor recreation facility) at the Harbour.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



**APOLLO BAY HARBOUR MASTER PLAN 2013  
INCORPORATED DOCUMENT**

**COLAC OTWAY SHIRE COUNCIL**

**DRAFT SEPTEMBER FEBRUARY 2013**



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## **1 Introduction**

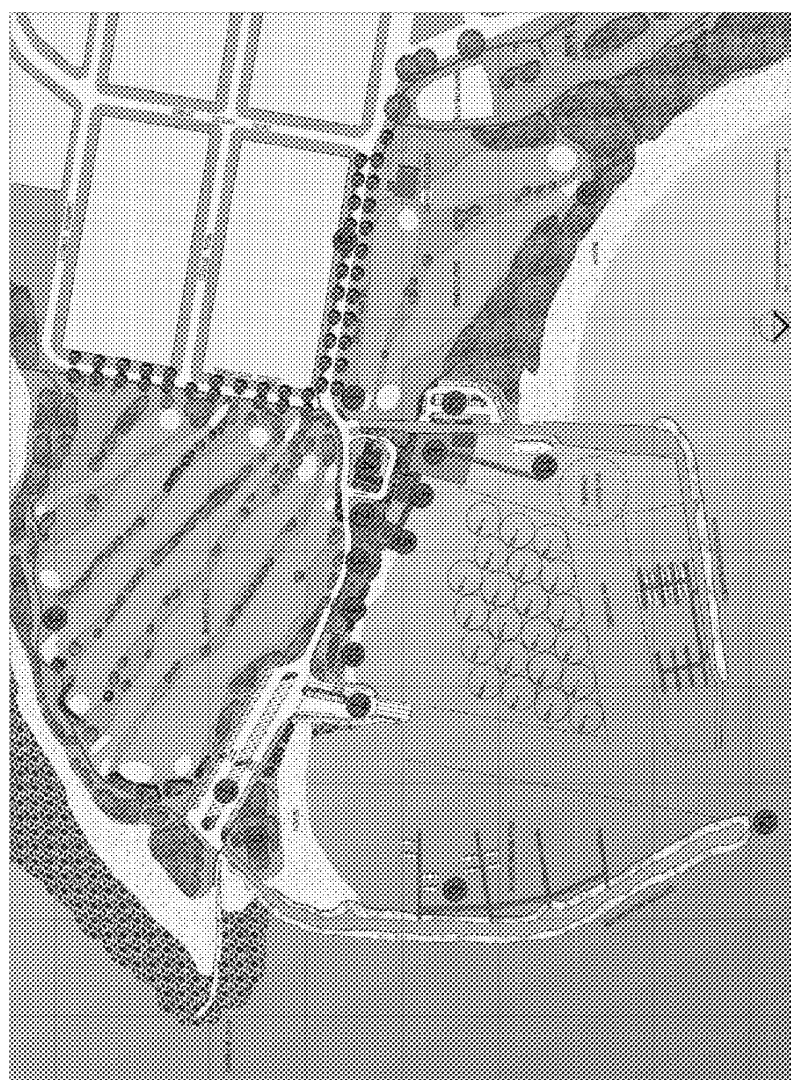
This document relates to the use and development of land at the Apollo Bay Harbour as a safe boat harbour, providing facilities for commercial and pleasure craft and associated public and private uses. It applies to land zoned Special Use Zone – Schedule 2 (Apollo Bay Harbour) in the Colac Otway Planning Scheme.

This document sets out the following information:

- Requirements for Section 1 Uses
- Development Plan Preparation Requirements
- Development Principles and Development Guidelines

This document is incorporated into the Colac Otway Planning Scheme.

Apollo Bay Harbour Master Plan Incorporated Document



Colac Otway  
SHIRE

- 
- Figure 1 displays a series of 15 grayscale images showing the degradation of a polymer film over time. The images are arranged in two rows. The top row shows the initial state and early degradation stages (1-5). The bottom row shows later stages (6-15). The degradation is characterized by the formation of dark, irregular spots and patterns on the light-colored film surface. A circular inset in the top-left corner shows a magnified view of the film's surface texture.

## 2 Developments Associated with Section 1 Uses

A Master Plan for the Apollo Bay Harbour has been completed by the Colac Otway Shire Council. The Apollo Bay Harbour Master Plan is shown in Figure 1. The Master Plan contains the following two precincts (Figure 2):

1. **Harbour entry and central precinct**
2. **Boating and sailing precinct**

Schedule 2 to the Special Use Zone provides for the use and development of the Apollo Bay Harbour consistent with the Master Plan. The Heritage Overlay also guides development of the harbour area.

The following numbering corresponds with the key projects identified on the Apollo Bay Harbour Master Plan.

The Apollo Bay Harbour redevelopment seeks to provide or meet all of the following:

1. The upgrade of **Harbour Precinct Entry Road** to straighten the 'dog leg' south of the Fisherman's Co-operative building and provide safer access to the harbour.
2. The upgrade of **Breakwater Road** to formalise a two-way vehicle movement with asphalt, linemarking and edge treatment that includes flush kerbs with vegetated drainage swales. Parallel parking will be provided along Breakwater Road if there is sufficient space.
3. The provision or upgrade of **pedestrian/bicycle paths** throughout the precinct as shown on the Apollo Bay Harbour Master Plan, which includes:
  - A new 6.0 metre (at least approx) wide boardwalk along the harbour water's edge east of Mother's Beach car park to the current eastern end of the harbour works area as shown on the Master Plan.
  - A new 3.0 metre (approx) wide promenade to connect the harbour to the town centre via Mother's Beach carpark. This will link with existing paths between the golf course and beach.
  - A new path from the existing paths that terminate west of the golf club house, along Nelson Street to the new entry road.
  - Pedestrian access will continue to the western and northern breakwaters - these paths could be separated from operational vehicles or operate as shared zones with priority for pedestrians depending on detailed assessment of public safety issues.

- A new path along the dunes at the southern end of the golf course. This would take the form of a nature walk highlighting coastal vegetation and providing beach access and coastal viewing points.
  - If achievable with vegetation and topographical constraints, a new path along the north side of Breakwater Road, connecting the existing Fishermans's Co-operative building to the proposed Aboriginal Interpretive Centre.
4. To retain and provide for the eastern extension of the **Fisherman's Co-Operative building** for fish processing operations. The provision of approximately 6 dedicated car parking spaces at the Fisherman's Co-operative.
  5. To construct new double storey buildings located on the water's edge south of the boardwalk. Uses in these buildings could include **shops, cafes and restaurants** at ground level and multi use event and meeting spaces above for club, community and commercial activities. A Café or other commercial use could use the second storey to maximize views. This would be subject to a detailed business case assessment.
  6. Provide a **new recreational marina mooring** along the eastern breakwater wall. This is to be based on Mediterranean berths and swing moorings or other appropriate mooring mechanisms or types.
  7. Widening of the **boat launching facility** to 3 lanes. Upgrading of the boat trailer parking area to provide approximately 63 boat trailer parks and 45 car parks. This includes a new formal access arrangement to the boat launching facility, sealed pavement surfaces, linemarking, drainage and landscaping.
  8. Relocate and expand the **Port Operations** and boat repair facility to the north to provide for the pedestrian boardwalk. A Harbour Master's Office will be provided, together with new buildings for equipment storage, staff amenities and administration. Transparent fencing will be provided to enable public viewing of the working harbour.
  9. A new **Sailing Club Facility** in the location of the existing building at the western side eastern end of the boat-trailer-park boat ramp to provide clubrooms, race control facilities, toilets and storage space.
  10. A **Great Ocean Road Aboriginal Cultural Centre** to the west of the Sailing Club building boat-trailer parking area.
  11. Provision for other **commercial water based development** (e.g. floating restaurant).
  12. Provide for an **extension of the eastern breakwater** by approximately 60 metres to enable safe access to the harbour.
  13. Upgrading of the **Mother's Beach car park** to provide approximately 71 car parking spaces. This includes a new toilet/change facility building, sealed pavement surfaces, linemarking and landscaping.

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7 | Apollo Bay Harbour Master Plan Incorporated Document



### **3 Development Plan Preparation Requirements**

In addition to the completed Master Plan, Schedule 2 to the Special Use Zone requires the preparation of a Development Plan for Precinct 1 (Harbour Entry and Central Precinct). This Development Plan will address the interrelationship of the Port operations and its future needs and requirements with the publicly accessible areas that have a strong tourism focus.

This Development Plan is required prior to a permit being granted for the construction of any buildings and works.

The Precinct 1 Development Plan will include, as appropriate:

- A site context plan and report that is based upon accurate cadastre showing contours to 0.2 metre and demonstrates how the buildings and works satisfy the design guidelines contained in the incorporated document;
- Location of existing buildings and landscape site features and their relationship to proposed changes;
- An assessment of the operational requirements of the Apollo Bay Harbour Port Operations and the representation of these requirements on the Development Plan;
- An implementation plan that identifies how the Port Operations area will be redeveloped and whether this can be achieved in stages. The plan should also address any interim measures for the Port Operations that will not undermine the ability to achieve the Master Plan outcomes for this area;
- Pathways/pedestrian access including separation of harbour traffic from pedestrians;
- The identification of and management of native vegetation and weed control;
- The location, height, dimensions and cross sections for all buildings and works showing natural ground levels and any areas of cut and fill;
- The proposed use of each building;
- The locations of all BBQs, toilet and shower facilities; and
- The materials and finishes of all buildings.

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## 4 Development Principles and Development Guidelines

### 4.1 Development Outcomes

The Apollo Bay Harbour is to make an outstanding contribution to the operational effectiveness of the Port Operations and the tourism appeal of the harbour by:

- Improving boating and fishing facilities consistent with the harbour's regional level status under the *Boating Coastal Action Plan 2007* and the *Western Boating Coastal Action Plan 2010*.
- Improving pedestrian and road linkages between the Harbour Precinct and town centre.
- Maintaining Port and commercial fishing operations, whilst improving the amenity of the area.
- Separating Port and commercial fishing operations from the tourist activities to avoid conflicts and safety issues.
- Maintaining and enhancing the existing open golf course landscape as an asset to the town because of its views, cultural value and level of development in terms of lawns, services and established planting.
- Developing year-round facilities for use by residents and visitors to Apollo Bay.
- Providing for consolidation of structures and multi-use approach to buildings.
- Respecting and protecting cultural heritage, including Aboriginal archaeological sites (e.g. middens and drinking well) and European heritage.
- Maximising the opportunities provided by the change in topography, including the significant change between the Fisherman's Co-operative and the harbour's water edge (estimated at approximately 8 metres).
- Considering natural coastal processes, such as sand movement and ocean swells and coastal vulnerability including climate change implications.
- Developing a harbour that is iconic and provides a unique experience.
- Developing a strong sense of entry to the Harbour Precinct from the Great Ocean Road.
- Maximising key views:
  - to the Harbour Precinct;
  - through the Precinct to the beach and ocean; and
  - from the Precinct to the town centre (and vice versa).

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## **4.2 Development Principles**

The following Development Principles are consistent with the:

- *Siting and Design Guidelines for Structures on the Victorian Coast*, Victorian Coastal Council (May 1998),
- *Good Design and the Coast, Issue 2003*, by the Office of the Victorian Government Architect,
- *Victorian Coastal Strategy 2008*.

### **4.2.1 Environmental/Ecological Principles**

#### **Integration with Existing**

- Reinforce the qualities of the harbour and facilitate the integration with the Apollo Bay town centre in a staged and orderly manner.
- Ensure only modest changes to the existing Fisherman's Co-operative building.
- Use landscape screening to minimise the visual impact of buildings from surrounding vantage points.
- Integrate and enhance buildings that have service functions (e.g. Fisherman's Co-operative, boat storage and maintenance), and also minimise visual intrusion whilst maximising natural surveillance.
- Develop a physically and visually coherent built form within the coastal landscape setting and character.

#### **Built Form and Siting**

- Minimise impact on the marine ecosystem and surrounding coastal setting.
- Protect sensitive habitat zones (i.e. native vegetation and marine life) by locating higher intensity development in low environmental value zones.
- Maximise coastal, sea and green open space views and vistas towards and from all commercial and community buildings/activities on site.
- Minimise visual blocking of boardwalks by and from structures.
- Minimise car intrusion into sensitive habitat.
- Ensure minimal visual intrusion of car parking.
- Minimise built form impact (scale and footprint) by responding to surrounding context and character. New Harbour front buildings should taper down from the new double storey retail/community buildings towards the east, in line with the taper of the landscape.
- Maximise northerly solar access and use of natural light and ventilation.

- Diminish vandalism by maximising surveillance (e.g. use of boardwalks, pathways and articulated built form).
- Ensure public access to public land is maintained except where the interests of security or safety predominate.
- New buildings will be set back and elevated in response to potential sea level rise, storm surge and coastal processes. This may include a requirement for a Coastal Hazard Vulnerability Assessment (CHVA).
- Development should not cause any detrimental affects to natural coastal processes.

#### **Building Fabric**

- Encourage retention and re-use of buildings of heritage and community value, including the heritage listed Fisherman's Co-Operative building, thereby reducing the embodied energy and waste in creating a new future for the site.
- Adopt best practice energy reduction for new development where possible.

#### **Building Materials**

- Utilise, where appropriate, materials from the local area and of local coastal architectural character.
- Encourage subdued palettes.
- Select durable high quality materials with enduring finishes that are appropriate to a coastal environment.
- Ensure self-washing of roofs greater than 5 degrees.
- Encourage the use of glass to maximise views whilst avoiding glare/reflection (by utilising elements such as eaves overhang, pergolas, louvres and other types of screening systems).

#### **Landscape & Public Realm**

- Minimise disturbance to indigenous vegetation and use local indigenous species that are resistant to coastal exposure in landscaping where possible and appropriate.
- Maintain and enhance the open views to the ocean, Harbour and hills.
- Reinforce the established landscape character, including:
  - The structure of tall open trees (Norfolk Island Pines or other species as appropriate) that are well established on the golf course
  - The landscape of open lawns for ease of public use and maintenance
  - Indigenous vegetation associations providing shelter and stability to the dune systems.

- Replace substandard road pavements and other port infrastructure with new pavements, furniture and other public infrastructure that is consistent, well designed, high quality and complements the coastal environment.

#### **Water Sensitive Design Measures - Precinct Based**

- Ensure stormwater harvesting and reuse from all major roof surfaces.
- Support grey water treatment and recycling for use in landscaping.
- Minimise the area of impervious surface finishes.

#### **Waste Minimisation**

- Minimise construction waste through a construction management plan for each stage of the development.
- Provide ongoing waste management and sorting areas.

#### **Reduce Carbon Footprint**

- Adopt leading practice passive solar energy principles to minimise energy demand of new or extended buildings.
- Include on-site renewable energy sources, e.g. photovoltaic panels and thermal solar water heating.
- Maximise north facing façades as renewable energy collectors.
- Support alternative sustainable transport initiatives, including new walking and cycling networks both through and at the street interfaces with the site.
- Provide high quality and secure short-term bicycle facilities in all commercial areas and lockers/showers within the waterfront area.

#### **4.2.2 Social Principles**

##### **Cultural and Aesthetic**

- Respect the setting and visually complement the surrounding coastal landscape and development by reinforcing and integrating the harbor area and the town centre.
- Respect, protect and interpret the Aboriginal and European history of the harbor area.
- Promote local ecological values by building an on-site Aboriginal Cultural Interpretive and Education Centre and developing nature walks to contain and direct visitor access.
- Provide dedicated areas for both fishing and boating, free of constraints that might arise when located in close proximity to tourism.

- Ensure the design language highlights the public elements of the harbor area and promotes active ground floor uses in buildings.

|



#### **Sustainable Mobility**

- Extend walking and bike trails into and through the site.
- Improve shared pathways to provide for safer cycling and walking alternatives linking the Apollo Bay Town Centre and harbour.
- Integrate new road design with landscape design to ensure provision of safe and convenient paths, street trees to provide shade and bicycle parking facilities.
- All public and commercial spaces are to be designed to allow access for all abilities.
- Ensure compliance with the Disability Discrimination Act throughout the harbour area.

#### **4.2.3 Economic Principles**

##### **Economic Sustainability**

- Support the ongoing viability of fishing operations, the Fisherman's Co-operative and other commercial activities.
- Providing small scale retail activity at the Harbour to ensure it does not impact the viability of the Apollo Bay shopping centre.

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### 4.3 Development Guidelines

Precincts 1 and 2 of the harbour are shown in Figure 2.

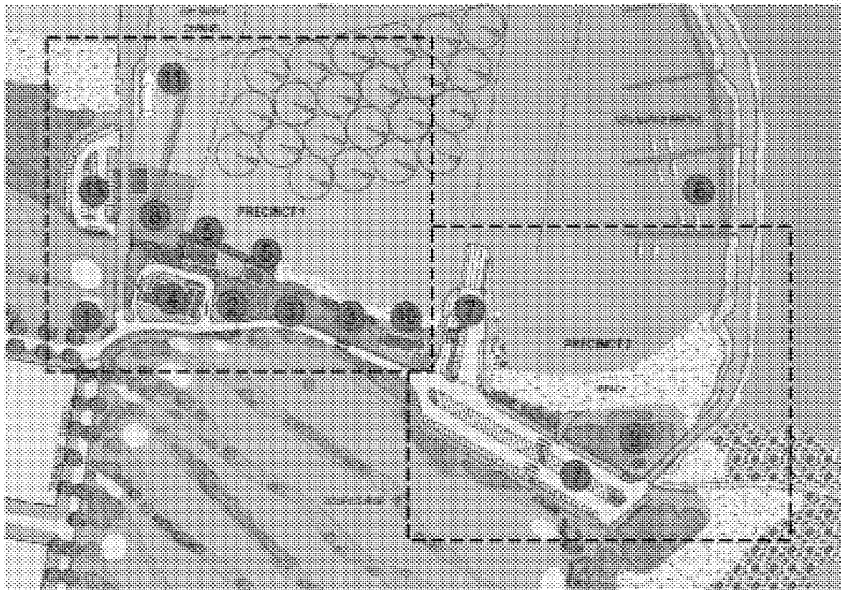
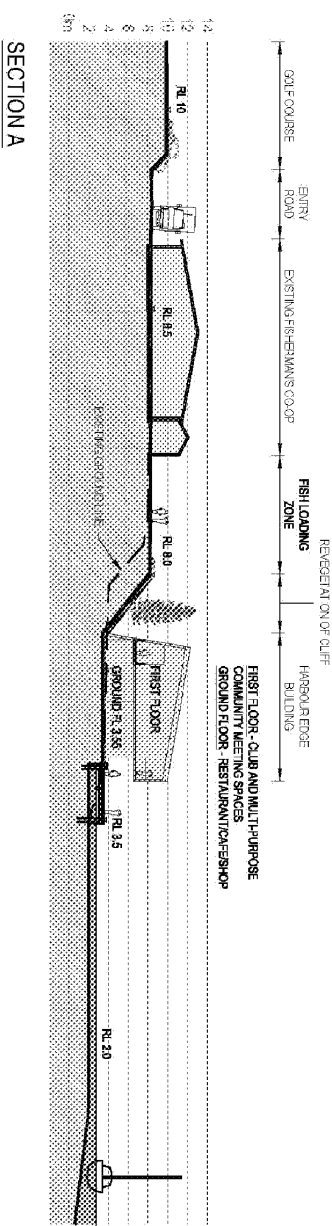


Figure 2 Apollo Bay Harbour Precinct Plan

#### 4.3.1 Precinct 1 - Harbour Entry and Central Precinct

This precinct extends from the intersection of Nelson Street and Breakwater Road (harbour entry), north to the Mother's Beach carpark and east to the edge of the existing boat ramp. It comprises the existing Fisherman's Co-Operative building, relocated harbour works area, proposed new Fisherman's Co-Operative food outlet with associated other retail/community harbour-front buildings, possible Great Ocean Road Aboriginal Cultural Interpretive Centre, new Sailing Club facility, new harbour-side boardwalk, and improved road, pedestrian and parking infrastructure.

Figure 3 contains a cross section of how Precinct 1 will be developed and indicates any new development at the water's edge will not have a building height greater than that of the ridgeline of existing Fisherman's Co-operative roof.

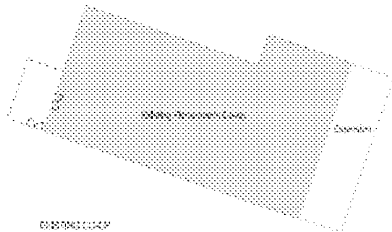


SECTION A

Figure 3 Precinct I Cross Section

Existing Fisherman's Co-operative Building (No. 4)

- Existing building to be retained and repaired. Building may be used for seafood processing and storage.
- Possible extension to the east if required, with improved loading bay.
- West facade to be upgraded due to its high visibility to the Harbour Entry Road
- Formalise parking and access arrangements around building. retain one-way access.
- Provide outdoor tables and chairs north of existing carpark for public use.



**New Fisherman's Co-operative Sales / Community Building (No. 5)**

- Potential to house new interpretive centre or community facility, public toilets and hospitality facilities such as restaurant or café.
- Ground floor to have retail/hospitality focus with active edges to the boardwalk promenade.
- Upper floor for potential interpretive or community space, with balcony to maximise harbour views.

**Harbour Edge Building (No. 5)**

- Ground floor to have retail / hospitality focus with active edges to the boardwalk promenade.
- Building should follow the same architectural style as the New Fisherman's Co-operative building, including the following:
  - East, west and north facades to be glazed and openable to provide flexibility and views to harbour.
  - Shading device to be provided on north facades.
  - Provide for temporary wind protection for outdoor dining areas and use materials that are highly transparent eg. glass.

- The height of these buildings must not exceed 9 metres.

**Harbour Master's Office / Port Operations (No. 8)**

- Building to be used for storage and repair of boats
- Maximum building height of 7 metres. Building to be highly articulated and to demonstrate design excellence and use of high quality coastal materials.
- Upper level mezzanine to house harbour Master's office where clear view of harbour can be obtained, including space for toilets, offices and tearoom.

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- Provide access to office directly off western breakwater to improve safety for visitors by avoiding need to enter the boat yard.

**Aboriginal Cultural Centre (No. 10)**

- Subject to detailed business case, building could be a double-storey construction featuring extensive glazing to all facades and shading devices to north side.

• Integrate design for indoor / outdoor transition.

- Building could incorporate externally accessed public toilets to service boat ramp area.

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**Sailing Club (No. 9)**

- Consider re-use of steel framed structure from existing harbour works area as the basis for the new sailing club building.
- Building to incorporate storage and social function space, possible mezzanine level office, toilets and race control room.
- Surrounds to club to be grassed to allow for casual small sailing craft to be temporarily parked.
- Sailing Club location to provide roll-in access to the Harbour Beach.
- Building facades should be articulated with emphasis on light and shade with screens and light weight coastal materials.

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**Public Realm (No. 1, 2, 3)**

- Breakwater Road to have a 7m wide pavement allowing for 2 lanes of traffic movement.
- Incorporate Water Sensitive Urban Design treatments to road edges and carparking areas including porous pavements, drainage swales.
- New divided entry road with landscaped median between Nelson Street and the western breakwater access road, including new safe pedestrian crossings for the golf course and general public.
- Proposed 6 metre wide (at least ~~proposed~~) boardwalk from western breakwater heading east to provide promenading access to new harbour side buildings. Boardwalk may be over edge of water to maximise interaction. Utilise large robust timbers suitable for coastal exposure and achievement of aesthetic outcomes.
- New pathway routes along Breakwater Road and from eastern end of boardwalk to the Aboriginal Cultural Centre.
- New stair access from Breakwater Road to the boardwalk.

- Supplementary planting consisting of indigenous coastal vegetation in areas to provide screening and slope stabilisation.

#### 4.3.2 Precinct 2 – Boating and Sailing Precinct

This precinct extends from the eastern side of the proposed Aboriginal Cultural Centre towards the east, encompassing the remodelled boat launch facility and ~~trailer parking area and sailing club.~~

~~Figure 4 contains a cross section of Precinct 2 that indicates the only major built form addition will be the new double storey sailing club building.~~ This precinct will retain its open vistas to the golf course, the ocean and the surrounding hills and slopes.



**Boat Launch Infrastructure (No. 7)**

- Existing boat ramp to be widened towards the west to create a third launching lane.
- Create 2 lanes for combined queuing and rigging, asphalt surfaced manoeuvring area and de-rigging parking bays for improved efficiency and operation of boat launching.
- New centrally located car parking bays to service the Aboriginal Cultural Centre, incorporating landscape screening and pedestrian paths.
- Formalise linemarking and signage to educate users on operation of boat launch.

**Trailer Parking (No. 7)**

- Existing trailer parking area to be formalised through new asphalt surfaces, linemarking, landscaping and signage.
- Maximise the number of car and trailer parking spaces.
- Curtail spread of informal parking and gravel paved areas to improve visual appearance.
- Southern parking bays (rear-in) to feature grassed surfaces for the rear half of each bay to reduce impact and improve infiltration.
- Central parking bays can either be rear-in or forward parking and also be configured to cater for vehicles only during non-peak boat use times.
- Allow for 2 way access lanes around parking area.
- Provision of some car parking bays to only service other users of the precinct, such as beach goers, coastal walkers, sightseers etc.

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**Sailing Club (No. 9)**

- ~~Consider re-use of steel framed structure from existing harbour works area as the basis for the new sailing club building.~~
- ~~Building to incorporate storage and social function space, possible mezzanine level office, toilets and race control room.~~
- ~~Surrounds to club to be grassed to allow for casual small sailing craft to be temporarily parked.~~
- ~~Sailing Club location to provide roll in access to the Harbour Beach.~~
- ~~Building facades should be articulated with emphasis on light and shade with screens and light weight coastal materials.~~

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**Public Realm**

- Incorporate Water Sensitive Urban Design treatments to road edges and parking areas including porous pavements, drainage swales.

- Supplementary planting consisting of indigenous coastal vegetation in areas to provide screening and slope stabilisation.
- Provide new pedestrian pathways through precinct to connect to broader area, including path connections ~~to the from~~ Aboriginal Cultural Centre ~~and to the Sailing Club, and beyond to the ocean beach.~~
- Incorporate quality street furniture such as lighting, seats, picnic tables, bins, bollards that complement the coastal environment.
- Remove old and worn public realm infrastructure such as timber post and rail barriers and upgrade to new standards as required.

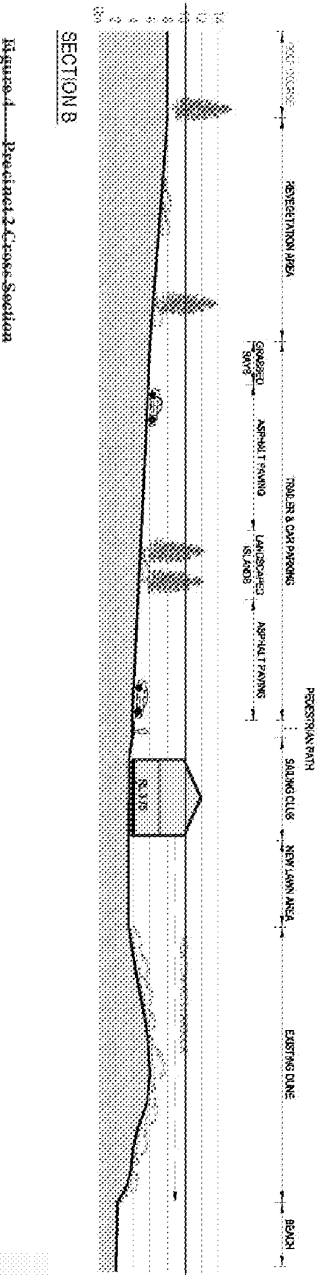


Figure 4 Proposed Cross-Section

2.2 Apollo Bay Harbour Master Plan Incorporated Document

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**SCHEDULE 2 TO THE SPECIAL USE ZONE**

Shown on the planning scheme map as **SUZ2**

**APOLLO BAY HARBOUR**

**Purpose**

To provide for the co-ordinated redevelopment of the Apollo Bay Harbour that is consistent with the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*.

To upgrade the boating facilities to a regional level facility in accordance with the Boating Coastal Action Plan 2007.

To accommodate Port Operations in new and improved facilities.

To contribute to the development and growth of regional tourism.

To ensure that the combination of uses, their overall density and the scale, character and level of development are compatible with:

- The amenity of the surrounding area.
- The skyline as seen from the northern and eastern breakwater.
- The capacity of the existing road system and any proposed modifications to accommodate an increase in traffic.
- The need to provide for ongoing commercial port operations and commercial tourism uses.

~~To encourage small scale development that does not see retailing in the Apollo Bay shopping centre is not adversely impacted retailing in the Apollo Bay shopping centre; small scale commercial development at the Apollo Bay Harbour.~~

To provide safe and efficient vehicle, pedestrian and cycling movements and linkages between the Harbour and the shopping centre.

To encourage a high standard of coastal urban design.

To ensure development is protected from climate change impacts such as sea level rise and storm surge.

To ensure any redevelopment is consistent with the heritage values of the precinct.

To provide for the ongoing operation of the Apollo Bay golf course.

**1.0**

**Table of uses**

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**Section 1 - Permit not required**

| Use                                                                                                       | Condition                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Any use associated with the Port Operations or the management of the Harbour by a public authority</b> | Must be generally in accordance with the <i>Apollo Bay Harbour Master Plan 2013 Incorporated Document</i>                                                                       |
| <b>Car park</b>                                                                                           | <p>Must be generally in accordance with the <i>Apollo Bay Harbour Master Plan 2013 Incorporated Document</i></p> <p>Must meet the requirements of Clause 4 of this schedule</p> |

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|                                                                                                                                                             |                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Food and drink premises (other than Hotel)</b>                                                                                                           | Must be generally in accordance with the <i>Apollo Bay Harbour Master Plan 2013 Incorporated Document</i><br><br>Must not exceed 200sqm in leasable floor area per premises<br><br><u>Any proposal for a Tavern must not include any form of accommodation</u> |
| <b>Industry (other than Materials recycling, Refuse disposal, Transfer station, Rural industry, Car wash, Dry cleaner, Motor repairs and Panel beating)</b> | Must be generally in accordance with the <i>Apollo Bay Harbour Master Plan 2013 Incorporated Document</i><br><br>Must be directly related to Harbour or marine based activity                                                                                  |
| <u>Outdoor recreation facility</u>                                                                                                                          | <u>Must be for the Apollo Bay Sailing Club</u>                                                                                                                                                                                                                 |
| <b>Place of assembly</b>                                                                                                                                    | Must be for the Aboriginal interpretive centre or community spaces in the Harbour edge buildings in accordance with the <i>Apollo Bay Harbour Master Plan 2013 Incorporated Document</i>                                                                       |
| <b>Pleasure boat facility</b>                                                                                                                               | Must be generally in accordance with the <i>Apollo Bay Harbour Master Plan 2013 Incorporated Document</i>                                                                                                                                                      |
| <b>Primary produce sales</b>                                                                                                                                | Produce must be derived from the sea                                                                                                                                                                                                                           |
| <b>Utility installation</b>                                                                                                                                 |                                                                                                                                                                                                                                                                |

**Section 2 - Permit required**

| Use                                                                                                    | Condition                                                                                                                |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Aquaculture</b>                                                                                     |                                                                                                                          |
| <b>Food and drink premises (other than hotel)</b>                                                      | If the Section 1 condition is not met<br><br><u>Any proposal for a Tavern must not include any form of accommodation</u> |
| <b>Market</b>                                                                                          |                                                                                                                          |
| <u>Museum</u>                                                                                          |                                                                                                                          |
| <b>Office (other than Medical centre)</b>                                                              |                                                                                                                          |
| <b>Place of assembly (other than Amusement parlour and Aboriginal interpretive centre)</b>             |                                                                                                                          |
| <b>Renewable energy facility</b>                                                                       |                                                                                                                          |
| <b>Shop (other than Adult sex bookshop, Department store, Restricted retail premises, Supermarket)</b> |                                                                                                                          |
| <b>Zoo</b>                                                                                             | Must be for a salt water aquarium                                                                                        |

**Section 3 - Prohibited**

| Use                                  |
|--------------------------------------|
| <b>Any use not in Section 1 or 2</b> |
| <u>Hotel</u>                         |
| <u>Accommodation</u>                 |

**2.0 Use of land**

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**Application requirements for Section 2 uses**

An application to use land must be accompanied by the following information, as appropriate:

- For any use that is not consistent with the *Apollo Bay Harbour Master Plan 2013 Incorporated Document* a report must be prepared that addresses the need for the use in the Harbour and demonstrate that it will not impede any use that is supported by the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*.
- The purpose of the use and the types of activities that will be carried out.
- Plans drawn to scale showing the layout of the proposed use, including all buildings and works, landscaping and works.
- The likely effects, if any, on adjoining land including noise levels, traffic, the hours of operation, light spill, and delivery and despatch of goods, materials and waste management.
- Details of all infrastructure, drainage and effluent disposal requirements.

**3.0**

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**Buildings and Works**

A permit is not required for:

- The redevelopment of the Mother's Beach car park, extension of the boat ramp, the boat trailer/car park and car parking associated with the Fisherman's Co-op building.
- Minor public works such as construction of pathways, trails, seating, picnic tables, drinking taps, shelters, sculptures and art work, barbeques, rubbish bins, security lighting, irrigation, drainage or underground infrastructure provided these are in locations that are generally consistent with the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*.
- Dredging works undertaken by or under the authority of the relevant Harbour management authority to maintain navigable depths in existing channels or waterways and the Harbour to ensure continued access to facilities.
- Works undertaken by or on behalf of the public land manager.

All buildings and works must be consistent with the Development Plan required under Clause 4.0 for Precinct 1.

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**Development Plan**

Prior to the granting of a permit for the construction of buildings and works in Precinct 1 (Harbour Entry and Central Precinct) that contains the Fisherman's Co-op, Port operations area, boardwalk, retail/commercial space and community use, Aboriginal interpretative centre, Mother's Beach carpark, a Development Plan must be approved by the responsible authority. The development plan must be generally in accordance with the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*.

The purpose of the Development Plan is to resolve a complex set of site issues and must include details of the following matters, as appropriate:

- A site context plan and report that is based upon accurate cadastre showing contours to 0.2 metre and demonstrates how the buildings and works satisfy the design guidelines contained in the incorporated document;
- Location of existing buildings and landscape features and their relationship to proposed changes;
- An assessment of the operational requirements of the Apollo Bay Harbour Port Operations and the representation of these requirements on the Development Plan;



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- An implementation plan that identifies how the Port Operations area will be redeveloped and whether this can be achieved in stages. The plan should also address any interim measures for the Port Operations that will not undermine the ability to achieve the Master Plan outcomes for this area;
- Pathways / pedestrian access including separation of Harbour traffic from pedestrians;
- The identification of and management of native vegetation and weed control;
- The location, height, dimensions and cross sections for all buildings and works showing natural ground levels and any areas of cut and fill;

• The proposed use of each building;

• Locations of all BBQs, toilets and shower facilities; and

- The materials and finishes of all buildings.

The Development Plan must be placed on exhibition for period of 6 weeks for community comment prior to its consideration by the responsible authority. The Development Plan may be amended by the responsible authority as required.

**Car parking – Precinct approach**

The approach to parking is precinct based. Parking is to be provided at the following four nodes:

- Mother's Beach carpark – approximately 71 car parks;
- Fisherman's Co-op – approximately 6 car parks;
- Boat trailer car park – approximately 45 car spaces and 63 boat trailer spaces; and
- Breakwater Road – parallel parking that maintains the two-way vehicle movement.

The upgrading of these parking facilities will be used as justification to waive the Clause 52.06 parking requirements generated by individual projects or uses identified in the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*.

**Application requirements**

An application for buildings and works must be accompanied by the following information, as appropriate:

- A report that addresses the design guidelines of the incorporated document.
- Plans and elevations drawn to scale showing the location, height, colour, material and finishes of all buildings and location of public lighting to improve security and safety.
- The effect of the development on visual and landscape character.
- Built form and character, and the relationship of the proposed development to existing development on or near the site.
- Means of accommodating storage requirements and the effect of any outdoor storage.
- Means of providing safety and security enclosures and the effect of any fencing or enclosure.
- A Coastal Hazard Vulnerability Assessment (CHVA) that is appropriate to the scale of the proposal proposed.
- Commercial waste removal arrangements.

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**5.0 Decision guidelines**

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Before deciding on a permit application or to approve a development plan, in addition to the decision guidelines in Clause 65, the responsible authority must consider as appropriate:

**General**

- The State Planning Policy Framework and the Local Planning Policy Framework including the Municipal Strategic Statement;
- The purpose of the Schedule;
- The comments of the Department of Environment and Primary Industries (DEPI);
- The effect of the use and development on the operations of the Harbour;
- The consistency of the use and development with the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*.

**Use**

- The effect of the use on the Apollo Bay Shopping Centre.
- Providing and connecting to services and utilities.
- The impact of traffic generated by the proposed use and development and whether any additional traffic management or traffic control works are likely to be required in the area.

**Subdivision**

- Consistency with the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*.
- The effect the subdivision will have on the potential of the area to accommodate the uses supported by the *Apollo Bay Harbour Master Plan 2013 Incorporated Document*.

