

Colac Otway

AGENDA

ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL

17 DECEMBER 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

17 DECEMBER 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 17 December 2014 at 5.00pm.

<u>AGENDA</u>

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 descendants 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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Before I move on to question time, in accordance with S49 of Local Law 4, I ask that any person addressing the chair, show respect for the position of Mayor and refer to me as Mr Mayor. I will not respond to any Councillor, Council officer or member of the community who refuses to observe this request.

From this time, in accordance with Local Law 4, agenda items will be considered as follows:

- 1. I will introduce the item and invite Councillors to ask questions of the relevant officers
- 2. I will then call for a mover, a seconder and if there is any Councillor who wishes to oppose the motion.
- 3. If the motion is not opposed, discussion will occur prior to the vote being taken.
- 4. The mover will be invited to speak to the motion, followed by the seconder and then, if required, the Councillor who opposed the motion.
- 5. Remaining Councillors will be given the opportunity to speak for or against the motion.
- 6. The mover will then be given the right of reply (if the motion has been opposed) before the motion is put to the vote.
- 7. There will be no further discussion of the item once the vote has been declared.

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
 - Special Council Meeting held on the 19/11/14
 - Ordinary Council Meeting held on the 26/11/14.

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

OM141712-1 CEO'S PROGRESS REPORT TO COUNCIL

OM141712-2 JOINT STATEMENT IN SUPPORT OF ASYLUM SEEKERS LIVING IN

THE COMMUNITY

Corporate and Community Services

OM141712-3	DRAFT TIGER RAIL TRAIL FEASIBILITY STUDY
OM141712-4	DRAFT G21 AND AFL BARWON REGIONAL STRATEGY

Infrastructure and Services

OM141712-5 BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT -

PROGRESS REPORT

OM141712-6 ROAD DEVIATION - 185 BUSTY ROAD, APOLLO BAY

Sustainable Planning and Development

OM141712-7	2014/2015 SMALL TOWN IMPROVEMENT PROGRAM - REPLACEMENT
	PROPOSALS FOR APOLLO BAY AND BIRREGURRA
OM141712-8	ENDORSEMENT OF MUNICIPAL EMERGENCY MANAGEMENT PLAN
OM141712-9	NEIGHBOURHOOD SAFER PLACES DESIGNATION

General Business

OM141712-10	ASSEMBLY OF COUNCILLORS
OM141712-11	MINUTES FROM YOUTH COUNCIL MEETINGS
OM141712-12	MINUTES OF THE OLD BEECHY RAIL TRAIL

Sue Wilkinson Chief Executive Officer

CHIEF EXECUTIVE OFFICER

	ITEM
OM141712-1	CEO'S PROGRESS REPORT TO COUNCIL
OM141712-2	JOINT STATEMENT IN SUPPORT OF ASYLUM SEEKERS LIVING IN THE COMMUNITY

OM141712-1 CEO'S PROGRESS REPORT TO COUNCIL

AUTHOR:	Rhonda Deigan	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Executive	FILE REF:	F11/3291

EXECUTIVE

It has been another busy month meeting with the Community across the shire. The past month has also seen significant advocacy for funding for the Central Reserve and additional train services in the lead up to the State election.

White Ribbon Events

November 2014 was the month to openly recognise and take action to support the prevention of violence against women and children. This year Council was involved in a number of White Ribbon activities.

These included organising together with Otway Business Inc., the Barwon Homeless Network and the Barwon & Western District Children's Resource Program a business leader's breakfast for men within Colac. Guest speaker, Mr. Michael Brandenberg, provided a thought provoking presentation about the responsibility of men and the actions they can take personally and within their workplace and community to prevent violence against women.

Other activities were displaying a Council 'Prevention of violence against women' banner at the front of our Rae Street offices and the Blokes Bakeoff, where 10 Council male staff prepared a selection of delicacies to promote equity in the workplace.

G21 Regional Alliance Report

- G21 Economic Development Strategy
 - The G21 Economic Development Strategy has been endorsed by the City of Greater Geelong, Colac Otway Shire, Borough of Queenscliffe and the Surf Coast Shire.
- G21 2014 AGM
 - The 2014 G21 AGM was held on 13 November in the City of Greater Geelong Council Chambers. An election to fill the two vacancies on the G21 Board was held with Bill Mithen and Barbara Abley being elected.
- 2014 G21 Canberra Delegation
 - The 2015 G21 Canberra delegation will take place on the 18 and 19 of March 2015. Council CEOs have been consulted with respect to requests for meetings with Federal Ministers and Shadow Ministers and these were finalised at the November 2014 G21 Board meeting.
- G21 Social Media Campaign
 - G21 continued with its social media campaign in support of its Priority Projects in the lead up to the State election. Each week there was a focus on a different project using Twitter and Facebook with the target audience including Ministers, local MPs and candidates.
- ICE Campaign Launch
 - A very successful launch of the ICE Campaign by Cr Darryn Lyons was held on 14 November 2014 at the Pier in Geelong. G21 has contributed \$10,000 towards

the community campaign which has raised \$300,000 both in cash and in kind from local businesses and organisations.

Great South Coast Report

- Political Advocacy
 - As the South West region's peak advocacy body, the Great South Coast Group (GSC) will continue to work with both sides of Government to progress its priority projects, which have been singled out because of their importance to the quality of life and wellbeing of our communities.

Board Membership

 There have been some changes to the GSC Board of Directors with two new non-municipal Board Directors, Cydoni Edwards and Toni Jenkins having been appointed.

Annual General Meeting

On 7 November 2014, the inaugural GSC Annual General Meeting was held and included the presentation of the Annual Report.

Great South Coast Regional Strategic Plan

The Great South Coast Regional Strategic Plan is now available to view online and hard copies can be requested. This has been the culmination of almost 12 months of collaboration between the GSC Board, Pillar Groups and key stakeholders. It will set the direction for the Great South Coast over the next four years.

November Board Update

- An overview of communication activities including the use of social media as a key advocacy tool for the group was presented.
- o Council representatives agreed they would discuss potential regional priorities within their own teams and bring that information to the December meeting.
- Representatives from the Department of Transport, Planning and Local Infrastructure provided the Board with an overview in relation to state transport issues. The Department is also working with a number of industries and councils in relation to freight and is also keen to unlock opportunities in Colac, Hamilton and Warmambool, most of which reflect growth in timber, dairy and meat processing.

Beyond the Bell

- O 'Beyond the Bell' is gaining momentum as it engages with more stakeholders and community members through the development of localised action plans. Each Local Area Team in Corangamite, Colac Otway, Glenelg, Moyne, Southern Grampians and Warrnambool is currently working with their local community to complete an action plan by the end of 2014. Each group is currently collecting data and talking to people across the community about the issues that prevent educational outcomes for their children, students, clients, friends, families and themselves. A regional plan is expected to be finalised by the end of February 2015.
- The Beyond the Bell Project has also been shortlisted as one of 11 early stage collective impact initiatives in Australia. Through a process called 'The Search', an international judging panel reviewed 49 applications. This project has been selected as one of only 3 in Victoria, and the Working Group has been invited to submit a full application for funding of \$1million by February 2015 with an announcement to be made in March 2015.
- As the project transitions into the next phase, a new regional governance model and associated representation is required. Positioned within the Strengthen Our Communities Pillar, the Regional Governance Group will provide leadership for and have oversight of the Beyond the Bell Project.