**Building and works**

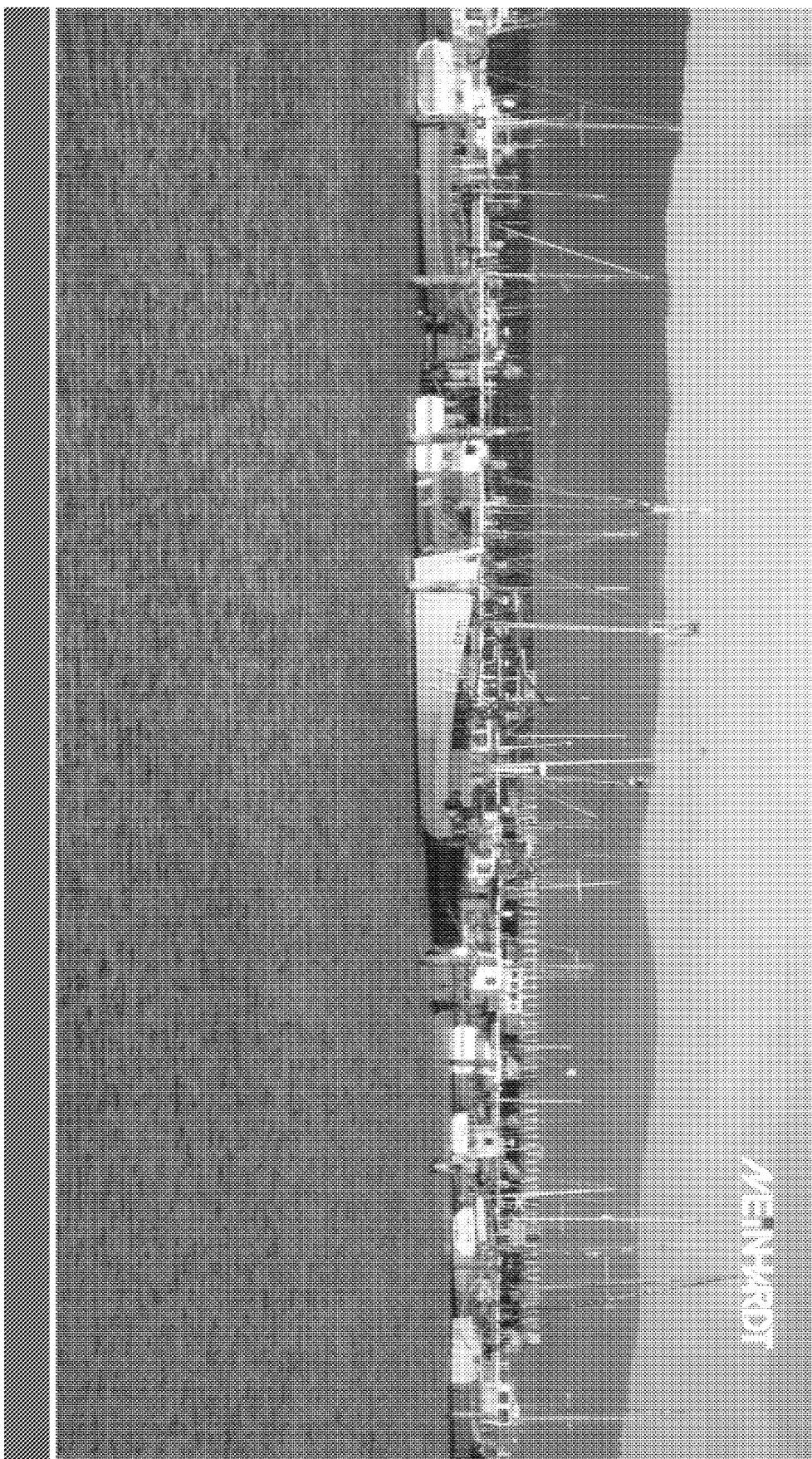
- The impact of coastal processes;
- Wastewater and stormwater disposal and discharge;
- The impact upon ~~any~~ areas of pre or post contact heritage;
- The use of lighting to increase security for the precinct; and
- The visual impact of the development when viewed from surrounding land and water.

**6.0 Advertising signs**

--f--/20--  
C73  
Proposed

Advertising sign requirements are at Clause 52.05. This schedule is in category 3.





## Apollo Bay Harbour

### Part A Master Plan

Project Reference #109963

May 2013



Colac Otway  
SHIRE



Apollo Bay Harbour  
Master Plan Report

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In 2007 a consultant team led by Meinhardt Infrastructure & Environment Pty Ltd (Meinhardt) completed a draft master plan for the Apollo Bay Harbour. This draft master plan was modified through an Enquiry by Design (EbD) consultation process in 2008, with the amended plan adopted by Council at its October 2008 meeting.

In response to community concern related to the hotel/wellbeing centre component, Council resolved in February 2012 to delete this component. Meinhardt was then commissioned in late 2012 to finalise the master plan (in line with the Council resolution) with a view to progressing a planning scheme amendment (PSA) to give it force and effect in the planning scheme.

**Key features of the adopted Master Plan include:**

- The existing Fisherman's Co-Op building to be retained with modified access to separate vehicles from pedestrians and a new sales and interpretive centre including seafood restaurant;
- Toilets, interpretive displays on maritime history of Apollo Bay to be located adjacent to the current building allowing the Mother's Beach carpark to be formalised to enable more parking spaces and to be made safer;
- A new small recreational marina to be developed on the eastern breakwater as demand warrants;
- The current boat ramp to be retained and widened to increase capacity;
- Port operations base to be rebuilt adjacent to the current site including enhanced facilities for Harbour Management, boat repairs, an upgraded slip and sailing berth for emergency access for Marine rescue;
- New sailing club facilities for club activities, race management, storage, repairs, toilets and showers;
- New space for water based commercial activity within the Harbour, possibly a floating restaurant;
- A wide boardwalk providing pedestrian connections through the precinct;



### Figure 1: Study Area

14-00000



- The public golf course and access roads will not be significantly affected.

This final master plan is the culmination of nearly 7 years of investigation into the future of the Apollo Bay Harbour and its redevelopment. This included a significant amount of consultation with stakeholders (both government and non government), the community and local interest groups. This final step is a desk top exercise and has not included additional consultation as it simply implements a Council resolution that in itself was informed by community consultation.

This master plan has been funded by Colac Otway Shire, the Department of Planning and Community Development and Tourism Victoria and generally covers the area outlined in Figure 1.

After Council has considered the final master plan, a planning scheme amendment will then be drafted to implement the master plan in the Coliac Otway Planning Scheme.

The purpose of this Master Plan report is to:

- Provide information on the research and consultation undertaken to date; and
- Present the final master plan.

## What's the Problem?

A master plan is a comprehensive long-range plan intended to guide the growth or development of a site, institution, community or region. In this case, the purposes of the master plan is to develop a vision for how both the public and private realm of the Apollo Bay Harbour could be developed over the next 10 to 20 years.

The master plan presented in this report is still a conceptual design proposal and has been developed over a limited base plan information, including Council's cadastral property boundary information and air photography. It is not an accurate document that takes a full account of all detail, such as services and other existing conditions. However, it has taken account of Government policy, past studies, client and community views, user groups and the broad opportunities and constraints offered by the site.

This master plan aims to provide clear ideas about the general layout and form of future development on the precinct. Design proposals within this master plan will require additional design refinement, consultation and documentation before they can be implemented, which is the normal process. The concepts proposed are big picture ideas that show a clear and coordinated way forward and can be developed and refined over time, as funds become available to implement them.

The normal process in developing a precinct like this is to use the master plan as a briefing document for detailed design of selected components. Each component will then need to be developed as a brief and designed to a point where it can be tendered for construction and implementation. Ideally, the master plan will remain as a guiding idea for this work, which should become more sophisticated as it develops.

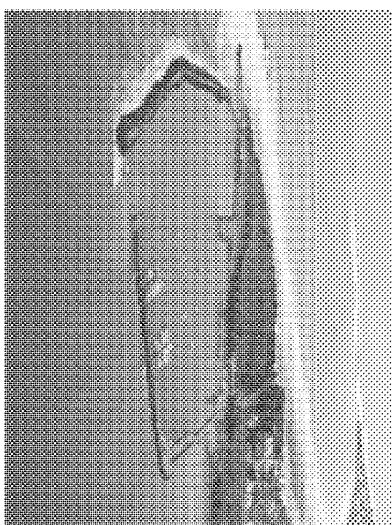
The importance of consistent visionary client direction, good design development and detail, and professional project management in the delivery of a master plan is emphasised. While specialists should design and coordinate the implementation of these individual projects,

the community should be encouraged at all levels to assist with that process.

## 2.2.2. Project aims

The following aims of the project are summarised from the project brief prepared by Colac Otway Shire:

- A master plan to guide redevelopment of the Apollo Bay Harbour Precinct;
- A strong vision for the redevelopment;
- Public infrastructure improvements with some opportunities for limited complimentary commercial elements; and
- Extensive community and stakeholder consultation; Documentation for the purpose of an Expression of Interest process for private investment in the project.



Aerial view of Apollo Bay Harbour, looking south

- Archaeological Investigation Blackfella's Well & Middens, Apollo Bay Harbour (2006)
- Apollo Bay Sand Struck (2005)

- Great Ocean Road Region – A Land Use and Transport Strategy (2004)
- Economic Development Action Agenda 2009-2013
- Colac Otway Strategic Development Master Plan (2001)
- Apollo Bay – South East Precinct Urban Design Study (1997)

- Apollo Bay Coastal Processes (1996)
- Apollo Bay Harbour Study (1990)
- Apollo Bay Harbour Precinct Coastal Hazard Vulnerability Assessment (2013).

The literature presents the following key points:

- The Colac Otway Planning Scheme supports the preparation of a master plan for the Apollo Bay

- The Boating Coastal Action Plan 2007 seeks to upgrade the boating facilities at the Harbour from a district facility to a regional facility standard.
- Improving access to the Harbour for both commercial and recreational vessels is critical to the growth of water-based activities within the Harbour. This relates to both adequate water depth and protecting the entrance from the effects of ocean waves.

- The commercial fishing operation is seen as an important industry for the Shire. The integrity of the

in any redevelopment of the Precinct.

located coastal settlement with the capacity for growth beyond its current boundaries. This will see Apollo Bay develop as a preferred coastal township for residential and visitor accommodation growth and community services.

- The Precinct contains sites of heritage significance. Since preparation of the 2007 Master Plan, the Harbour Precinct has been included in a Heritage Overlay (HO300) within the Colac Otway Planning Scheme. This requires any new development does not detract from the cultural significance of the area.

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## 2.2 Climate Change and Sea Level Rise

The issue of sea level rise is an important consideration for coastal communities. The *Victorian Coastal Strategy 2008* sets out the policy and strategic direction for responding to coastal hazard risks in the context of climate change. The Strategy identifies the need to:

Plan for sea-level rise of not less than 0.8 metres by 2100, and allow for the combined effects of tides, storm surges, coastal processes and local conditions such as topography and geology with assessing risks and impacts associated with climate change.

The *Victorian State Planning Policy Framework* of the Victorian Planning Provisions reflect this, with the policy applying to non-urban land, Greenfield land and development outside existing settlements in coastal areas.

For development in existing settlements, the *State Planning Policy Framework* specifies:

*In planning for possible sea level rise, an increase of 0.2 metres over current 1 in 100 year flood levels by 2040 may be used for new development in close proximity to existing development.*

Whilst it is difficult to predict the precise nature of impacts associated with climate change, any development in coastal areas should have regard to anticipated extreme weather events, such as storms.

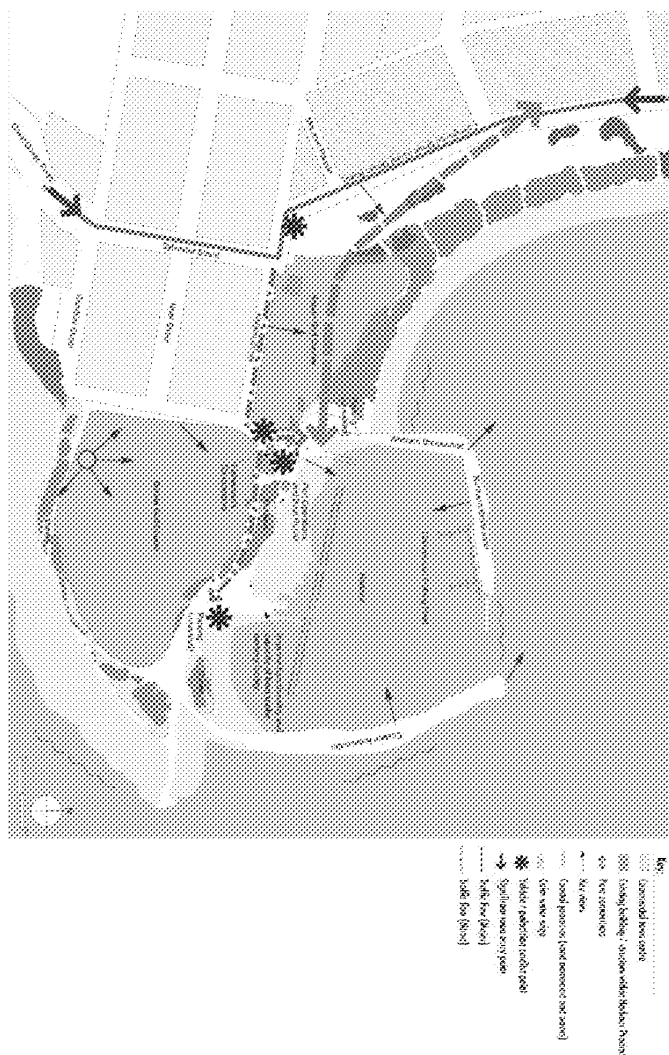
Colac Otway Shire will work with the Western Coastal Board and other government agencies to assess the likely effects of climate change in Apollo Bay and other coastal areas and ensure appropriate strategies are developed to mitigate the likely consequences.

The Apollo Bay Harbour Coastal Hazard Vulnerability Assessment indicates all key projects are at low risk from the effect of coastal processes such as sea level rise and storm surge

### 2.3 Harbour Precinct existing conditions

A review of the existing conditions within the Precinct allows current opportunities and constraints of the precinct

to be identified and assessed. Figure 2 identifies some of the issues that have been considered and influenced the preparation of the master plan. This is followed by a more detailed explanation of the issues facing the Harbour Precinct.



**Figure 2: Harbour Precinct Existing Conditions**



The Apollo Bay Harbour is located approximately 400 metres from the southern end of the town centre. The distance between the visitor centre and the heart of the commercial area and the heart of the Harbour Precinct is around 800 metres.

Existing connections between the town, foreshore open space and the harbour are indirect and under developed. At present, the landform and golf course both militate against improving this connection.



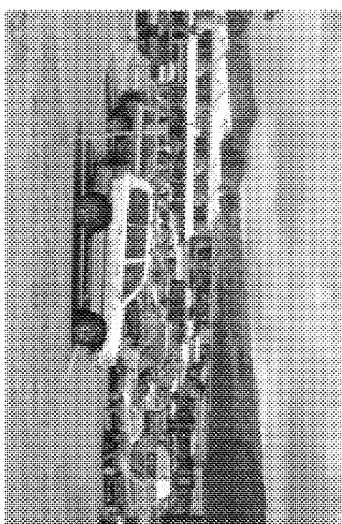
Aerial view of harbour showing Fishing Co-Op and Boat Ramp

Existing provision of parking within the harbour is limited and not well organised. A small unsealed car park that can be accessed by cars and maintenance vehicles is located behind the beach (beside the western breakwater). There is a second unsealed parking area behind the boat ramp. Parking organisation for cars and boats and trailers is quite informal and inefficient.

Provision is made for some limited parking and truck loading on the harbour side of the Fishermen's Co-operative building. There is an uneasy mix between the

service/operational function of the Co-operative and access by customers to the fish sales area.

Parking within the commercial area, especially along Great Ocean Road, is at a premium even in non-peak times. This parking is parallel on the western side against the shops and angle parking on the opposite side facing the foreshore reserve. The angle parking is convenient to the beach and shops but it dominates the streetscape visually and blocks views from the footpath in the commercial area to the ocean.



Parking overflowing onto grass areas adjacent to the town centre

The precinct is a highly modified coastal dune system. It has level variations of around 15 metres with a general slope towards the ocean. It was probably previously more undulating with low lying drainage areas that may have held seasonal water as vegetated wetland or swamp. These areas have likely been filled and drained with the development of the golf course. Remnants of perimeter dunes remain at the interface with the beaches.

The construction of the harbour at Point Bunbury has substantially modified the pattern of sand movement along the foreshore. This has been well documented in two studies (*Apollo Bay Coastal Process* and *Apollo Bay Sandbars Study*). These studies explain and quantify the issues of

sand movement at Apollo Bay including recommended maintenance regimes that appear to be only partially implemented at present.

The Apollo Bay golf course comprises approximately 10 hectares of coastal Crown Land. The lease on the existing golf course expires in 2016 but the terms of a new lease are being negotiated.

The 9-hole golf course is a public course with a special setting almost right in the town and with great coastal views. It is well used by locals and visitors year round and is well maintained in terms of fairways, greens and general landscape.

The 2007 Master Plan proposed the relocation of the golf course, which was primarily driven by State Government policy, as outlined in the Victorian Coastal Strategy, to encourage non-foreshore dependent uses to be removed from coastal areas. Relocation of the golf course has been supported in previous studies such as the *Apollo Bay Harbour Study* and *South East Precinct Urban Design Study*.

The failure to gain approval for the *Great Ocean Green* development that included an 18 hole golf course and the general lack of community support for this relocation has occurred since the 2007 Master Plan was completed. The current master plan now indicates the retention of the golf course for the future.



### Picturesque golf course

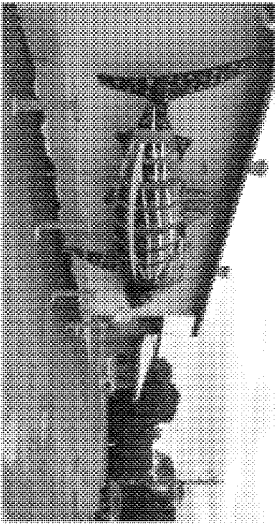
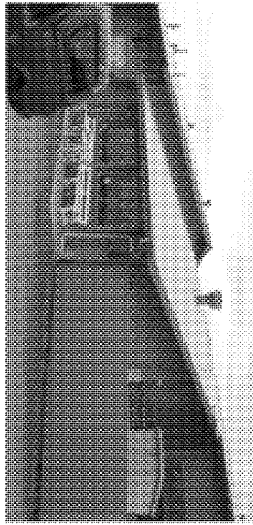
Apollo Bay Harbour  
Master Plan Report

## Fisherman's Co-operative Building and Operations

The Fisherman's Co-operative occupies a building on leased Crown Land at an elevated point about 8 metres high overlooking the harbour. The building is a non-descript functional building thought to be originally developed just prior to World War 2. The asbestos roof has recently been replaced with colorbond sheeting.

Internally the building accommodates a series of tanks, cool stores and associated plant. There is a fish sales area and fish and chip shop entered from an elevated terrace that overlooks the harbour. This terrace is used for staff and customer parking, as well as loading produce in and out of the building with a range of commercial vehicles.

The building is prominent, unattractive and less than ideal in terms of its functional operations. The unfortunate mix of public and commercial activities is problematic and not sustainable under increasing standards of public liability.



Views of existing Fisherman's Co-Op building

## Heritage Issues

The *Colac Otway Heritage Study 2003* highlights the Precinct's heritage significance. An amendment process (C27) has been undertaken since the 2007 Master Plan to include the Apollo Bay Pier Precinct in a Heritage Overlay (HO300) within the Planning Scheme. The physical description of the Pier Precinct in the *Colac Otway Heritage Study* states that it "extends north and east from Trafalgar Street, and is bounded to the south by Breakwater Road. The Apollo Bay Pier Precinct comprises the Apollo Bay Fisherman's Co-operative building, constructed in stages and utilising various materials including iron, timber and brick, the timber and stone piers and breakwaters, and beacons."

Any redevelopment within the precinct will need to be mindful of the heritage issues associated with the Harbour, to ensure that the cultural significance of the Precinct is not compromised.

Whilst the Harbour Precinct contains some known sites of Aboriginal significance, the full extent of Aboriginal heritage sites is unknown. Some of the heritage issues are outlined in the *Archaeological Investigation Blackfellas Well & Middens, Apollo Bay Harbour* (2006) study and *Archaeological Investigation Point Bunbury* (2003) study. Redevelopment of the Precinct will most likely require further archaeological investigation in selected areas to ascertain the full extent of Aboriginal heritage significance and to decide on appropriate protection/management measures.

The redevelopment of the Harbour presents an opportunity to provide interpretive elements within the Precinct highlighting Apollo Bay's indigenous and fishing/maritime heritage.

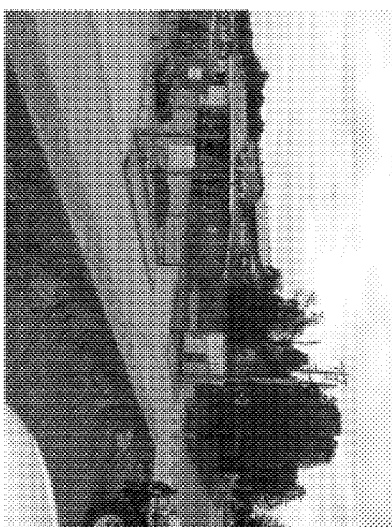
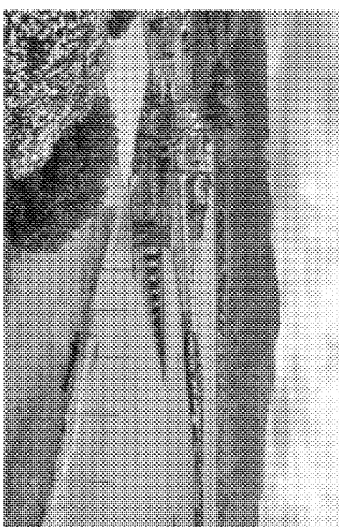
## Port Operations

The existing Port operation/repair facility is located in the south-west corner of the Harbour, east of the unsealed car park. The current operation consists of 2 sheds (one contains an office, tea room and toilets and the other is used for works and storage) and a slip that can only repair one boat at a time. The steel frame structure on the site

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was intended to be a shed to store a truck and crane but has never been completed.

The current location of the Port facility is a critical issue for the ultimate development of the master plan, as it is situated at the key access point to the Precinct and water's edge. This has the potential to create a conflict between the Port's operations and the introduction of community/tourist facilities that would result in larger numbers of people visiting the locality.



Views of existing port operations area



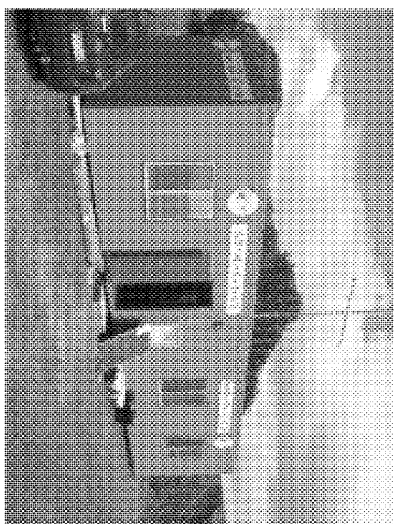
*Apollo Bay Harbour  
Master Plan Report*

## **Built Form**

Few buildings are located within the Precinct and those that exist are generally single storey (eg. Fisherman's Co-operative building, Golf Club House, Port sheds and Sailing Club portable building).

The natural surroundings (both land and water) dominate most views and it will be important to respect the unique natural setting of the Precinct in any redevelopment. The topography of the precinct provides opportunities to locate new buildings to take advantage of the views and still be sympathetic to the landscape and view lines of the broader precinct.

Higher built form (of up to three storeys) is recommended in the *Apollo Bay Structure Plan* for the town centre (Business 1 Zone) and within 400 metres of the centre (back towards the residential area).



Existing Sailing Club portable building

## **Views**

Significant views of the Harbour occur from within and external to the Precinct and include:

- Views to the boats within the harbour from points along the breakwaters.

- Views of the town, ocean and surrounding undulating countryside from the breakwaters.
  - Views from the Fisherman's Co-operative to the Harbour, along the beach and ocean beyond.
  - Views from Nelson Street through the golf course and to the beach/ocean.
  - Views from the southern dunes across the golf course (to the north) and ocean beach (to the south).
- Views of the harbour from the town are limited at present and an opportunity exists to strengthen the visual connection between the town centre and harbour through careful landscaping and built features.



Eastern breakwater



Harbour Beach looking west from boat ramp

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## **2.4 Key issues identified for Master Plan**

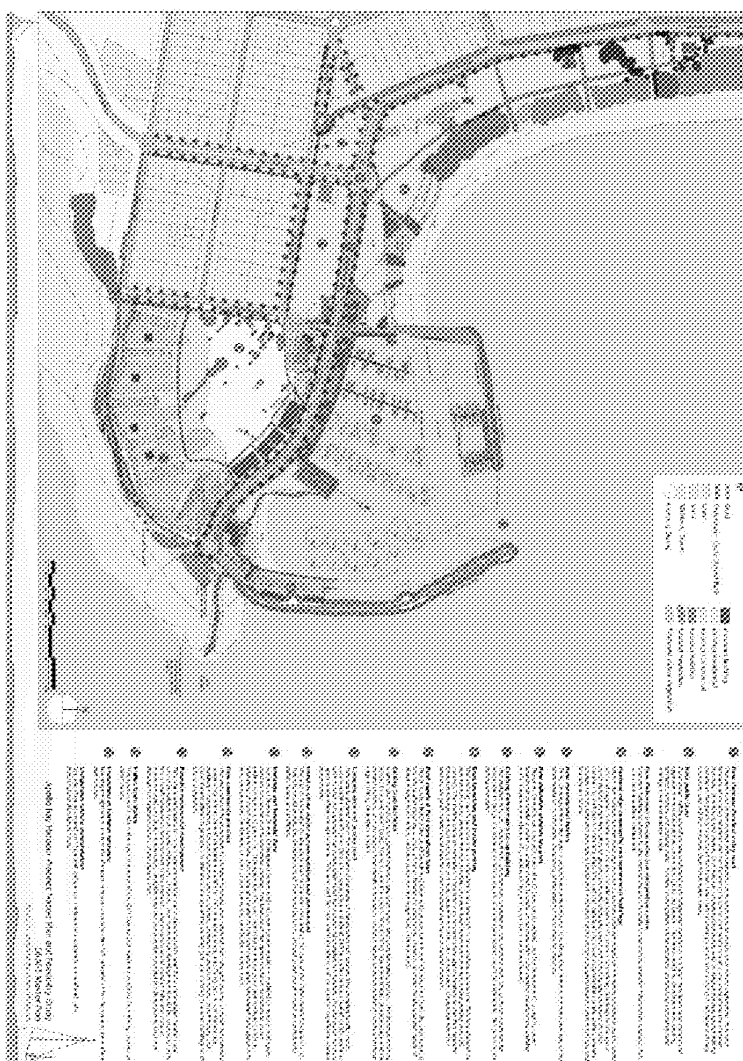
Following preliminary investigations by the consultant team and discussions with selected stakeholders during the preparation of the 2007 Draft Master Plan, the following issues were identified as important drivers for development of the master plan:

- Improvement to pedestrian and road linkages between the Harbour Precinct and town centre.
- Maintenance of Port and commercial fishing operations, whilst improving the amenity of the area.
- Separation of the Port and commercial fishing operations from the tourist activities to avoid conflicts and safety issues.
- Maintenance and enhancement of the existing open golf course landscape as an asset to the town because of its views, cultural value and level of development in terms of lawns, services and established planting.
- Development of year-round facilities for use by residents and visitors to Apollo Bay.
- Respect and protection of the cultural heritage, including Aboriginal archaeological sites (middens and drinking well) and European heritage.
- Topography – including the significant level change between the Fisherman's Co-operative and Harbour water edge (estimated at approximately 8 metres).
- Natural coastal processes, such as sand movement and ocean swells.
- Development of a Precinct that is iconic and a unique experience.
- Development of a strong sense of entry to the Harbour Precinct.
- Maximising key views:
  - to the Harbour Precinct;
  - through the Precinct to the beach and ocean, and;
  - from the Precinct to the town centre (and vice versa).



## 2.5 Draft Master Plan 2007

The Harbour Capacity Study in 2006 led to the completion of a draft Apollo Bay Harbour Master Plan in 2007. The draft master plan drew significant community opposition with the key contentious elements of this master plan being the removal of the golf course, introduction of camping at Point Bunbury, a new access road through the foreshore and a proposed hotel / wellbeing centre.



**Figure 3: Draft Master Plan 2007**

2.6 Enquiry by Design Plan 2008

In developing a business case for the project the State Government determined further planning work was required. This led to an Enquiry by Design (Ebd) process in 2008 which reassessed the draft Master Plan and resulted in a plan that deleted the new access road based on the retention of the golf course and provided for a lower scale hotel/health and wellbeing centre.

Council adopted the Ebd plan at its meeting in October 2008. Council and the State Government later agreed that prior to seeking expressions of interest for the private investment component it would be preferable to undertake a planning scheme amendment that gives effect to the adopted plan to provide greater certainty to investors. Council received grants from Tourism Victoria and the Department of Planning and Community Development to undertake the amendment process.

Since adoption of the 2008 Ebd Plan some in the community further questioned the appropriateness of the hotel component which ultimately led to Council removing the hotel and health and wellbeing centre from the master plan.

Council resolved in February 2012 to "proceed with the Planning Scheme Amendment process based on the Apollo Bay Harbour Master Plan adopted at the October 2008 meeting of Council with the change to the area for a potential hotel and wellbeing centre being retained as an area of public open space".

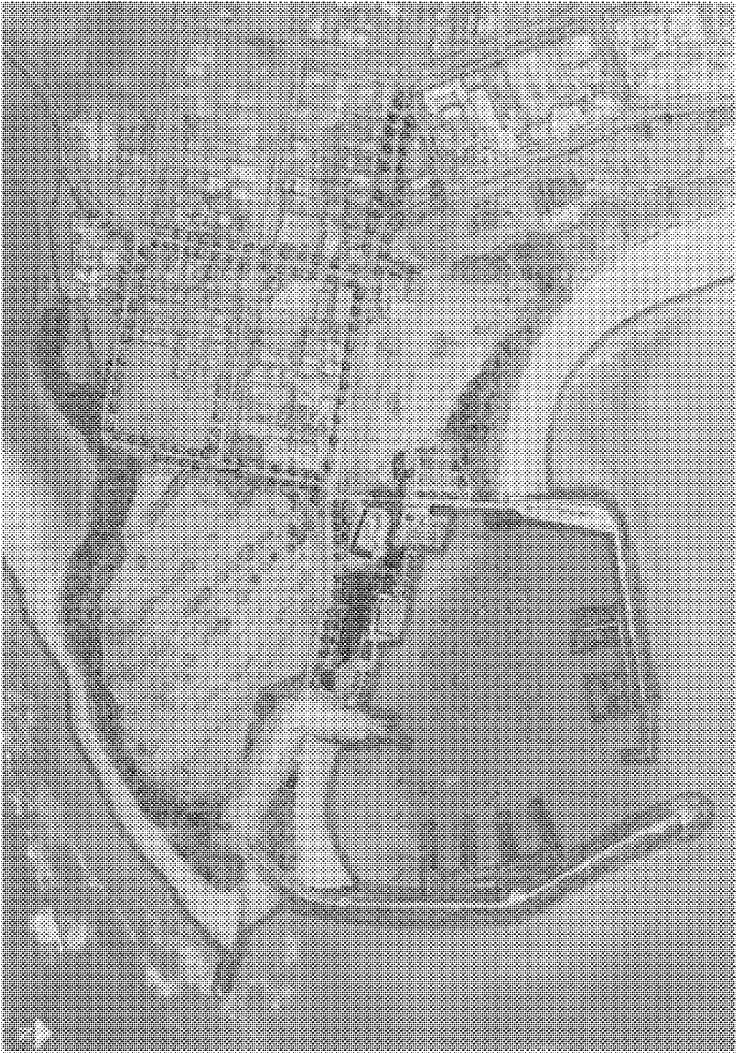


Figure 4: Enquiry by Design Plan 2008



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market and commercial viability testing has been carried out in relation to this new master plan.

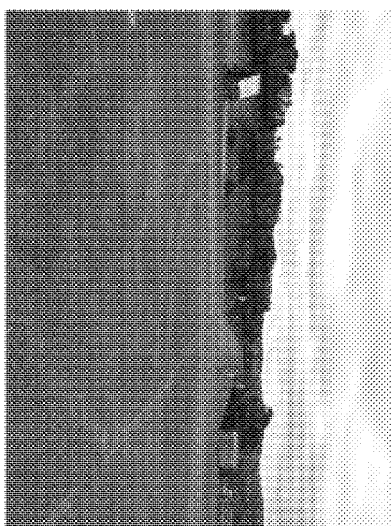
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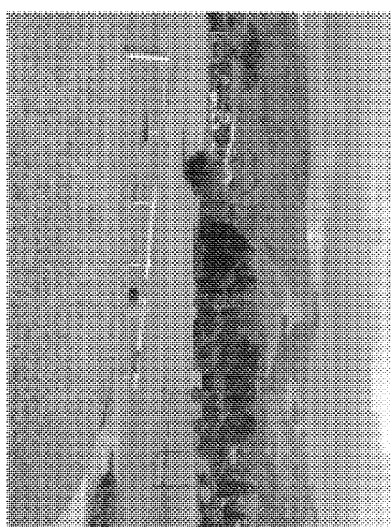
Existing trailer parking area requiring major upgrade



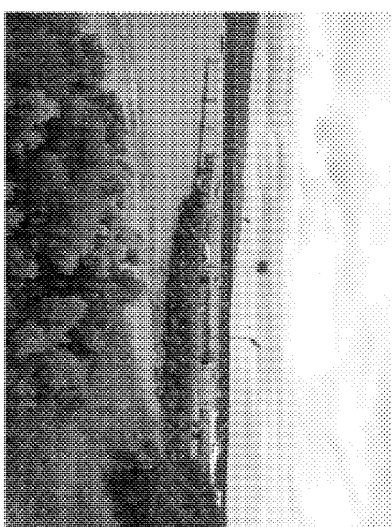
View towards Apollo Bay Harbour from the hinterland



Existing trailer parking area requiring major upgrade



View across golf course to surrounding hills



Existing boat ramp area to be enlarged and improved

### 3. Apollo Bay Harbour Precinct Master Plan

#### 3.1 Precinct Vision

The proposed redevelopment of the Apollo Bay Harbour Precinct presents an exciting opportunity to create a unique experience along the Great Ocean Road that both residents and tourists can enjoy year round.

The overarching objective outlined in the adopted *Apollo Bay Structure Plan 2007*, which was strongly supported by the community and stakeholders as an appropriate direction for the Harbour Precinct, has been expanded to produce the following Vision.

***The Apollo Bay Harbour Precinct will be a new focal point for the town and surrounding region and a 'must see' development on the Great Ocean Road.***

***The precinct will be developed with a tourism, fishing, boating, commercial and recreational focus, strengthening links to the town centre of Apollo Bay and providing improved community benefits.***

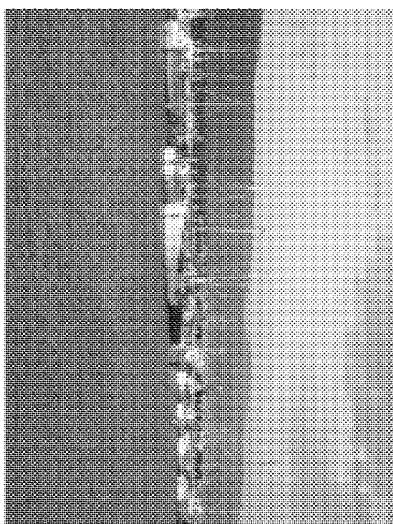
***The Apollo Bay Harbour Precinct will demonstrate best practice in its design and management and contain a range of high quality community and tourist facilities, services and public spaces that will provide enjoyable experiences for residents and visitors year round.***

***Components of the new development will showcase the fishing/maritime and indigenous cultural heritage of the town and respect and enhance the surrounding natural environment.***

It should be noted that the reference to 'improved community benefit' implies social, environmental and economic benefits.

The above Vision encapsulates the critical elements that have arisen from the consultation and research to date, in particular:

- The desire to provide an exciting and popular mixed use Precinct for the enjoyment of residents and visitors year round.
- The importance of maintaining and improving the Port and commercial fishing operations.
- The importance of high quality design principles for buildings and public spaces in the unique coastal setting.
- The importance of improving vehicle and pedestrian links between the Harbour and town centre, in order to maximise exposure and access to both activity nodes.
- The opportunity to protect/enhance and interpret the cultural and natural landscape values within and adjoining the Precinct.
- The commitment to providing improved community benefits.



Fishing and recreational boats moored in the harbour

#### 3.2 Tourism Market Assessment

Tourism activity will provide the foundation for the success of the Precinct. An increase in tourists will subsequently generate demand for more accommodation in the town.

In order to understand the existing tourism market for Apollo Bay and the region, an assessment of current

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relevant data/information was undertaken during the preparation of the Draft Master Plan in 2007. This information has not been updated. The initial analysis provides an insight into some of the issues that will impact on the development of the master plan, including uses that should be incorporated into the Precinct and the timing of particular elements.

The market research generally indicates that:

- Apollo Bay is anticipated to grow at a faster rate than the Shire.
- Approximately 620,000 visitors come to Apollo Bay annually.
- The number of hotel, motel and guest house rooms is estimated at 342 with 967 bed spaces (based on establishments with 5 or more rooms).
- Overnight visitors are estimated at 92,800 annually.
- The daily average number of visitors to Apollo Bay ranges from approximately 1,350 in winter to approximately 2,500 in summer.
- Whilst visitation to the Great Ocean Road has been declining in recent years (along with domestic tourism activity), the Great Ocean Road has maintained about 14% share of all visits to Victoria.

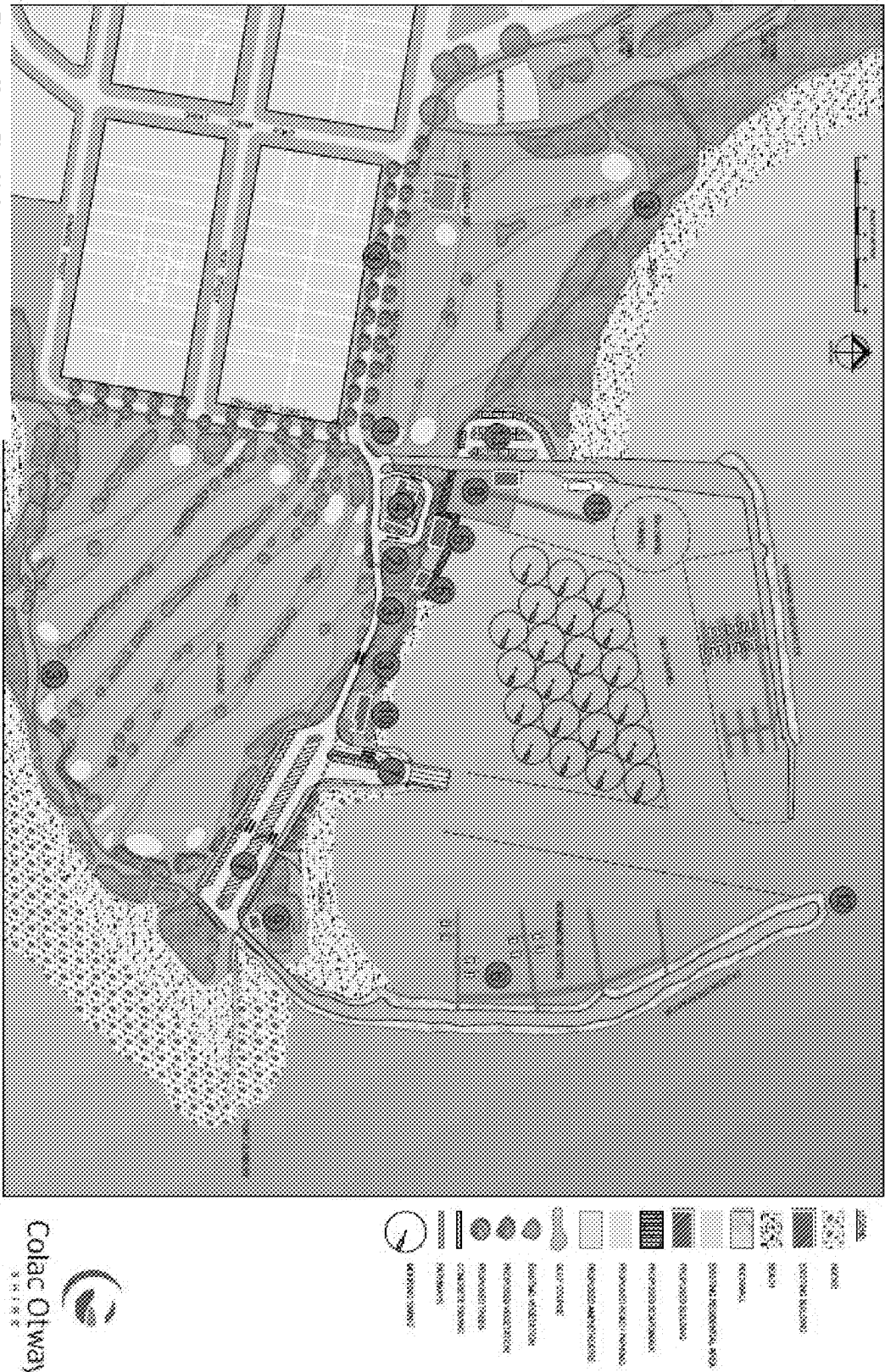
Based on accommodation occupancy rates for establishments with five or more rooms, Apollo Bay performs well relative to other regional areas (51.8% occupancy in Apollo Bay compared to 44.5% for regional Victoria). When occupancy rates for Melbourne establishments are included, the Victorian average rate increases to 60%. It is generally accepted that an industry benchmark of 55-60% occupancy is considered desirable.

#### 3.3 Key elements of the Master Plan

The new master plan reflects the outcomes of consultation and Council resolutions subsequent to completion of the 2007 draft master plan

This section describes the key elements of the Apollo Bay master plan presented below.





Apollo Bay Harbour  
Master Plan Report

## Road System

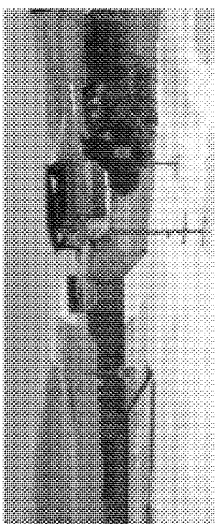
### Harbour Precinct Entry Road (Number 1 on plan)

An improved entry experience into the Harbour precinct is required to improve the visibility, safety and attractiveness of the area. The retention of the golf course for the immediate future restricts the scale of this improvement. The master plan recommends an upgrade to the western end of Breakwater Road where it intersects with Nelson St and Trafalgar Street. Some minor modification will be required to the golf course in this vicinity to achieve this.

The radius of the entry road will be made less, as well as gateway style treatments (artwork, screens, signage, feature pavement, lighting etc) to provide for an improved first impression of the harbour precinct. Pedestrian paths will also be provided and separated from vehicular movements at this location.

These pedestrian connections should continue to the town centre along the northern side of Nelson Street to connect to paths west of the golf clubhouse. Providing for improved connections between the Harbour Precinct and the town centre would increase exposure and accessibility to both activity nodes, providing a mutual benefit. The minor commercial activities targeted for the harbour should support the role of the town centre, rather than compete with it. The overall intent is to strengthen the retail role of Apollo Bay and its attractiveness as a place to visit and stay for longer periods of time.

Both Nelson Street and Trafalgar Street should be planted as formal avenues using Norfolk Island pine trees to both sides of the road, further improving the visibility of the entries to the harbour precinct.



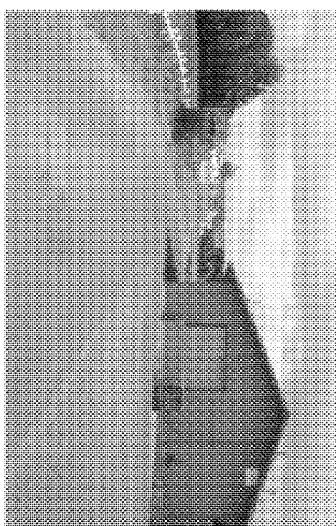
Entry to Breakwater Road

### Other Road Treatments (Number 2)

Breakwater Road will remain as the primary access road through the precinct and will generally follow its current alignment with some minor modifications. The road width should be minimised to allow for 2 way traffic and where space and topography permits, parking to be provided along its length east of the existing Co-op building.

The road carriageway should be formalised with asphalt surface, linemarking and an edge treatment. It is recommended the edge treatment be flush kerbs with vegetated drainage swales adjacent, rather than barrier kerb and channel. It is vital that the road infrastructure is respectful of the coastal location and these types of green infrastructure treatments be implemented.

The road around the existing co-op building should remain as a one-way access but again some formalisation of the edge and proper configuration of car parking is required, as well as separation of pedestrians and safe crossing points.



Breakwater Road looking west towards Co-Op building

### Pedestrian/Bicycle Access (Number 3)

The shared pedestrian/bicycle paths outlined on the master plan build upon existing routes and current and predicted desire lines. The following key routes are highlighted:

- Along the foreshore opposite the town centre (behind the dunes and vegetation and against the golf course). A new generous 3.0 metre wide promenade is required to connect the Harbour precinct to the town centre via Mother's Beach carpark.
- From the existing paths that terminate west of the golf club house, along the south side of Nelson Street to the new entry road.
- Along the eastern breakwater.
- Pedestrian access will continue to be provided to the western and northern breakwaters - these paths could be separated from operational vehicles or operate as shared zones with priority for pedestrians depending on detailed assessment of public safety issues.
- Along the dunes at the southern end of the golf course. This would take the form of a nature walk highlighting coastal vegetation and providing beach access and coastal viewing points.
- If achievable with vegetation and topographical constraints, a new path along the north side of Breakwater Road, connecting the existing Co-op building to the proposed Aboriginal Interpretive Centre.

In addition, a 6 metre (approx) wide boardwalk is proposed along the Harbour water's edge, east of Mother's Beach carpark to the current eastern end of the harbour works area. The alignment of this is through the existing harbour works area which will need to be rebuilt to the north side of the boardwalk. Small commercial buildings are proposed to be located along this boardwalk. From the eastern end of the boardwalk, steps leading down to the beach would be provided as well as steps leading up to Breakwater Road. Additionally, an informal nature / interpretive path will continue eastwards from the boardwalk to the proposed Aboriginal Interpretive Centre.

This path system will provide a walking circuit that connects the Visitor Centre and town centre to the harbour, as well as linking with the Great Ocean Walk path system.

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An increase in accessible public open space will be achieved through the implementation of the master plan. This will primarily be a result of the new boardwalk/promenade along the southern harbour edge, where currently access is restricted due to the works area. Improvements to pathways and new access stairs will also open up previously unavailable space to be enjoyed by more people.

Due to the heritage significance of the Fisherman's Co-operative building and cost of relocating the operation, it is to be retained with a possible extension on the eastern end to be retained with a possible extension on the eastern end. The building would not be accessible to the public because of safety issues associated with the fish processing operations and loading undertaken on site. Road access for commercial vehicles transporting fish from the wharf to the Co-operative will remain unchanged.

In addition to the existing Co-operative building, which would be utilised principally for administrative functions and fish processing, a new building is proposed to house fresh fish sales, fish and chip shop, seafood restaurant, interpretive centre and toilets. This building is proposed to be located closer to the water's edge, to the north of the existing co-operative building, on the new boardwalk/promenade.

Small commercial buildings could be provided along the Harbourside waterfront, adjacent to the waterfront promenade and the waterfront park. These buildings could include shops, cafes and restaurants at ground level and multi use event spaces above for club, community and commercial activities.

It is anticipated that private sector investment would fund these commercial sites, which would be constructed in a coordinated manner having regard to market demand.

A marina for recreational boats is proposed along the eastern breakwater. Investigations will be required to establish whether the Harbour floor will require deepening

to accommodate the boats. The marina should be developed from the south, in accordance with demand for berths. In the short term, it is anticipated that only one or two piers would be constructed. The marinas would be floating with controlled access and feature Mediterranean berths and swing moorings.

Any deepening of the Harbour would require further detailed investigation, in accordance with the relevant controls protecting the Harbour (eg. Coastal Management Act). Consideration of environmental issues would form a critical component of the investigation.



Entrance to the Harbour

The boat launching facilities currently located in the middle of the Harbour will be retained and widened to increase launching capacity. A total of 3 launching lanes will be provided, an increase of 1 lane from existing.

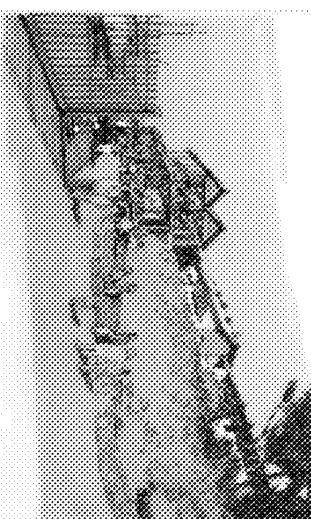
The trailer parking area, which currently operates very informally, will be upgraded with better pavement surfaces, linemarking and landscaping. This is intended to improve the efficiency and capacity of this area to cope with peak demands, noting however that major peaks will still cause overflow to surrounding streets, but not within the golf club area.



Boat launch area

It is proposed to relocate and expand the Port operations and boat repair facility slightly to the north of their current location, to enable the creation of the public promenade / boardwalk. It is also proposed to co-locate the Harbour Masters Office with these facilities.

New buildings for equipment storage, staff amenities and administration would be provided. The site should have attractive buildings and transparent fencing so boat repair operations can be viewed from public walkways.



Artist view looking east along promenade with Harbour Master buildings / works area relocated to the left and new double storey Co-op restaurant & café. (Source: Ebd report)

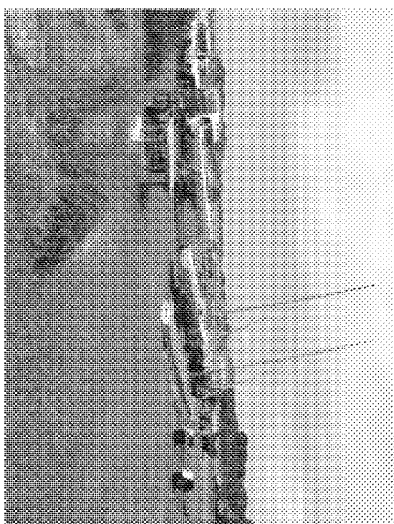
### Sailing Club Facilities (Number 9)

The Sailing Club currently operates from a portable building and has no facilities such as change rooms, showers or dry boat storage. The Club also relies on portable toilets.

A new club building is proposed, possibly a relocation of the steel-frame structure in the harbour works area, to be located at the eastern end of the trailer parking area, where ready access to the harbour beach can be obtained. This building could contain toilets, storage space and race control facilities.

**Great Ocean Road Aboriginal Cultural Centre (Number 10)**

The possibility of a major new interpretive / cultural centre to celebrate indigenous heritage could be accommodated in the precinct, subject to a more detailed business case. The proposed location is the current site of the sailing club



Sailing boats / trailers utilising grassed areas for parking

## Other Commercial Development (Number 11)

The master plan provides for a commercial use on the western breakwater that has a demonstrable need for a harbour side location (such as a floating restaurant) and would be subject to stringent criteria and controls. Any

commercial development would need to be integrated with the overall commercial development of the Precinct and take into account environmental and built infrastructure limitations on the site and the potential for disruption to business through the implementation of the master plan.

The use and development would require planning approval from the Shire, pursuant to the Colac Otway Planning Scheme. As the site is located on Crown Land, it would also need approval from the Department of Environment and Primary Industries, pursuant to Section 40 of the Coastal Management Act.

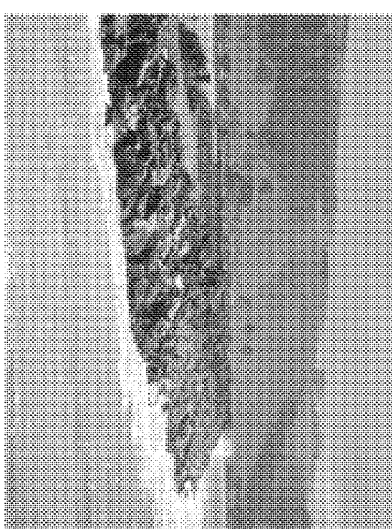
Issues that would need to be addressed to the satisfaction of DEPI and the Responsible Authority include, but are not confined to:

- Adequate customer parking.
- Management of any conflict with the existing commercial fishing operations.
- Management of vehicle and pedestrian traffic associated with the use, including service vehicles.
- Customer access, including disabled access.
- Continued public access.
- Waste disposal methods (including construction waste, sewerage, grey water and putrescible waste disposal).
- Minimisation of disturbance to the seabed/marine environment resulting from the commercial operation, eg. pile driving, increased noise and vibration.
- Capacity of services to accommodate the operation (eg. connection to sewerage and electricity). It should be noted that the western breakwater (Fisherman's Landing) has no sewerage or grey water disposal facilities and limited power and potable and fire fighting water.
- Response plan to spills into the Harbour water.

### Eastern Breakwater Extension (Number 12)

The 60-metre extension to the eastern breakwater (as outlined in the *Future Capacity Study*) is seen as a critical component to implementing this master plan. At present, access by boats entering or leaving the Harbour is often unreliable due to ocean waves crossing the entrance and/or restricted water depth.

An extension to the breakwater is one of the key measures required to protect the Harbour entrance and allow the full potential of the harbour to be explored and realised. This measure will need to be supported by other management strategies, such as dredging of the entrance and on going sand management south of the groyne at Point Bunbury. Further technical study is required to confirm the need and extent of this proposal.



## Eastern Breakwater

### Mothers Beach Carpark (Number 13)

The existing Mother's Beach carpark will be retained and upgraded with new pavement surface, linemarking, landscaping and pedestrian access paths. This carpark is part of the pedestrian connection between the town centre and the harbour foreshore, which will be enhanced by the new promenade pathway.

A new toilet and change facility building is proposed to service the beach and harbour users and visitors.

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### **3.4 Implementation of Master Plan**

Given the anticipated 10 to 20 year timeframe to implement the master plan, it is important to note that the development of the Harbour Precinct is intended to be undertaken in stages.

The staging of the development will be influenced by a number of factors including leasing arrangements, initial and on going public sector investment and private sector interest. It is anticipated that the Harbour redevelopment will be driven primarily by market demand.

#### **Funding of Developments**

As a result of the master plan, private sector investment in the project will be attracted to a number of development sites. This investment will need to be supported by public sector funds for key public infrastructure (eg. Port facilities and boat ramp) and public realm improvements.

### **3.5 Next Steps**

A comprehensive planning scheme amendment will introduce the master plan into the Colac Otway Planning Scheme. This will involve a further formal opportunity for community input, and ultimately the finalisation of the master plan.

Prior to preparing the amendment the Project Steering Committee and the Community Reference Group will be provided with a briefing on the final master plan. As the Council resolution from February 2012 effectively responded to the community concern over the hotel and wellbeing centre it is not anticipated that another period of comment will be provided prior to commencing the amendment process.

A planning scheme amendment is expected to be placed on public exhibition towards the middle of 2013.



## Part B

### Development Guidelines





## 1. Introduction

These development guidelines arise from the Master Plan prepared for the Harbour and are to be read in conjunction with relevant State, regional and local Planning policies for the Apollo Bay Harbour, township and foreshore areas and relevant guidelines for marine and boating areas, coastal parks and places of cultural and environmental significance.

The guidelines provide information on the preferred siting and scale of buildings, land-use and interface issues for the following two key precincts, which are highlighted in Figure 6:

1. The Harbour Entry & Central Precinct
2. The Boating & Sailing Precinct

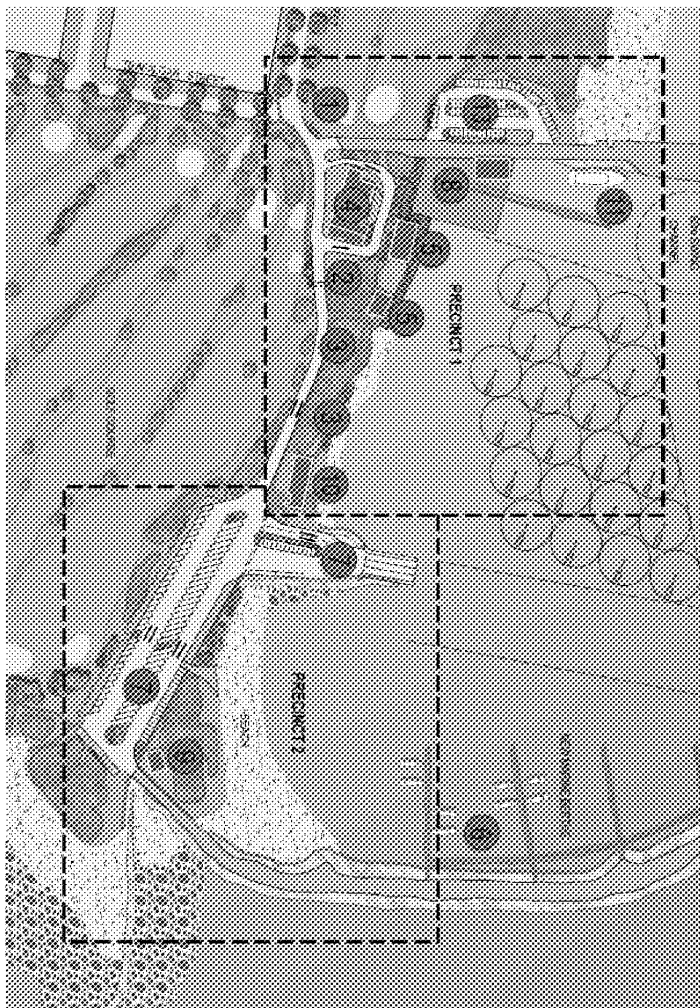


Figure 6: Overall Precinct Plan

## 2 Purpose of Guidelines

The purpose of this document is to provide information to developers and decision makers about land use and built form expectations for Apollo Bay Harbour Precinct.

It is also intended to:

- Provide Local and State Government agencies with a holistic vision for how recreational and commercial fishing, boating and tourism based activities can be co-located within the Apollo Bay Harbour Precinct.
- Help decision makers and developers determine the capacity of development that can be accommodated whilst preserving the valued natural characteristics of the Precinct.
- Provide guidance as to the scale, footprint and design measures needed to achieve the preferred character sought for the Precinct.
- Provide an advocacy document that can assist Government agencies in determining capital works programs and State, Regional and local funding opportunities within the Precinct.

It is important to note that the guidelines are not prescriptive; rather they have been prepared to guide the detailed design phase and decision making process.

Proposals that provide an alternative response/solution to a site, which is underpinned by the principles outlined in this document, should be encouraged.

## 3 Development Principles

The envisaged redevelopment of Apollo Bay Harbour Precinct aims to have minimal impact on and enhance the environment. It encompasses a small number of waterfront buildings oriented towards the harbour, which tie into the neighbouring

open space and recreational network west of the Harbour Precinct. The project also aims to support a sustainable fishing town and be a vibrant venue that integrates with the surrounding town centre and coastal settlement.

The Master Plan includes a combination of land and marine infrastructure, with landside components including Harbour management services, tourism, hospitality and commercial/retail (eg. community meeting and recreation spaces, Sailing Club facilities, interpretive centre, restaurants and cafes).

Marine infrastructure includes an enlarged boat ramp and a recreational marina. The expansion of the existing commercial berths and protection of the Harbour entrance are other key aspects of the redevelopment. To support the marine aspects of the Harbour Precinct, a relocated and improved boat repair and Port operations base is incorporated into the Master Plan.

These guidelines focus on the built form outcomes associated with the landside components.

The development will be characterised by minimal impact, high quality robust coastal architecture and significant landscaping.

The General Development Principles, outlined as 'Sustainable Strategy' and 'Development Guidelines', have been set down to underpin the broad development goals stated above and provide a realistic framework for the Harbour Precinct. The development principles detailed below also encompass the *Siting and Design Guidelines for Structures on the Victorian Coast*, Victorian Coastal Council (May 1998). Reference should also be made to *Good Design and the Coast, Issue 03*, by the Office of the Victorian Government Architect.

### 3.1 Climate Change

The issue of climate change is an important consideration for coastal communities. Whilst it is difficult to predict the precise nature of impacts associated with climate change, any development in coastal areas should have regard to rising sea levels

and anticipated extreme weather events, such as storms.

The *Victorian Coastal Strategy 2008* sets out the policy and strategic direction for responding to coastal hazard risks in the context of climate change. The Strategy identifies the need to:

*Plan for sea-level rise of not less than 0.8 metres by 2100, and allow for the combined effects of tides, storm surges, coastal processes and local conditions such as topography and geology with assessing risks and impacts associated with climate change.*

To some extent, Apollo Bay's rising topography would protect elements of the redevelopment from rising sea levels. For elements that are to be located close to the water, the design can be easily adjusted to keep all buildings and roads above any likely design level. The promenade could be designed to become inundated in extreme events, if its interface with the water is considered an important element.

With regard to the materials to be used in the construction of buildings and other infrastructure, the guidelines recognise the harsh environment within which this Precinct is located. Consequently, high quality and durable materials and finishes have been recommended.

### 3.2 Sustainable Strategy

A sustainable strategy plays an integral role in the development. The guidelines for the Apollo Bay Harbour Precinct have regard to a Triple Bottom Line, which considers environmental/ ecological, social and economic implications.



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### 3.2.1 Environmental / Ecological Principles

#### Integration with Existing

- Reinforce the qualities of the harbour precinct and facilitate the integration of the Apollo Bay town centre in a staged and orderly manner.
- Ensure modest changes to existing structures.
- Adhere to a 'soft-edge' waterfront development.
- Use landscape screening to minimise the visual impact of buildings from surrounding vantage points.
- Integrate and enhance buildings that have service functions (eg. Fisherman's Co-operative, boat storage and maintenance), and also minimise visual intrusion whilst maximising natural surveillance.
- Develop a physically and visually coherent built form within the coastal landscape setting and character.

#### Built Form Siting

- Minimise impact on the marine ecosystem and surrounding coastal setting.
- Protect sensitive habitat zones (i.e. native vegetation and marine life) by locating higher intensity development in low environmental value zones.
- Maximise coastal, sea and green open space views and vistas towards and from all commercial and community buildings/activities on site.
- Minimise visual blocking of boardwalks by and from structures.
- Minimise car intrusion into sensitive habitat.
- Ensure minimal visual intrusion of required car parking.
- Minimise built form impact (scale and footprint) and respond to surrounding context and character.
- Maximise northerly solar access and use of natural light and ventilation.

- Diminish vandalism by maximising surveillance (eg. use of boardwalks, pathways and articulated built form).

#### Building Fabric

- Encourage retention and re-use of buildings of heritage and community value, including the heritage listed Co-Op building, thereby reducing the embodied energy and waste in creating a new future for the site.
- Adopt best practice energy reduction for new development where possible.

#### Building Materials

- Utilise where appropriate materials from the local area and local coastal architectural character.
- Encourage subdued palettes.
- Select durable high quality materials with enduring finishes that are appropriate to a coastal environment.
- Use ecologically friendly materials and low embodied energy materials, recycled/ recyclable materials and earth construction, eg. recycled timber.
- Ensure self-washing of roofs, greater than 5 degrees.
- Use of glass to maximise views whilst avoiding glare / reflection (by utilising elements such as eaves overhang, pergolas, louvres and other types of screening system).

#### Landscape & Public Realm

- Utilise where appropriate materials from the local area and local landscape architectural character.
- Minimise disturbance to indigenous vegetation and use local indigenous species in landscaping where possible and appropriate.
- Maintain and enhance the open views to the ocean, harbour and hills.

- Reinforce the established landscape character, including:
  - The structure of tall open trees (Norfolk Island Pines) that are well established on the golf course
  - The landscape of open lawns for ease of public use and maintenance
  - Indigenous vegetation associations providing shelter and stability to the dune systems.

- Replace standard road pavements & other port infrastructure with new pavements, furniture and other public infrastructure that is consistent, well designed and high quality.

#### Water Sensitive Design Measures - Precinct Based

- Ensure stormwater harvesting and reuse from all major roof surfaces.
- Support grey water treatment and recycling for use in landscaping.
- Minimise the area of impervious surface finishes.

#### Waste Minimisation

- Minimise construction waste through a construction management plan for each stage of the development.
- Provide on-going waste management and sorting areas.
- Encourage greater community and tourist awareness of waste minimisation and ecological responsibility.

#### Reduce Carbon Footprint

- Adopt leading practice passive solar energy principles to minimise energy demand of new or extended buildings.
- Include on-site renewable energy sources, eg. photovoltaic panels & thermal solar water heating.
- Maximise north facing façades as renewable energy collectors.

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Development Guidelines

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- Support alternative sustainable transport initiatives, including new walking and cycling networks both through and at the street interfaces with the site.
- Provide high quality public transport infrastructure (eg. bus stops at eastern end of Nelson Street).
- Provide high quality and secure short-term bicycle facilities in all commercial areas and lockers/ showers within the waterfront area.

### 3.2.2 Social Principles

- Respect the setting and visually complement the surrounding coastal landscape and village (by reinforcing and integrating the boating precinct and the town centre).
- Respect, protect and interpret the Aboriginal and European history of the Precinct.
- Promote local ecological values by building an on-site Interpretive and Education Centre and developing nature walks to contain and direct visitor access.
- Provide dedicated areas for both fishing and boating, free of constraints that might arise when located in close proximity to tourism.
- Ensure the design language highlights the public elements of the precinct and promotes active ground floor uses in buildings.

### Sustainable Mobility

- Extend walking and bike trails into and through the site.
- Improve shared pathway to provide for safer cycling and walking alternatives linking the Apollo Bay Town Centre and Harbour.
- Integrate new road design with landscape design to ensure provision of safe and convenient paths, street trees to provide shade and bicycle parking facilities.
- All public and commercial spaces are to be designed to allow access for people of all abilities.
- Ensure compliance with the Disability Discrimination Act throughout the Precinct.

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### 3.2.3 Economic Principles Economic Sustainability

- Support the on-going viability of fishing operations.

## 4 Development Guidelines

To assist the development of the Apollo Bay Harbour, a series of development guidelines have been prepared.

The guidelines are detailed for each of the two precincts that comprise the Apollo Bay Harbour:

1. **Harbour Entry & Central Precinct**
2. **Boating and Sailing Precinct**

They focus on:

- Built Form – addressing Land Use and Built Form/Space Requirements
- Landscape and Public Realm Design.

The Development Guidelines depict appropriate uses (community infrastructure, commercial/retail and tourism/hospitality), siting, amenity, scale, aesthetics, materials and finishes.

## Precinct Plan

on the intersection of  
 Road (Harbour  
 Beach carpark and east  
 boat ramp. It comprises  
 illing, relocated harbour  
 Co-Op retail outlet with  
 community harbour-front  
 Ocean Road Aboriginal  
 harbour-side boardwalk,  
 pedestrian and parking

Improved Mother's Beach Carpark

Relocated Harbour Works area and  
 new Harbour Master's Office

Improved entry road with gentle radius  
 and safer pedestrian crossing

13

11

8

5

5

4

2

3

3

10

1

PRECINCT 1

New harbour edge buildings  
 including boardwalk

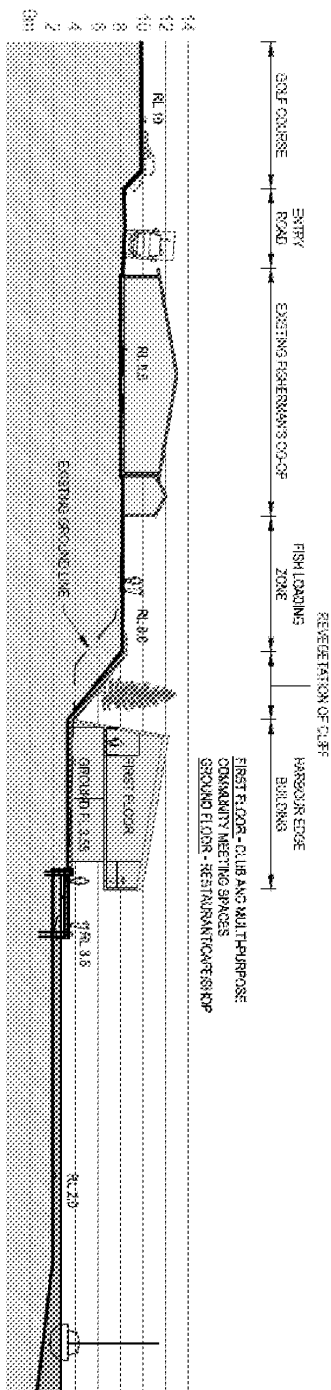
New boardwalk

New pedestrian paths

Aboriginal Centre on site of current sailing  
 club, facing harbour and utilising lawn  
 areas surrounding for displays and  
 performances

Experienced Co-Op building

## Cross Section



Apollo Bay Harbour  
Development Guidelines

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Existing Fisherman's Co-op Building (No. 4)

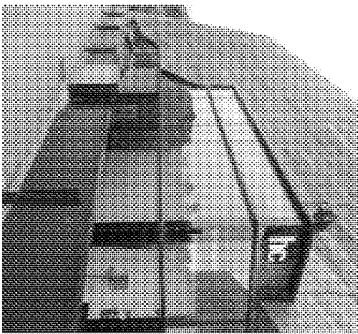
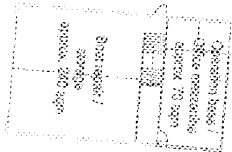
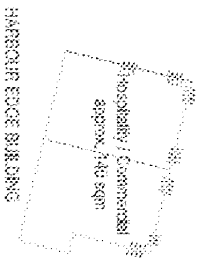
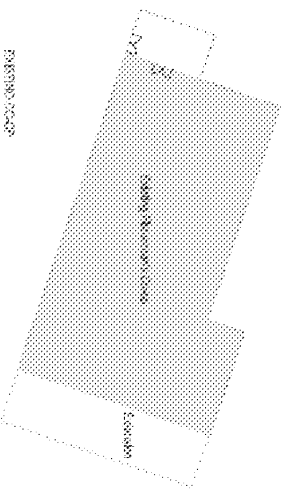
- Existing building to be retained and repaired. Building may be used for seafood processing and storage.
- Possible extension to the east if required, with improved loading bay.
- West facade to be upgraded due to its high visibility to the Harbour Entry Road
- Formalise parking and access arrangements around building, retain one-way access.
- Provide outdoor tables and chairs north of existing carpark for public use.

New Fisherman's Co-op Sales / Community Building (No. 5)

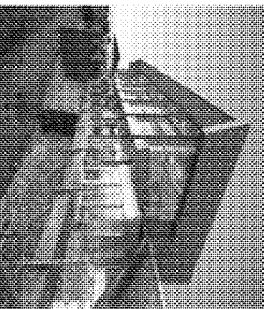
- Potential to house new interpretive centre or community facility, public toilets and hospitality facilities such as restaurant or cafe.
- Ground floor to have retail / hospitality focus with active edges to the boardwalk promenade.
- Upper floor for potential interpretive or community space, with balcony to maximise harbour views.

Harbour Edge Building (No. 5)

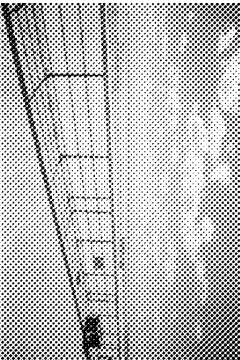
- Ground floor to have retail / hospitality focus with active edges to the boardwalk promenade. Building should follow the same architectural style as the New Fisherman's Co-op building, including the following:
  - East, west and north facades to be glazed and operable to provide flexibility and views to harbour.
  - Shading device to be provided on north facades.
  - Provide for temporary wind protection for outdoor dining areas and use materials that are highly transparent eg. glass.



Articulated facade: timber and glass as materials



Frontage activation of waterfront buildings – operable glazed facade



Well designed boardwalk and edge detail in robust materials

PROPOSED CO-OP SALES/COMMUNITY BUILDING

Harbour Master's Office / Port Operations (No. 8)

- Building to be used for storage and repair of boats
- Maximum building height of 7 metres. Building to be highly articulated and to demonstrate design excellence and use of high quality coastal materials.
- Upper level mezzanine to house Harbour Master's Office where clear view of harbour can be obtained, including space for toilets, offices and tea room.
- Provide access to office directly off western breakwater to improve safety for visitors by avoiding need to enter the boat yard.



Apollo Bay Harbour  
Development Guidelines

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#### Aboriginal Cultural Centre (No. 10)

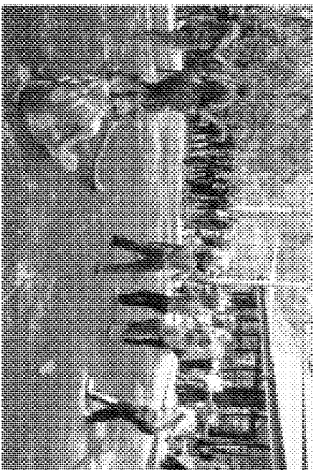
- Subject to detailed business case, building could be a double-storey construction featuring extensive glazing to all facades and shading devices to north side.
- Aboriginal Cultural interpretation to be provided through displays and other temporary structures and installations, rather than overtly in the actual building design or fabric.
- Building to feature similar architectural style to New Fisherman's Co-op and Harbour Edge Building, to ensure lasting robustness and re-adaptation to other uses.
- Integrate design for indoor / outdoor transition.
- Building could incorporate externally accessed public toilets to service boat ramp area.

#### Public Realm (No. 1, 2, 3)

- Breakwater Road to have a 7m wide pavement allowing for 2 lanes of traffic movement.
- Incorporate Water Sensitive Urban Design treatments to road edges and carparking areas including porous pavements, drainage swales.
- New divided entry road with landscaped median between Nelson Street and the western breakwater access road, including new safe pedestrian crossings for the golf course and general public.
- Proposed 6 metre wide boardwalk from western breakwater heading east to provide promenading access to new harbour side buildings. Boardwalk may be over edge of water to maximise interaction. Utilise large robust timbers suitable for coastal exposure and achievement of aesthetic outcomes.
- New pathway routes along Breakwater Road and from eastern end of boardwalk to the Aboriginal Cultural Centre.
- New stair access from Breakwater Road to the boardwalk
- Supplementary planting consisting of indigenous coastal vegetation in areas to provide screening and slope stabilisation.



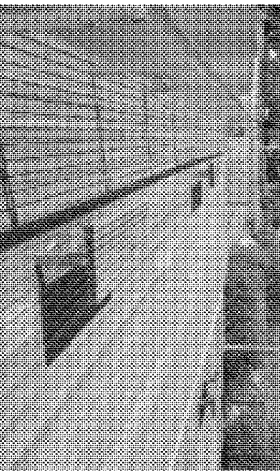
Yellow Water Visitor Centre, Kakadu National Park



Fitzroy Falls Visitor Centre, Morton National Park



Brambuk Centre, Grampians National Park



Generous width boardwalk to water's edge



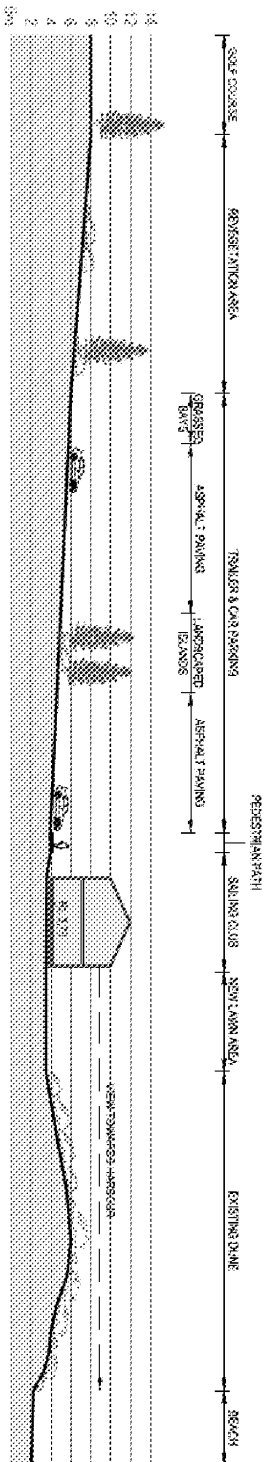
Water sensitive design elements



Less formal pathways through sensitive areas

## Precinct Plan

## Cross Section



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**Boat Launch Infrastructure (No. 7)**

- Existing boat ramp to be widened towards the west to create a third launching lane.
- Create 2 lanes for combined queuing and rigging, asphalt surfaced manoeuvring area and de-rigging parking bays for improved efficiency and operation of boat launching.
- New centrally located car parking bays to service the Aboriginal Cultural Centre, incorporating landscape screening and pedestrian paths.
- Formalise linemarking and signage to educate users on operation of boat launch.