- Great South Coast & G21 join to call for train pledge
 - Mayors from Councils along the Warrnambool to Geelong rail line came together in Colac on Saturday 22 November to call upon Labor and other candidates to match the Coalition's commitment to increase passenger rail services along the line.
 - Unfortunately, Labor did not make a commitment to extra services before the election, however GSC will continue its advocacy efforts with the new Victorian Government.

Youth Council

The 2014 Youth Council completed another successful year with a final event being held on 10 December 2014. Youth Councillors and mentors staged a "Youth off the Street" sleepout in the Memorial Square to raise awareness of youth homelessness in the Shire.

Our youth councillors should be pleased with their efforts throughout the year which included:

- Providing assistance with the opening of the Colac Youth Health Hub
- Providing assistance with FReeZA's Battle of the Bands
- Active participation in the Anzac Day Dawn Service and March
- Attendance at a Melbourne homeless shelter
- Tree Planting at Bimbi Park
- Organising for youth input into the Colac CBD and Entrances Project.
- Providing assistance with the Cool and Young Ambassador Awards
- Donation of two new tyres to Community Hub Inc for the L2P vehicle
- Attendance at two live performances at COPACC
- "Youth off the Street" sleepout.

Youth Council was extremely grateful of the support received from Tabitha Morgan (February 2014 to July 2014) & Shobie Luff (July 2014 to November 2014), Youth Development Worker, Colac Area Health and Terry Woodcroft, Colac Otway Police Youth Liaison Team (Co-PYLiT).

CORPORATE & COMMUNITY SERVICES

HEALTH & COMMUNITY SERVICES

Maternal and Child Health

November 2014 was a slightly quieter month for birth notices with 14 new babies and 7 first time Mums but a higher number of consultations for older children.

The M&CH calendar project is well underway and it is hoped to be ready for our families with a launch planned for just before Christmas.

Staff have participated in training around domestic violence this month and our lactation consultant has been busy with a number of additional lactation consultations to support breastfeeding Mums in the early weeks.

Statistics - November 2014

• 14 infants enrolled from birth notifications.

Key Ages and Stages Consultations Home visits: 11							
TIOTHE VISITS. I	! 	T	T	1	T		
2wks	13	3 4wks 15 8wks 18					
4mths 22 8mths 13 12mths 10							
18mths	14	2yrs	17	3.5yrs	18		

Other services provided included:

- 94 additional consultations
- 21 phone consultations
- 9 opportunistic immunisations
- 18 Child and Family Referrals with the main issues being vision, speech, domestic violence and maternal physical & emotional health.
- 45 Child and Family Counselling sessions provided. The majority of counselling was for nutrition, dental and maternal emotional health.
- New Parents Groups 4 sessions in Colac.
- This month we commenced with 38 cases open for our vulnerable families requiring Enhanced Home Visiting service (Vulnerable and at risk families). We opened 10 new cases and closed 4.

RECREATION ARTS AND CULTURE

EVENTS

Events

Events held in the Colac Otway Shire during November 2014:

• Forrest Festival – 29 and 30 November 2014. The annual 2 day mountain bike event in Forrest had over 400 riders participate in this event. Feedback is still being collated but initial reports are participants enjoyed the course and stayed in Forrest after the event had finished.

Upcoming events

Events that will be held in the Colac Otway Shire in December 2014/January 2015:

- Carols by Candlelight 12 December 2014 in Memorial Square, Colac.
- Jingle at the Bay 22 December 2014, Foreshore Amphitheatre, Apollo Bay.
 Presented by the Apollo Bay Music Festival and is the first event from the new Festival Committee.
- Custom Car and Bike Show 17 January 2015, Memorial Square. Colac.

2015 Australia Day Celebrations - Colac Botanic Gardens

The Colac Otway Shire in conjunction with the Friends of the Botanic Gardens will host Australia Day Celebrations in the Colac Botanic Gardens on Monday 26 January 2015. Celebrations will be held from 11.30am until 3.30pm. In addition to the official Australia Day Ceremony, including the Australia Day Awards and the Citizenship Ceremony, there will be an afternoon of arts, literature and theatre in the gardens.

Activities include; interactive theatre performances, a free Mad Hatters and Botany Boffin's hat workshop, a botanic dress-up parade, botanic rhymes and children's stories, poetry, open easel art sessions and Tai Chi.

There will be a free community BBQ from 1pm-2pm, as well as free face painting, food stalls and live entertainment on stage, including a preview of Red Doors February Musical "All Shook Up".

Calendar of Events Project

The Colac Otway Shire Calendar of Events is printed quarterly and covers community events in the following periods:

- Spring Calendar September to November
- Summer Calendar– December to February
- Autumn Calendar

 March to May
- Winter Calendar June to August.

6,000 Summer Calendar of Events, promoting 13 community events, were distributed throughout the Shire in November 2014.

Entries for the Autumn Calendar of Events closed on the 1 December 2014, and will be available to the public mid-February 2015.

RECREATION

Central Reserve Redevelopment

Following the outcome of the 2014 State Government election, Council will now progress the Central Reserve Redevelopment based on the \$2.5m available from the Federal Government. Planning work for the grandstand redevelopment and netball changespace has started with the detailed design phase likely to commence in early 2015. Council will continue to seek additional funds from the State Government to fund other components of the project such as netball court upgrades and lighting improvements.

Redevelopment of the Apollo Bay Playground

A new seaside-themed playground in Apollo Bay started taking shape in December and will be finished in time for Christmas. The playground will feature a climbable timber ship, flying fox, sand play table, wheelchair accessible basket swing and many other pieces of equipment hand-picked by a committee of Apollo Bay parents, in partnership with Council and the Otway Coast Committee.

The \$130,000 playground will be built at the current location on the Apollo Bay foreshore but will feature a slightly larger footprint than its predecessor. There will be equipment for all ages and all abilities, with many pieces accessible with wet pour rubber surfacing and the exciting addition of Colac Otway's first ever flying fox.

The playground was funded with \$60,000 from the State Government's Sport and Recreation Victoria, \$30,000 from the Otway Coast Committee and \$40,000 from Council.

Colac and Apollo Bay Wayfinding signage project

Colac and Apollo Bay locals and visitors will now be able to find their way around with newly installed signs highlighting key tracks and points of interest. Walking and cycling are not only healthy and easy ways to get to work or school, they are also key methods for tourists to explore a new town.

The Colac and Apollo Bay walking and cycling signage project has involved the development of a signage strategy which was completed earlier in the year and the installation of a series of map-based information and over fifty cycling and pedestrian directional signs. The new signs provide orientation to Colac and Apollo Bay town centres and promote key walking and cycling routes. The signs will also include historic photos, showcasing the history of the area.

In addition to the signage infrastructure, the project also included the production of online maps which will be integrated within existing websites replacing the default map which shows little specific local content such as public toilets, seats, safe crossings etc. When a user zooms in to Colac town centre, the map shown on the signs would be displayed on screen.

An A4 size version of the Apollo Bay town map and an A3 version of the Colac map have been developed for distribution at the Visitor Information Centres and for reproduction in other print marketing publications.

A smartphone version of the map has been 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).

COPACC

COPACC's technical officer, Nick Moloney, has won Victoria's Favourite Lighting Designer at the Victorian Dance Awards, presented by Ausdance Victoria. Nick was nominated by a member of the COPACC dance community who is a fan of the lighting designs he creates for local dance companies when they perform at COPACC. Of the three nominations for the category, Nick received the highest number of votes.

COPACC Theatre Season and Performances

The six-show Morning Music Season for 2015 is now on sale, as is the 2015 Family Fun Season. Former ABC Radio presenter Derek Guille, a performing artist and great advocate for the arts, has been confirmed as the MC for the 2015 Theatre Season launch on 21 February 2015.

November was an extremely busy month for COPACC with more than 2,000 people attended performances in the auditorium.

INFRASTRUCTURE & SERVICES

SUSTAINABLE ASSETS

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Work with the Finance Unit to complete Stage 2 of the Authority Asset Management Module implementation	In Progress	20%	The first scheduled visit for Stage 2 has been completed. This visit covered the set up phase for Works and Maintenance Management. The next visit has been proposed for March 2015 to allow Council Officers to complete data acquisition and verification.
Community infrastructure and asset renewal plan.	In Progress	80%	Draft Asset Management Plans for Council's infrastructure assets will be presented to Council in the near future for adoption.
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.	Completed	100%	Revision of the forecasts for infrastructure asset renewal is undertaken as part of the annual budget planning process. Information was provided to Councillors at a briefing on 10 December 2014 with respect to long term renewal projections.

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Monitor the performance and condition of Council's various asset types through programmed inspections and data collection.	In Progress	30%	Specification for bridge inventory data collection has been completed and quotation documentation has been issued. Quotations close on 17 December 2014.
Implement the asset renewal and maintenance programs.	In Progress	42%	The 2014/15 Asset Renewal and maintenance programmes are in progress at various stages of planning and implementation. Preliminary designs have been prepared for various projects included on this year's sealed road renewal programme and are presently being reviewed.
Bridge Reconstruction Program.	In Progress	15%	The 2014/15 Bridge Renewal Programme has been revised. New priorities included on this year's programme are: - Major repairs to Watsons Access Bridge, Glenaire - Major repairs to Phalps Road Bridge, Larpent - Major repairs to F Pearces Access Bridge over the Barham River - New concrete deck overlay to bridge along the Cape Otway Road Tenders for consultancy services to investigate and prepare bridge rehabilitation designs closed. The Contract for this service was awarded to Rural Works Pty Ltd. It is a requirement of the Contract that all required documentation be complete within 8 weeks of commencement.
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	42%	Incident inspections are completed as required in line with Council's Road Management Plan.
Manage building maintenance programme to address programmed and reactive maintenance needs.	In Progress	42%	Routine building maintenance activities have been completed over the past month to maintain functionality and ensure user safety.
Footpath Renewal Program.	In Progress	20%	Initial works commenced on 15 October in Robertson Street, Colac and have been completed. Also completed are works in Miller Street, Churchill Square, Church Street and Quamby Avenue all of which are located in Colac.
Complete road and footpath network inspections to meet frequencies prescribed by Council's Road Management Plan (RMP).	In Progress	42%	All inspections are conducted in accordance with Council's Road Management Plan. Footpath inspections this month were conducted in Colac Area 1 which comprises the area north of Murray Street and East of Corangamite Street.

Annual Road Resealing Program.	In Progress	25%	The Contract for this year's sealing works was awarded to Inroads at the November 2014 Council meeting. Works commenced in early December 2014 in areas south of Colac to minimise inconvenience during the upcoming holiday period.
Building Renewal Program.	In Progress	42%	The following is a status summary of projects being completed under the 2014/15 Building Renewal Programme: - Council is currently seeking indicative costing on the proposed addition to the Pirron Yallock Recreation Reserve Clubrooms. - A contractor has been appointed to undertake the replacement of the existing floor coverings in COPACC. The commencement date is yet to be confirmed and is dependent on the supply of the nominated carpet tile. - Structural Engineers have been engaged to undertake the assessment of the damage to the Beech Forest Hall floor and provide treatment options to address areas of failure.
Coordinate inspections and reporting of Essential Safety Measures (ESM's) relating to nominated Council buildings.	In Progress	42%	Programmed inspections of essential safety measures in nominated Council buildings has commenced. This forms part of a routine inspection and maintenance programme which satisfies the requirements of the building regulations.
Implement the 2013/14 Kerb & Channel Renewal Programme.	In Progress	20%	This year's programme is presently being finalised. Once complete, work packages will be distributed to contractors.

CAPITAL WORKS

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Review and update the environmental protection and management policy and procedure relating to infrastructure activities.	In Progress	90%	The Council Road Reserve Environmental Management Plan Code of Practice is in the final stages of completion. The environmental protection and management policy and procedure will be reviewed in light of the Code of Practice.
Facilitate the construction of the public off street car park at Pascoe Street Apollo Bay.	In Progress	90%	The car park has been sealed with a spray seal, and will be asphalted in March 2015. The car park is open and operational.

Bridge Reconstruction Program

- Sand Road Bridge A condition, loading and options report has been completed for the Sand Road Bridge rehabilitation. The options are being reviewed in consultation with Parks Victoria, Framlingham and the CFA.
- Cape Otway Road Bridge Designs for deck overlay works, guard rail, and stream erosion are being finalised, and Invitation to Tender documents are being produced.

- **Phalps Road Bridge** Design service submissions have been reviewed and the work awarded. Designs are expected to be completed within 10 weeks.
- Watsons Access Bridge Design service submissions have been reviewed and the work awarded. Designs are expected to be completed within 10 weeks.
- Pearces Access Bridge Design service submissions have been reviewed and the work awarded. Designs are expected to be completed within 10 weeks. Rehabilitation of the Bridge will then proceed.
- **Wilson Street pedestrian bridge** Pre planning of a design and construct contract for this project is near to completion. Bridge is expected to be in place prior to April 2015.

Richmond Street Reconstruction

Tenders have been advertised for reconstruction of Richmond Street, Colac, as part of the 2014/15 Road Reconstruction Program. The reconstruction, between McKenzie Street and Hearn Street, includes 6m-width asphalt road reconstruction including kerb and footpath, upgraded driveways and drainage, and replaced street trees.

MAJOR CONTRACTS

Waste Management

Summer Hours at Apollo Bay Transfer Station

Apollo Bay transfer station will commence summer trading hours on Sunday 7 December opening 6 days per week. These hours will be extended to seven days per week from Boxing Day for the duration of the summer school holiday period to meet local holiday demand.

Additional Recycling Collections

All areas of Colac Otway Shire will again receive an additional two recycling collections following Christmas to meet the increased summer recycling demand. All properties will receive weekly recycling collections for four weeks commencing Monday 29 December until Friday 23 January when collections will revert back to fortnightly.