**Trailer Parking (No. 7)**

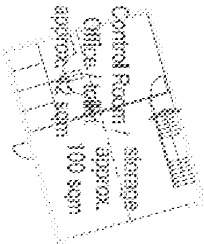
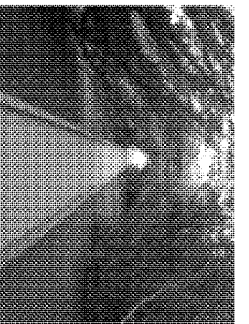
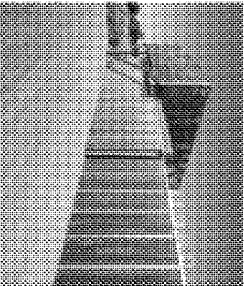
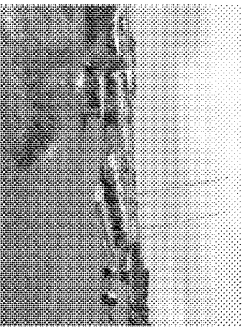
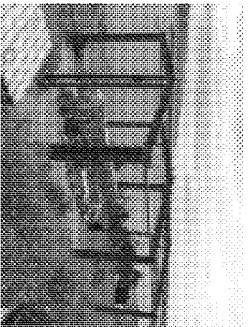
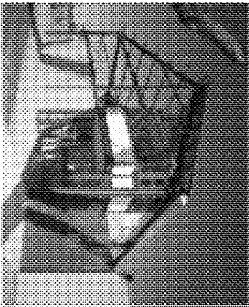
- Existing trailer parking area to be formalised through new asphalt surfaces, linemarking, landscaping and signage.
- Curtail spread of informal parking and gravel paved areas to improve visual appearance.
- Southern parking bays (rear-in) to feature grassed surfaces for the rear half of each bay to reduce impact and improve infiltration.
- Central parking bays can either be rear-in or forward parking and can also be configured to cater for vehicles only during non-peak boat use times.
- Allow for 2 way access lanes around parking area.

**Sailing Club (No. 9)**

- Provision of some car parking bays to only service other users of the precinct, such as beach goers, coastal walkers, sightseers etc.
- Consider re-use of steel framed structure from existing harbour works area as the basis for the new sailing club building.
  - Building to incorporate storage and social function space, mezzanine level office, toilets and race control room.
  - Surrounds to club to be grassed to allow for casual small sailing craft to be temporarily parked.
  - Sailing Club location provides roll-in access to the Harbour Beach.
  - Building facades should be articulated with emphasis on light and shade with screens and light weight coastal materials.

**Public Realm**

- Incorporate Water Sensitive Urban Design treatments to road edges and parking areas including porous pavements, drainage swales.
- Supplementary planting consisting of indigenous coastal vegetation in areas to provide screening and slope stabilisation.
- Provide new pedestrian pathways through precinct to connect to broader area, including path connection from Aboriginal Cultural Centre to the Sailing Club and beyond to the ocean beach.
- Incorporate quality street furniture such as lighting, seats, picnic tables, bins, bollards.
- Remove old and worn public realm infrastructure such as timber post and rail barriers and upgrade to new standards as required.



SAILING CLUB

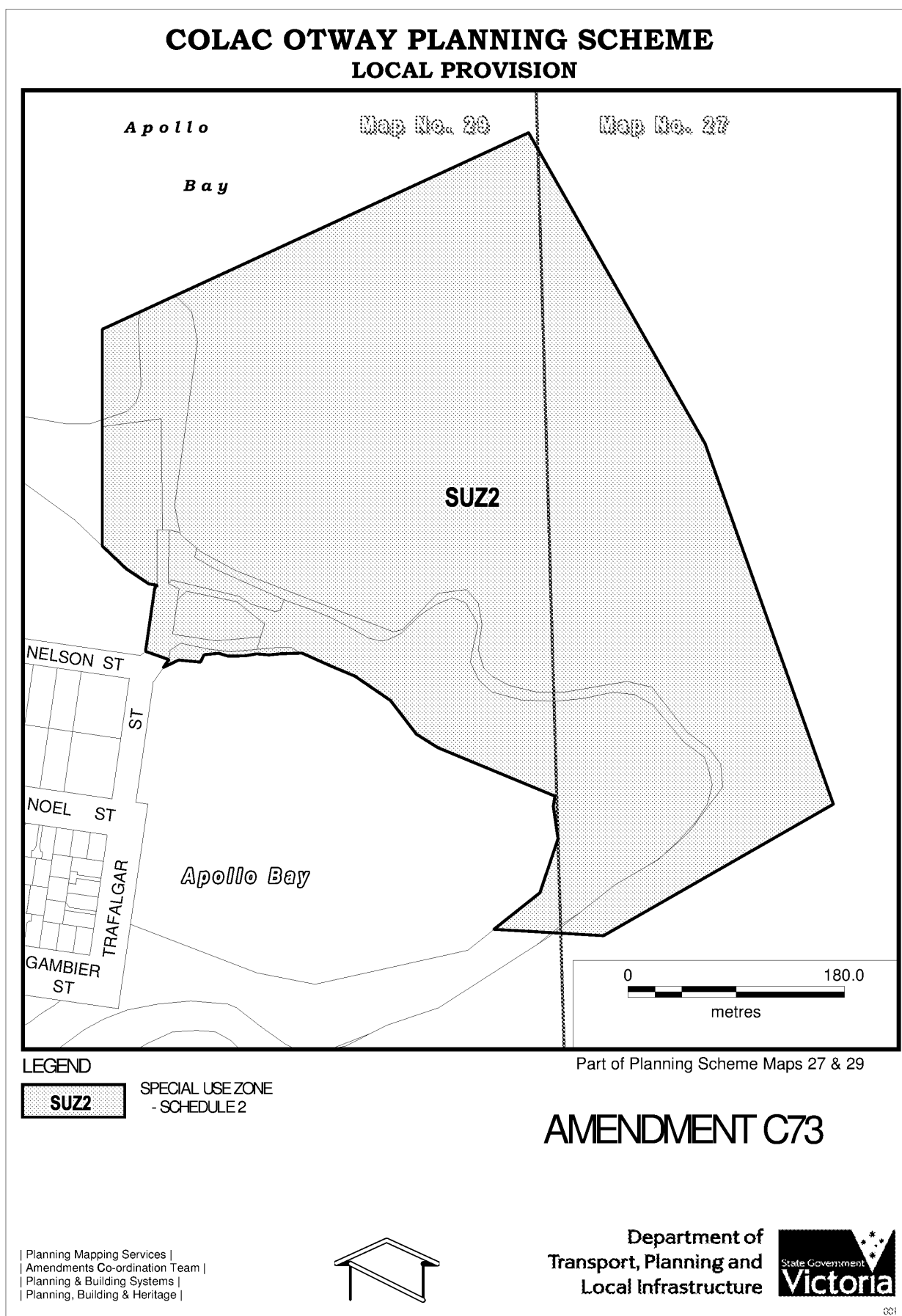
Integrate surveillance requirements into design solutions

Possibility to relocate & reuse existing structure for new sailing club

Grassed trailer parking areas

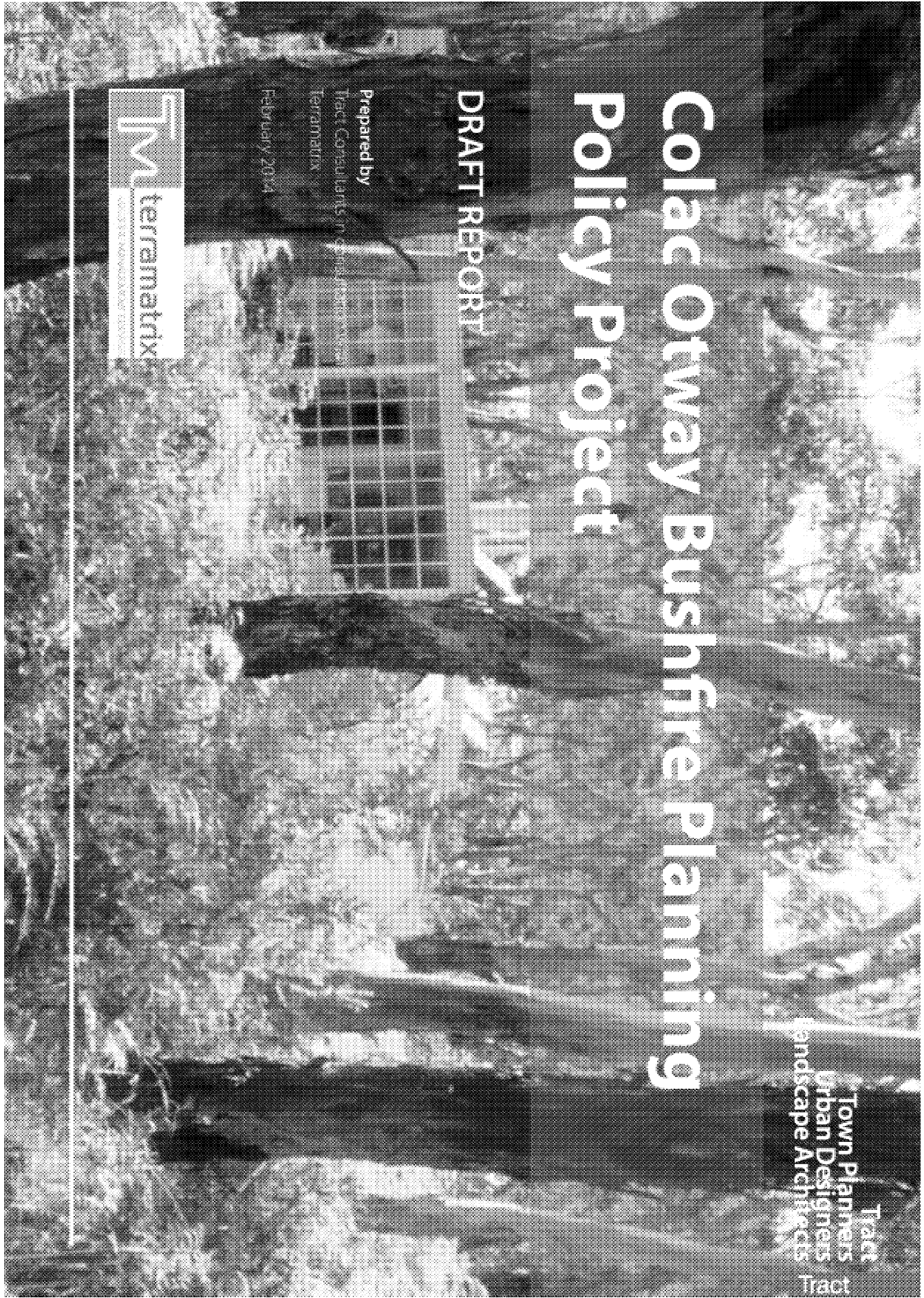
Building materials to integrate with coastal character

Boardwalk paths to protect fragile environments

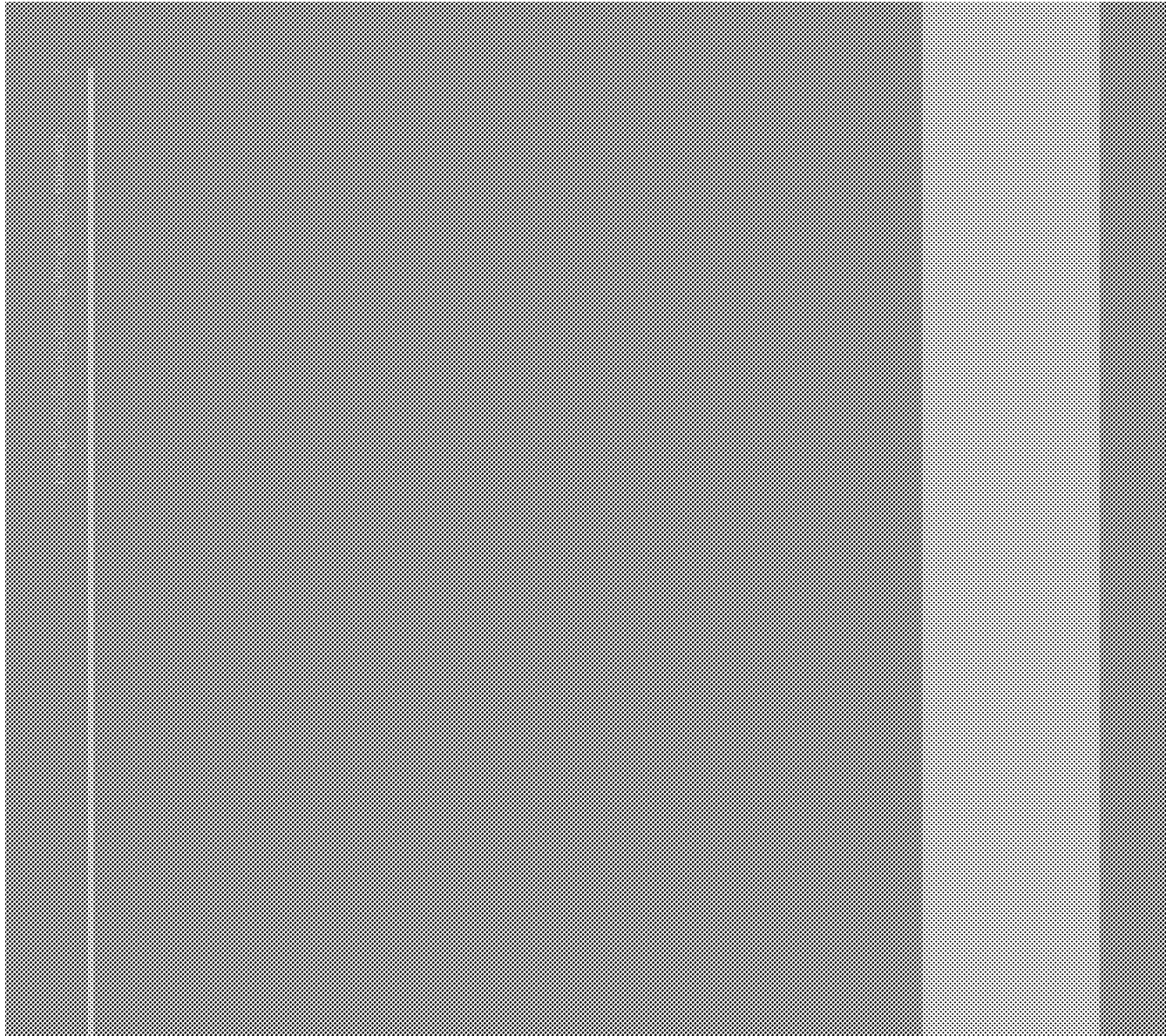












Quality Assurance

|               |                                      |
|---------------|--------------------------------------|
| Report Name   | Colac Otway Bushfire Planning Policy |
| Reference     | Project                              |
| Revision      | 02                                   |
| Prepared by   | Tyler Masano                         |
| Reviewed By   | Kristen Kipparick                    |
| Date of Issue | 17/02/14                             |

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## Executive Summary

Colac Otway Shire Council is facing development pressures in some townships with high bushfire risk.

Tract Consultants and Terramatrix were engaged to analyse the bushfire risk, development suitability and potential planning and emergency management outcomes in the following high bushfire risk settlements in Colac Otway Shire:

- ✱ Beech Forest
- ✱ Forrest
- ✱ Geilbrand
- ✱ Lavers Hill
- ✱ Skerres Creek
- ✱ Kennett River
- ✱ Wye River
- ✱ Separation Creek

The Project was divided into two parts (refer to Figure 1):

- ✱ Preparation of bushfire precinct plans for the nominated high bushfire risk areas including a Bushfire Attack Level (BAL) assessment and draft Schedules to the Bushfire Management Overlay (BMO) in the Colac Otway Planning Scheme; and

- ✱ A strategic assessment of the growth potential in nominated inland high bushfire risk townships. The strategic investigation areas were identified in Amendment C69 to the Colac Otway Planning Scheme (Colac Otway Rural Living Strategy (COLRS) and Forest Structure Plan) and sites strategically identified by Council.

This Draft Report is supported by the Background Report (April 2013) and the Terramatrix Technical Report (December 2013).

All of the settlements are located in the Otways (mostly surrounded by forest) and covered by the Bushfire Prone Area map (BPA) and affected by the BMO.

Applying the BMO methodology, the radiant heat was modelled for all settlements to determine the Bushfire Attack Level (BAL) ratings and identify an acceptable risk level to support future development.

The existing settlement is defined by the extent of the township zoned land and relevant planning policies. New use and development within the BMO must comply with the BMO requirements. This includes meeting the construction standards (AS3599), defensible space, access and water requirements.

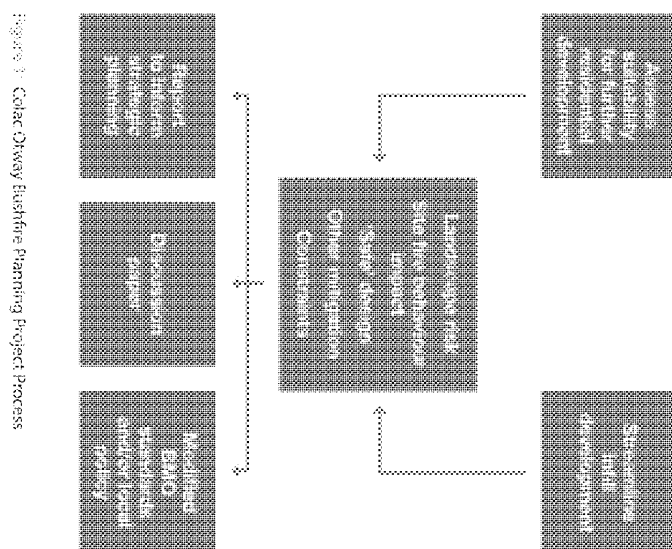


Figure 1 Colac Otway Bushfire Planning Process

The future development potential for the inland settlements analysed the strategically identified areas nominated in the COPLS, Forest Structure Plan and some additional sites that have a direct relationship to their township. The future development areas were only assessed from a bushfire risk perspective.

Each settlement has distinct bushfire risk characteristics, however there are also common characteristics and issues across all areas investigated.

The landscape risk assessment should be considered in assessing development proposals in areas affected by the BMO. This was considered to determine whether development is at an 'acceptable risk level'.

Vegetation management, both on public and private land, directly affects the bushfire risk to a settlement. Vegetation (or fuel) is a key input for fire risk with topography and climate as the other factors. Of these factors, vegetation is the only matter which can be effectively controlled.

Planting conflicts exist between the BMO and some current policy and overlay provisions in the Colac Otway Planning Scheme. The current provisions have a strong emphasis on vegetation management (both retention and re-vegetation) to preserve the landscape and neighbourhood character. The Planning Scheme also provides limited direction for strategic planning outcomes in high bushfire risk locations.

fire and emergency management complement bushfire building and planning provisions. Other infrastructure improvements, for instance road signage, telecommunications are important to increasing bushfire safety in the settlements.

#### Recommendations

The Draft Report recommends key planning outcomes to manage the bushfire risk in all eight settlements. The key recommendations are:

#### Future Outward Settlement Expansion

1. Support future outward settlement expansion, from a bushfire risk perspective, in Forest at 2234-2230 Brenguna Forest Road, Gellibrand and Beech Forest in Option A (located to the north west).

2. Discourage future outward settlement expansion, from a bushfire risk perspective, in Lavers Hill.

#### Schedule to the BMO

3. Introduce a new Schedule to the BMO to specify BMO requirements for Skene's Creek, Gellibrand and Forrest. In Gellibrand, building exclusion zones will be stated in the Schedule.

#### Strategic Planning

4. Modify the Municipal Strategic Statement and relevant Overlay provisions including:
  - Clause 21.03 'Settlement' to encourage future development in Colac Otway Shire in locations with low bushfire risk and discourage future outward settlement expansion in Lavers Hill.
  - Clause 21.03-5 'Skene's Creek' and 21.03-6 'Kennett River, Wye River and Separation Creek' to support bushfire compliant development, and decrease revegetation requirements.
  - Clause 21.03-7 'Forrest' to support future growth priorities from a bushfire risk perspective and ensure the future development is bushfire compliant.
  - Clause 21.03-8 'Small Towns' to support future growth priorities from a bushfire risk perspective in Gellibrand and Beech Forest and ensure that the future development is bushfire compliant.
  - Clause 21.04 'Environment' to introduce a new policy 'Bushfire Risk'.
  - Clause 21.05-1 'Economic Development' to increase references to bushfire risk.
  - Schedule 2 to the Significant Landscape Overlay and Schedule 1 to the Neighbourhood Character Overlay to reduce the revegetation requirements.
5. The Council, CFA and key stakeholders continue to work to improve fire and emergency management in all of the settlements.



# Part 1 - Background



# 1. Introduction

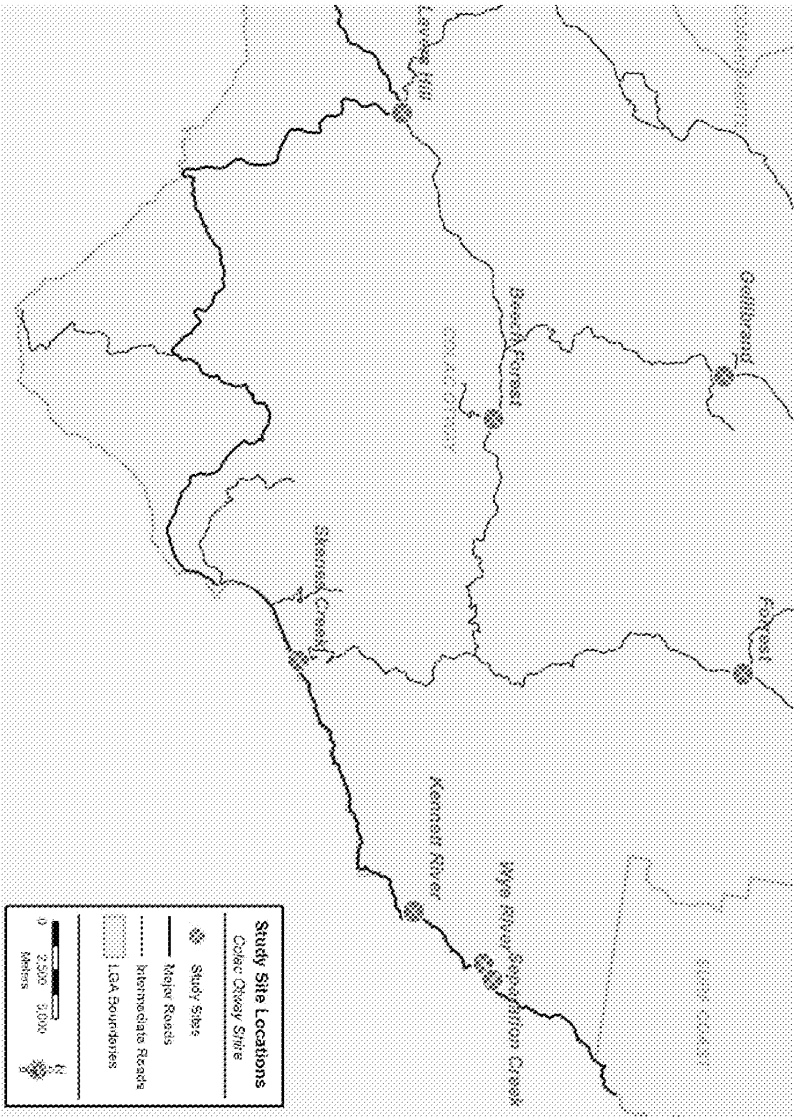
Colac Otway Shire Council has engaged Tract Consultants and Terramix to undertake the **Colac Otway Bushfire Planning Policy Project**.

The Project, funded under the Bushfire Planning Provisions Support Funding Program, analysed bushfire risk and recommended planning and emergency management options for eight high bushfire risk settlements in Colac Otway Shire. Refer to Map 1 - Settlement Locations.

| Settlements      |              | High bushfire risk |
|------------------|--------------|--------------------|
| Shenes Creek     | Beech Forest |                    |
| Kennett River    | Gellibrand   |                    |
| Separation Creek | Lavers Hill  |                    |
| Wye River        | Forest       |                    |

The project was divided into two parts:

- ❖ Preparation of bushfire precinct plans for high bushfire risk areas including a Bushfire Attack Level (BAL) assessment and draft Schedules to the Bushfire Planning Overlay (BMO) in the Colac Otway Planning Scheme; and
- ❖ A strategic assessment of the growth potential in high bushfire risk areas for the inland settlements. The strategic investigation areas have been identified in Amendment C69 to the Colac Otway Planning Scheme (Colac Otway Rural Living Strategy (CORA) and Forest Structure Plan) and other areas identified by Council.

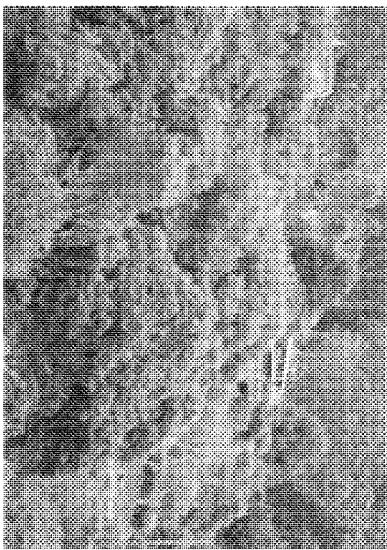


### 1.1 Purpose of report

This Report (supported by a Technical Report prepared by Terramatrix) analysed the bushfire risk of the eight settlements and strategic investigation areas identified in the CORLS, Forest Structure Plan and some other specific sites.

The key objectives of the project are:

- ✱ Manage use and development affecting existing settlements to minimise bushfire risk;
- ✱ Provide greater certainty for development in areas affected by the BMO; and
- ✱ Encourage sustainable future development in areas of lower bushfire risk.



### 1.2 Background

**The protection of human life in bushfire risk areas is the most important consideration and is the strategic basis for undertaking this Project.**

The Otway region, with its steep terrain and dense vegetation, is a high risk bushfire landscape with a history of bushfires, most notably Black Friday (1939) and Ash Wednesday (1983).

The Background Report (April 2013) reviewed the planning and bushfire context in the four coastal settlements and four inland settlements (including the strategic investigation sites), including the following:

- ✱ Bushfire history and behaviour, specifically in the Otway region;
- ✱ Key findings of the Victorian Bushfire Royal Commission (VBRIC);
- ✱ Colac Otway Planning Scheme's bushfire, landscape and settlement existing planning provisions;
- ✱ Amendment C69 (CORLS and Forest Structure Plan); and
- ✱ Emergency management, including township protection plans.

The VBRIC Final Report (2010), released after Black Saturday 2009, recommended improvements to bushfire safety in Victoria including changes to the planning and building systems in high bushfire risk locations.

All eight settlements are located in the Bushfire Prone Areas map (BPA) and affected by the BMO. Refer to Map 2. The Australian Standard 3959 (AS3959) is the construction standard for development in a BPA.

The BMO is a planning tool that can be used to manage land use and development in high bushfire risk locations.

Colac Otway's Municipal Emergency Management Plan provides details of Council's bushfire preparedness. The Council's Fire Management Plan includes a landscape risk assessment for the settlements and the Council's Municipal Fire Prevention Officer (MFPPO) provides a crucial role in managing the landscape and minimising bushfire risk.



Map 2: Bushfire Prone Areas (Source - State Government of Victoria)





## 2. Methodology

This Draft Report is supported by the Technical Report (December 2013).

The study area in the coastal settlements was generally limited to the township zoned land which is consistent with the current coastal settlement boundaries policy in the Colac Otway Planning Scheme.

The study area for the inland settlements included the Township zoned land and the strategically identified further investigation areas. The strategic investigation areas generally align with CCRPLS and Forrest Structure Plan (Amendment C69) and other nominated sites.

The Project reviewed the following:

- ✱ Colac Otway Planning Scheme, recent planning decisions (including Amendment C69 and Amendment C70);
  - ✱ relevant strategic policies;
  - ✱ fire and emergency management planning; and
  - ✱ general fire behaviour theory, fire history and the findings of the VFRCC.
- Section 6 'Bushfire Precinct Planning' and the Technical Report (December 2013) provides more detail of the technical methodology and analysis of the Bushfire Precinct Plans and strategic investigation areas.

### Project Steering Committee

The Project was coordinated by a Project Steering Committee (PSC), and managed by the Colac Otway Shire Council.

The members of the PSC include:

- ✱ Colac Otway Shire Council officers (planning and emergency management);
- ✱ Parks Victoria;
- ✱ Department of Transport, Planning and Local Infrastructure (DTPLI);
- ✱ Department Environment and Primary Industries (DEPI); and
- ✱ Country Fire Authority (CFA).

### Stakeholder and Community Engagement

On 22-23 February 2013, a community engagement 'open house' program was held to inform the community about the Project and discuss key issues. A summary of the findings from the community engagement is included in Appendix 1. A stakeholder workshop was also held in February 2013. A site inspection of all the settlements and the surrounding area provided a detailed understanding of each location.

Further community engagement is proposed to test the findings and recommendations of the Draft Report, Technical Report and proposed planning provisions.



Stakeholder Engagement

## 3. Bushfire Analysis

### 3.1 Bushfire Behaviour

Bushfire behaviour is determined by weather, topography and fuel. Fire intensity, radiant heat flux and rate of spread are the terms used to describe bushfire behaviour.

**Weather** - dryness and temperature of the air and environment, together with wind speed and direction, are the weather factors that affect fire behaviour.

**Topography** - a bushfire travels faster uphill than on flat or downward sloping land. Aspect can influence the quantity and moisture content of vegetation which will influence the rate of spread and intensity of a fire. Northern and western facing slopes generally have a higher fire risk.

**Fuel** - canopy height and structure, species composition, bark type, density and litter characteristics are all variable factors, however, the higher degree of fuel present, its flammability and availability will cause intense fire behaviour.

Faster plant growth rates generally carry higher fuel loads. Tall wet forests that have not been burnt for a long time carry the greatest known forest fuel loads. Cutting or removing plants (grazing, mowing or harvesting) and burning can reduce the fuel loads.

#### Forest Fire Danger Index

The Forest Fire Danger Index (FFDI) indicates the level of bushfire threat on a given day based on a set of fuel and weather conditions.

The FFDI uses the following inputs to represent the degree of the danger in Australian forests:

- ✱ drought factor (how dry the landscape is);
- ✱ relative humidity (how dry the air is),
- ✱ temperature (how hot the air is); and
- ✱ wind speed.

The higher the FFDI, the more likely a fire is to start, the faster its rate of spread, the higher its intensity and the more difficult it is to suppress.

**An FFDI of 120 is used to model the weather conditions for the BMO (FFDI120).** This translates to a 40% temperature, 9% relative humidity and 56 km/hr wind speed. An FFDI of 100 is used in AS3959.

#### Bushfire Attack

Bushfire attack on a dwelling comprises a combination of sparks and embers, direct flame contact and radiant heat.

Figure 2 illustrates the bushfire impact on dwellings. Extremely strong winds may cause structural damage to the dwelling therefore increasing the likelihood of ember ignition.

Ember attack is statistically the most common mechanism of house ignition during a bushfire. The impact of embers extends much further from the burning fuel than flame contact or radiant heat and can continue to pose a risk many hours after the fire front has passed (Terramatrix 2013).

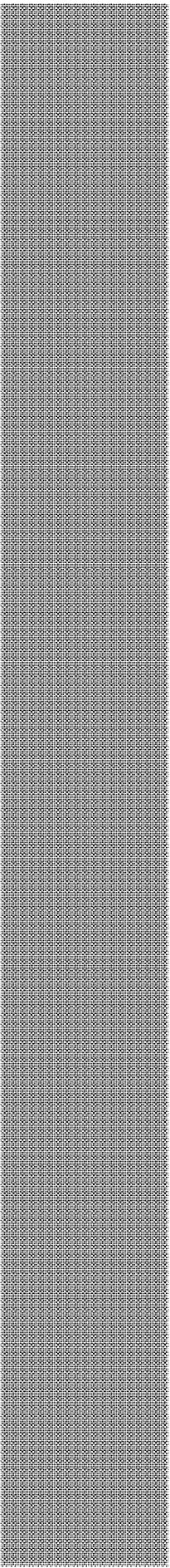
Embers can start small spot fires on or near structures. In the absence of effective suppression, spot fires may destroy buildings.

Direct flame contact and radiant heat ignition pose the greatest threat to human survival. This can result in an entire dwelling igniting during the fire front when, in most cases, there is no option for people other than to shelter within the dwelling.



Figure 2: Mechanisms of Bushfire Attack





3.2 The Otways landscape

South-eastern Australia, particularly Victoria, is one of the most bushfire prone areas in the world.

The Otway Ranges climate is characterised by:

- Generally cool and wet climate with rainfall varying from 800-2,000mm per annum, with a strong seasonal peak in winter but elevated FFDIs can occur during the warmer months;
- Highest rainfall levels close to the main ridge; and
- The coastal area is milder with less seasonal variation in temperatures.

Localised topography, particularly in the valleys on the south of the range, has complex land forms. In a bushfire, this topography will have a significant impact on the bushfire behaviour. Fire suppression may be hampered by limited accessibility in areas of rugged terrain.

Landslides are a significant hazard in parts of the region, making vegetation retention important to stabilise soil structure and minimise landslip.

All the settlements reviewed are located in Otway Ranges or Otway Plains bioregions.

Native vegetation is mostly located on public land. The Great Otway National Park incorporates the former Otway National Park and Angatool-Lorne, Carlisle and Mailba Gully State Parks (DPCTD, 2012a).

There are also privately owned forested areas close to some settlements.

Public native forest fuel management is administered by DEPI who acknowledge the sensitivity of certain forest types to fire and therefore exclude some areas from its fuel reduction activities.

Exotic or modified vegetation also exists in some areas of the Otways.

Plantation forests (pine and eucalypt) and pasture are the main alternatives to native forest vegetation. The harvesting cycle will determine the fuel load of a plantation and farm management and seasonal conditions will influence the fuel load in paddocks.

The cultivated gardens, unless substantial areas of native vegetation are retained, are often low threat.

Fire Potential in the Otways

There is a potential for intense fire behaviour in the Otways given the inputs of occasional elevated FFDIs, steep slopes and extensive eucalypt forests.

The forest is between 10 and 40km wide (i.e. northwest to southeast) and is approximately 30km long (i.e. from the agricultural land in the north-west to the coastal settlements in the south-east) presenting potential for a large fire to develop.

Historical records and landscape ecology provide evidence of bushfires in the Otways.

**All eight settlements could be impacted by bushfire from the north or northwest under the wind direction typical of extreme fire weather, or from the southwest following a wind change (usually associated with a cool change).**

Under an elevated FFDI, it is likely that an ignition in the farming land to the north of the ranges, or within the forest could develop rapidly and grow to a significant size.

## 4. Bushfire Planning

### 4.1 Victorian Bushfire Royal Commission (VBRC)

Following the 2009 Black Saturday fires, the VBRC Final Report (VBRC, 2010) made 67 recommendations to improve Victoria's resilience to bushfire.

In particular, the VBRC called for the Victoria Planning Provisions (VPP) to be amended to give priority to the protection of human life above all other considerations.

In accordance with the VBRC recommendations, Amendment VC83 was introduced on November 18, 2011 in all Victorian planning schemes.

This Amendment amended clauses 13.05 'Bushfire' and 44.06 'Bushfire Management Overlay' and introduced clauses 52.47 'Bushfire Protection Planning Requirements' and 52.48 'Bushfire Protection Exemptions' in the VPP.

### 4.2 Planning in Bushfire Areas

The *Planning and Environment Act 1987* (the Act) provides the legislative framework to manage the use and development of land in Victoria. Local planning schemes, established under the Act, are administered by local councils (the responsible authority) and provide specific guidance for use and development of land in each municipality.

Prior to the introduction of the BMO, the *Wildfire Management Overlay* (WMO) applied to high bushfire risk locations.

Clause 13.05 'Bushfire' in the State Planning Policy Framework (SPPF) applies to all planning proposals in Victoria.

This clause prioritises the **protection of human life over other policies and recommends application of the precautionary principle when assessing risk.**

Clause 13.05 provides the strategic basis of the recommendations in this report, i.e. that new development can only be supported where:

- ✱ The risk to human life, property and community infrastructure from bushfire can be reduced to an acceptable level;
  - ✱ Bushfire protection measures, including the siting, design and construction of buildings, vegetation management, water supply and access and egress can be readily implemented and managed within the property; and
  - ✱ The risk to existing residents, property and community infrastructure from bushfire is not increased.
- Clause 65 'Decision Guidelines' also sets out the fire and environmental decision guidelines the responsible authority must consider when assessing an application.

The Colac Otway Shire Council is the responsible authority for administering the Colac Otway Planning Scheme.

#### Bushfire Management Overlay (BMO)

Clause 44.06 'Bushfire Management Overlay' (BMO) applies to all areas that have the highest bushfire risk and are notated as either BMO or WMO on the planning scheme overlay maps.

The WMO, in consultation with CFA, local councils and the DPE, is gradually being replaced by new BMO mapping.

The BMO objective is to:

- ✱ assist to strengthen community resilience to bushfire;
- ✱ identify areas where bushfire hazard requires specified bushfire protection measures for subdivision and buildings and works to be implemented;
- ✱ ensure that the location, design and construction of development considers the need to implement bushfire protection measures;
- ✱ ensure that development does not proceed unless the bushfire risk can be reduced to an acceptable level.



**The BMO assumes an FFEH 120.**

The BMO and AS3959 use a vegetation classification system and topographical analysis to determine the fire behaviour models to be applied. The vegetation classification system does not directly align with the Ecological Vegetation Classes (EVC). Teramatrix have applied professional judgement and relied on input from Council, CFA and others to determine the appropriate classification.

Clause 44.06 'Bushfire Management Overlay' triggers permit requirements for the subdivision of land and for buildings and works. A bushfire management statement is required for all applications, unless a Schedule provides an exemption.

A subdivision permit must include a condition requiring the land owner to enter into an Agreement under s.173 of the Act to provide the building and defensible space envelope to meet the required BAL level and the vegetation management, water, and access requirements. Some exemptions do apply, e.g. the Schedule to the BMO can exempt the applicant from the s.173 requirement.

Buildings and works require the defensible space to be shown on a plan and bushfire mitigation measures to be maintained to the satisfaction of the Council and CFA.

All applications under the BMO must be referred to the CFA as a determining referral authority under s.55 of the Act. Accordingly, if the CFA objects to the proposal, Council (pursuant to s.61(2) of the Act), as the responsible authority must refuse the application.

Clause 52.47 (Bushfire Protection/Planning Requirements) provides the statutory requirements for development of land affected by a BMO. The provision operates at four levels – objectives, standards, mandatory standards and decision guidelines. A development *must* meet the objectives and mandatory standards; and *should* meet standards and guidelines. Refer to Table 1.

**Defensible space**

Provision of an appropriate amount of defensible space reduces the likelihood of ignition of buildings due to direct flame contact and radiant heat by reducing fire intensity in the lead up to the buildings. The width of defensible space required around a dwelling is determined by:

- Site conditions (i.e. slope and vegetation type);
- Weather conditions; and
- Radiant heat flux deemed acceptable (i.e. below the level that the house will be built to withstand).

**Table 1: Clause 52.47 Colac Otway Planning Scheme**

| Clause 52.47 requirements                                                     |                                                     |
|-------------------------------------------------------------------------------|-----------------------------------------------------|
| Buildings & Works                                                             | Subdivision                                         |
| Location (BF3)                                                                | General requirements for subdivision (BF2)          |
| Siting and layout (BF4)                                                       | Subdivision requirements for residential lots (BF2) |
| Bushfire protection measures (BF5)                                            | Location (BF3)                                      |
| Defensible space for dwellings and dependent persons units (BF6.1, 6.2 & 6.3) | Siting and layout (BF4)                             |
| Defensible space for industry, office and retail premises (BF7.1 & 7.2)       | Bushfire protection measures (BF5)                  |
| Defensible space and construction for other occupied buildings (BF8.1 & 8.2)  |                                                     |
| Defensible space location (BF9)                                               |                                                     |
| Water supply and access (BF10)                                                |                                                     |

### Water Supply

A permanent supply of water is required to ensure adequate supply of water to facilitate firefighting and property protection during and after the passage of a bushfire. This usually consists of:

- ✱ an above ground tank of a capacity dependent on lot size;
- ✱ the tank being located within 60m of the building; and
- ✱ specified tank materials, arrangement, attachments and signage.

### Access

Safe access for emergency and other vehicles at all times should also be demonstrated in an application which is subject to a BMO. The CFA has specified the minimum design standards for driveways and access roads.

### Exemptions

Clause 52.48 'Bushfire Protection: Exemptions' allows the creation of defensible space around buildings used for accommodation without a permit.

Existing dwellings qualify for vegetation management for bushfire safety (ie '10/30' rule and in some cases the '10/50' rule).

A planning permit is not required for an extension to an existing dwelling under the BMO provided that the new floor area is less than 50% of the existing dwelling.

Clause 52.17 'Native Vegetation' sets out that a permit is not required to destroy or lop vegetation to the minimum extent necessary for emergency works and fire protection.

Clause 62 'Uses, Buildings, Works, Subdivisions and Demolition not requiring a permit' also includes exemption from permit requirements for 'buildings and works for fire protection; emergency works by the Council or public authority

### Schedules to the BMO

A Schedule to the BMO provides scope to tailor the requirements of the BMO to specific local circumstances. A new Schedule to the BMO needs to address the following requirements:

- ✱ The local factors that impact on bushfire behaviour and how these might vary from the 'assumed' factors;
- ✱ A fire history analysis and appropriate bushfire conditions;
- ✱ Existing settlement patterns, site coverage, density, development structure and vegetation patterns impact on bushfire behaviour;
- ✱ Reasonable assumed future development scenarios and how this may impact on the implementation of bushfire protection measures;
- ✱ A risk assessment of what the above information means in terms of integrating the bushfire risk in conjunction with new development;
- ✱ Practice Note 64 (2011) 'Local Planning for Bushfire Protection'
- ✱ Advisory Note 40 (2011) 'Bushfire Planning Provisions'; and
- ✱ The Strategic Assessment Guidelines.

The Schedule may:

- ✱ Specify permit requirements that vary from those otherwise set out in the BMO (including exemptions);
  - ✱ Modify the standards in Clause 52.47 'Bushfire Protection: Planning Requirements', providing that alternative solutions meet the objectives in this Clause;
  - ✱ Include mandatory permit conditions (where appropriate) and set out the referral requirements;
  - ✱ Include decision guidelines for exercising discretion;
  - ✱ Identify locations in which residential development will not be supported;
  - ✱ Provide a de facto neighbourhood assessment that provides a consistent classification of vegetation and slope;
  - ✱ Assign BAL/defensible space contributions to individual cadastral parcels; and
  - ✱ Stipulate water and/or access requirements to reflect site conditions.
- Following discussions with DTPL, any proposal to introduce a new BMO Schedule will need to ensure that Standard BFC in Clause 52.47-3 can be met.
- The BFC objective is 'to ensure that development is located and sited so that it does not increase the risk to life, property and community infrastructure from bushfire'.

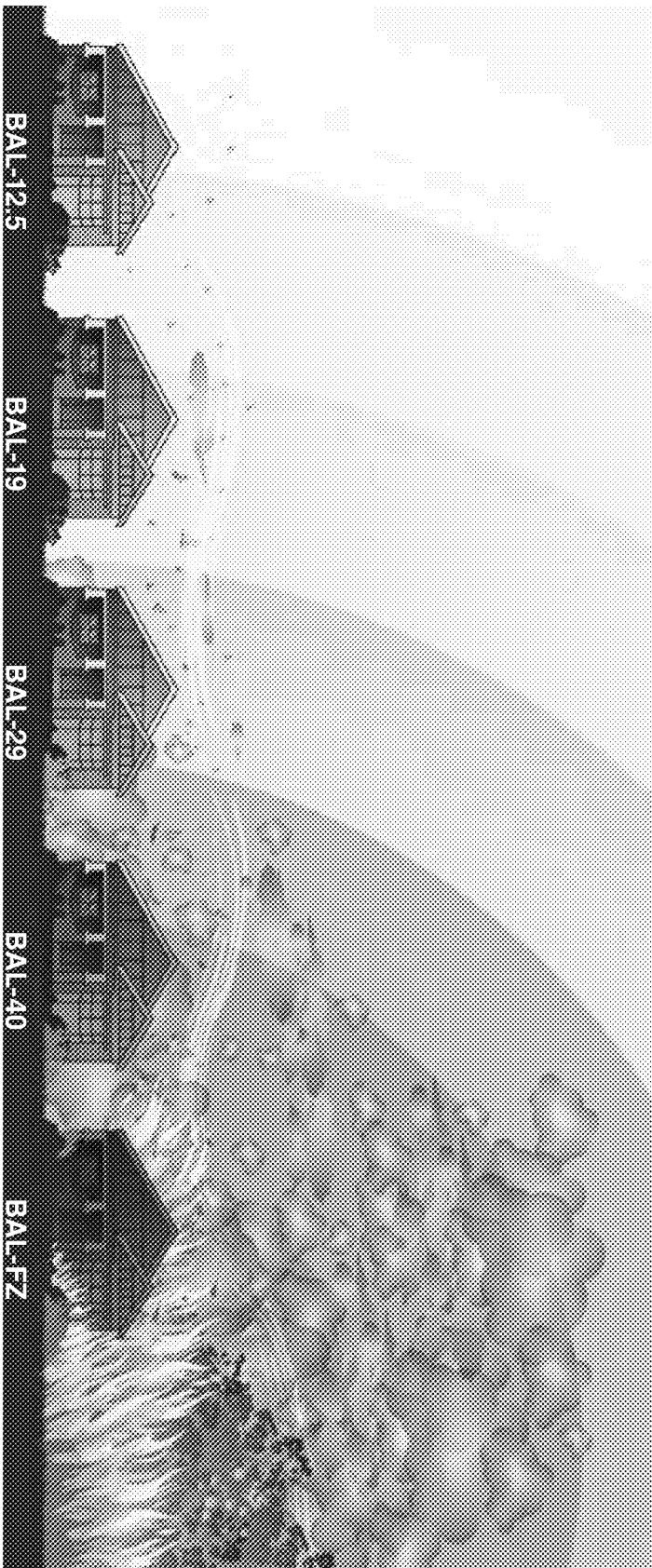


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Part 1 - Background - Colac Otway Bushfire Planning Policy Project

Figure 3: BAL Rating. Source: CFA (2012) Planning for Bushfire Victoria: Guidelines for Meeting Victoria's Bushfire Planning Requirements, Country Fire Authority, Burwood East.

|                                                                |                                                                                                                                        |                                                                                                                                   |                                                                                                                                                                                    |                                                                                  |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Ember attack<br>radiant heat below<br>12.5 kW/m <sup>2</sup> . | Increasing ember<br>attack and<br>windborne debris,<br>radiant heat<br>between<br>12.5 kW/m <sup>2</sup><br>and 19 kW/m <sup>2</sup> . | Increasing ember<br>attack and<br>windborne debris,<br>radiant heat<br>between 19 kW/m <sup>2</sup><br>and 29 kW/m <sup>2</sup> . | Increasing ember<br>attack and<br>windborne debris,<br>radiant heat<br>between 29 kW/m <sup>2</sup><br>and 40 kW/m <sup>2</sup> .<br>Exposure to flames from<br>fire front likely. | Direct exposure to<br>flames, radiant<br>heat and embers<br>from the fire front. |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|



## Construction Standard

The Australian Standard 3959 (AS3959) is the standard for the construction and retrofitting of buildings in a BPA.

The BAL rating methodology is addressed in AS3959. The BALs are categorised in 6 levels from BAL Low to BAL Flame Zone. Refer to Figure 3.

## 4.3 Bushfire Planning in Colac Otway

The relevant land use strategies relating to the coastal and inland settlements are:

- ✱ Coastal Space Recommendations (2006) defines the coastal settlements as barriers with low growth potential. The report does not refer to the inland settlements.
- ✱ Victorian Coastal Strategy (2008) aims to protect visually significant landscapes and contain growth within the zoned land in the four coastal settlements. The Draft Victorian Coastal Strategy (2013) refers to bushfire risk which must be considered in settlement planning for coastal towns.
- ✱ Great Ocean Road Region Strategy (2004) aims to protect the character of Skenes Creek, Kennett River, Wye River and Separation Creek.
- ✱ Great Ocean Road Region Landscape Assessment Study (2003) provides a strategic landscape assessment of the coastal settlements and surrounding coastal areas. The study provides the strategic basis for the application of the Significant Landscape Overlay.
- ✱ G21 Regional Growth Plan (April 2013) does not support significant growth in the inland or coastal settlements identified in this project.

- ✱ Colac Otway Rural Living Strategy (2011) seeks to manage rural development and direct growth to suitable locations and towns. The Strategy was the impetus for this Project. Many of the findings came into effect when Amendment C69 was approved.

- ✱ Forest Structure Plan (2011) seeks to manage future development of Forest. The Structure Plan came into effect when Amendment C69 was approved.

All of the above strategies, except the G21 Regional Growth Plan, have strategic policy recognition in the Colac Otway Planning Scheme.

The Municipal Strategic Statement (MSS) generally seeks to balance the objectives for vegetation, settlements and rural land uses in the Colac Otway Planning Scheme.

The MSS provides clear policy direction on managing its coastal settlements. Clause 21.03 Settlement aims to limit growth and retain the distinct coastal settlement character of the coastal townships. This policy supports low scale built form (which generally sits below the tree canopies) and encourages revegetation to increase the density of vegetation in the landscape.

Clause 21.03-7 'Forest' supports tourism and also identifies future development potential (subject to further bushfire risk assessment).

Clause 21.03-8 'Smaller Townships' generally supports the development of Gelibrand, Lavers Hill and Beach Forest in accordance with COPLS.

Vegetation management (on both private and public land) is addressed in Clause 21.04 'Environment'. The policy encourages sustainable land use and management but does not provide any specific direction on bushfire risk management.

Future development must respond appropriately to potential environmental constraints such as wildfire threat, flooding, landslip, erosion and salinity.

The BMO requires the provision of defendable space to reduce bushfire risk. Some of the landscape, environmental or erosion management overlays require revegetation in the defendable space areas.

Each settlement has numerous overlays which apply to all or part of the Township zoned land and the strategic investigation areas. Table 2 provides a summary of the planning overlays.

A Significant Landscape Overlay (SLO) applies to the coastal settlements to protect the unique landscape of the Great Ocean Road. An objective in SLO2 (all the coastal settlements, Lavers Hill and Gelibrand) and SLO3 (which applies to only Skenes Creek) aims to retain and enhance vegetation. Revegetation is a key permit consideration which would increase the fuel load (and potential fire risk in the settlement).

An Environmental Significance Overlay (ESO) applies to part of the coastal settlements, Lavers Hill and Gelibrand. The ESO2 aims to manage wetlands and watercourses and includes objectives to maintain vegetated buffers of at least 50 metres in width. The ESO3 aims to protect the declared water catchments and the ESO4 aims to protect and re-establish habitat areas.

Schedule 1 to Vegetation Protection Overlay (VPO1) aims to protect significant and remnant vegetation. Revegetation is also encouraged.

Schedules 4 to the Design and Development Overlay (DDO4) applies to the coastal settlements and controls subdivision. DDO4 does not conflict with the BMO.



Schedule 1 to the Neighbourhood Character Overlay (NCO) establishes the preferred character and built form outcomes for the coastal settlements. The maximum building height is 8 metres and the site coverage varies from 20% to 25%. Revegetation is a requirement under the NCO. Strategies to increase the fuel load in a settlement could potentially increase fire risk in the settlement and/or encroach on the defensible space requirements specified in the BMO.

An Erosion Management Overlay (EMO) applies to most of the settlements and the surrounding areas. The primary purpose of the EMO is to maintain the soil stability of the area. Vegetation helps maintain the stability but it is not the only factor. Cut and fill construction and water management are key factors which can contribute to land slippage.

An exemption applies to vegetation removal if the roof system is retained and if an extension does not exceed 20m<sup>2</sup> and does not increase the ground surface area covered by a roofed building.

Land Subject to Inundation (LSI) and Heritage Overlay (HO) apply to some locations. These provisions do not have a significant conflict with the bushfire planning outcomes.

Clause 52.17 was amended in December 2013. If the removal, destruction or topping of native vegetation is to create defensible space, a statement is required justifying the actions. This requirement does not apply if the defensible space is created under the BMO. Some exemptions apply for fire protection (fuel reduction burning, fuel breaks and if the native vegetation is a tree overhanging a roof of a building used for accommodation).

Table 2: Planning Provisions - Summary

| Settlement                  | Planning Overlays                                                                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Beech Forest                | EMO, BMO – Township and surrounds<br>ESO3 – North of Beech Forest Road-Lavers Hill Road<br>HO- 7 sites                                                             |
| Forest                      | EMO, LSO – Surrounding the settlement<br>BMO – Township and surround<br>HO- 2 sites                                                                                |
| Gellibrand                  | BMO, ESO3 – Township and surrounds<br>EMO, LSO – Surrounding the settlement<br>ESO2 – Gellibrand River<br>HO- 3 sites                                              |
| Lavers Hill                 | EMO, BMO – Township and surrounds<br>ESO3 – North of Great Ocean Rd<br>VPO – South of Great Ocean Rd<br>HO- 1 site                                                 |
| Skene's Creek               | DDO4, NCO, LSO2 – Township zone<br>BMO, EMO1 – Township and surrounds<br>ESO 2 – Skene's Creek<br>VPO2 – Skene's Creek & Old Coach Roads<br>LSO – Skene's Creek    |
| Kennett River               | DDO4, NCO, LSO2 – Township zone<br>BMO, EMO1 – Township and surrounds<br>ESO2, LSO – Kennett River<br>HO- 2 sites                                                  |
| Wye River/ Separation Creek | DDO4, NCO, LSO2 – Township zone<br>BMO, EMO1 – Township and surrounds<br>ESO2, ESO4 – Wye River (part)<br>LSO – Wye River & Separation Creek (part)<br>HO- 3 sites |

## Key Planning Decisions

Amendment C55 introduced the Significant Landscape Overlay (SLO) and the Panel commented that the MSS (at the time) significantly undervalued the role of landscape character. The Panel accepted the landscape assessment methodology and vegetation management was considered a key issue.

Amendment C68 amended the EMO1. The updated Schedule ensures that the EMO is consistent with current industry practice.

Amendment C69 introduced the Colac Otway Rural Living Strategy and the Forest Structure Plan into the Colac Otway Planning Scheme. A precautionary approach was adopted for growth and development of townships within high fire risk areas. This amendment was gazetted on 18 July 2013.

Amendment C70 was exhibited in April 2013 and proposes to apply updated VPO and ESD mapping across Colac Otway Shire including some of the study areas. This amendment has been deferred. Township masterplans have been prepared for Gellibrand, Forest and Beech Forest, which identify urban design and built form opportunities.

The new suite of residential zones will not affect the outcomes of this Project.

## 5. Emergency & Fire Management

There is a direct link between the planning system and emergency management. Clause 13.05 'Bushfire' states that a planning scheme implementation strategy is to 'ensure that planning schemes support bushfire management and prevention and emergency services action and activities'.

Clause 44.06 'Bushfire Management Overlay' specifies that the responsible authority must consider 'the impact of any relevant existing or planned State, regional or local bushfire management and prevention actions on the level of risk to life, property and community infrastructure from bushfire'.

This section summarises the relevant bushfire and emergency management legislation in Victoria, and the plans that cover bushfire management and prevention in the Colac Otway Shire.

Localised bushfire management and prevention actions specific to the eight settlements are summarised in the Background Report (April 2013) and the Technical Report (December 2013).

### 5.1 Legislative Framework

Fire and emergency management is generally administered in a top-down approach.

Fire and emergency management arrangements in Victoria are currently being reformed to a more integrated all-hazard approach.

The Victorian Emergency Management Reform White Paper (Victorian Government 2012, the White Paper) outlines these changes.

The reform will include a number of legislative changes, including a review of all legislation that allocates emergency management responsibilities to local government.

#### 5.1.1 Country Fire Authority Act 1958

The *Country Fire Authority Act 1958* is the principal fire prevention legislation which applies to Colac Otway Shire. The CFA's role is to manage and enforce fire prevention.

A Municipal Fire Prevention Committee (MFPC) (now known as a Municipal Fire Management Planning Committee (MFMPC)) undertakes a range of functions including advising Council on the existence and management of hazards and making recommendations in the preparation of the Municipal Fire Prevention Plan.

The Municipal Fire Prevention Plan must:

- ✱ Identify areas, buildings and land use which are at particular risk of fire;
- ✱ Specify how each risk is to be treated; and
- ✱ Specify who is responsible for treating those risks.

The Council is required to appoint a Municipal Fire Prevention Officer (MFPO). The MFPO can serve a fire prevention notice (FPN) on the owner or occupier of land.

#### 5.1.2 Emergency Management Act 1986

The *Emergency Management Act 1986* defines most of Victoria's emergency management structure, assigns significant roles and responsibilities, and provides for special needs concerned with the management of emergencies. The Act's objective is 'to ensure that prevention, response and recovery are organised within a structure which facilitates planning, preparedness, operational co-ordination and community participation'.

The Act gives statutory weight to the Emergency Management Manual Victoria (EMMV). The EMMV is the primary resource for Victoria's emergency management arrangements, setting out the roles and responsibilities for the emergency management agencies. It is noted that these roles are expected to change in response to the White Paper.

Local government participation in emergency management is via local laws, building codes, the Municipal Emergency Management Plan, and the Municipal Fire Management Plan.

#### 5.1.3 State Fire Management Planning

The State Bushfire Plan (2012) and the Victorian Bushfire Safety Policy Framework (2012), prepared by the Victorian Fire Safety Commissioner, provides direction and guidance for the management of bushfire risk and establishes the principles that underpin Victoria's approach to community bushfire safety.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Framework sets out priority areas for action and details objectives relevant to each area. These are:</p> <ul style="list-style-type: none"> <li>• Education and engagement;</li> <li>• Bushfire preparation and planning;</li> <li>• Local community fire planning;</li> <li>• Fire danger information and warnings; and</li> <li>• Bushfire safety options.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>5.1.5 Colac Otway Fire Management Planning</b></p> <p>Fire management provisions are made at the municipal level under both the Colac Otway Shire Municipal Emergency Management Plan (all hazards within the Colac Otway Shire) and the Colac Otway Fire Management Plan (fire across land tenure in Colac Otway Shire).</p>                                                                                                             | <p><b>5.1.7 Colac Otway Fire Management Plan</b></p> <p>The Colac Otway Fire Management Plan (COSCP, 2012b) (COMMP) objectives are consistent with those of the Barwon South West Regional Fire Management Plan.</p> <p>The bushfire risk and treatment assessment is informed by:</p> <ul style="list-style-type: none"> <li>• The Victorian Fire Risk Register (VFR) and</li> <li>• Landscape level bushfire management planning lead by DEPI.</li> </ul> <p>The priority rating for each of the settlements under the VFR is discussed in Background Report.</p> <p>The COMMP assigns a broad suite of fire management controls and a multi-agency work plan to address the bushfire risk throughout Colac Otway Shire.</p>                                                    |
| <p><b>5.1.4 Regional Fire Management Planning</b></p> <p>The Barwon South West Regional Strategic Fire Management Planning Committee (BSWR-SFMPC) is one of eight regional sub-committees established through the Integrated Fire Management Planning (IFMP).</p> <p>It includes representatives from: CFA, DEPI, Parks Victoria, Department of Human Services, Department of Transport, Planning and Local Infrastructure, Victoria State Emergency Service, Victoria Police, VicRoads, Barwon Water, Warrnambool, Fire Services, Glenelg Hopkins CMA, Corangamite CMA and local government (including COS).</p> <p>The Barwon South West Regional Strategic Fire Management Plan is supported by an environmental scan (Barwon South West - Regional Strategic Fire Management Plan Environmental scan). (BSWR-SFMPC, 2011)</p> <p>The Barwon South West Regional Bushfire Planning Assessment (BRPA) provides information to the Regional Strategic Fire Management Planning Committee. A central aim of this document is to assist with the implementation of the recommendations of the VBRIC relating to the development of regional settlement policy in Victoria.</p> | <p><b>5.1.6 Colac Otway Shire Municipal Emergency Management Plan</b></p> <p>Colac Otway Shire has endorsed the Municipal Emergency Management Plan (MEMP). The MEMP includes a hazard analysis and risk assessment of perceived threats.</p> <p>In relation to bushfire, (including grassfire) the Municipal Emergency Management Planning Committee (MEMPC) has assigned this hazard as having a risk rating of A3 - high (COSCP, 2012a).</p> | <p><b>5.1.8 Fire management planning on Crown Land</b></p> <p>DEPI has responsibility for managing bushfire risk on public land within the Colac Otway Shire. This management occurs in line with the Code of Practice (the Code) for Bushfire Management on Public Land.</p> <p>DEPI uses a three-year rolling Fire Operations Plan (FOP) as a tool to achieve the objectives set out in the Code. All eight settlements and the areas of landscape of major relevance to the bushfire risk in these communities are within the South West region.</p> <p>Ninety-one burns are planned for the next three years in the Otway land and fire district. The majority of these are fuel reduction burns (FRBs). Works are scheduled depending on the Fire Management Zone (FMZ).</p> |



The frequency, intensity and type of work scheduled can vary depending on factors such as the site, the zone, the disturbance history and the risk profile.

The four management zones are as follows (DSE, 2013):

- ✧ Asset Protection Zone (APZ);
- ✧ Bushfire Moderation Zone (BMZ);
- ✧ Landscape Management Zone (LMZ); and
- ✧ Planned Burning Exclusion Zone (PBEZ).

## 6. Bushfire Precinct Planning

### 6.1 Bushfire Risk Assessment in Colac Otway

The Technical Report (December 2013) analysed current and future bushfire risk for all eight settlements.

The general settlement characterisation involved:

- ✧ Settlement mapping (including terrain, EVC and settlement layout);
  - ✧ Ground truthing of vegetation for BMO classifications;
  - ✧ Historical analysis (Beech forest and Wye River) to understand the changes in vegetation over time;
  - ✧ Fuel hazard assessment to verify vegetation fuel loads;
  - ✧ Analysis of water supply and access;
  - ✧ Weather analysis; and
  - ✧ Potential bushfire scenarios.
- The radiant heat flux modelling involved:
- ✧ Identification of 150 metre assessment zone around settlements and investigation areas;
  - ✧ Mapping of areas of woody classified vegetation (grassland was excluded as it is more easily managed);
  - ✧ Categorization of slope within the 150 metre assessment zone;

- ✧ Creation of a digital elevation model;

- ✧ Slope was classed as 'up' or 'down' depending on the location of the settlement;

- ✧ Vegetation and slope classes were used to map radiant heat assuming FFD120 (as per BMO); and
- ✧ Boundaries of radiant heat buffers were merged to provide BAL contours.

#### Bushfire Risk Assessment Methodology

Development, either initial or future outward settlement expansion, requires acceptance of bushfire risk. If the Council decide to accept the risk and encourage some settlement growth, this risk should be minimised where possible.

The bushfire risk assessment involves consideration of the credible consequences of a hazard and the likelihood of the consequences being realised.

The assessment of the inland settlements was undertaken at two scales - the broader 'between settlement' scale, and the finer 'within settlement' scale. The coastal settlement was only assessed at the 'within settlement' scale.

The rationale for the two stepped analysis was to address the location and landscape risk at a broad-scale separately from the finer scale layout and local area risks. This corresponds to the Bf3 standard in Clause 52.47

The between settlement hazard analysis factors for the existing settlements are:

- ✧ Landscape scale bushfire;
- ✧ Settlement fuel character;
- ✧ Landscape terrain; and
- ✧ CFA landscape scenario.

Under the CFA landscape factor, four landscape fire scenarios that might be encountered under the BMO (CFA, 2012):

- ✧ Landscape Scenario A is the classic BMO scenario and the standard planning and building controls should be appropriate;

- ✧ Landscape Scenario B is likely to be a lower risk than that assumed by the BMO and an alternative methodology to tailor BMO standards to the site characteristics may be appropriate; and

- ✧ Landscape Scenarios C and D are likely to be higher risks than the standard provisions of the BMO.

The 'between settlement exposure analysis' factors include:

- ✧ Population;
- ✧ Proximity to bushland; and
- ✧ Radiant heat exposure.

The 'between settlement vulnerability analysis' examined how vulnerable a community is to bushfire impact given the hazard and exposure. The following factors were assessed:

- ✧ Travel distance;
- ✧ Egress route;
- ✧ Fire service;
- ✧ Existing BMO compliant development; and
- ✧ Shelter options.

Any settlements with an unacceptable risk level were identified as being unsuitable for further strategic growth.

As with the 'between-settlement analysis' factors, the 'within settlement' hazard, exposure and vulnerability factors were assessed for the strategic investigation area.

The 'within settlement hazard analysis' factors are:

- ✧ Vegetation coverage; and
  - ✧ Slope factor.
- The 'within settlement exposure analysis' factors are:
- ✧ Proximity to bushland;
  - ✧ Radiant heat exposure; and
  - ✧ Settlement interface.

The 'within settlement vulnerability analysis' factors are:

- ✧ Defendable space;
- ✧ Water; and
- ✧ Access.

### 6.1.1 Limitations of assessment

This was a high-level study. A number of spatial data sets were used, and it is assumed that they are an appropriate representation of conditions on the ground.

Weather was not assessed as a separate factor for the Otways area.

The BMO makes a number of assumptions and no attempt was made to refine the BMO assumptions unless otherwise stated in the Technical Report.

### 6.2 Schedule to the BMO

The introduction of a new Schedule to the BMO was considered for the Township zoned land in all eight settlements. The BMO assessment considered:

- ✧ Defining the area of interest (existing settlements which are mostly located in the Township zone);
- ✧ Modelling the potential radiant heat flux (grasslands were excluded since they are generally more easily managed than woody vegetation); and

- ✧ Layering the radiant heat maps over the cadastre to categorise BAL ratings.

#### infiii Development

The Schedule to the BMO may:

- ✧ Specify the allotments that meet BALs 29, 19 and 12.5; or
- ✧ Apply a blanket BAL (e.g. BAL 29 or BAL 12.5) to those allotments.

Scheduling a higher BAL across the settlement would be a more cautious approach.

CFA has advised that areas exposed to radiant heat above 29 kW/m<sup>2</sup> are not appropriate for a BMO Schedule, but rather each allotment should be assessed on an individual basis via the standard BMO process.

Any Schedule should specify that inner zone defendable space should be maintained to the property boundary.

Access and water requirements should meet the minimum CFA requirements (and would not be addressed in the Schedule).

Applications outside the Schedule area would need to address the BMO requirements independently. If a Schedule is applied, applications can still be considered under the standard BMO requirements.



### **Rebuilds**

For rebuilds which do not increase the overall floor area of the existing building, consideration should be given to supporting development which meets the highest BAL construction standard (even if the water and defensible space cannot be met). Not only will this provide greater certainty for homeowners seeking to redevelop their existing dwellings, construction standards will be improved which will improve fire safety across the entire settlement over time.

It is not proposed to develop a Schedule for rebuilds. This should be addressed in the BMO provision as it would have state-wide implications.

### **Subdivision**

It is not recommended that subdivision be addressed in the proposed Schedule to the BMO. Subdivision would increase the population in the landscape (BFC) and should be assessed on a case by case basis by the responsible authority having regard to the views of the referral agencies.



# Part 2 - Settlement Analysis



## 7. Beech Forest

### 7.1 Settlement Profile

Beech Forest is an inland settlement surrounded by complex topography of agricultural land and forest. About 479 people live in the wider area.

The Township zoned land contains 182 allotments located in two main areas - the north-west and south-east areas. Refer to Map 3.

Most of the land is privately owned and many of the existing dwellings would not meet current AS3959 requirements.

Beech Forest is also surrounded by timber production. The activities in the timber industry (or lack thereof) can also contribute to the risk to the settlement.

The major road access is via Lavers Hill Road which becomes Turtons Track and the Forest - Apollo Bay Road. This road is managed by VicRoads. The minor road network within the settlement is managed by the Council.

Beech Forest's water is supplied by individual tanks.

### 7.2 Landscape

Beech Forest lies on the main Otway ridge line and the surrounding landscape is hilly with steep complex valleys.

There is evidence of fire history in the Beech Forest landscape, however not in recent years.

### 7.3 Bushfire Planning Assessment

This section is supported by the Teramatrix Technical Report (December 2013).

#### 7.3.1 Potential Bushfire Impact

Grassland is the predominant vegetation within the immediate vicinity of Beech Forest, but the settlement is set within an inherently flammable landscape. Large areas of forest and steep slopes would significantly increase the rate of spread of a bushfire. The limited road access would also make suppression difficult.

A fire could start in the agricultural or forested land to the north-west and grow into a large fully developed bushfire as it spreads towards Beech Forest.

A fully developed bushfire approaching from the forest and agricultural land to the south-west (the direction of fire approach often associated with a cool wind change), is also considered feasible.

A fire approach from the east is less likely. However due to the significant areas of forest and agricultural land, as well as the complex terrain this is also feasible.

A fire that reaches Beech Forest would have the potential to expose the dwellings within the settlement to significant levels of radiant heat flux.

Many allotments, most of which are already built on, have the potential to be exposed to levels of radiant heat in excess of what the house may be built to withstand.

There is also the possibility of direct impact from embers. Continuous fingers of woody vegetation reach close to the settlement and no part of the settlement is greater than 700m from bushland.

Vegetation spines in the gullies close to the settlement have a strong influence on the extent of modelled radiant heat impact.

Due to the inherent low flammability of the dominant canopy species (blackwood *Acacia melanoxylon*) and the narrow, fragmented arrangement of this vegetation, these assumptions may overstate the potential bushfire impact.

Larger stands of forest dominated by eucalypts (with a higher bark hazard) exist further from the settlement and may contribute to long distance spotting under extreme conditions

The settlement is relatively isolated and the safer areas of the settlements are only accessible via a route that would be risky to take during a bushfire, due to the amount of adjacent forest and circuitous roads.

### 7.3.2 Bushfire Risk

In addition to the existing Township zoned land, two strategic investigation areas were assessed - Option A (as identified as part of this study) and Option B (as identified in the CORLS). Refer to Map 3.

#### Existing settlement

Existing houses within the settlement could be exposed to radiant heat levels well in excess of their design capability. Refer to Map 4.

Grassland were not included in the radiant heat modelling as the grasslands are easier to manage and defensible space could be provided in property boundaries. The BAL by allotments assessment indicates that the majority of the lots are considered to be either BAL-40 or above in Beech Forest. Refer to Map 5.

#### Future Development

Demand for new development areas in Beech Forest is low, however land to the south had been identified in the Rural Land Strategy (2007) as a 'rural residential candidate area'. The recent CORLS suggests that there is potential for rural residential development in the south, but is subject to a bushfire risk assessment (identified as the Long Term Investigation Area).

Option A is a 28 hectare area located to the north west. Option B is an area of 83 hectares located to the south (the CORLS Long Term Investigation Area).

Both of the investigation areas are currently grasslands. It has been assumed that with development, this grassland would be replaced with low threat areas such as cultivated gardens and roads.

#### Option A is the preferred growth option.

Option A joins the current settlement therefore representing a smaller increase in the settlement interface and it could offer a larger consolidated area exposed to BAL-29 or less.

However, not all areas of Option A are considered suitable for future development as some areas are too close to bushland and have a higher BAL. Option A is also affected by E503 and is located in a Declared Water Catchment. Refer to Map 5.

Option B has a greater proportion of steep slopes and potential bushfire exposure.

Option B contains more land exposed to BAL-29 or greater BAL ratings. Development would result in a fragmented settlement pattern, which would increase the settlement interface with the hazard.

Additional Township zoned or rural residential development land is not supported in any part of Option B, further development would fragment the development pattern and contribute to the overall fire risk to the settlement.

Any future development in the Option A area should apply bushfire protection measures and would be subject to other planning considerations (such as water management and environment).

### 7.4 Recommendations

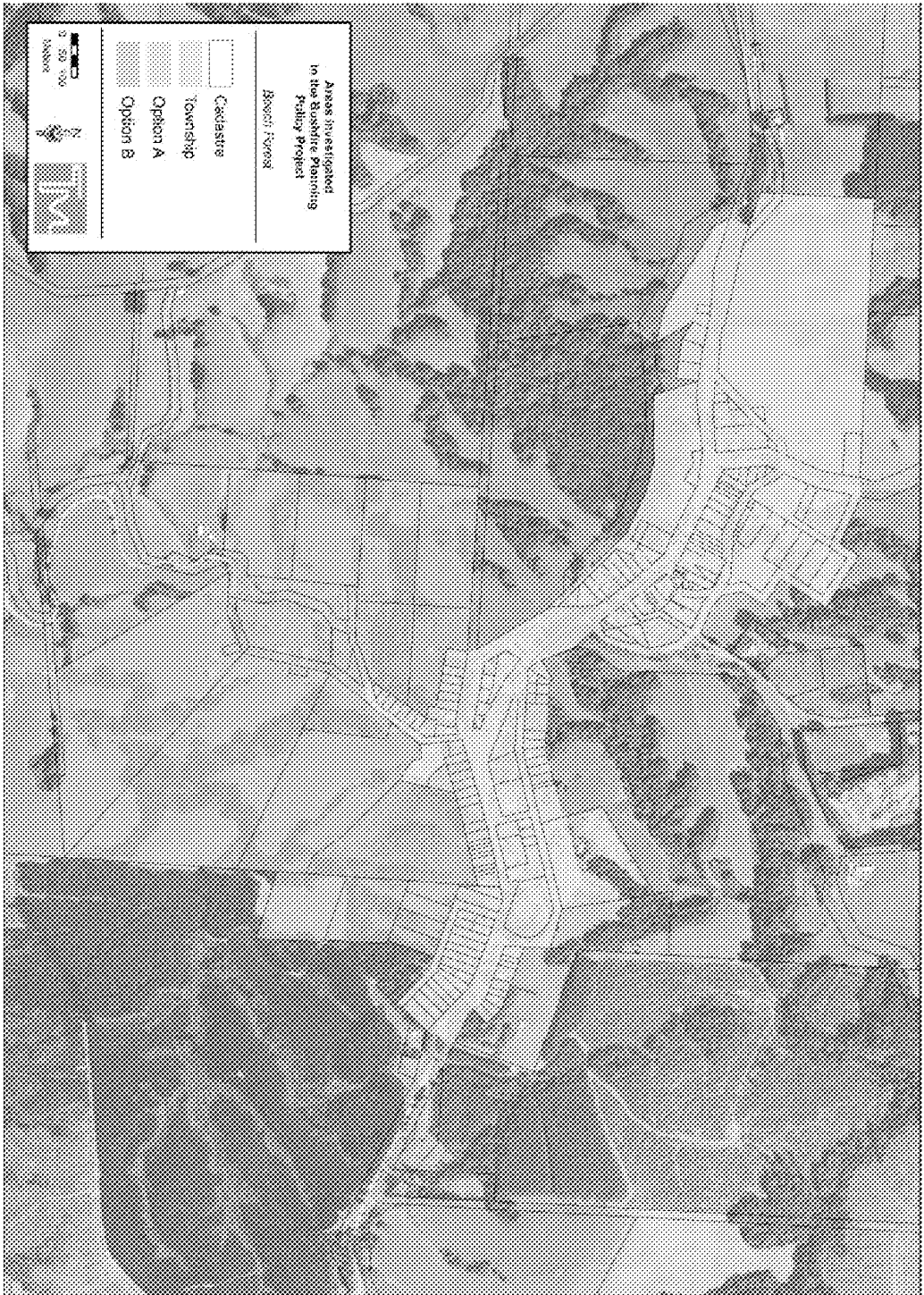
#### 7.4.1 BMO Schedule

A BMO Schedule is not recommended for Beech Forest.

Due to high risk of bushfire, the isolation of the settlement, lack of development pressure and that most of the Township zoned land has been assigned a BAL rating of FZ, it was determined by Teranghix Council and the CFA that a BMO Schedule is not suitable for Beech Forest.