Fire Plans reviewed with contractors for the coming summer season

Council waste management staff have reviewed the waste collection plan for Extreme and Code Red fire danger rating days. These plans include:

- Kerbside collections
 - No trucks should be traveling outside Colac and Apollo Bay Urban areas after 10am.
 - Collections may commence earlier than 6am to ensure that trucks are back in safe zones by midday.
 - o Collections on Code Red Days are at the Contractors discretion.
- Transfer Stations
 - All transfer stations will be closed to the public on Code Red days including drop off facilities.
- Bulk Haulage
 - No bulk haulage trucks should be traveling between Apollo Bay and Colac after 10am on Code red days

Tenders

The reporting period is from 9 November to 8 December 2014.

Tenders opened since the last reporting period:

No tenders have been opened since the last reporting period.

Tenders awarded since the last reporting period:

1427 - Bituminous Sealing Works - to Inroads Pty Ltd

1428 - Asphalt Works - to Boral Resources (Vic) Pty Ltd

Tenders advertised since the last reporting period:

1422 - Richmond Street Reconstruction, closing 17 December 2014

1429 - Bluewater Fitness Centre Facility Management Software, closing 17 December 2014

1431 - Organic Mobile Bin Supply, closing 28 January 2015

1432 - Linemarking Services, closing 21 January 2015

1433 - Supply & Deliver Grader, closing 28 January 2015

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
32 Tulloh St, Elliminyt 11 Lot Subdivision	Works have been delayed due to contractors waiting on approvals from service authorities. Works are expected to resume in December with completion of civil works expected by February 2015.
Queen Street, Colac (Stage 1B & 2) 18 Lot Subdivision	Installation of sewerage services has commenced. Construction of the internal road and underground drainage will commence in 2015.
Cants Road (Stage 5) 8 Lot Subdivision (Imperial Drive)	Civil works have been completed for Cants Road Stage 5 following recent asphalt works. It is expected that compliance will be requested in December 2014.



Tulloh St Subdivision

COSWORKS

Works undertaken by Cosworks during November are as follows:

Minor Patching

Minor patching works are ongoing on sealed road repairs to keep up with potholes and edge breaks with granular materials across all areas of the shire.

Road Regrading

Road regrading has been reduced in the northern areas due to drier weather conditions.

Gravel Road Resheeting

Approximately 14 km of gravel resheeting works have been completed focusing on Old Beech Forest Road (Timber Roads Funding).

Major Drainage Works

During November major drainage works were completed on:

- Sunnyside Road
- Old Hordern Vale Road
- · Grey River Road
- Busty Road
- Barham River Road
- Wild Dog Road
- Melanesia Road
- Blue Johanna Road
- Upper Gellibrand Road.

Routine Drainage Works

During November routine drainage works were completed in the following townships:

- Apollo Bay
- Wye River
- Kennett River
- Separation Creek
- Skenes Creek
- Marengo townships.

Routine drainage works were completed in the following areas:

- Johanna
- Kawarren
- Gellibrand
- Forrest.

Bridge Maintenance

During November welding repairs were carried out on Swan Marsh Road and Phalps Road bridges. Carlisle – Gellibrand Bridge repairs were made to address concrete spalling.

Roadside Slashing

During November approximately 620km roadsides were slashed on both sides with a first cut being completed in the following areas:

- Cororooke
- Alvie
- Cressy
- Barunah
- Eurack
- Beeac
- Irrewarra
- Birregurra
- Pennyroyal
- Gerangamete
- Barwon Downs
- BarongarookColac
- Elliminyt.

Mowers will then move into:

Larpent

- Swan Marsh
- Irrewillipe
- Bungador areas.

Township Mowing

During November township mowing has been completed in:

- Apollo Bay
- Gellibrand
- Beech Forest
- Barwon Downs
- Forrest
- Carlisle
- Beeac
- Cressy
- Birregurra
- Kawarren.

Vegetation Control

Vegetation control works were undertaken on:

- Phillips Track
- Beech Forest township
- Gellibrand township
- Frys Road
- Ridge Road
- Bull Hill Road
- · Campiglis Road
- Murchisons Road.

Storm Damage

During the last month there has been an average amount of fallen, hanging and dangerous trees due to wind damage. This has been mainly in the southern section of the shire.

Sport Ovals

Mowing of ovals continues with improved weather conditions.

Colac Township Parks

Trees are being trimmed and lifted to improve cleanliness and to improve/reduce rubbish and litter being thrown under low foliage. Weed spraying is almost complete in conjunction with this program. Mulching of playgrounds in Birregurra and Forrest is now complete.

Tree Maintenance

Approximately 50 tree stumps have been ground off by a contractor in Colac and other areas. Tree maintenance works were undertaken in:

- Beeac township
- Birregurra township
- Colac Skate Park
- Sculpture Park
- Lake Foreshore.

Old Beechy Rail Trail

Clean up of fallen trees and unblocking of culverts is ongoing in areas difficult to access. Mowing and weed spraying is ongoing in various sections and six metres of decking has been replaced along the trail.

SUSTAINABLE PLANNING & DEVELOPMENT

Planning and Building

Colac 2050 Plan

Council is in the process of commencing this project following receipt of a State Government grant in August. The scope is being refined, and we expect to put the project out to tender after the Christmas/New Year period.

Domestic Wastewater Management Plan (DWMP)

Consultant firm Whitehead & Associates is currently preparing risk analysis mapping for the Shire's Domestic Wastewater Management Plan (DWMP). It is expected that a draft report will be developed early in the New Year, which will be considered by Council prior to community consultation on its recommendations.

2014 Planning Scheme Review

Officers are in the process of finalising an in-house four yearly review of the Colac Otway Planning Scheme to identify policy gaps and opportunities for improvement, and inform Council's strategic planning program. The review discusses the implications of key statewide and local planning policy changes since the last review was undertaken, and examines any potential for streamlining and clarifying the planning system for stakeholders in this municipality. Forums have been held with relevant agencies/referral authorities and local practitioners who regularly liaise with the Council through planning permit processes, and feedback has been received from the community via an on-line survey. A report will be tabled at an upcoming Council meeting for consideration.

Planning Scheme Amendment C73 (Apollo Bay Harbour)

The submission period for Amendment C73 concluded on 10 September 2014. Council resolved, at its ordinary meeting in October to request a Planning Panel to consider submissions. The Directions Hearing was held on 17 November 2014, and the full Panel Hearing was held in Apollo Bay over two days on 8 and 9 December 2014. Council is now awaiting the Panel's report and recommendations.

Economic Development

ANZ Business Breakfast

The ANZ Business Breakfast was held successfully on 27 November 2014. Over 90 business people sat down to hear guest speaker Arron Wood. This was the largest ANZ Business Breakfast event so far and Council is in the tenth year of its partnership with ANZ in delivering the event. Arron Wood, managing director of 'Kids Teaching Kids' and 'Fire Starter', spoke to the business community about his career path, growing up in a country town and his passion for the environment. He also covered a range of corporate citizenship and sustainability issues.