Map 1: Beech Forest - Settlement and Investigation Areas



## 7.4.2 Strategic Planning

Clause 21 'Settlement' in the Colac Otway Planning Scheme introduced more strategic direction for planning in Beech Forest (through the CORL5).

Beech Forest is affected by a range of environmental planning controls including ESOS Declared Water Catchment, EMCO, LSO and WPO1. It is not proposed to modify the overlay controls affecting Beech Forest.

It is recommended that Clause 21.03.8 'Smaller Townships' is modified to recognise the strategic growth potential of Beech Forest within Option A (from a bushfire risk perspective).

Future development in Option A would be subject to the outcomes of the Domestic Wastewater Management Plan which is currently being prepared in collaboration with Barwon Water and Wannon Water. Further strategic planning issues (such as access and subdivision patterns) would need to be considered.

Option B is not considered suitable for future development for residential or rural residential development.

## 7.5 Fire and Emergency Management

In addition to implementing the bushfire safety measures of the BMO, there are strategies that may reduce the potential bushfire impact for the settlement. A multi-faceted approach for fire and emergency management should be implemented to reduce the risk in Beech Forest.

Given its proximity to forests, fuel management is a significant issue. If the fuel loads are not managed, this could substantially increase the threat to the township. This is also applicable to the nearby public land.

## 7.6

### Key Recommendations

The key recommendations are:

#### Future Outward Settlement Expansion

1. Support future outward settlement expansion, from a bushfire risk perspective, in Beech Forest in Option A (located to the north west) and the future development should apply bushfire planning design principles (i.e. construction of a perimeter road) and discourage revegetation in the built up areas of the settlement.

#### Schedule to the BMO

2. A new Schedule to the BMO is not proposed for Beech Forest.

#### Strategic Planning

3. Modify the Municipal Strategic Statement and relevant Overlay provisions including:
  - Clause 21.03.8 'Small Towns' to support future growth priorities from a bushfire risk perspective in Beech Forest and ensure the future development is bushfire compliant.

Evacuation to informal places of refuge is a key issue as the main route is through the forest. The settlement is relatively isolated and the safer areas of larger settlements are only accessible via a route that would be risky during a bushfire.

The community needs to be vigilant during extreme bushfire periods. Additional community education regarding the planning and management of bush gardens will help reduce fuel loads (even though it is considered low threat).

Key infrastructure improvements, in particular telecommunications, will help emergency management leading up to and during a bushfire.

- Clause 21.04 'Environment' to introduce a new policy (bushfire risk);

- Clause 21.05-1 'Economic Development' to increase references to bushfire risk

4. The Council, CFA and key stakeholders continue to work to improve fire and emergency management in all of the settlements.



**Mountain Station West Area**  
 Fort Collins, Colorado

**Legend:**

- Shaded Area
- Proposed
- Lot Area
- Lot Count
- Lot Area
- Lot Count
- Lot Area
- Lot Count
- Lot Area
- Lot Count

**Scale:** 0 25 50 Feet

**North Arrow:** N

**Legend:**

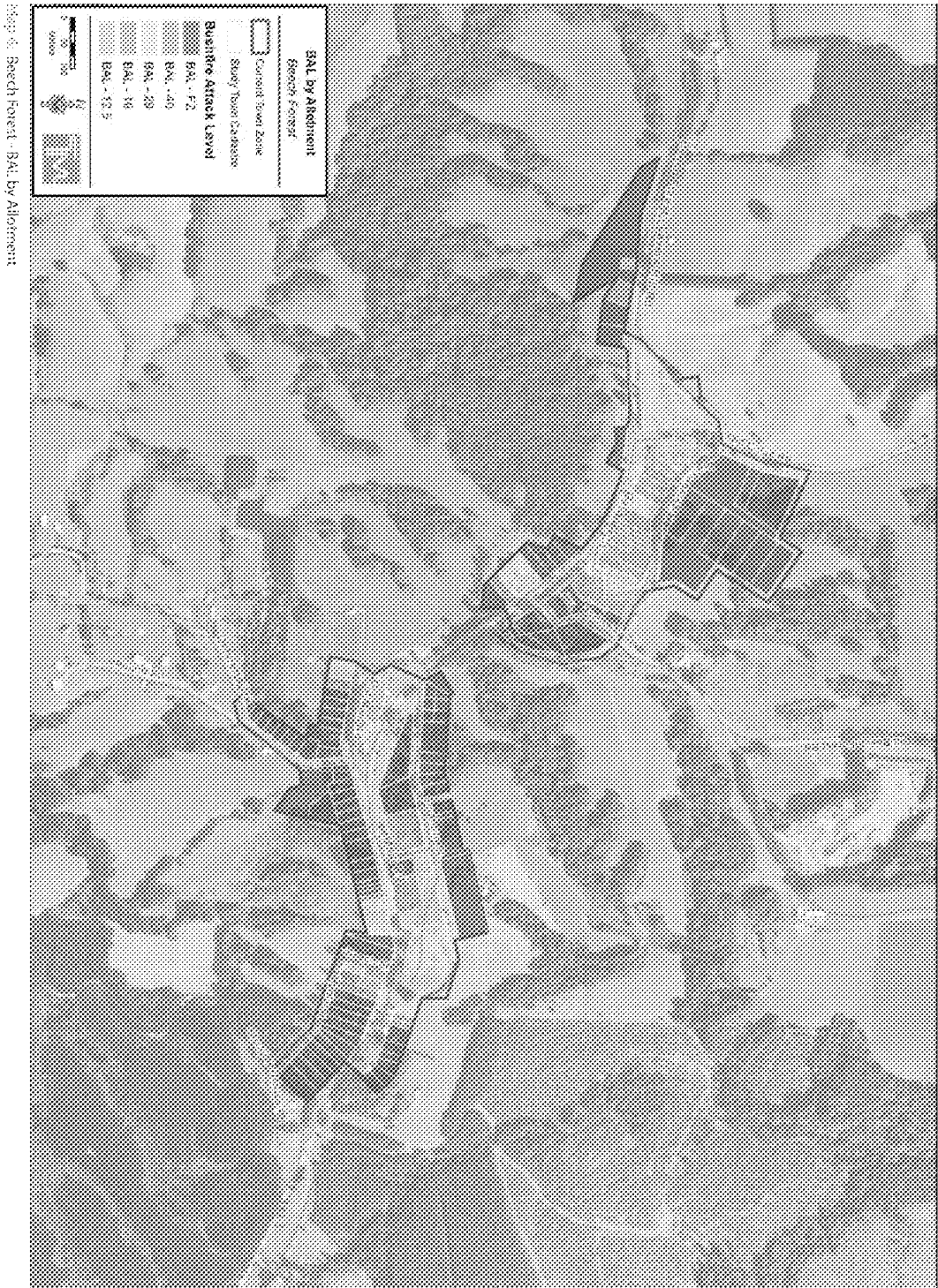
- Shaded Area
- Proposed
- Lot Area
- Lot Count
- Lot Area
- Lot Count
- Lot Area
- Lot Count
- Lot Area
- Lot Count



Figure 5: Beech Forest - Radiant Heat Flux - Further Investigation Area









## 8. Forrest

### 8.1 Settlement Profile

Forrest is an important inland settlement in Colac Otway Shire that sits on a rise in the Barwon River West Branch and is surrounded by agricultural land and forest.

The settlement has an estimated population of 238 people. The township zoned area contains 142 allotments which are clustered along Grant Street. Refer to Map 7.

Clause 21.03-7 'Forrest' and the Forrest Structure Plan identifies areas for future development.

Most of the land is privately owned and many of the existing dwellings would not meet current AS3959 requirements.

Forrest is accessible by Birregurra-Forrest Road to the north, the Colac-Forrest Road to the west and the Forrest-Apollo Bay Road to the south. These roads are managed by VicRoads. The minor road network is managed by the Council.

Barwon Water provides reticulated water supply to Forrest. Barwon Water's West Barwon Reservoir is located on the outskirts of Forrest.

### 8.2 Landscape

The landscape around Forrest is hilly with the settlement located on a rise within a valley. Generally the landscape becomes flatter to the north and more rugged to the south.

Most of the land around Forrest is privately owned with a mixture of agricultural grassland and extensive native forests.

### 8.3 Bushfire Planning Assessment

#### 8.3.1 Potential Bushfire Impact

A fire could start in the agricultural or forested land to the north-west and develop into a large bushfire as it spreads towards Forrest.

A fire approach from the east is less likely; however due to the significant tracts of forest and agricultural land it could be potentially possible.

A fire that reaches Forrest would have the potential to expose some of the dwellings within the settlement to significant levels of radiant heat flux.

The surrounding forest contains a significant proportion of stringy barked eucalypts, which means ember attack on Forrest during a bushfire is likely.

The bushfire hazard around Forrest is substantial, with almost 40% of the vegetation classified in the immediate vicinity being 'Forest'. Many steep slopes would cause significant increases to the rate of spread of the fire.

The areas of forest type vegetation close to the settlement have a strong influence on the extent of potential radiant heat impact. Refer to Map 8.

#### 8.3.2 Bushfire Risk

In a major bushfire, parts of the settlement could be exposed to a level of radiant heat above that which the existing dwellings have been built to withstand.

The large area of forest on the western side of the settlement could support a fully developed fire with intense fire behaviour characteristics.

Development, either infill or future outward settlement expansion, requires acceptance of bushfire risk. Bushfire protection measures could reduce the risk associated with new development in Forrest.

#### Existing settlement

The Township zoned land is 51.5 hectares (and excludes 2.6 Frizon Street as it was rezoned to Township zone during this project).

The analysis of the Township Zoned land indicates that most lots are within close proximity of forest, particularly on the western boundary. Refer to Map 8.

The Frizon Street area, to the south of Forrest, was rezoned to Rural Living Zone (except 2.6 Frizon Street) as part of Amendment C69. This area was identified in the Forrest Structure Plan to be rezoned as it primarily reflects the existing rural residential lot profile of the area. Any new development in this area will have difficulty meeting the BMD requirements. Existing residents should be encouraged to increase their bushfire safety by retrofitting to AS3959 and incorporating safety by retrofitting to AS3959 and incorporating

adequate defensible space.

The whole settlement is within 700 metres of forest; therefore an amber attack is likely.

The majority of the lots in the township of Forrest are BAL 29 or below. Refer to Maps 8 and 10.

The undeveloped Township zoned land offers some potential for infill development.

#### Future development

The Forrest Structure Plan (Clause 21.03-7 Forrest) designates an area to the north for potential residential development (within the settlement boundary). Refer to Map 9.

The northern area at 2324-2330 Birregurra-Forrest Road (area 5 in Clause 21.03-7) could offer potential for growth if the vegetation is significantly modified to meet the inner Zone standards, if the vegetation was to be removed, the radiant heat profile would be noticeably different and reduce the BAL ratings for this site and the northern part of the township.

Due to the isolation of the vegetation at 2324-2330 Birregurra-Forrest Road, the removal of this vegetation may provide an opportunity to also lower the bushfire risk development of Forrest in the future.

Whilst this proposal will result in a loss of native vegetation, the key reasons for supporting its removal are:

- ✱ Reduced bushfire hazard exposure to northern end of existing Forrest settlement.
- ✱ Ability to develop a BMO compliant subdivision.
- ✱ Provision of BMO compliant housing on the northern boundary, creating a buffer for existing

non-BMO compliant housing.

- ✱ May lead to increased settlement resilience with increased population and provision of additional measures to combat bushfire vulnerability (e.g., installation of a communal bushfire shelter).
- ✱ Reduction in costs of providing services to community with consolidated settlement pattern, rather than dispersed settlement pattern.

The BAL 29 or less areas should be supported for future development. The length of settlement interface should be minimised. The BAL 29 areas in the north west part of the Township zone should also be excluded, so as to avoid the creation of allotments with hazard on multiple sides.

Any future rezoning and subdivision should apply bushfire planning and design principles in addition to meeting the BMO requirements. It is recommended that Clause 21.03-7 be amended to reflect this priority.

If defensible space to the property boundaries were to be mandated (either via the BMO Schedule or a s.172 Agreement) this may help to guarantee a lower-threat buffer on these parts of the settlement boundary.

## **8.4 Recommendations**

### **8.4.1 BMO Schedule**

It is recommended that a new Schedule to the BMO, specifying the BALs is applied to Forrest in accordance with Map 11. This would result in 23 BAL29 allotments and approximately 70 BAL12.5 allotments being covered by the Schedule.

If the vegetation was to be modified at 2324-2330 (area 5) Birregurra-Forrest Road, future lots may be suitable for inclusion in the BMO schedule.

2-6 Trizon Street would not be included in the BMO Schedule as it would be above BAL40 and be subjected to the standard BMO requirements.

The Schedule will apply to infill development, extensions and rebuilds. The standard BMO requirements will apply to the rest of the settlement not affected by the BMO and for subdivision proposals.

The Schedule should address the following:

- ✱ BAL construction standards in accordance with Map 11;
- ✱ Specify that inner zone defensible space should be managed to the property boundary;
- ✱ Applicants will have an opportunity to apply for a lower BAL through the normal BMO process.

The CFA has confirmed that the standard CFA access and water requirements will apply. Recent planning permits for BAL 12.5 in the central area of Forrest demonstrate past acceptance of BAL 12.5 by the CFA.

### **8.4.2 Strategic Planning**

The updated Clause 21 'Settlement' in the Colac Otway Planning Scheme introduced more strategic direction for settlement planning in the Forrest Structure Plan.

The Forrest Structure Plan has nominated areas for further investigation but is qualified by stating development must address bushfire risks. It is recommended that this provision is amended to reflect growth priorities identified in this report.

The northern area is considered the most suitable location for future development in Forest from a bushfire risk perspective and this should be reflected in Clause 21.

## 8.5 Fire and Emergency Management

In addition to implementing the bushfire safety measures of the BMO, there are strategies that may reduce the potential bushfire impact for the settlement.

The settlement is quite isolated, being 33km from Colac. However, smaller settlements like Barwon Downs and Biregunna, which sit within agricultural land may pose a lesser bushfire risk and are 8km and 25km away respectively.

The safer areas that Colac and these other settlements would offer are accessible via a route that carries some risk, due to the forest and grassland adjacent to the road.

Given its proximity to forests, fuel management is a significant issue. If the fuel loads are not managed, this could substantially increase the threat to the township. This is also applicable to the nearby public land.

The community needs to be vigilant during extreme bushfire periods. Additional community education about planting and vegetation management is required.

### 8.5.1 Key Recommendations

The key recommendations are:

#### Future Outward Settlement Expansion

1. Support future outward settlement expansion, from a bushfire risk perspective, in Forest at 2324-2330 Biregunna-Forest Road.

#### Schedule to the BMO

2. Introduce a new Schedule to the BMO to specify BMO requirements for Forest.

#### Strategic Planning

3. Modify the Municipal Strategic Statement and relevant Overlay provisions including:
  - Clause 21.03-7 'Forest' to support future growth priorities from a bushfire risk perspective and ensure the future development is bushfire compliant;
  - Clause 21.04 'Environment' to introduce a new policy 'Bushfire Risk';
  - Clause 21.05-1 'Economic Development' to increase references to bushfire risk;
4. The Council, CFA and key stakeholders continue to work to improve fire and emergency management in all of the settlements.

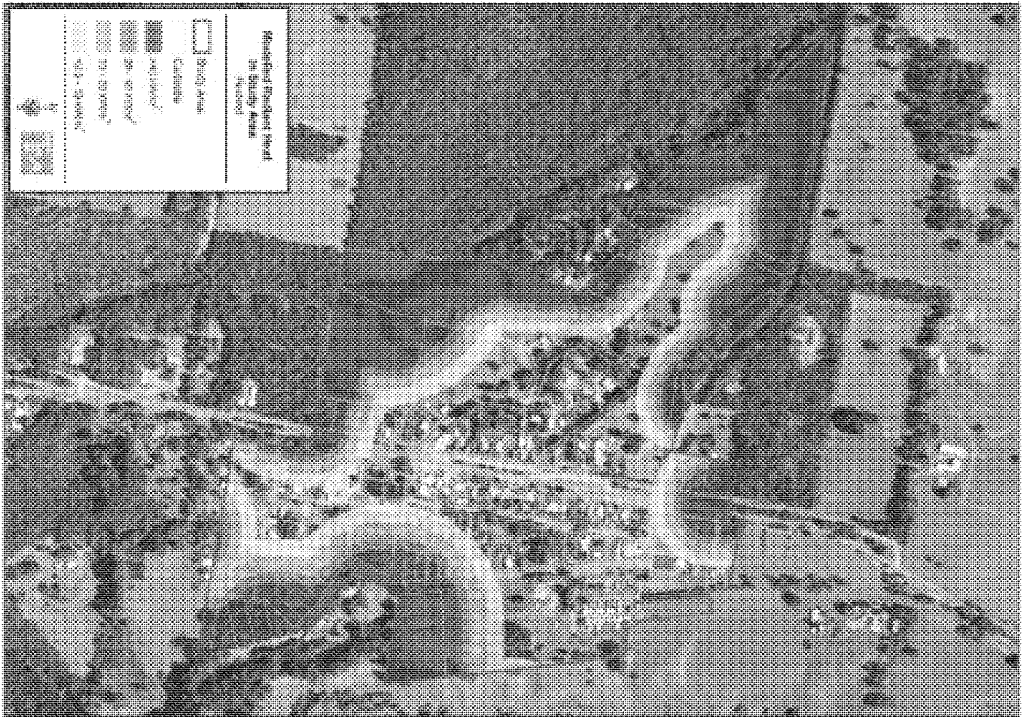


Map 2: Forest Settlement

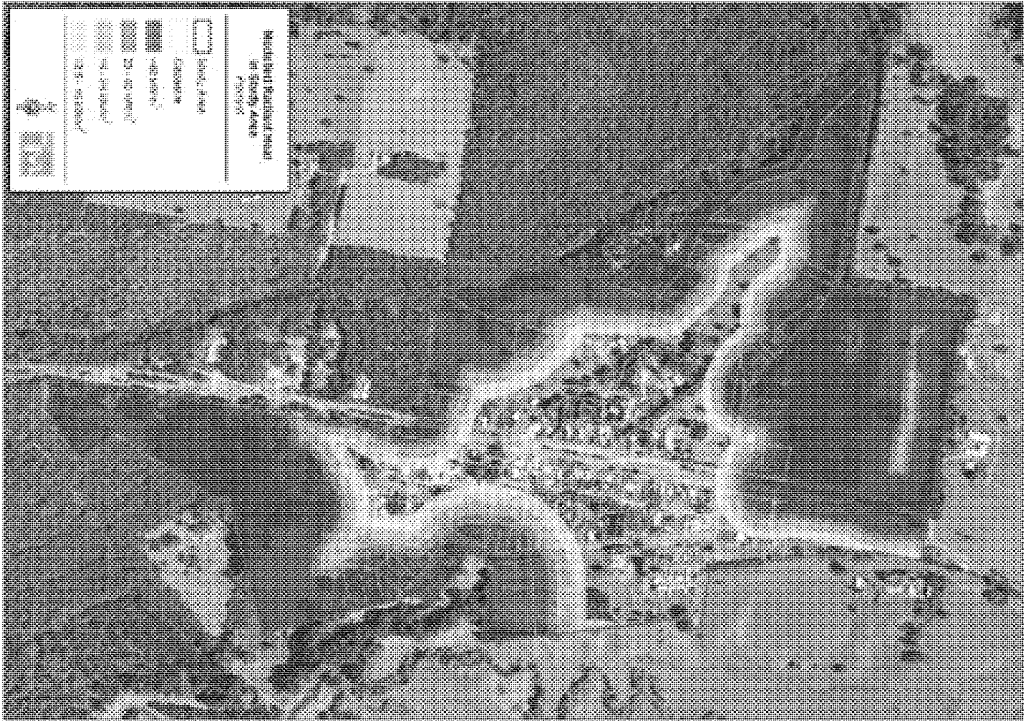




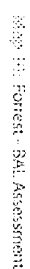
Image 8: Forest - Radiant Heat Impact - Township Area



Map 11: Forest - Radiant Heat Impact - Further Investigation Area









Map 1: Forest Proposed BMO Schedule





## 9. Geilbrand

### 9.1 Settlement Profile

Geilbrand is an inland settlement located between Charleys Creek and the Geilbrand River. It is surrounded by agricultural land and native forest.

About 383 people reside in the wider Geilbrand area. The Township zone contains 59 allotments located off the Colac Lavers Hill Road. Refer to Map 12.

The CDRL5 identified a potential investigation area in Geilbrand. This area was expanded to include all the area between Charleys Creek and Geilbrand River.

Most of the land is privately owned and many of the existing dwellings would not meet current AS3959 requirements.

The Colac Lavers Hill Road is the main road and is managed by VicRoads. The Geilbrand-Castile Rd is a secondary road servicing the town to the west. The Council manages the minor road network.

The classified linear bushland reserve running through town poses a potential fire risk.

Barwon Water supplies reticulated water to Geilbrand.

### 9.2 Landscape

Geilbrand sits on a gentle rise, but the landscape is hilly beyond the settlement. Further northward the foothills give way to the plains whilst to the south the landscape becomes more rugged.

Most land directly around Geilbrand is privately owned. The settlement is immediately surrounded by agricultural grassland. Beyond this is agricultural land and both public and privately owned native forest. The surrounding forest types contain a significant proportion of stringy barked eucalypts.

A linear north-south strip of vegetation runs through the centre of Geilbrand. The strip is greater than 20 metres wide and is in close proximity to classifiable vegetation at the southern end.

This linear vegetation is recorded as 'forest' by Teramatrix (December 2013).

### 9.3 Bushfire Planning Assessment

This section is supported by the Technical Report (December 2013).

#### 9.3.1 Potential Bushfire Impact

A fire could start in the agricultural or forested land in or beyond the Otway foothills to the north-west and develop into a significantly sized bushfire as it spreads towards Geilbrand.

A large fully developed bushfire approaching from the forested land to the south-west is also considered feasible.

A fire approach from the east is less likely; however due to the significant tracts of forest and agricultural land to the east of the settlement, it is also potentially feasible.

A fire that burns into Geilbrand would have the potential to expose dwellings within the settlement to significant levels of radiant heat. Refer to Map 13.

The north-south strip of forest in the settlement centre has a particularly strong impact on the modelled potential radiant heat impact.

Any bushfire behaviour in the reserve is most likely to result from a spot or point ignition. Burning under either a north, north-westerly or south-westerly, the run length of the fire through forest fuels would be limited. The standard forest fire behaviour assumptions in AS3959 are too extreme for this situation.

**The modelled radiant heat output from the linear strip of forest in central Geilbrand is therefore an over-estimation of the potential heat flux.**

### 9.3.2 Bushfire Risk Assessment

#### Existing Development

Gellibrand is at risk of bushfire. The grassy surrounds and gentle slopes reduce the bushfire risk to the settlement, but co-operative management of fuels to achieve vegetation that meets defensible space standards is not currently occurring to any significant degree.

Many allotments, most of which are already built on, have the potential to be exposed to levels of radiant heat that are likely to be in excess of what houses built prior to the introduction of AS3959 have been built to withstand. Refer to Map 13.

Conversely the heat flux from the areas of partially modified vegetation and any house-to-house ignitions could not be modelled, and grassland was excluded from the analysis.

Some fire behaviour should be expected within the settlement during extreme conditions.

There is also the possibility of direct impact from embers within all of Gellibrand being located within 700m from bushland.

The areas that are within 100 metres of the forest beyond town are minimal. There is a lower likelihood of house loss from ember attack if located in the areas more than 100m from the outlying forest. Some localised ember attack from small spot fires in the more heavily vegetated parts of town should also not be ruled out.

The patches of forest vegetation close to the settlement have a strong influence on the extent of potential radiant heat impact. Most of the vegetation in the immediate vicinity is grassland.

The larger areas of forest outside the town could give rise to extreme fire behaviour that may extend into the grassy areas adjacent to the settlement.

#### Future Development Potential

The COPPS identified a long term investigation area (which includes the Central West area along Gellibrand-Carlisle Road).

An area beyond the current Township zone, towards the two watercourses, was also considered but, because it represents a much longer-term growth scenario, only a qualitative analysis was conducted from a bushfire risk perspective of this area.

The Central West area, if developed, would increase the size of Gellibrand by about thirty percent. This growth option was assessed as having limited bushfire risk. However, this potential settlement expansion may be limited due to potential flooding issues.

The flat and grassy surrounds to Gellibrand contribute to a favourable risk profile for the existing settlement. The proposed expansion area is an land with similar favourable slope and vegetation coverage.

There is potential for radiant heat exposure  $>26\text{kJ/m}^2$  in some parts of the existing settlement and the proposed expansion area under FFEI 120 conditions. Refer to Map 14.

Small areas of vegetation were modelled which could contribute to the radiant heat impact of Gellibrand. However, as these areas are reasonably isolated, potentially easily managed and would not be subject to fully developed fire behaviour, therefore the modelled radiant is probably over estimated.

Future development in the Central West area would consolidate the settlement boundary. From a bushfire perspective, there would be few obstacles to meeting the requirements of the BMO for much of the proposed expansion area.

Some management of the nearby vegetation to inner zone standards would be required to enable BAL-29 or less across the future residential areas.

The growth area investigated offers potential for BMO compliant development in Gellibrand again with isolated vegetation management in patches.

The growth area proposal may increase the resilience of the settlement with the amount of settlement interface per allotment reducing with the proposed development. However, the level of growth is unlikely to be sufficient to make any significant difference to the level of bushfire attack on the settlement as a whole.

Revegetation in the grassland between the built areas of the settlement and existing forest should be avoided where it will compromise adequate defensible space.

## 9.4 Recommendations

### 9.4.1 BMO Schedule

It is recommended that a new Schedule to the BMO, specifying the BALS, is applied to Gellibrand in accordance with Map 16.

Approximately 31 lots are affected by a modelled radiant heat flux of 29 kW/m<sup>2</sup> due to their proximity to the linear forest strip in the centre of the settlement. The majority of these lots are deep and therefore could contain appropriate setbacks behind the BAL 29 line. Map 16 details the recommended planning solution to manage the setbacks.

The following setbacks from the inner property boundary are required for BAL 29:

- ✱ BAL 29A (50m from west boundary),
- ✱ BAL 29B (27m from west boundary), and,
- ✱ BAL 29C (36m from east boundary).

On the allotments designated for BAL 12.5 in the north, the mapped build exclusion areas reach 19m from the rear western boundary.

The build exclusion of the western boundary responds to the potential fire impact from the western grassland area.

On the BAL 29 areas, the build exclusion area on the western boundary is 9m and 36m on the eastern boundary.

The build exclusion of the eastern boundary responds to the modelled radiant heat flux from the vegetated spine on the Colac-Lavers Hill Road.

As mentioned, Terramatrix determined that the modelling is an overestimation of the potential conditions and therefore a build exclusion is recommended to support development.

Applications could still be considered under the standard BMO provision for development within the designated build exclusion zones.

### 9.4.2 Strategic Planning

The updated Clause 21 'Settlement' in the Colac Otway Planning Scheme introduced more strategic direction for planning in Gellibrand (through the CORLS).

**The Central West Area is the preferred location for future development in Gellibrand** from a bushfire risk perspective and should be recognised in the planning scheme.

The broader area could also be suitable for development in the long term. A future structure plan would determine the residential development potential in the wider Gellibrand area. This would need to consider bushfire risk and flooding issues in the area.

Gellibrand is affected by a range of environmental planning controls – ESQ2, ESQ3, EMO1, LSO and VPO1. The controls manage watercourses and floodies, landuse and significant vegetation. It is not proposed to modify these provisions.

### 9.5 Fire and Emergency Management

In addition to implementing the bushfire safety measures of the BMO, there are strategies that may reduce the potential bushfire impact for the settlement. Implementation of any strategy or suite of strategies should be well justified as to how they reduce the bushfire risk in Gellibrand.



## 99

## Key Recommendations

The key recommendations are:

## Future Outward Settlement Expansion

1. Support future outward settlement expansion, from a bushfire risk perspective, in Gellibrand.
2. Introduce a new Schedule to the BMO to specify BMO requirements for Gellibrand. In Gellibrand, building exclusion zones will be stated in the Schedule in accordance with Map 14 and apply in the BAL29 areas there is either one or two exclusion areas. The build exclusion area on the western boundary is 9m and 35m on the eastern boundary.

## Strategic Planning

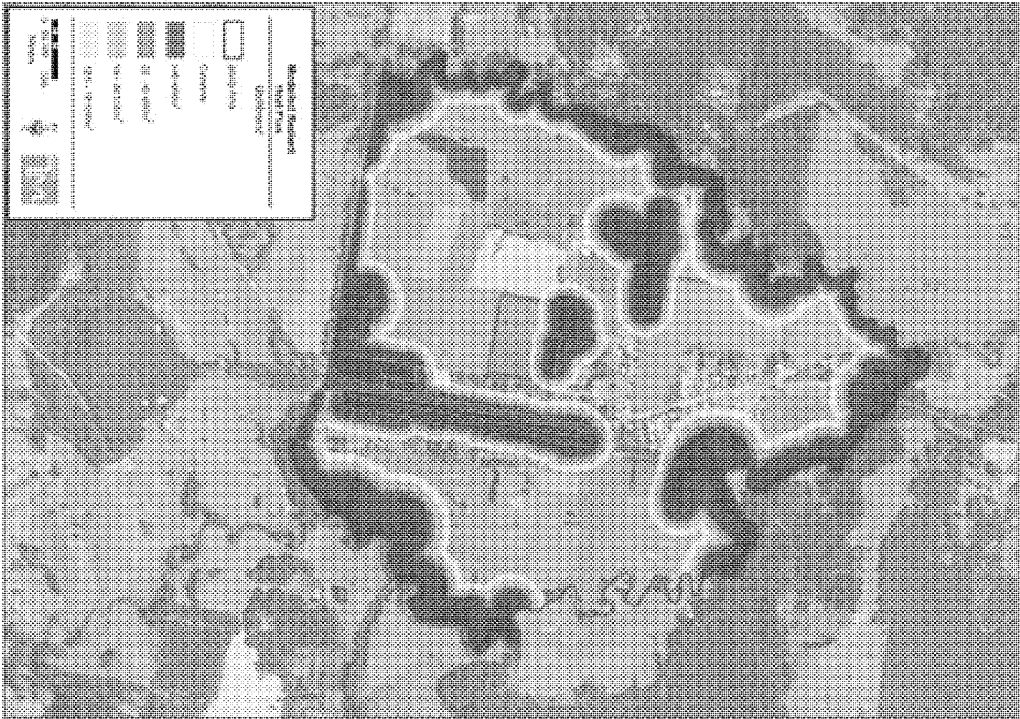
3. Modify the Municipal Strategic Statement and relevant Overlay provisions including:
  - Clause 21.65.8 'Small Towns' to support future growth profiles from a bushfire risk perspective in Gellibrand and ensure the future development is bushfire compliant.
  - Clause 21.04 'Environment to introduce a new policy 'Bushfire Risk'.
  - Clause 21.05.1 'Economic Development' to increase references to bushfire risk.
4. The Council, CFA and key stakeholders continue to work to improve fire and emergency management in all of the settlements.



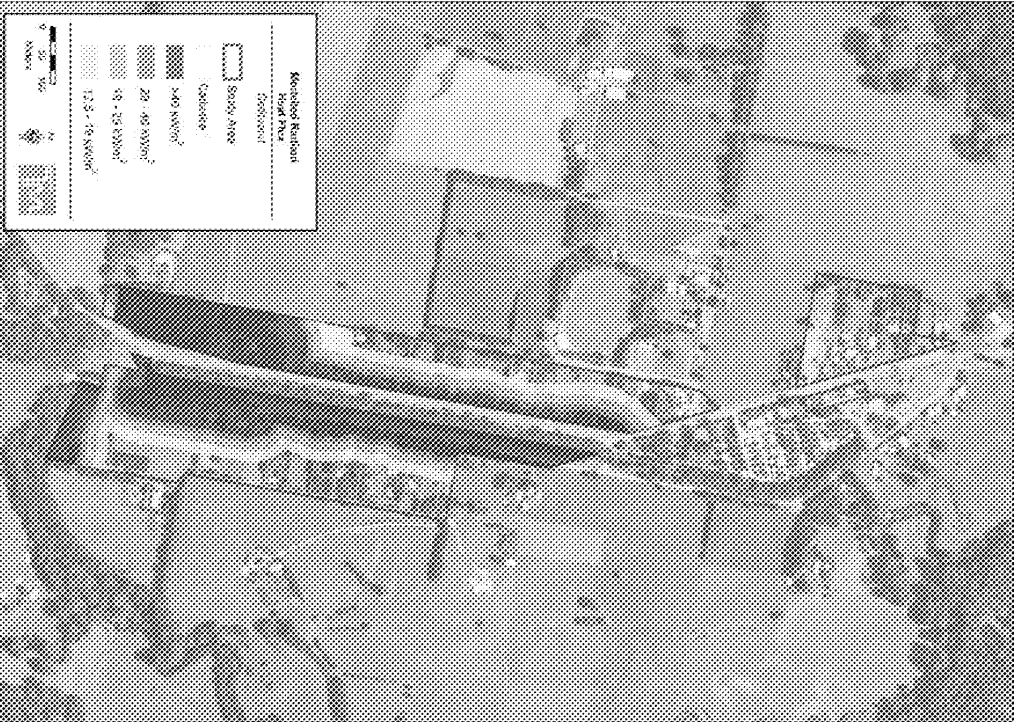
### Notes: 1. Gellibrard - Settlement and Investigation Areas



Map 13: Gellibrand Radiant Heat Flux - Further Investigation Area

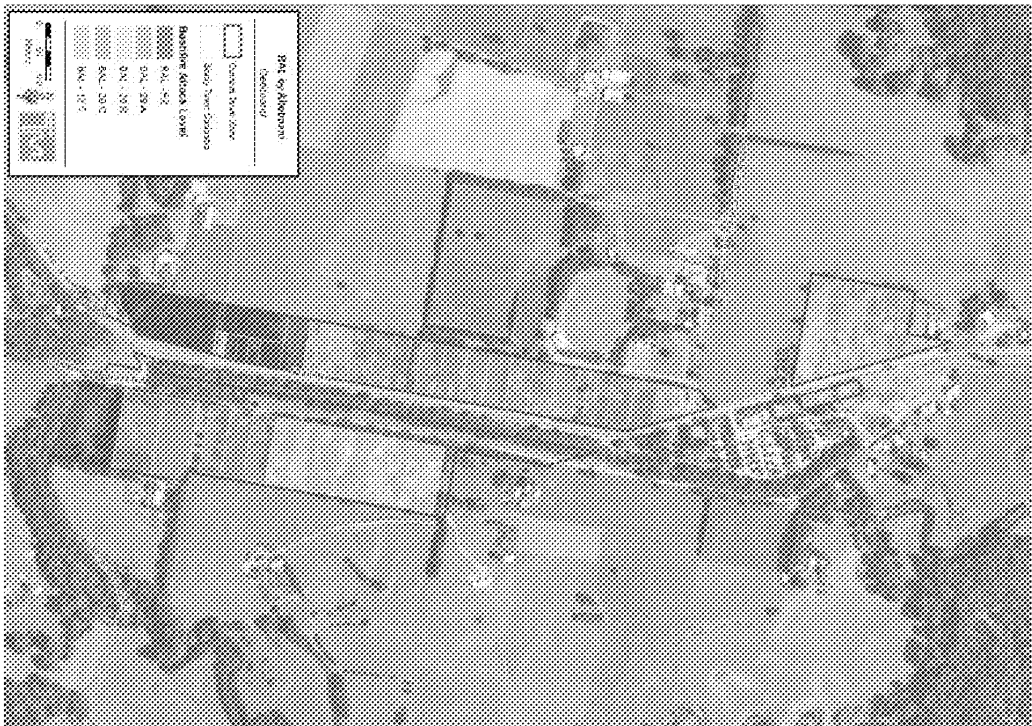


Map 14: Gellibrand Radiant Heat Flux - Township Area





Map 12: Gellibrand Fall by Affluence









## 10. Lavers Hill

### 10.1 Settlement Profile

Lavers Hill lies on the main Otway ridge line on the Great Ocean Road and is mostly surrounded by forest, with some areas of agricultural land.

The Township zoned land is located in areas on either side of the Great Ocean Road, adjacent to the Colac-Lavers Hill intersection. The Lavers Hill P-12 College has 80 students and services the wider region. Refer to Map 17.

Most of the land is privately owned with detached dwellings constructed that would not meet current AS3959 requirements.

The major road servicing the settlement is the Great Ocean Road. It is also serviced by the Colac-Lavers Hill Road to the north-east and the Lavers Hill-Cobden Road to the north-west. The major roads are managed by VicRoads. The minor road network within the settlement is managed by Council.

Water is supplied via tanks in Lavers Hill.

### 10.2 Landscape

The landscape around Lavers Hill is hilly with the settlement located on the ridge line.

Most land directly around Lavers Hill is privately owned with a large proportion of native forests and plantations.

Large areas of public native forest in the Great Otway National Park and the Otway Forest Park.

### 10.3 Bushfire Planning Assessment

This section is supported by the Technical Report (December 2013).

#### 10.3.1 Potential Bushfire Impact

The bushfire hazard of the Lavers Hill landscape is substantial. The close proximity of forest to the settlement exacerbates this risk. The radiant heat analysis in Map 18 illustrates the potential impact in the settlement and surrounding area.

A fire could start in the agricultural or forested land in or beyond the Otway Ranges to the north-west and grow into a large fully developed bushfire as it spreads towards Lavers Hill.

A large fully developed bushfire approaching from the forest and agricultural land to the south-west (the direction of fire approach often associated with a cool wind change), is also considered feasible.

A fire approach from the east under extreme conditions is less likely, however, the significant tracts of forest and agricultural land, as well as the complex terrain, in this direction means it is potentially feasible.

There is also the possibility of ember attack due to the very close proximity of forest to the settlement. In a major bushfire, much of the township area could potentially be exposed to a level of radiant heat above which the existing dwellings have been built to withstand. Refer to Map 18.

#### 10.3.2 Bushfire Risk for Development

##### Existing Settlement

The vegetation will have a strong influence on the extent of potential radiant heat impact. Lavers Hill is considered to have the highest bushfire risk profile of all the inland settlements and future settlement expansion should be avoided.

There is potential that houses within the settlement could be exposed to radiant heat levels well in excess of their design capability. The CORLS indicates that there is high demand for residential development in the township and surrounds.

This report provides no direction on the future land use strategies for residential lots which are unable to meet the current BMO requirements.

##### Future Development

The CORLS proposed rezoning land to the south-west of the township to Rural Living Zone, and extending the Township Zone area. Refer to Map 17.

Due to the high bushfire risk assessment in Lavers Hill, a detailed growth analysis was not undertaken.

Whilst Lavers Hill is a desirable location for tourism and community development, due to the current high bushfire risk further expansion from a bushfire risk perspective is discouraged. It is not recommended to rezone areas to Township Zone or Rural Living Zone given the potential bushfire risk.

increasing the population of the township with the current bushfire risk profile is contrary to the advice of the VBRC and Clause 13-05 of the Colac Otway Planning Scheme.

Future residential or rural residential rezonings, which increases the population in Lavers Hill, is therefore not supported. Whilst the Rural Living zone could be designed to prevent further subdivision and the development would need to meet the BMO, rezoning would encourage residential development and this is not supported.

Any future consideration of growth for Lavers Hill should examine the bushfire risk and carefully consider the efficacy of any risk reduction strategies that are implemented in the future.

## 10.4 Recommendations

### 10.4.1 BMO Schedules

A BMO Schedule is not recommended for Lavers Hill. The degree of potential radiant heat impact indicates that almost all areas of the settlement are rated BAL-FZ therefore applications would be assessed under the standard BMO provisions.

All planning applications should be considered on a case-by-case basis. Due to a general lack of defendable space and the landscape risk consideration, few applications may be successful.

### 10.4.2 Strategic Planning

The updated Clause 21 'Settlement' in the Colac Otway Planning Scheme introduced more strategic direction for planning in Lavers Hill (through the COPL5).

Lavers Hill is affected by a range of environmental planning controls - ESQ2, ESQ3, ESQ4, EMO1 and VPO1. The controls manage watercourses and bodies, land use and significant vegetation. It is not proposed to modify these provisions.

The further investigation areas were modelled as mostly BAL-FZ and therefore not supported for further development. This should be reflected in future planning policy updates.

### 10.4.3 Fire and Emergency Management

The settlement is isolated and safe areas in larger settlements are only reachable via long routes that would be risky during a bushfire, due to the amount of adjacent forest and windy roads.

Hazard management, emergency management planning, bushfire construction standards and suppression capacity should all be improved if the idea of settlement expansion is to be considered.

The community needs to be vigilant during extreme bushfire periods. Additional community education of planting and management of bush gardens will help maintain fuel loads (even though it is considered low threat) in Lavers Hill.

Key infrastructure improvements, in particular telecommunications, will help emergency management leading up to and during a bushfire.

### 10.4.4 Key Recommendations

The key recommendations are:

#### Future Outward Settlement Expansion

1. Discourage future outward settlement expansion from a bushfire risk perspective in Lavers Hill. No rezoning of land to Rural Living zone.

#### Schedule to the BMO

2. A new Schedule to the BMO is not proposed for Lavers Hill.

#### Strategic Planning

3. Modify the Municipal Strategic Statement and relevant Overlay provisions including:
  - Clause 21.03 'Settlement' to discourage future outward settlement expansion in Lavers Hill.
  - Clause 21.04 'Environment' to introduce a new policy Bushfire Risk.
  - Clause 21.05-1 'Economic Development' to increase references to bushfire risk.
4. The Council, CFA and key stakeholders continue to work to improve fire and emergency management in all of the settlements.



Areas Investigated  
in the Bluntfire Planning  
Policy Project

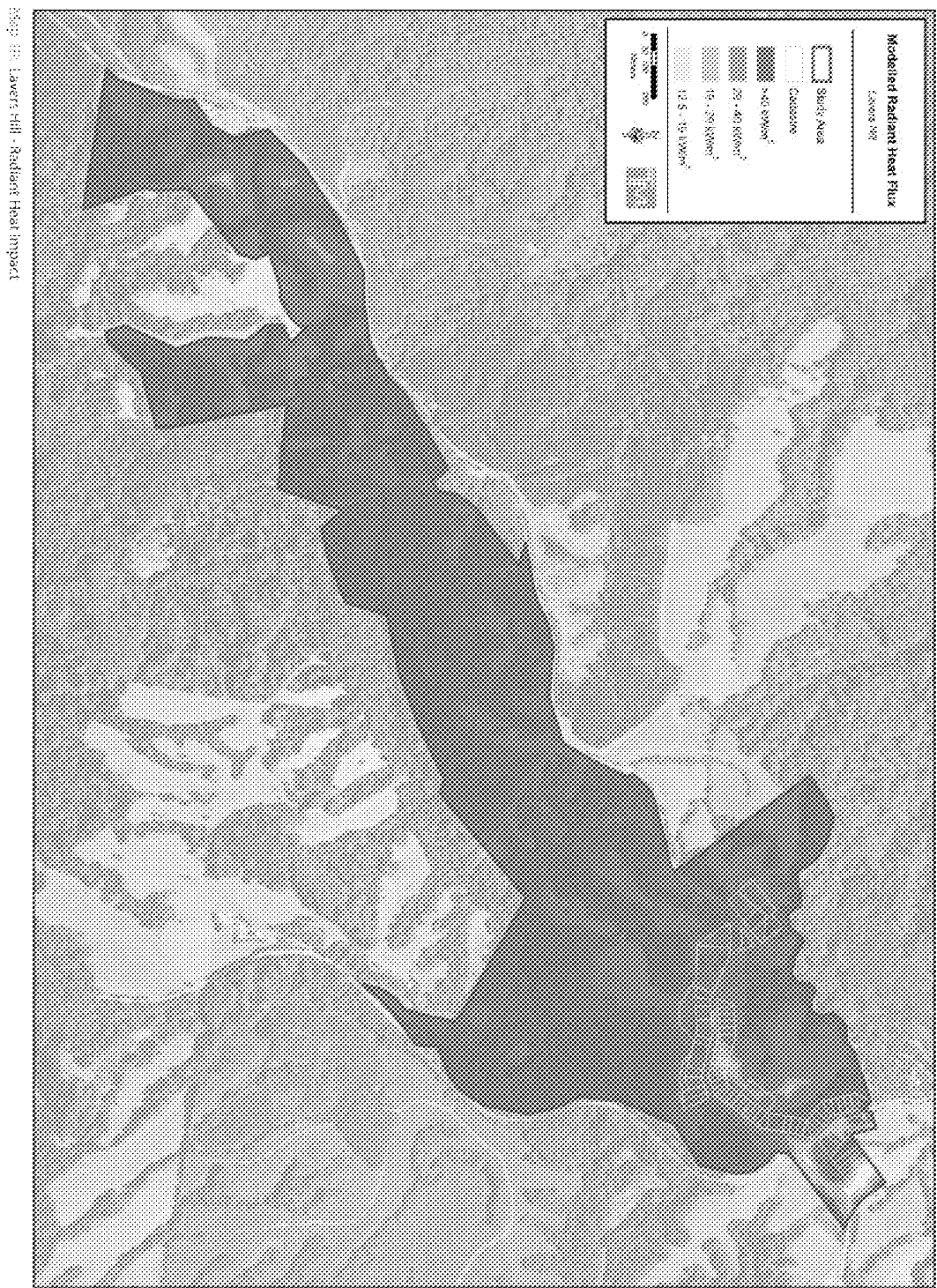
LAWRENCE HILL

Candidate  
Township  
Proposed R/LZ

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# 11. Skenes Creek

## 11.1 Settlement Profile

Skenes Creek is a popular coastal destination with a low permanent population of approximately 160 people. During the summer months the population increases significantly.

The settlement is defined by the Township zoned land and Clause 21.3-7 in the Colac Otway Planning Scheme. Skenes Creek contains 352 allotments. Refer Map 19 and Figure 4.

Most of the land is privately owned and many of the existing dwellings would not meet current AS3959 requirements.

The Great Ocean Road and the Skenes Creek Road (inland connection to Forrest) are the main vehicle access routes. Both roads are managed by VicRoads. The Skenes Creek road network is managed by the Council and characterised by wide sealed and unsealed roads, with a few dead-ends.

Barwon Water is the water authority for Skenes Creek and water is supplied via gravity fed reticulation.

## 11.2 Landscape

The Skenes Creek landscape drops to the south east as the dunes recede towards the ocean.

The surrounding area is a mixture of grassy agricultural land and native forest. Vegetation in and immediately around the settlement is forest and coastal shrub.



Figure 4: Skenes Creek - Digital Aerial

## 11.3 Bushfire Risk Assessment

The Technical Report (December 2013) provides further details of the bushfire assessment.

### 11.3.1 Potential Bushfire Impact

A fire starting in the agricultural or forested land in or beyond the Otway ranges to the north-west could develop into a significantly sized bushfire as it spreads towards Skenes Creek.

A fire from the south-west would approach the town largely through coastal slopes and also has the potential to be large and well developed.

There are two main vegetation classes within the township area:

- \* low threat vegetation; and
- \* partially modified.

Fire approach from the east is less likely, however the areas of coastal scrub and grassland near the Great Ocean Road to the north-east of the settlement cannot be discounted.

A fire that reaches Skenes Creek will have the potential to expose many of the dwellings to significant levels of radiant heat. Refer to Map 20.

Many allotments, most of which are already built on, have the potential to be exposed to levels of radiant heat in excess of what the house may be built to withstand.

There is also a likelihood of direct impact from ember. While the settlement is not surrounded by forest, there are significant forested areas to the north, much of which is dominated by canopy trees with ribbon and/or stringybark fuel types, which are major contributors to both medium and long range spotting.

Most of the vegetation in Skenes Creek is low threat or partially modified vegetation.

Due to its condition (which may be related to a modified canopy, a modified understory or both), partially modified vegetation presents a significant challenge to fire behaviour modelling.

A small fuel sample in partially modified vegetation in the coastal settlements revealed that the fuel hazard and fuel load present in partially modified vegetation varied widely and no single mean value could be confidently attributed to the vegetation type for modelling purposes.

Most of the vegetation within close proximity to the township is grassland. It is the steep, forested slopes that is the major source of this risk.

The limited accessibility into the northern parts of Skenes Creek is also a factor that contributes significantly to this risk.

### 11.3.2 Bushfire Risk for Development

#### Existing Settlement

There are allotments on both the northern and western boundaries of the settlement that are most at risk due to close proximity to the vegetated gully.

Other sections of the settlement's boundary may be impacted by grassfire.

The majority of the lots in Skenes Creek are BAL-29 or less. Refer to Map 20 & 21.

#### Future Development

This Project did not specifically analyse development potential beyond the town boundary. However, from a bushfire risk perspective, there is some development potential at Skenes Creek.

This would be subject to the Council and CFA support for 'acceptable risk' development in the broader Apollo Bay area, and compatibility with other land use planning considerations.

A bushfire compatible subdivision on the grassy slopes to the east of the current settlement could potentially meet all BMO objectives including the location and layout objectives given the close proximity to Apollo Bay. This grassy environment offers space to achieve ample defensible space.

Development on these eastern grassy slopes would

be more desirable than development inland near the vegetated gully.

### 11.4 Recommendations

#### 11.4.1 Schedule to the BMO

At present, the BMO only applies to part of Skenes Creek. The bushfire assessment has applied to the entire township.

It is recommended that a new Schedule to the BMO, specifying the BALs, is applied to Skenes Creek in accordance with Map 22.

The Schedule will address in-fill development, extensions and rebuilds which trigger a permit under the BMO.

The Schedule should specify that inner zone defensible space should be managed to the property boundary.

#### 11.4.2 Strategic Planning

The EMCI applies to part of Skenes Creek but due to its importance in maintaining soil stability in the area, no changes are recommended to this provision.

It is recommended that Council consider modifying Clause 21.03.5 'Skenes Creek' to increase the emphasis on bushfire risk and vegetation management.

NCOI refers to the character of the settlement being nestled within the often steep topography and indigenous and native vegetation. It is recommended that the requirements for revegetation and protection of the tree canopy vegetation be modified to reduce the fuel loads, and potential fire risks.

The proposed changes to the NCOI will preserve the landscape and neighbourhood character of the area, but reduce replanting requirements around dwellings to reduce the fire risk.

#### 11.4.3 Fire and Emergency Management

The relevant fire protection and emergency management agencies must continue to implement a range of measures to reduce the bushfire risk in the area.

Additional community education about planting and management of bush gardens will help maintain fuel loads (even though it is considered low threat) in Skenes Creek.

Key infrastructure improvements, in particular telecommunications, will help emergency management leading up to and during a bushfire.

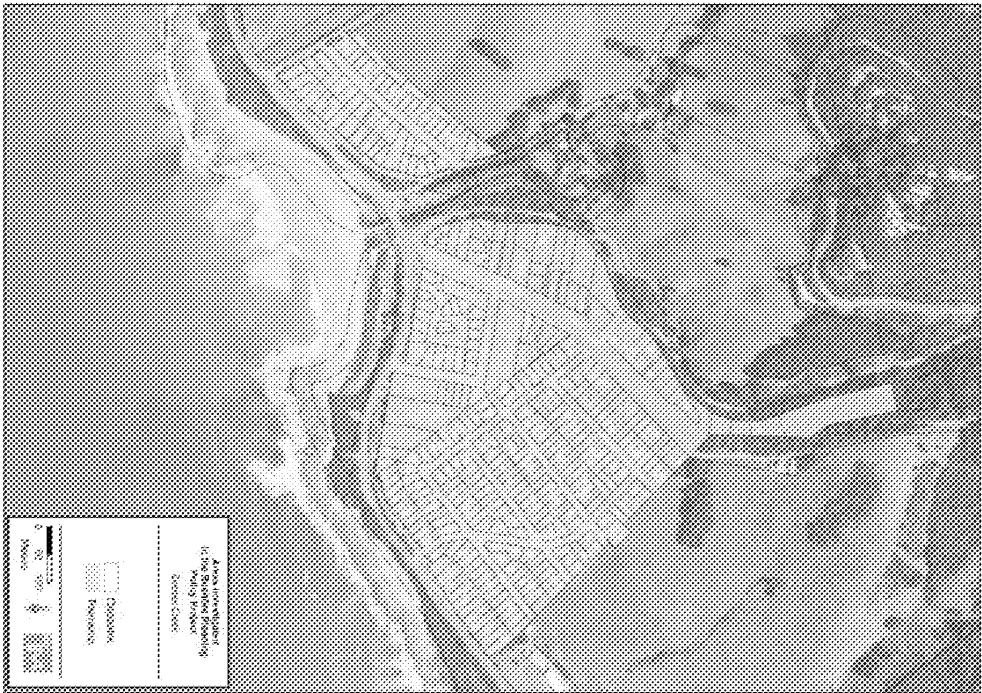
#### 11.4.4 Key Recommendations

The key recommendations are:

1. A new Schedule to the BMO to specify BAL ratings and BMO requirements for Skenes Creek;
2. Modify Clause 21.03.5 'Skenes Creek'
  - Support bushfire compliant development; and,
  - Delete objectives to encourage revegetation.
3. Modify NCOI to reduce the revegetation requirements.
4. The Council, CFA and key stakeholders continue to work to improve fire and emergency management in all of the settlements.



Map 19: Skanes Creek - Township Area  
54 Colac Otway Bushfire Planning Policy Project - Part 2 - Settlement Analysis





**Shuangzi River**

**Shuangzi River Bridge**

**Shuangzi River Park**

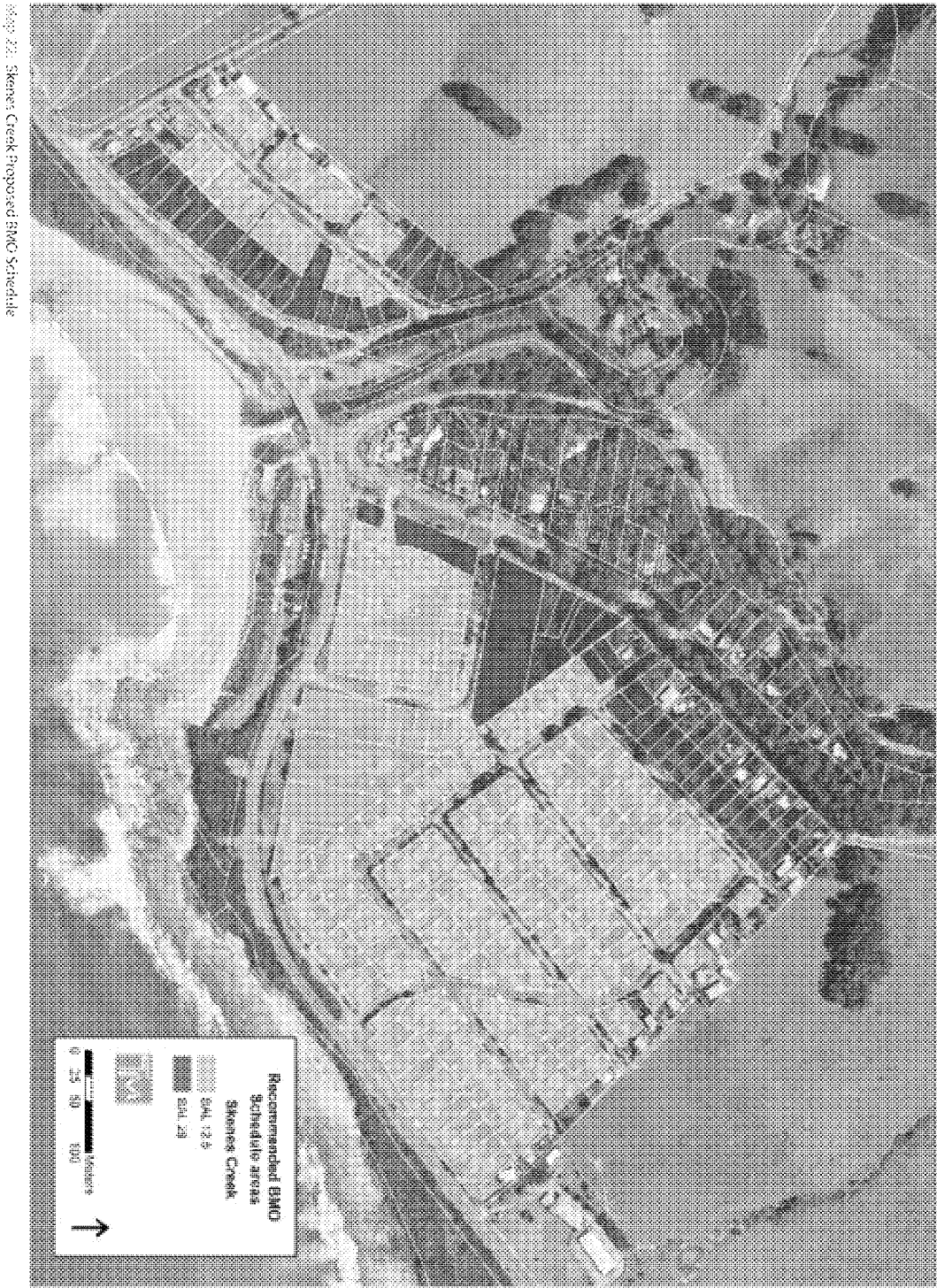
**Legend**

- Shuangzi River
- Shuangzi River Bridge
- Shuangzi River Park
- Shuangzi River Park (Green)
- Shuangzi River Park (Blue)
- Shuangzi River Park (Yellow)
- Shuangzi River Park (Red)
- Shuangzi River Park (Grey)
- Shuangzi River Park (White)

**Scale**

0 1000 2000 3000 4000 5000 6000 7000 8000 9000 10000







## 12. Kennett River

### 12.1 Settlement Profile

The coastal settlement of Kennett River is located on the Great Ocean Road, approximately 21km to the north east of Apollo Bay. Kennett River is a popular coastal settlement which also has many absentee landholders and experiences a population influx during the summer months.

The settlement is defined by the Township zoned land and Clause 21.3.7 in the Colac Otway Planning Scheme. Kennett River contains 189 allotments located in two areas - to the south of the Kennett River watercourse (106 allotments) and a smaller area to the north (83 allotments). Most of the land is privately owned and many of the existing dwellings would not meet current AS3959 requirements.

The major road servicing the settlement is the Great Ocean Road along the coast. This road is managed by VicRoads. The minor road network within the settlement is managed by the Council. The minor roads are a combination of wide, well defined and sealed roads and some steep grade gravel roads with a moderate proportion of dead ends.

The water authority for Kennett River is Barwon. Water and sewer is supplied to the settlement via gravity fed reticulation.

### 12.2 Landscape

The landscape around Kennett River consists of long, steep, heavily forested ridgelines that transition to tall scrub-type vegetation. Many of the forested slopes are very steep. Refer to Figure 5.

The land surrounding Kennett River is a mixture of both privately owned and public land.

The vegetation is dominated by native forest on the ridges and slopes and tall scrub-type vegetation closer to the coast.

There are two main vegetation classes in the township - low threat and partially modified (gardens that cannot be classified as 'low threat' or 'cultivated'). Although the native vegetation has been modified, the fuel loads remain high.

### 12.3 Bushfire Planning Assessment

#### 12.3.1 Potential Bushfire Impact

Kennett River could be exposed to a large, well developed forest fire heading south, south-east or east from the Great Otway National Park.

Several parts of the settlement directly interface with forest. The nearby forest and partially modified forest in the settlement could allow intense fire behaviour to reach beyond the houses on the forest periphery.

Ember attack is likely, radiant heat impact probable and direct flame contact is possible.

Ignitions in the coastal scrub may also compromise access along the Great Ocean Road.

A south-westerly wind change may push a fire along the coast from the south-west.

Unpredictable fire behaviour close to the settlement may occur due to the interaction of hot inland wind, coastal breeze, strong wind change and/or rolling topography.

A fire that reaches Kennett River will have the potential to expose dwellings within the settlement to significant levels of radiant heat.

Potential radiant heat exposure is shown on Map 24. Many allotments, most of which are already built on, have the potential to be exposed to levels of radiant heat in excess of what the house may be built to withstand.

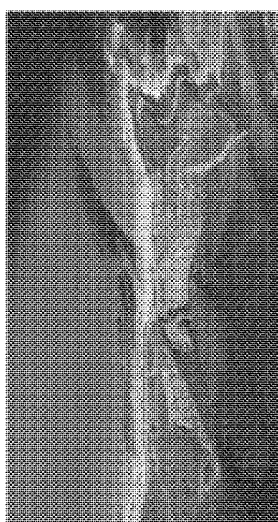


Figure 5: Kennett River - Aerial

The vegetation in close proximity to the settlement is dominated by ribbon and stringybarked canopy species which are major contributors to medium and long range spotting during bushfire.

The vegetation types in and around Kennett River generally translate well to the assumed vegetation classes used for determining fire behaviour in the BMO.

A small program of fuel sampling in partially modified vegetation in the Coastal settlements revealed that the fuel hazard and fuel load presents in partially modified vegetation varied widely and no single mean value could be confidently attributed to the vegetation type for modelling purposes.

All edges of the settlement are at risk from being exposed to high levels of radiant heat, flame contact and ember attack.

The steep roads, dead ends and difficult access to the area of Kennett River to the north further compound the risk that is present from the vegetation.

### 12.3.2 Bushfire Risk for Development

Kennett River has a high bushfire risk. The majority of the lots were rated BAL FZ in this project. There are smaller pockets of BAL 19 or below, but these areas should remain under the provisions of the BMO and trigger the requirement for a Bushfire Management Statement. The introduction of a Schedule to the BMO would not be significantly different from the parent provision and therefore difficult to justify.

This report provides no direction on the future land use strategies for residential lots which are unable to meet the BMO requirements.

## 12.4 Recommendations

### 12.4.1 BMO Schedule

Due to the fact that most of the allotments are affected by a BAL 29 or greater, it is not recommended that a Schedule to the BMO be introduced in Kennett River.

Most of the Township zoned land is rated a BAL FZ. There is a very low number of allotments affected by radiant heat flux of less than 29kW/m<sup>2</sup>. Refer to Map 24.

### 12.4.2 Strategic Planning

The Kennett River, Wye River and Separation Creek Structure Plan provides the strategic settlement framework. This Project does not propose to extend the settlement boundaries of the towns.

The MSS should be modified to address bushfire risk in Kennett River.

An EMO applies to Kennett River, but no changes are proposed to this provision.

The conflict between landscape values and bushfire risk is also a key issue in Kennett River. Landscape value is generally defined by the existing vegetation. The bushfire risk could be reduced if the vegetation was modified.

NCOI refers to the character of the settlement being treated within the often steep topography and indigenous and native vegetation. It is recommended that the requirements which require revegetation be modified to reduce the fuel loads, and potential fire risks. The proposed changes to the NCOI will preserve the landscape and neighbourhood character of the area, but reduce vegetation which could increase the fire risk.

## 12.5 Fire and Emergency Management

The relevant fire protection and emergency management agencies must continue to implement a range of measures to reduce the bushfire risk in the area.

The community needs to be vigilant during extreme bushfire periods. Additional community education about planting and management of bush gardens will help maintain fuel loads (even though it is considered low threat) in Kennett River.

Key infrastructure improvements, in particular telecommunications, will help emergency management leading up to and during a bushfire.

### 12.5.1 Key Recommendations

The key recommendations are:

#### Schedule to the BMO

1. A new Schedule to the BMO is not recommended for Wye River or Separation Creek.

#### Strategic Planning

2. Modify the Municipal Strategic Statement and relevant Overlay provisions including:
  - 21.03.6 'Kennett River, Wye River and Separation Creek' to support bushfire compliant development, and decrease revegetation requirements;
  - Clause 21.04 'Environment' to introduce a new policy 'Bushfire Risk';
  - Clause 21.05.1 'Economic Development' to increase references to bushfire risk;
  - Schedule 2 to the Significant Landscape Overlay and Schedule 1 to the Neighbourhood Character Overlay to reduce the revegetation requirements.
3. The Council, CFA and key stakeholders continue to work to improve fire and emergency management.



Map 13: Nerren River Township

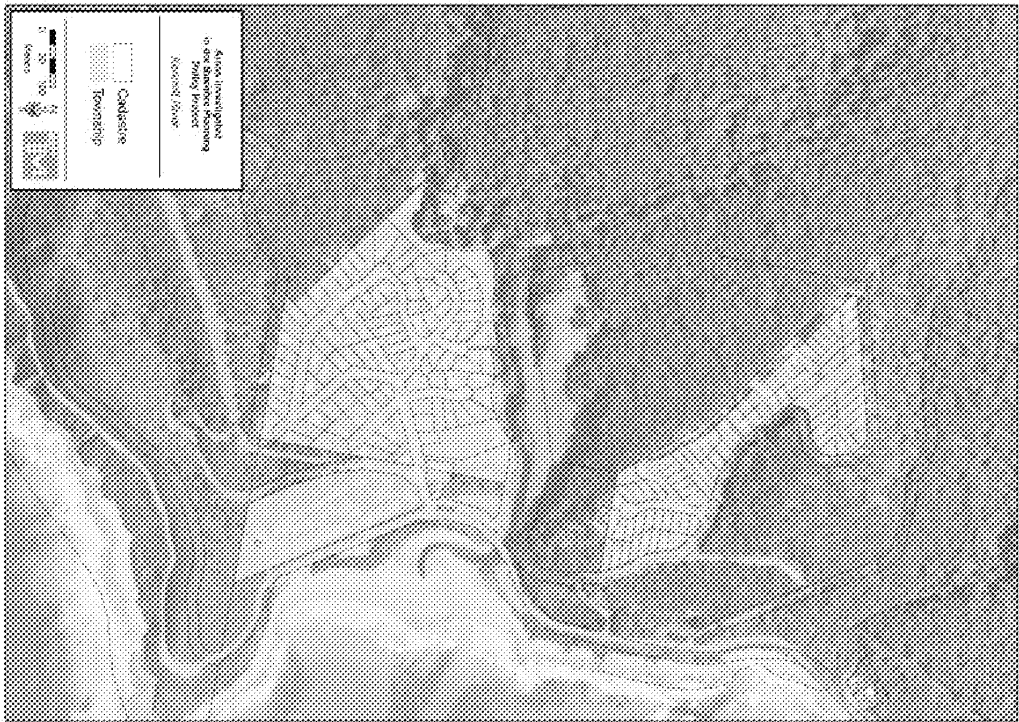




Figure 14: Kennett River - Radiant Heat Flux

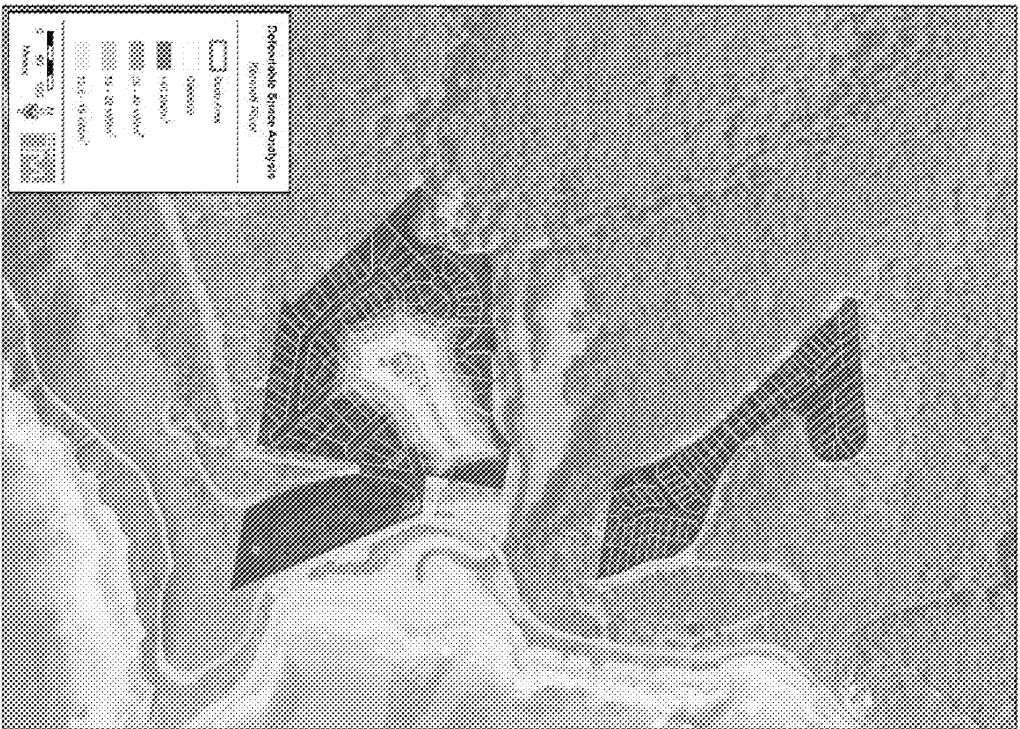


Figure 15: Kennett River - SA by Altitude





## 13. Wye River & Separation Creek

### 13.1 Settlement Profiles

The coastal settlements of Wye River and Separation Creek are located on the Great Ocean Road, approximately 18km to the south west of Lorne. The fire characteristics of the two settlements are closely related and have been analysed together.

The Wye River/Separation Creek wider area includes about 238 people. During summer, coinciding with the fire danger period, Wye River and Separation Creek experience a surge in population. Both settlements have many absentee homeowners.

The settlements are defined by the Township zoned land and Clause 21.3-7 in the Colac Otway Planning Scheme. Wye River contains 390 allotments and Separation Creek contains 123 allotments. Refer to Map 24.

Most of the land is privately owned and many of the existing dwellings would not meet current AS3959 requirements. A few commercial properties are located in Wye River including a café/general store, hotel and caravan park.

Land to the north and north-west of the township boundary is privately owned, with over 250 hectares in one ownership.

Fuels on both private and public land are a hazard to the township. If the fuel loads are not managed,

this could substantially increase the threat to the townships.

The Great Ocean Road is the main vehicle access route and is managed by VicRoads. The local road network within the settlements is managed by the Council. Many of the local roads are narrow, unsealed and there are several dead end roads. Forest roads and tracks under management by Parks Victoria or DEPI access the inland sides of the settlements.

Barwon Water is the water authority for Wye River and Separation Creek. However, the water supply to these settlements is via individual tank supply. Barwon Water investigated the installation of a reticulated system but it was resolved that the location was unsuitable for the infrastructure.

### 13.2 Landscape

The Wye River and Separation Creek landscape is steep, complex and dissected. Generally the landscape consists of long, steep, heavily forested spurs that transition to tall-scrub type vegetation as the landscape falls to the sea. Many of the forested slopes are very steep.

The vegetation around the settlements is described as open forest and falls into the BMO classification of forest.

### 13.3 Bushfire Planning Assessment

Within the Township zone, three vegetation classes have been used. These are 'forest', 'partially modified' and 'low threat'. There are areas of classifiable forest on residential allotments in Wye River.

The Technical Report (December 2012) provide further details of the bushfire assessment.

#### Wye River

A bushfire could approach from several directions between north and south-west long sections of forest extending right into the settlement may facilitate extreme bushfire behaviour in very close proximity to houses.

Several parts of the settlement interface with the forest, meaning that the potential impact is high. Prolonged ember attack, radiant heat impact and direct flame impact are possible. Areas of forest and partially modified forest in the settlement could allow intense fire behaviour to reach beyond the houses on the settlement periphery.

Smaller secondary ignitions in the coastal scrub may impact the seaward side of the settlement and could compromise accessibility on the Great Ocean Road.

A south-westerly wind change may mean that a fire in the Apollo Bay direction could impact the town. Unpredictable fire behaviour may occur close to or within the settlement due to the interaction of hot inland wind, coastal breeze, strong wind change and/or rolling topography.

#### Separation Creek

A bushfire scenario at Separation Creek is a large, well-developed forest fire approaching from the north or north-west through the Great Otway National Park.

Long sections of forest extending right to the settlement may facilitate extreme bushfire behaviour in very close proximity to houses.

Similar to Wye River, several parts of the settlement interface with forest and spot fires could occur in the coastal shrub.

A south-westerly wind change may mean that a fire in the Apollo Bay direction could also impact the town. Under these conditions the built up area of Wye River may ease conditions for Separation Creek, but a severe bushfire is expected to burn through both settlements.

The steep forested gully on the western edge of the settlement would see intense bushfire behaviour in that vicinity. Unpredictable fire behaviour close to the settlement may occur due to the interaction of hot inland wind, coastal breeze, strong wind change and/or rolling topography.

Significant impact to the houses and people of the community is possible under extreme conditions.

### 13.3.1 Potential Bushfire Impact

A fire that reaches Wye River and Separation Creek will have the potential to expose the dwellings within the settlement to significant levels of radiant heat. It is probable that fire would spread throughout the settlement area with ignition of houses likely from radiant heat and flame ignitions from nearby partially modified vegetation.

Map 27 indicates that many allotments have the potential to be exposed to levels of radiant heat beyond their construction standard.

A conservative application of the setback distances should be applied due to the exclusion of fire behaviour in the partially modified vegetation areas and the fact that house-to-house ignitions have not been taken into account.

There is also a likelihood of extreme impact from embers, as stringy and ribbon barked tree species dominate the canopy.

A conservative approach is to assume that all allotments within the settlement could be affected by a radiant heat flux above 40kW/m<sup>2</sup>.

#### The Wye River and Separation Creek settlements have a significant risk of bushfire impact.

Due to close proximity to classifiable vegetation, the inland edges of town are the areas within the settlements that are most at risk.

Due to the condition of the vegetation throughout the settlement, most dwellings will experience extreme levels of radiant heat with very few allotments being exposed to radiant heat flux less than 29kW/m<sup>2</sup> under an FFDI of 120. Refer to Map 27.

The risk to Wye River and Separation Creek is further compounded by the layout, surface and grade of the minor road network.

The BFC standard cannot be easily met for these settlements in their current state.

### 13.3.2 Bushfire Risk for Development

The allotments covered by hatching on Map 27 are within classifiable forest and in BAL-FZ. As classifiable forest extends into the current Township zone of the settlements, potential radiant heat flux has been modelled from the boundary of the classifiable vegetation.

The results of the BAL by allotment analysis are of interest as they indicate that **93.7% of all allotments within Wye River and Separation Creek are affected by BAL-FZ radiant heat flux.**

The majority of allotments are affected by radiant heat flux in excess of 29kW/m<sup>2</sup>.

### 13.4 Recommendations

#### 13.4.1 BMO Schedule

Most of the Township zoned land across both settlements is rated a BAL-FZ. There are smaller pockets of BAL-19 or below, but these areas are small and isolated so should remain under the provisions of the BMO.

The very low number of allotments affected by radiant heat flux of less than 29kW/m<sup>2</sup> in Wye River and Separation Creek are not considered suitable for a precinct based Schedule to the BMO as there is a lack of defensible space to achieve any significant area of BAL-29 or less allotments.

### 13.4.2 Strategic Planning

The Kennett River, Wye River and Separation Creek Structure Plan provided the strategic settlement framework. This Project does not propose to extend the settlement boundary of Wye River or Separation Creek.

Unlike other settlements, Wye River and Separation Creek include large sections of classifiable vegetation on private land, including vacant land. This report provides no direction on the future land use strategies for residential lots which is unable to meet the BMO requirements.

Over the past few years, development has been approved in locations which may not meet the current BMO requirements. In the event that a planning permit lapses, the Council must apply (unless superseded) the principles of Kanra v Murrumbidgee Shire Council 18 ALJR 285. Council must consider the change in policy and requirements when considering extension of time requests.

The EMOI applies to part of Skerries Creek but, due to its importance in maintaining soil stability in the area, no changes are recommended to this provision.

It is recommended that Council consider modifying Clause 21.03 to increase the emphasis on bushfire risk and vegetation minimisation.

The conflict between landscape values and bushfire risk is also a key issue in Wye River and Separation Creek. Landscape values are generally defined by the existing vegetation.