Social Media Marketing Workshop

The Economic Development Unit coordinated a second social media marketing workshop which was held on 4 December 2014. The workshop focused on businesses setting out their social media calendar, the themes and types of content to put on social media, and identifying the target market for an individual business. Council engaged KBE Social Media to run the event with funding assistance from the State Government's Streetlife Program. Feedback to date has been very positive and under the program businesses have the option of following up with a personalised session with the trainer.

Grants

An application for \$775,000 has been submitted to the Federal Government's National Stronger Regions Fund for a further stage of work in the upgrade of the Colac CBD Streetscape. The funding is matched by a Council contribution of \$275,000 and a further \$500,000 State Government grant announced last month by former Minster Terry Mulder. If successful the project will see the CBD from Gellibrand Street to Corangamite Street revitalised with landscaping, seating, bike racks, footpath treatments, lighting along the median strip, and upgrades to the intersections to make them pram friendly. This is in addition to landscape, artwork and other streetscape treatments proposed at the Queen Street/Murray Street intersection. Successful applications will be announced in May 2015.

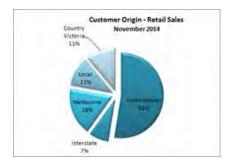
Advancing Country Towns project

The consultation phase of the Green Branding Feasibility project has commenced and there are early indications of positive industry interest in the project. The aim of this phase is to collect feedback from producers, manufacturers and growers within Colac and the region on their interest in a collective "green" branding strategy.

Tourism

Great Ocean Road Visitor Information Centre (GORVIC)

GORVIC's November visitation is slightly down on 2013 serving to date over 12,000 customers while email enquiries are up 150%. Visitation trends show internationals are mainly arriving from the UK, Germany and USA, interstate travelers are mainly arriving from NSW, QLD and SA.



GORVIC November retails sales were high with attractions ticket sales also continuing to rise, with both Otway Fly ticket sales (up 30%) and Cape Otway Light Station ticket sales (up 54%) experiencing record growth. These sales support Council's Visitor Information Centers role in keeping visitors in the region longer, and both local businesses and visitors benefit from the service.

As the tourism service gradually moves to a greater digital focus our staff are moving toward a greater focus on digital marketing of local businesses and attractions. This has seen some good results with Great Ocean Road Visitor Information Centre's Facebook Page likes up by 10.5% during November. The page now has 6493 likes, and is proactively marketed toward intrastate visitors.

This month's familiarisation training included GORVIC Staff and volunteers joining the ColacVIC team to tour the Colac & Red Rock region. Staff familiarised themselves with the unique hinterland experiences, visiting Merv Brunt Trucks, Beeac, Meredith Park, Red Rock Gallery and Colac Botanical Gardens. This training provides both volunteers and staff with a better idea of local attractions so that they can better explain them to visitors.

Colac Visitor Information Centre

Visitors to the centre continue to enquire about overnight Colac accommodation and advice on exploring the region including the Volcanic Plains, Otway's walks and waterfalls and

further on to the Twelve Apostles. An increase in enquiries for free camping has become apparent with the introduction of paid camping in the Great Otway National Park.

Liaisons with the local U3A club regarding training opportunities for both volunteers and staff include the possibility of free Mandarin language classes with a local retired Chinese teacher as well as general computing lessons and networking.

Small Town Improvement Program

Council has allocated \$25,000 of STIP funding in 2014/15 towards construction of an accessible toilet at the Forrest Public Hall. Works have commenced on the project and it is planned to be completed by Christmas.

Notification has been received that the grant application to TAC for \$25,000 towards the construction of a pathway between Cororooke and Coragulac has been successful. This will add to the grants obtained by the Red Rock Progress Association of \$25,000 from TAC Safer Communities and \$4,700 from the Gardiner Foundation. STIP funds of \$25,000 have been allocated towards the project. We are awaiting a report for the preliminary cultural heritage study before commencing works.

Lake Colac Co-ordinating Committee

The quarterly meeting was held on 10 December 2014. Renewal of the community members representation on the committee is due and expressions of interest will be sought from the community to be involved on the Advisory Committee. Advertisements will be placed in the Colac Herald.

Great Ocean Road Regional Tourism (GORRT)

GORRT is continuing to work on several key projects for the region including: development of the three year Strategic Marketing Plan, the Tourism Master Plan and the Digital Strategy. GORRT's primary objective is to actively involve the community, businesses and Council in all of these processes. Council's Economic Development Manager and Tourism Development Officer (TDO) are assisting GORRT with these projects.

The Tourism Master Plan process includes the development of nine Destination Action Plans (DAPs). Two of the nine DAPs will focus on the destinations of Apollo Bay and these are close to being finalised. Each DAP aims to highlight local challenges, opportunities and priority actions for the region. All DAPs will then feed into a regional Tourism Master Plan. The regional Master Plan will focus on achievable and affordable projects for the region.

WiFi Infrastructure has been installed in four locations in the Colac Otway Shire (the Apollo Bay foreshore, Otway Fly Tree Top Adventures, Forrest Township and in the Colac CBD). Equipment testing was undertaken during late November and early December prior to the network going live.

GORRT has launched its inaugural prospectus. The prospectus outlines GORRT's business services, recent consumer research and methodology for marketing in addition to future "game changer" projects.

Council has begun working on Destination Partnership Agreements (DPAs) for the Colac Otway Shire Sub Local Tourism Associations (COS Sub LTAs). The purpose of the agreements is to formalise and define the responsibility for GORRT, Council and the Sub Local Tourism Associations. Once a partnership agreement is in place, GORRT will reimburse 20% of a business's marketing expenditure to the relevant partner organisation.

These funds will be used for aligning each organisation's strategic activities so we can collaboratively grow the destinations and facilitate implementation of the DAP's priorities.

Council Tourism Marketing

Council's Visiting Friends and Relatives Campaign entitled "Love Our Region" will finish for 2014 at the end of November. The campaign will begin again in March 2015.

After five quarterly newsletters, the campaign is gaining momentum and community support. During the spring campaign \$147 was spent on advertising 17 offers from Colac Otway Shire businesses. From this spend:

- Love Our Region membership has risen by 9% with 672 residents (18 years or older) registered as campaign members.
- The Love Our Region Facebook page has 546 likes which is an increase of 20.1%.
- The campaign email newsletter was opened by 43% of recipients.
- The 17 offer links have been opened 987 times, resulting in a 31% increase compared with the four previous campaigns.

Council has been successful in applying to the Caravan Motorhome Club of Australia (CMCA) to have Colac recognised as an RV Friendly Town.

The designation as an 'RV Friendly Town™' refers to a town friendly toward all travellers in recreational vehicles, where large and small vehicles have equal access to town facilities such as parking, a Dump Point and potable water.

Earlier in the year the Colac Central Caravan Park successfully applied for a free Dump Point and potable water from the CMCA which allowed Council to apply for the "RV Friendly" status.

Council has been seeking this status for several years. Colac is now the first town in South West Victoria with RV Friendly status.

Public Relations (PR)

The region has had some great exposure this month with highlights including:

- Channel 7 Sunrise Live Weather Crosses featuring Torquay, The 12 Apostles and The Pole House (valued at over \$30,000) on 19, 20 and 21 November 2014.
- Full page editorial on the Great Ocean Road in BMW Australia Magazine (circulation 20,000
- Full page editorial in Caravanning Australia magazine.

PR will slow down leading towards Christmas with the following articles pending for December and January:

- Great Walks and Get Up and Go articles from Melanie Ball slated Dec/Jan issue
- Out and About with Kids Drive Holidays slated for January Edition
- The Age Good Weekend Wye River and Port Fairy Accommodation
- RACV Royal Auto Magazine due out early 2015
- Sydney lifestyle mag Ciao in December
- Nourish Health Magazine in January

Environment & Community Safety

Carp Removal

Council is working with local fisherman to remove large amounts of carp out of Barongarook Creek. As the water in Lake Colac heats up in summer the carp swim up the creeks to find

more favourable conditions. Council has installed barriers near the mouth of Deans Creek and Barongarook Creek to prevent this. While the carp are congregated near the barriers local fisherman are removing them. The fisherman are processing the carp and selling them for bait to shark and cray-fisherman. In the near future Council aims to undertake electrofishing in the creeks to try to remove as many carp as possible. Taking the carp out of the creeks will make it harder for the carp to keep reproducing so rapidly because it is their preferred environment to spawn.

Johnstone's Lane

Three months ago Council installed new parking restrictions in Johnstone's Lane. The area is now a Loading Zone and adequate signage has been installed to reflect this. Loading Zones are areas for goods carrying vehicles to use to ensure they can have easy access to businesses. Local Laws Officers have tried to educate people parking in this area and have not been issuing fines unless cars have been in the area for a prolonged period or the driver has refused to move along. After a three month grace period to help people get used to the new arrangements it is now considered reasonable to treat the Loading Zone in Johnstone's Lane like any other parking area in terms of enforcement.

Fire Season

The Fire Danger Period commenced on 17 November 2014. The CFA decided to start the Fire Danger Period earlier than last year because of the dry conditions particularly in the northern part of the region. Council Officers commenced fire prevention inspections in early November and aapproximately 125 Fire Prevention Notices have been issued for areas mainly to the north of the Shire. Inspections have started along the coast and follow up inspections will commence in the north of the shire next week. Follow up inspections in high risk areas will continue throughout the Fire Danger Period. Slashing on Council roadsides and land started three weeks early this year and is well ahead of previous years. Council also continues to work closely with Country Fire Authority on planned burns and roadside issues.

Relief and Recovery Training

Over the last month Council Officers from Colac Otway, Surfcoast and Corangamite Councils have been participating in training for managing an Emergency Relief Centre. The desktop training was put into practice during a live exercise that was undertaken in Camperdown on 3 December. Over one hundred participants took part in the exercise and many lessons were learnt to help us improve our Emergency Relief Centre plans.

Attachments Nil

Recommendation(s)

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

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# OM141712-2 JOINT STATEMENT IN SUPPORT OF ASYLUM SEEKERS LIVING IN THE COMMUNITY

AUTHOR:	Rhonda Deigan	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Executive	FILE REF:	F11/3291

#### **Purpose**

To seek Council endorsement of a "Joint Statement in support of Asylum Seekers living in the Community".

#### **Declaration of Interests**

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

#### **Background**

Over the past two years federal policies have changed, asylum seeker issues are becoming increasingly prominent and the resources available for people seeking asylum remains minimal. This situation has placed considerable pressure on local service provider resources in support of the asylum seeker and refugee community.

In response to these issues the City of Greater Dandenong hosted a Mayoral Forum regarding the impact of asylum seekers living in the community. The Forum was attended by 53 participants from a range of Councils, including the then Colac Otway Shire Council Mayor, Cr Russell, service organisations and government agencies who shared their experiences in planning for and supporting asylum seekers.

A key focus of the Forum was a *Joint Statement in Support of Asylum Seekers living in the Community* (the Statement). The Statement will call on the Australian Government for increased resources to enable local government to adequately respond to the needs of community service organisations in supporting asylum seeker communities. The Statement has been circulated to every Victorian Council and a number of State Government agencies and peak bodies with a request that they too endorse the Statement.

It is intended that a unified, state based approach will highlight the service pressures that are currently being experienced across Victorian communities.

# 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 impact of people living on bridging visas and in community detention has become more apparent to local service providers in the Colac Otway Shire. Some of the critical issues being raised by organisations supporting asylum seekers include:

- Accessibility of community services
- · Housing affordability, accessibility and suitability
- Financial independence
- · Health and wellbeing.

In response to the need being experienced in the community, the City of Greater Dandenong brought together representatives from local and State Government, key agencies and a number of local service providers. The event, a *Mayoral Forum on Asylum Seekers*, provided an opportunity to discuss an appropriate response.

This Council resolved at its June 2014 Council meeting to declare the Colac Otway Shire as a Refugee Welcome Zone. This was followed by the signing of the declaration at an event held on 10 September 2014 attended by community members from Iran, South Sudan and Afghanistan who are asylum seekers or from refugee backgrounds, local service providers, support groups and the Refugee Council of Australia. Signs have also been installed at the eastern and western boundaries of this Shire indicating that the Colac Otway Shire is a Refugee Welcome Zone.

The endorsement of the Statement would be in line with this declaration.

#### **Proposal**

The Joint Statement in support of Asylum Seekers living in the Community reaffirms Council's commitment to welcome asylum seekers, uphold their human rights, demonstrate compassion and enhance cultural and religious diversity in the community. It is therefore proposed that the Colac Otway Shire Council informs the City of Greater Dandenong that it endorses the Statement.

#### The Statement advocates for the following:

- Aid: Most asylum seekers only receive 53 per cent of available Centrelink benefits with additional support provided by the Government to pay rent and utilities. The subsequent financial disadvantage that is experienced has placed significant pressure on community service and volunteer organisations in the provision of emergency relief and material aid. The Statement calls on the Australian Government for increased resourcing to community service and voluntary organisations to assist asylum seekers.
- Information and Statistics: Data on the number and location of asylum seekers can
  prove difficult to obtain. The provision of timely and accurate information and statistics
  about the number and location of asylum seekers would greatly assist local government
  with local area planning. This will ensure the delivery of adequate levels of support when
  and where it is needed.
- Social Inclusion and Engagement: It often falls to local government to facilitate community-based activities and services that assist new arrivals to learn about their new communities. Additional resources would enable the provision of a program of services promoting meaningful social engagement and broad education about living within the Australian community.
- Local Level Coordination: There are currently multiple organisations supporting asylum seekers in the community. Adequate resourcing to provide for a centralised coordination point would ensure a more streamlined approach that would enable appropriate coordination of limited resources.

- Housing: Asylum seekers seldom come with knowledge or resources that enable them
  to find suitable and affordable accommodation. This results in overcrowding and
  substandard conditions. Additional resourcing would allow for training and information
  dissemination that will assist asylum seekers to find suitable and affordable housing.
- Education: While asylum seekers under the age of 18 are permitted to attend school, this right ceases upon attaining the age of 18 at which point the young asylum seeker must leave the education system. Adequate resourcing of community service organisations would enable the provision of meaningful and engaging education programs. Asylum seekers also have limited access to English classes and are only eligible for 45 hours of English tuition compared to 510 hours in the AMEP program if your are a refugee or migrant.