### 13.4.3 Fire and Emergency Management

NCOI refers to the character of the settlement being located within the often steep topography and indigenous and native vegetation. It is recommended that the requirements which require revegetation be modified to reduce the fuel loads, and potential fire risks. The proposed changes to the NCOI will preserve the landscape and neighbourhood character of the area, but reduce vegetation which could increase the fire risk.

The relevant fire protection and emergency management agencies must continue to implement a range of measures to reduce the bushfire risk in the area.

The community needs to be vigilant during extreme bushfire periods. Additional community education about planting and management of bush gardens will help maintain fuel loads (even though it is considered low threat) in Wye River and Separation Creek.

Key infrastructure improvements, in particular telecommunications, will help emergency management leading up to and during a bushfire.

### 13.4.4 Key Recommendations

The key recommendations are:

#### Schedule to the BMO

1. Introduction of a new Schedule to the BMO is not recommended for Wye River or Separation Creek.

#### Strategic Planning

2. Modify the Municipal Strategic Statement and relevant Overlay provisions including:
  - 21.03-6 'Kennett River, Wye River and Separation Creek' to support bushfire compliant development and decrease revegetation requirements;
  - Clause 21.04 'Environment' to introduce a new policy 'bushfire risk';
  - Clause 21.05-1 'Economic Development' to increase references to bushfire risk;
  - Schedule 2 to the Significant Landscape Overlay and Schedule 1 to the Neighbourhood Character Overlay to reduce the revegetation requirements;
3. The Council, CFA and key stakeholders continue to work to improve fire and emergency management in all of the settlements.



Map 26: Wye River / Separation Creek - Radiant Heat Flux



Map 27: Wye River / Separation Creek - BAL by Allotment





# Part 3 - Discussion



# 14. Discussion

## 14.1 Overview

All the settlements have high fire risk profile, however the analysis provides some opportunity to refine the BMO assessment requirements in some locations.

Growth of the inland settlements is favoured if it can be done safely and sustainably. The CCRPS identified settlements that have potential for strategic growth within the municipality, but recognised that bushfire risk is a significant constraint in some locations.

In developing the recommendations, the preservation of life, above all factors, has determined the results.

Table 3: Outcomes for Each Settlement

| Settlements      | Growth Potential (Part 2) | BMO Schedule (Part 1) |
|------------------|---------------------------|-----------------------|
| Gellibrand       | •                         | •                     |
| Forrest          | •                         | •                     |
| Lavers Hill      |                           |                       |
| Beech Forest     | •                         |                       |
| Skenes Creek     |                           | •                     |
| Kennett River    |                           |                       |
| Wye River        |                           |                       |
| Separation Creek |                           |                       |

## 14.2 Landscape Risk (BF3)

The BMO Landscape Risk Assessment (BF3) requirement states that development should avoid locations where the risk to life, property and community infrastructure from bushfire cannot be reduced to an *acceptable level* through bushfire protection measures.

The bushfire risk characteristics of a settlement should be carefully considered when assessing standard BF3 in clause 52.47 of the VPP.

The BF3 provision is *not* a mandatory requirement in the Planning Scheme. Whilst there is no definition of an 'acceptable level of risk' for each settlement, the recommendation to apply a new Schedule to the BMO assumes level of risk to be acceptable. A BMO Schedule will be applied to the following settlements:

- Skenes Creek;
- Forrest; and
- Gellibrand.

The further investigation areas were also assessed against the BF3 provision.

The increased emphasis on providing a safe place and minimising bushfire risk conflicts with landscape values. For instance, are the communities prepared to accept a changed landscape (i.e. removal of vegetation) to improve the settlement bushfire risk?

## 14.3 Vegetation Management

The landscape character is mostly defined by the existing vegetation and ecological values across each settlement.

In some instances, classifiable vegetation is located on private residential lots.

Achieving and maintaining the Inner Zone vegetation management standard in accordance with the BMO for the settlements would generally require:

- Removal of mature Eucalypts to result in a canopy cover of 15%;
- Regular cutting of grass throughout the declared Fire Danger Period; and
- Considerable thinning of understory shrubs.

The Council should develop a community bushfire planting list which supports the CFA Planting Guide and the Coastal Garden - Landscaping for Bushfire. Given the distribution of forests in and around the settlements, fuel management is a significant issue. Fuel loads should be managed on both private and public land (Crown land and Council land) in order to reduce the fuel hazards and hence the risk of bushfire impact to the settlements. Co-ordinated cross tenure management arrangements to minimise fuel in and around the settlements is encouraged.

This includes managing road side vegetation, areas under powerlines and high use areas. It is also important that vehicle access is maintained for fire fighter access.

Under the BMO, bush gardens do not qualify as 'low threat vegetation'. The property owners are therefore encouraged to use the CFA's Landscaping for Bushfire: Garden Design and Plant Selection (CFA 2011) as a guide for property maintenance.

Revegetation is a key issue in most of the settlements, particularly the coastal settlements. Some of the overlay controls specifically require revegetation which will increase the potential fire risk to the settlement and conflicts with the objectives of the BMO to reduce vegetation around dwellings. It is recommended that the revegetation requirements in all settlements are amended in order to reduce the bushfire risk.

#### 14.4 Development in Existing Areas

Most of the existing dwellings are older and would not meet the current requirements of the BMO/ ACS939.

The BMO provides some opportunities to extend or modify existing dwellings without needing a planning permit. All home owners should be encouraged to retrofit their dwellings to meet current bushfire standards.

The overall improvement of the building stock combined with a reduction in vegetation around dwellings (including bush gardens) would improve the safety in the settlement.

There are limited opportunities for planning authorities to influence the overall bushfire safety standard of houses subject to renovations and/or extensions. The Council should consider utilising all

opportunities to improve the safety of dwellings. Existing planning requirements will impact on the future development potential in existing settlements.

Within Schedule areas, construction of extensions and renovations should be to the BA construction standard as per the Schedule or on a site assessment.

These provisions require a minimum defensible space provision and prescribe water and access requirements. The steep terrain, proximity to classifiable vegetation and lot sizes may limit future development potential of the land. In some circumstances, land owners may be able to negotiate sharing of defensible space, but it can be complex.

The VBC discussed a settlement buyback scheme for high bushfire risk locations. The settlement buyback scheme released by the Victorian Government was limited to areas affected by the Black Saturday fires and is now closed. This is no longer an option for the high risk areas in Colac Otway Shire.

New development must meet the BMO requirements and in circumstances whereby Council has to consider an extension of time for older permits, the *Kartor v Murrindindi SC* (1997) 18 AATR 285 case law lists factors that should be applied including current planning controls and policy.

Each settlement includes a supply of vacant Township zoned lots, in some instances, these lots may not be able to meet the current requirements considered when determining whether the life of a Planning Permit should be extended

#### 14.5 Future Development

The Project investigated areas for the inland settlements which may be potential locations for residential or rural residential development. An extension of the coastal settlement boundaries were not investigated as part of this Project.

The bushfire risk at Lavers Hill is high and there are inadequate areas to provide defensible space requirements. Future residential and/or rural residential development is not supported in Lavers Hill.

The Council should carefully consider the bushfire characteristics of each settlement and growth option prior to approving any growth plans, in particular, it is necessary to consider whether the growth option responds to and adequately mitigates the bushfire risk.

There is potential to accommodate future bushfire compliant development in Gelbward, Beech Forest and Forrest. Any future development proposals and planning scheme amendments would need to consider either land use issues.

Further expansion of the coastal settlements were not considered as part of this Project. From a bushfire risk perspective, Skene Creek is the only coastal settlement which may accommodate development beyond the current settlement boundary.

#### 14.6 Land use planning

The Otway Region and the Great Ocean Road is an internationally recognised landscape. The vegetation is a dominant feature and valued by the community and visitors.

The planning system prioritises human life above all other planning considerations, including native vegetation management. Environmental planning overlays and Clause 52.17 aim to preserve the conservation significance of native vegetation (even though some exemptions apply under Clause 52.48).

Strategic vegetation management priorities could be addressed in the MSS (Clauses 21.03 and 21.04) to specify areas where vegetation removal would be supported (eg. northern Forest).

The sites affected by the EMO have a susceptibility to landslip. The EMO which applies to these areas aims to manage the risk of landslip by preventing disturbances by either construction, water management and to a lesser extent vegetation. The EMO Schedule exempts removal of vegetation provided the root system is retained.

The SLO and NCO provisions specify setback and built form requirements in the coastal settlements. It is recommended that the revegetation provisions be changed to simplify the permit requirements in high bushfire risk locations.

The SLO aims to preserve the landscape values of the coastal settlements which include the preservation of the vegetation.

The landscape objectives specifically aim to preserve the dominance of vegetation over built form by encouraging the retention of existing trees and new indigenous plantings.

The NCO also aims to enhance the existing and indigenous plantings of the area. It is recommended that the existing planning overlays be amended to

reduce the requirements for revegetation.

The maximum building height is 8 metres and the specified site coverage varies from 20% to 25%. Due to the size of the lots it could be difficult to deliver bushfire compliant development under the existing NCO. It is recommended to reduce the revegetation requirements.

#### 14.7 Infrastructure Provision

All of the settlements analysed have infrastructure constraints.

Telecommunication infrastructure is poor in numerous locations and vital to inform the communities of potential fire risk. This is particularly important on extreme fire days in areas which attract a significant population influx (ie. coastal settlements).

#### 14.8 Community Education

Community education about bushfire risk and emergency management procedures, either through the MFPs, tourism bodies and generally through Council, is important and must continue.

Specific issues that emerged during the initial community consultation included the following:

- Education of visitors, specifically international, non-speaking English visitors to the region; and
- Encourage retrofitting of existing dwellings in accordance with AS3559 standards.

There are limited opportunities for planning authorities to influence the overall bushfire safety standard of houses subject to renovations and/or extensions.



# Part 4 - Recommendations



## 15. Recommendations

The recommendations in this report are based on the following key inputs:

- ✱ Technical assessment of the bushfire risk;
- ✱ Review of the existing planning provisions;
- ✱ Review of recent planning decisions and proposals;
- ✱ Consideration of spatial data;
- ✱ Detailed site inspections (independently and with key stakeholders) and
- ✱ Consultation with key stakeholders including Colac Otway Shire Council officers, CFA, Department of Transport, Planning and Local Infrastructure (DTPLI), Department of Environment and Primary Industries (DEPI) and the broader community.

Due to the vegetation distribution, topography and the unique characteristics of each settlements, all of the settlements are located in a high risk landscape. The degree of risk does vary. The recommendations fundamentally address the objective of protection of human life in bushfire risk areas.

Managing development pressure is a significant task in the Colac Otway Shire. This is particularly the case for the coastal communities, which are popular and have numerous planning constraints, including the risk of bushfire impact.

The potential bushfire impact was assessed for all eight settlements with the aim of defining bushfire precincts (areas of similar potential impact) and to inform the development of planning instruments tailored to the local conditions.

### Key Recommendations

The Draft Report recommends key planning outcomes to manage the bushfire risk in all eight settlements.

The key recommendations are:

#### Future Outward Settlement Expansion

1. Support future outward settlement expansion, from a bushfire risk perspective, in Forest at 2324-2330 Birregurra Forest Road, Gellibrand, and Beech Forest in Option A (located to the north west).

2. Discourage future outward settlement expansion, from a bushfire risk perspective, in Lavers Hill.

#### Schedule to the BMO

3. Introduce a new Schedule to the BMO to specify BMO requirements for Skenes Creek, Gellibrand and Forest in Gellibrand, building exclusion zones will be stated in the Schedule.

#### Strategic Planning

4. Modify the Municipal Strategic Statement and relevant Overlay provisions including:

- Clause 21.03 'Settlement' to encourage future development in Colac Otway Shire in locations with low bushfire risk and discourage future outward settlement expansion in Lavers Hill;
- Clause 21.03.5 'Skenes Creek' and 21.03.6 'Kerrett River, Wye River and Separation Creek' to support bushfire compliant development, and decrease revegetation requirements;
- Clause 21.03.7 'Forest' to support future growth priorities from a bushfire risk perspective and ensure the future development is bushfire compliant;
- Clause 21.03.8 'Small Towns' to support future growth priorities from a bushfire risk perspective in Gellibrand and Beech Forest and ensure the future development is bushfire compliant;
- Clause 21.04 'Environment' to introduce a new policy 'Bushfire Risk';
- Clause 21.05.1 'Economic Development' to increase references to bushfire risk;
- Schedule 2 to the Significant Landscape Overlay and Schedule 1 to the Neighbourhood Character Overlay to reduce the revegetation requirements;
- 5. The Council, CFA and key stakeholders continue to work to improve fire and emergency management in all of the settlements.



# Part 5 - References



## 16. References

- CFA (2012). Planning for Bushfire Victoria: Guidelines for Meeting Victoria's Bushfire Planning Requirements. Country Fire Authority, Melbourne.
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- CPG (2011). Forest Structure Plan – Report. Colac Otway Shire, Colac.
- CPG (2011). Forest Structure Plan – Context Report. Colac Otway Shire, Colac.
- DPCD (2011a). Practice Note 65 – Bushfire Management Overlay and bushfire protection planning requirements. Department of Planning and Community Development, Melbourne.
- DPCD (2011b). Practice Note 64 – Local planning for bushfire protection. Department of Planning and Community Development, Melbourne.
- DPCD (2012a). Regional Bushfire Planning Assessment – Barwon South-west Region. Department of Planning and Development, Melbourne.
- DPCD (2012b). Updating the Bushfire Management Overlay in the Planning Schemes Implementation Approach and Timeline Draft Version 0.4. Department of Planning and Community Development, Melbourne.
- DPCD (2013). Advisory Note 46 – Bushfire Management Overlay mapping methodology and criteria. Department of Planning and Community Development, Melbourne.
- Ministerial Direction No. 11 – Strategic assessment of amendments. Minister of Planning, Victorian Government, Melbourne.
- Planisphere (2008). Kennett River, Wye River and Separation Creek Structure Plans – Final. Colac Otway Shire, Colac.
- Planning Panels Victoria (26 November 2012). Panel Report Colac Otway Planning Scheme Amendment C69, DPCD, Melbourne Victoria.
- Planning and Environment Act 1987
- RWCG (2007). Rural Land Use Strategy – Final Report. Colac Otway Shire, Colac.
- Standards Australia (2009a). Construction of Buildings in Bushfire-Prone Area, AS 3959. Standards Australia, Sydney.
- Terramatrix (December 2013). Colac Otway Shire Council Bushfire Planning Policy Bushfire Technical Report.



# Part 6 - Appendices



## A. Community Consultation Report

| Settlements                         | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Skene's Creek</b>                | The primary concern in Skene's Creek was certified on vegetation and inconsistency throughout the town. Most residents were concerned of roadside vegetation being poorly managed and wanted clarification on the authorities responsible for maintenance of this. Some residents believed introduced vegetation posed a greater risk. Some residents felt the planning overlays were limiting and conflicting in regards to both vegetation and development, however most residents were supportive of the planning direction of this project.                                                    |
| <b>Separation Creek / Wye River</b> | Wye River had a large turnout of around 20-22 people. There was a mixture of locals and second-home owners in attendance. A primary concern for the town was the impact of a fluctuating population which can create issues in regards to evacuation and fuel. Many residents were seeking clarity on what their 'defendable space' was and one resident suggested creating a buffer around the entire settlement. Some residents were concerned about new development and its impact on the character of the existing settlement, however most residents were approving of the changes in zoning. |
| <b>Kennett River</b>                | Kennett River had a large turnout with 22 people in attendance. Many were concerned about the risk of fire particularly and were concerned with the management of vegetation on council owned land. Some landowners felt the BMO was limiting on development of their site and were seeking greater flexibility. Others were seeking clarity on the definition of 'defendable space'.                                                                                                                                                                                                              |
| <b>Lavers Hill</b>                  | Lavers Hill had a moderate turnout of 10-12 people. There was some concern that elevation of land would occur through rezoning or applying overlays. Residents were concerned at the lack of investment, decreasing entitlements at the public school, struggling businesses and increasing retirement in the community and that a development barrier would only create a flow on effect further devaluing land. Valueless land would not be maintained creating another fire hazard. A lack of a community fire refuge inside Lavers Hill was also raised as being a major concern.              |



| Settlements         | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Beech Forest</b> | <p>There was a strong turnout at Beech Forest with approximately 15 people in attendance. Feedback was forthcoming but many of the comments made were of a general nature.</p> <p>A major concern was the inconsistency with fuel management across neighbouring properties. There was concern over a lack of management throughout residential and some farming properties as they had become neglected. The community was supportive of greater residential opportunities to address this need.</p> <p>Management of roadside vegetation was also a major concern particularly in regards to the blackwoods. As a response the community developed their own master plan for the main street which includes the removal of these blackwoods to be replaced by a planted avenue. People were frustrated at the overly bureaucratic process to remove these species.</p> <p>The creation of an emergency safe place was a common suggestion.</p> |
| <b>Geilbrand</b>    | <p>The development on the central piece of land shown for growth was the primary issue. It was suggested that it had a drainage problem, and there was debate whether this land could be drained out or not. The other major issue was about the lack of NSP particularly for areas more prone to bushfire in the north and west.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Forest</b>       | <p>The primary concern in Forest was roadside vegetation management. It was felt that principally Turner Drive was a bushfire hazard with excessive fuel. One resident was very interested in reaching his land to R12 which triggered his interest and support in this project. There was some cynicism amongst the community, centred on presenting an incomplete report, but overall there was very little feedback positive or negative in regards to the report. It was suggested by an officer working for Victoria Police to present a draft report to the local Lions club. The Lions club is made up of 15-20 people who are generally the most relevant and sensible people in town.</p>                                                                                                                                                                                                                                               |
|                     | <p><b>SUMMARY</b></p> <p>Timing of the project</p> <p>Roadside management</p> <p>Public open space management</p> <p>Lack of signage especially on high bushfire risk days</p> <p>Risks posed by tourists, through lack of education, poor behaviour in respect to settlements and language barriers in regards to international tourists</p> <p>Tourists were seen to pose a greater fire risk to the various communities.</p> <p>Lack of NSP,</p> <p>Lack of assembly areas</p> <p>Vegetation around power lines, and</p> <p>Concerns over the planning process, too cumbersome to implement.</p>                                                                                                                                                                                                                                                                                                                                              |



## B. Glossary

|                                                                                                         |                                                                                                                                                                                 |                                                           |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| APZ – Asset Protection Zone                                                                             | COS – Colac Otway Shire                                                                                                                                                         | FSC – Fire Services Commissioner                          |
| BAL – Bushfire Attack Level                                                                             | COSC – Colac Otway Shire Council                                                                                                                                                | FZ – Farming Zone                                         |
| BS1 – BS17 – Planning requirement standards in Clause 52.47 of the VPP                                  | DDO – Design and Development Overlay                                                                                                                                            | HO – Heritage Overlay                                     |
| BMO – Bushfire Management Overlay                                                                       | Defensible Space – An area of land around a building where vegetation is modified and managed to reduce the effects of flame contact and radiant heat associated with bushfire. | IMMP – Integrated Fire Management Planning                |
| BMZ – Bushfire Moderation Zone                                                                          | DTPL (formerly DPCL) – Department of Transport Planning and Local Infrastructure (formerly Department of Planning and Community Development)                                    | LDZ – Low Density Residential Zone                        |
| BPA – Bushfire Prone Area                                                                               | DEPI (DSE) – Department of Environment and Primary Industries (formerly Department of Sustainability and Environment)                                                           | LMZ – Landscape Management Zone                           |
| BSW – Barwon South West                                                                                 | EMMV – Emergency Management Manual Victoria                                                                                                                                     | LPF – Local Planning Policy Framework                     |
| BSWRFAPC – Barwon South West Regional Strategic Fire Management Planning Committee                      | EMO – Erosion Management Overlay                                                                                                                                                | LSIO – Land Subject to Inundation Overlay                 |
| CS3 – Planning scheme amendment for CORLS and Forest Structure Plan which was gazetted on 18 July 2013  | ESO – Environmental Significance Overlay                                                                                                                                        | MEM – Municipal Emergency Management Plan                 |
| CFA – Country Fire Authority                                                                            | FFDI – Forest Fire Danger Index                                                                                                                                                 | MEMPC – Municipal Emergency Management Planning Committee |
| CIS – Community Information Guide (formerly known as Township Protection Plan)                          | FMZ – Fire Management Zone – zones allocated to areas of public land for the management of bushfire. Four zones exist APZ, BMZ, LMZ and PBEZ.                                   | MFPD – Municipal Fire Prevention Officer                  |
| Classified Vegetation – vegetation that presents a bushfire hazard within 150 metres of the development | FPN – Fire Prevention Notice                                                                                                                                                    | NSS – Municipal Strategic Statement                       |
| CMA – Catchment Management Authority                                                                    | FRB – Fuel Reduction Burn                                                                                                                                                       | NCO – Neighbourhood Character Overlay                     |
| CORMP – Colac Otway Fire Management Plan                                                                |                                                                                                                                                                                 | NPP – Neighbourhood Safer Place                           |
| COMFMP – Colac Otway Shire the Colac Otway Municipal Fire Management Planning Committee                 |                                                                                                                                                                                 | NVPP – Native Vegetation Precinct Plan                    |
|                                                                                                         |                                                                                                                                                                                 | PBEZ – Planned Burning Exclusion Zone                     |
|                                                                                                         |                                                                                                                                                                                 | PCRZ – Public Conservation and Resource Zone              |
|                                                                                                         |                                                                                                                                                                                 | PPRZ – Public Park and Recreation Zone                    |
|                                                                                                         |                                                                                                                                                                                 | PULZ – Public Use Zone                                    |
|                                                                                                         |                                                                                                                                                                                 | PV – Parks Victoria                                       |

**Radiant Heat Flux** – A measure of the amount of heat energy impacting on a surface and is expressed in kilowatts per square metre (kW/m<sup>2</sup>)

**RAZ** – Rural Activity Zone

**RBAFA** – Regional Bushfire Planning Assessment

**RCZ** – Rural Conservation Zone

**CORUS** – Colac Otway Rural Living Strategy (2011)

**RLZ** – Rural Living Zone

**SFAPC** – State Fire Management Planning Committee

**SLO** – Significant Landscape Overlay

**SPPF** – State Planning Policy Framework

**TZ** – Township Zone

**VBRC** – 2009 Victorian Bushfires Royal Commission

**VOSS** – Statewide planning scheme amendment that introduced the BMO on November 18 2011.

**VFRR** – Victorian Fire Risk Register

**VPO** – Vegetation Protection Overlay

**VPP** – Victorian Planning Provisions

**WMO** – Wildlife Management Overlay is a former overlay of the VPP. It has been replaced by the BMO. Some planning scheme maps still show WMO but BMO provisions now apply in those areas.



## Councillor Briefing Session

**Wednesday, 18 December 2013**  
**2.00pm to 4.30pm**

### Venue – COPACC Meeting Rooms, Colac

**Present:** Cr. Lyn Russell (Mayor)  
 Cr. Frank Buchanan  
 Cr. Brian Crook  
 Cr. Stephen Hart  
 Cr. Michael Delahunty  
 Cr. Terry Woodcroft (from 2.47pm)

Jack Green, Acting Chief Executive Officer  
 Colin Hayman, General Manager, Corporate & Community Services  
 Doug McNeill, Acting General Manager, Sustainable Planning & Development  
 Adam Lehmann, A/General Manager, Infrastructure & Services  
 Rhonda Deigan, Executive Officer

**Apologies:** Cr Woodcroft (until 2.47 pm)

#### **Conflict of Interest:**

|                      |                                                                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Cr Woodcroft         | OM131812-2 & OM131812-16 Colac Otway Youth Council                                                                                             |
| Nature of Disclosure | Direct                                                                                                                                         |
| Nature of Interest:  | Adult mentors for Youth Council are mentioned in the agenda item and he has served Colac Otway Shire in the capacity of adult mentor all year. |

|                         |                                                                                                                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2.00pm – 2.50 pm</b> | <b>Ratings Strategy – Brett Exelby</b>                                                                                                                                                    |
| <b>2.50 pm – 4.30pm</b> | <b>Councillor Briefing Session</b><br>Having declared a conflict of interest in items relating to the Colac Otway Youth Council, Cr Woodcroft left the meeting between 3.38pm and 3.51pm. |

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                            |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 15 January 2014</b><br/><b>COPACC Meeting Room</b><br/><b>9.00am to 4.50 pm</b></p>                                                                                                                                                                                                                                                                                                                                                        |                                                                                            |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Chris Smith (10.30m to 10.40am), Cr Terry Woodcroft, Cr Michael Delahunty, Cr Brian Crook, Cr Frank Buchanan</p> <p>Rob Small (CEO)<br/>Colin Hayman (GM, Corporate &amp; Community Services)<br/>Jack Green (GM, Sustainable Planning &amp; Development)<br/>Adam Lehmann (A/GM, Infrastructure &amp; Services)<br/>Carmen Lawrence (Manager, Organisational Support &amp; Development)</p> <p><b>Apology:</b></p> |                                                                                            |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                            |
| 9.00 am                                                                                                | <p><b>Declaration of Interest</b><br/><b>Cr Hart:</b></p> <ul style="list-style-type: none"> <li>C70 Biodiversity Mapping Update</li> <li>Draft Local Bushfire Planning Policy</li> </ul> <p><b>Cr Woodcroft:</b></p> <ul style="list-style-type: none"> <li>C70 Biodiversity Mapping Update</li> </ul> <p><b>Cr Delahunty</b></p> <ul style="list-style-type: none"> <li>Item 2 – Planning Committee Meeting</li> </ul>                                                                 |                                                                                            |
| 9.00 am – 9.25 am                                                                                      | <p><b>Planning Committee Briefing Session</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Doug McNeill, Blaithin Butler, Bronwyn Keenan, Carole Redlich</p>                       |
| 9.25 am – 10.25 am                                                                                     | <p><b>Amendment C73 (Apollo Bay Harbour)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Doug McNeill, Gemma Browning, Tony White, Don Lewis &amp; Dave Merrett (consultant)</p> |
| 10.30 am – 10.40 am                                                                                    | <p><b>Planning Committee Meeting</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Doug McNeill, Blaithin Butler, Bronwyn Keenan, Carole Redlich</p>                       |
| 10.40 am – 10.50 am                                                                                    | <p><b>Morning Tea</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                            |
| 10.50am – 11.20am                                                                                      | <p><b>Planning Delegations Review</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Doug McNeill &amp; Blaithin Butler</p>                                                  |
| 11.30 am – 12.30 pm                                                                                    | <p><b>ICT Strategy</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Rick Morrow</p>                                                                         |
| 12.30 pm – 1.00 pm                                                                                     | <p><b>Lunch</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                            |
| 1.00 pm – 1.45 pm                                                                                      | <p><b>C70 – Biodiversity Mapping Update</b><br/>Having declared a conflict of interest in this item, Crs Hart &amp; Woodcroft left the meeting between 1.00pm &amp; 1.45pm.</p>                                                                                                                                                                                                                                                                                                          | <p>Travis Riches, Doug McNeill, Gemma Browning &amp; Don Lewis</p>                         |
| 1.55 pm – 2.35 pm                                                                                      | <p><b>Colac Aerodrome Business Plan</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Tony White, Ranjani Jha &amp; GHD Consultants (Tony Butler &amp; Rene Vadenbroucke)</p> |



|                          |                                                                                                                                     |                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>2.35 pm – 2.55pm</b>  | <b>C76 - Birregurra Structure Plan</b>                                                                                              | Doug McNeill, Gemma Browning, Tony White, Katrina Kehoe & Don Lewis |
| <b>3.00 pm – 3.15 pm</b> | <b>Memorial Square Trees</b>                                                                                                        | Rob Small, Adam Lehmann                                             |
| <b>3.15pm – 3.20pm</b>   | <b>Colac High School Masterplan</b>                                                                                                 | Tony White, Michael Swanson                                         |
| <b>3.20 pm – 3.35 pm</b> | <b>Other Issues – Confidential</b>                                                                                                  | Rob Small                                                           |
| <b>3.35pm – 4.10 pm</b>  | <b>COPACC Briefing</b>                                                                                                              | Ian Seuren, Karen Patterson & Nick O'Connor                         |
| <b>4.10pm – 4.50pm</b>   | <b>Draft Local Bushfire Planning Policy</b><br>Cr Hart declared a conflict on interest in this item and left the meeting at 4.13pm. | Doug McNeill, Don Lewis, Gemma Browning                             |

## Council Meeting Running Order

Wednesday, 22 January 2014

2.30pm to 4.30pm

### Venue – COPACC Meeting Rooms, Colac

**Present:** Cr. Lyn Russell (Mayor)  
Cr. Frank Buchanan  
Cr. Brian Crook  
Cr. Stephen Hart  
Cr. Michael Delahunty  
Cr. Terry Woodcroft (from 2.47pm)

Jack Green, Acting Chief Executive Officer  
Colin Hayman, General Manager, Corporate & Community Services  
Doug McNeill, Acting General Manager, Sustainable Planning & Development  
Adam Lehmann, A/General Manager, Infrastructure & Services  
Carmen Lawrence, Manager Organisational Support & Development  
Rhonda Deigan, Executive Officer

**Part:** Brett Exelby, Manager Finance & Customer Service


**Apologies:** Nil

#### **Conflict of Interest:**

|                            |                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------|
| Cr Hart:                   | OM142201-13 Contract 1324 – Telecommunications Services & Hardware (MAV Tender TC4322-2013) |
| Nature of Disclosure:      | Indirect                                                                                    |
| Type of Indirect Interest: | 78A                                                                                         |
| Nature of Interest:        | Owens Telstra Shares                                                                        |

|                            |                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------|
| Cr Russell:                | OM142201-13 Contract 1324 – Telecommunications Services & Hardware (MAV Tender TC4322-2013) |
| Nature of Disclosure:      | Indirect                                                                                    |
| Type of Indirect Interest: | 78A                                                                                         |
| Nature of Interest:        | Owens Telstra Shares over the value of \$10,000                                             |

|                            |                                                                                                                                                                            |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rob Small:                 | OM142201-13 Contract 1324 – Telecommunications Services & Hardware (MAV Tender TC4322-2013)                                                                                |
| Nature of Disclosure:      | Indirect                                                                                                                                                                   |
| Type of Indirect Interest: | 78A                                                                                                                                                                        |
| Nature of Interest:        | Owns Telstra Shares                                                                                                                                                        |
| Cr Delahunty:              | Marriner Falls Walking Track                                                                                                                                               |
| Nature of Disclosure:      | Indirect                                                                                                                                                                   |
| Type of Indirect Interest: | 78D                                                                                                                                                                        |
| Nature of Interest:        | Interested party                                                                                                                                                           |
| <b>2.30 pm</b>             | <b>Colac Otway Shire Youth Council Charter</b>                                                                                                                             |
| <b>3.00 pm – 4.30pm</b>    | <b>Councillor Briefing Session</b><br>Having declared a conflict of interest in the Marriner Falls Walking Track, Cr Delahunty left the meeting between 3.11pm and 3.15pm. |

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                    |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 29 January 2014</b><br/><b>COPACC Meeting Room</b><br/><b>10.30 am to 12.00pm</b></p>                                                                                                                                                                                                                                                                                                      |                                                                                    |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Chris Smith, Cr Frank Buchanan, Cr Terry Woodcroft, Cr Michael Delahunty, Cr Brian Crook</p> <p>Rob Small (CEO)<br/>Carmen Lawrence (A/GM, Corporate &amp; Community Services) – from 10.42am<br/>Jack Green (GM, Sustainable Planning &amp; Development)<br/>Adam Lehmann (A/GM, Infrastructure &amp; Services)</p> <p><b>Apology:</b><br/><b>Colin Hayman</b></p> |                                                                                    |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                    |
| 10.30 am                                                                                               | Declaration of Interest<br>Cr Delahunty – Item 2 of the Planning Committee Agenda – left meeting between 10.31am & 11.08am                                                                                                                                                                                                                                                                                                               |                                                                                    |
| 10.30 am – 11.20 am                                                                                    | Planning Committee Meeting                                                                                                                                                                                                                                                                                                                                                                                                               | Doug McNeill, Karina Kehoe & Carole Redlich                                        |
| 11.20 am – 12.04 pm                                                                                    | Committee for Colac                                                                                                                                                                                                                                                                                                                                                                                                                      | Bruce Lawless, David Harris, Tony Baldwin, Anthony McDonald, Simon Dewar, Nick Hay |

# AGENDA

## Central Reserve Advisory Committee

### Colac Hockey Rooms

5 February 2014

Time: 5:15pm

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1.  | <b>ATTENDEES</b><br>Ian Seuren (Colac Otway Shire)<br>Cr. Brian Crook (Colac Otway Shire)<br>Nick Lang (Colac Football & Netball Club Inc.)<br>Andrea Graham (Colac Netball Club Inc.)<br>Graham Tevelein (Colac Youth & Recreation Club)<br>Rob Osborne (Colac & District Cricket Association Inc.)<br>Peter Lucas (Colac & District Football Netball League)<br>Val Russell (Colac & District F/L Netball Association Inc.)<br>Sam McDonald (Colac Auskick)<br>Matthew Walsh – (Little Athletics Colac)<br>Terry Stephens (Colac & District Dog Obedience Club)<br>Simon Dewar (Colac Secondary College)<br>David Latham (Colac Otway Rovers)<br>Steve Cheater (City Bowls Club Colac) |                |
| 2.  | <b>APOLOGIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
| 3.  | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Cr Brian Crook |
| 4.  | <b>FACILITIES AND GROUNDS MAINTENANCE REPORTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ian Seuren     |
| 5.  | <b>FEDERAL ELECTION UPDATE</b> <ul style="list-style-type: none"> <li>Update on cost estimates</li> <li>Priorities</li> <li>Meetings/lobbying update</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Ian Seuren     |
| 6.  | <b>VFL / INTERLEAGUE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Ian Seuren     |
| 7.  | <b>BLUEWATER FITNESS CENTRE REDEVELOPMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Ian Seuren     |
| 8.  | <b>UPDATE FROM USER GROUPS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | All            |
| 9.  | <b>GENERAL BUSINESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | All            |
| 10. | <b>ITEMS FOR FUTURE MEETINGS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | All            |
| 11. | <b>NEXT MEETING</b> <ul style="list-style-type: none"> <li>Wednesday 5 April 2014</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |





## Assembly of Councillors Record

This Form **MUST** be completed by the attending Council Officer and returned **IMMEDIATELY** to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting.

### Assembly Details:

**Date:** 5 February 2014

**Time:** 5:15pm – 6:15pm

**Assembly Location:** Central Reserve – Hockey Rooms

### In Attendance:

**Councillors:** Cr Brian Crook

...../...../...../.....

**Officer/s:** Ian Seuren – Manager Recreation, Arts and Culture

...../...../...../.....

**Matter/s Discussed:** See attached meeting agenda.

.....  
(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

### Conflict of Interest Disclosures: (refer page 5)

**Councillors:** Not applicable

...../...../...../.....

**Officer/s:** Not applicable

...../...../...../.....

**Left meeting at:** At conclusion of the meeting at 6:15pm

**Completed by:** Ian Seuren – Manager, Recreation, Arts and Culture

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                              |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
|  <p><b>Agenda</b></p> | <h1>Councillor Workshop</h1> <p><b>Wednesday, 12 February 2014</b><br/><b>COPACC Meeting Room</b><br/><b>9.00am to 5.00 pm</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                              |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Chris Smith (from 10.29am – 10.54am), Cr Terry Woodcroft (absent between 11.29am – 12.40pm &amp; 2.30pm – 3.05pm), Cr Michael Delahunty (absent between 9.10am – 9.25am &amp; 10.34am – 10.53am), Cr Brian Crook (until 12.30pm), Cr Frank Buchanan (until 2.32pm)</p> <p>Rob Small (CEO)<br/>Carmen Lawrence (A/GM, Corporate &amp; Community Services)<br/>Jack Green (GM, Sustainable Planning &amp; Development)<br/>Adam Lehmann (A/GM, Infrastructure &amp; Services)</p> <p><b>Apology:</b><br/>Colin Hayman</p> |                                                              |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                              |
| 9.00 am                                                                                                | Declaration of Interest<br>Cr Delahunty – Indirect Interest in item 2 of the Planning Committee Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                              |
| 9.00 am – 9.40 am                                                                                      | Planning Committee Briefing Session                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Doug McNeill, Blaithin Butler, Katrina Kehoe, Carole Redlich |
| 9.40 am – 10:30 am                                                                                     | Metered Parking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Stewart Anderson, Paula Gardiner                             |
| 10.30 am – 10.55 am                                                                                    | Planning Committee Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                              |
|                                                                                                        | Break                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                              |
| 11.05 am – 11.30 am                                                                                    | G21 Public Transport Strategy (Draft)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Adam Lehmann                                                 |
| 11.30 am – 11.45 am                                                                                    | Small Town Improvement Program (STIP) Review Guidelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Tony White & Katrina Kehoe                                   |
| 11.45 am – 12.05 pm                                                                                    | <ul style="list-style-type: none"> <li>Apollo Bay Community Reference Group Meeting Report</li> <li>Colac Cinemas Lease Renewal</li> <li>Water Bill</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Rob Small</p> <p>Rob Small<br/>Stewart Anderson</p>       |
| 12.05 pm – 12.10pm                                                                                     | Delegations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Jack Green/Doug McNeill                                      |
| 12.10 pm – 12.35 pm                                                                                    | Lunch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                              |
| 12:35 pm – 1.15 pm                                                                                     | Princes Highway Duplication – Planning Scheme Amendment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Luis Agudelo & Doug McNeill                                  |
| 1.15 pm – 2.10 pm                                                                                      | Climate Resilient Communities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Stewart Anderson                                             |
| 2.10 pm – 2.30 pm                                                                                      | Apollo Bay Footpath Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Paula Gardiner & Ronan Corcoran                              |

|                         |                                                                 |                                                                          |
|-------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>2.30 pm – 3.20pm</b> | <b>Cemeteries Management Proposal</b>                           | Paul Carmichael, Darryl Thomas & Frank De Groot - Geelong Cemetery Trust |
| <b>3.30pm – 3.45 pm</b> | <b>Colac &amp; Apollo Bay Wayfinding &amp; Signage Strategy</b> | Jodie Fincham/Ian Seuren                                                 |
| <b>3.45 pm – 4.15pm</b> | <b>Draft Physical Activity Strategy</b>                         | Ian Seuren                                                               |