By endorsing the Statement, Council is taking a leadership role and committing to:

- Promote social inclusion, equity and community participation in Colac Otway Shire
- Actively work towards providing opportunities for asylum seeker communities to participate in community life
- · Raise awareness and knowledge about asylum seekers within the wider community
- Celebrate the community contributions of asylum seekers, who bring skills, expertise, motivation, and resilience
- Collaborate with our partners, community groups and local agencies to strengthen operations or capacity and enhance local coordination
- Advocate for appropriate resources to meet the needs of asylum seekers.

It is hoped that this Statement will send a strong message to the Australian Government regarding the concerns and pressures of local government in its role of supporting asylum seekers.

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

There are no financial or other resource implications arising from this report

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

There are no risk management or compliance issues arising from this report.

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

There are no risk management or compliance issues arising from 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 was to consult and input was sought from Diversitat in the preparation of this report. Should the recommendation be adopted, a media release will be prepared advising of Council's decision to endorse the Statement.

#### **Implementation**

If Council adopts the recommendation, the City of Greater Dandenong would be informed that the Colac Otway Shire has endorsed the *Joint Statement in Support of Asylum Seekers living in the Community.* 

#### Conclusion

The Joint Statement in support of Asylum Seekers living in the Community reaffirms Council's commitment to welcome asylum seekers, uphold their human rights, demonstrate compassion and enhance cultural and religious diversity in the community.

#### **Attachments**

1. Joint Statement in support of Asylum Seekers living in the Community

#### **Recommendation(s)**

#### That Council:

- 1. Endorses the Joint Statement in support of Asylum Seekers living in the Community
- 2. Writes to the City of Greater Dandenong advising them of this decision.

# **CORPORATE AND COMMUNITY SERVICES**

ITEM				
OM141712-3	DRAFT TIGER RAIL TRAIL FEASIBILITY STUDY			
OM141712-4	DRAFT G21 AND AFL BARWON REGIONAL STRATEGY			

#### OM141712-3 DRAFT TIGER RAIL TRAIL FEASIBILITY STUDY

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

Ordinary Council at its meeting on 26 November 2014 resolved that the matter be deferred to the meeting to be held on 17 December 2014.

#### **Purpose**

To present the draft Tiger Rail Trail Feasibility Study 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

For a number of years, the Birregurra and Forrest communities have advocated for the development of a trail along the former railway corridor from Birregurra to Forrest via Deans Marsh and Barwon Downs. Known as the Tiger Rail Trail, the proposal from the community has been to establish a 30km 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.

In 2008, the first 4.5km of the Tiger Rail Trail was constructed linking the Forrest township with the Yaugher Mountain Bike Trail network.

The Barwon South West Regional Trails Master Plan recommended that Colac Otway Shire review the potential of the Tiger Rail Trail as a regional trail in the future including investigating options of access through private land sections.

On behalf of the community, Council secured funding of \$45,000 from Regional Development Victoria to prepare a feasibility study for the proposed Tiger Rail Trail. This funding was matched by contributions from the Birregurra Community Group – Friends of the Tiger Rail Trail (\$10,000), Surf Coast Shire (\$2,500) and Council (\$5,000).

Consultants *Transplan Pty Ltd*, in partnership with *Mike Halliburton Associates*, were engaged to prepare the Tiger Rail Trail Feasibility Study. A Steering Committee, established to provide guidance on the project, included Cr Brian Crook, Council officers (representing recreation, infrastructure, tourism and strategic planning), three community representatives, and officers from Regional Development Victoria and Barwon Water.

The project commenced in April 2014.

# 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.

#### Related strategic justification

The preparation of this study was recommended in the Barwon South West Regional Trails Master Plan (2009) and Council's Public Open Space Strategy (2011).

**Issues / Options**The overarching objective of the draft Tiger Rail Trail Feasibility Study (study) was to determine the feasibility of establishing a shared-use trail on the former railway alignment between Birregurra, Deans Marsh, Barwon Downs and Forrest.

A major consideration for the project was to establish the issues, barriers, constraints and opportunities associated with developing the proposed rail trail. Along with the original rail alignment, several alternative alignment options were also considered.

In determining whether a viable rail trail between Forrest and Birregurra was possible, the consultants spent considerable effort in determining land ownership for the former corridor railway and adjoining land. In addition, fieldwork was undertaken to assess the former railway corridor, to assess current uses of it and to identify any physical constraints that may hinder the development of the proposed rail trail.

The entire former railway corridor between Birregurra and Forrest is approximately 31.7km, with approximately 4.5km already constructed from Forrest to Yaugher. A significant issue that was identified through the investigations was that long lengths of the former railway corridor are now in private ownership (in four distinct areas: near Birregurra, south-west of the former Whoorel station, around Deans Marsh and near Barwon Downs).

Of the 27.2km undeveloped, approximately 8.6km (32%) is now in private ownership. A further 12.6km (46%) is owned by Barwon Water, much of which is leased to adjoining landowners.

Many of the landowners who now own parts of the former railway corridor were engaged in the investigations and were quite clearly opposed to the development of the rail trail through their privately owned land. There was one landowner near Barwon Downs who did not oppose the trail proposal.

Barwon Water also owns a considerable amount of the former railway corridor and, while it is not opposed to the potential use of the corridor for the purposes of a trail, it is concerned about the impact on adjoining landowners to whom it leases sections of the corridor. Many of the lessees of the Barwon Water owned rail corridor were also opposed to the development of a trail on this land.

Consequently, significant bypasses of the original railway corridor would need to be developed for a complete trail route to be established.

A number of alternative trail routes bypassing the privately owned sections of the former railway corridor were investigated and evaluated. The options investigated included:

- Barwon Water's water supply channel
- Use of the network of gravel roads running parallel or near to the former railway corridor
- Use of unconstructed roads
- Verges of nearby roads
- A combination of the railway corridor, gravel roads and road verges.

The draft study concluded that none of the options evaluated would provide the desired outcome that a complete rail trail would provide. By diverting off the original railway corridor, and the flat grades and history that it provides, the less attractive the trail proposition becomes. Roadside trails, away from the original railway corridor, may be tolerable for some walkers and cyclists but are not what rail trail users are seeking. Some of the options were considerable not feasible due to risk and safety issues (eg: Barwon Water's water supply channel).

The draft study recommends that the proposal to extend the Tiger Rail Trail from its current termination north of Forrest to Birregurra is not feasible.

While the development of a complete rail trail through to Birregurra is not considered to be viable, the draft study did identify the possibility of extending the existing rail trail from its current end point at Yaughar through to Barwon Downs. The majority of that corridor remains in public ownership and the private owner of a section of the former railway corridor is not opposed to development of the trail on his land. A small section of the former railway corridor is owned by Barwon Water and leased to an adjoining landowner, who does oppose the trail at this point in time.

The continuation of the rail trail through to Barwon Downs is highly supported by both the Barwon Downs and the Forrest communities. The additional section of new rail trail would add approximately 3.4km to the existing trail – giving a total length of 7.6km. The draft study concludes that the extension through to Barwon Downs is considered feasible with an approximate capital cost of \$544,000 (subject to the preparation of a detailed trail development plan, including inspection and evaluation of two existing timber bridges). The estimated economic benefit arising from local people and visitors using the trail was calculated to be around \$550,000 per annum.

Additional consultation with landowners and lessees would be required to gain agreement before any works would be considered. This is consistent with Barwon Water's advice that while it doesn't oppose the proposed trail on its land, it would be guided by the views of the lessee of the land, who in this case opposes the trail.

#### **Options**

Council has the options of:

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

Considering the significant work that has been undertaken in preparing the draft study, it is recommended that Council supports the public exhibition of the draft study.

A further report will be provided to Council following the public consultation period that will outline and seek to respond to any submissions received and may make further recommendations on the adoption of a final Tiger Rail Trail Feasibility Study.

#### **Proposal**

It is proposed that Council resolve to publicly exhibit the draft Tiger Rail Trail Feasibility Study for a minimum six week period in accordance with the Colac Otway Shire Community Engagement Policy 2010, from 1 December 2014 through to 16 January 2015.

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

The draft study has been undertaken in accordance with the budget allocation for this project (\$60,000) with contributions from Regional Development Victoria (\$45,000), Birregurra Community Group (\$10,000), Surf Coast Shire (\$2,500) and Council (\$5,000). The project has cost less than the budget allocated.

The draft study recommends that the extension of the existing rail trail be extended to Barwon Downs. The estimated capital cost to extend the trail is approximately \$544,000 (ex GST). A detailed trail development plan would be required to more accurately determine the cost of developing the trail which would include an inspection and evaluation of the two existing timber bridges.

Funds to develop the trail would be subject to Council budget assessments and/or sourced from State and Federal Government grants. The current state government provides funds for trail development through a number of funding programs including the *Putting Locals First Program* and the *Local Government Infrastructure Program*.

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

Risk management has been a major consideration throughout the development of the draft study. A number of possible trail alignment options were investigated and ruled out due to the associated risk to users eg: Barwon Water's water supply channel, road verges etc.

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

There are no environmental or 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 has been involve.

The draft study was prepared following extensive engagement and communication with the community. This was achieved in the following way:

- Telephone conversations with a number of landowners in the community who either leased a portion of the former railway corridor (from Barwon Water) or who now own a portion of the former railway corridor.
- Face to face meetings and site inspections with several landowners who either lease a portion or own a portion of the former railway corridor.
- The preparation and distribution of several newsletters, informing the community and key stakeholders of progress of the feasibility study and key dates for community engagement.
- Correspondence sent to adjoining landowners, including project newsletters, informing of the project and key dates for community engagement.
- Four 'Open Houses' were conducted (in Birregurra, Deans Marsh, Barwon Downs and Forrest) at which members of each of the four communities met with the consultants and discussed aspects of the project on a one-on-one basis. Approximately 50 people attended the four sessions.

- Additional meetings have been held with other organisations and key stakeholders including Barwon Water.
- Conversations were held with other key stakeholders including the Surf Coast Shire, VicRoads and representatives of the local business communities.

If supported by Council, officers will commence the public exhibition process by writing to adjoining landowners, placing advertisements in the local media, information in local newsletters and directly contacting organisations and individuals who have previously been involved in the project. 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, although given the Christmas/New Year period, submissions would be accepted over an extended period, up until 22 January 2015.

#### Implementation

The public consultation will be implemented as outlined above and will commence in early December 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 and consultant. Modifications to the draft study may be made as deemed appropriate.

Implementation of recommendations within the draft study (eg: extension of the existing trail to Barwon Downs) would only commence following Council's adoption of the final Tiger Rail Trail Feasibility Study and subject to budget availability.

#### Conclusion

The local community has advocated for some time to develop a rail trail from Birregurra to Forrest, known as the Tiger Rail Trail. The proposal has also been supported by a number of strategic documents. Funds were sourced to further investigate the feasibility of the proposal. The research and community engagement undertaken through the preparation of the draft Tiger Rail Trail Feasibility Study identifies that constructing a rail trail from Birregurra to Forrest is not feasible due to much of the former rail alignment being in private ownership, with land owners and lessees generally opposed to the concept.

The draft study did identify the possibility of extending the existing trail to Barwon Downs, thus providing a complete rail trail from Forrest to Barwon Downs. The estimated economic benefit of such a trail is valued at approximately \$550,000 per annum.

The draft study has been developed through consultation with the local community. It is important to test the draft study with the community by public exhibiting the draft study seeking feedback from the community.

#### **Attachments**

1. Draft Tiger Rail Trail Feasibility Study

### Recommendation(s)

That Council endorses the draft Tiger Rail Trail Feasibility Study to be placed on public exhibition beyond the minimum 6 week period in accordance with Council's Community Engagement Policy 2010, until 23 January 2015.

#### MOTION - MOVED Cr Brian Crook seconded Cr Terry Woodcroft:

#### That Council:

- 1. Endorses the draft Tiger Rail Trail Feasibility Study to be placed on public exhibition beyond the minimum 6 week period in accordance with Council's Community Engagement Policy 2010, until 22 January 2015.
- 2. Notes, in exhibiting this draft study, that the section from Barwon Downs to Birregurra be abandoned.

#### **VOTE 3:3**

In accordance with casting vote guidelines, the Mayor used his casting vote to vote in the negative and deferred the item to the 17 December 2014 Ordinary Council meeting.

### OM141712-4 DRAFT G21 AND AFL BARWON REGIONAL STRATEGY

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

#### **Purpose**

To present the draft G21 and AFL Barwon Regional 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**

The G21 Sport and Recreation Pillar (Pillar) has a strong history of planning regionally and in recent times has undertaken a number of sport specific strategies including football (soccer) and tennis (currently under development). In 2014, the Pillar in partnership with AFL Victoria and AFL Barwon commenced the development of the G21 and AFL Barwon Regional Strategy (strategy).

The AFL Barwon Commission was developed to guide the ongoing growth and development of football and netball within the region. The Commission is one of 13 regional commissions established by AFL Victoria that are ultimately responsible for the promotion, growth and sustainability of community football within Regional Victoria.

The AFL Barwon Region is the largest community football league in country Victoria. The AFL Barwon Commission supports 4 Senior Football and Netball Leagues, 3 Junior Football Leagues, 2 Umpire Associations and more than 50 clubs with 384 football teams and direct management of 346 netball teams. There are 10 football/netball clubs and 1 umpires association located in the Colac Otway Shire.

The G21 and AFL Barwon Regional Strategy was initiated in late 2013. The regional approach to guide the future planning and development of football and netball is the first of its kind in the state and is strongly supported by all project partners.

The aim of the strategy is to guide the future planning and development of football and netball delivered through football-netball clubs across the G21 and AFL Barwon Regions. The draft strategy addresses infrastructure and sports development needs of both sports, as well as establishing clear priorities for local delivery. Note that the draft strategy only includes netball administered as a part of football-netball clubs and does not include netball administered through standalone netball associations.

The strategy builds on the AFL Barwon Strategic Plan 2014-2018, AFL Victoria Growing the Heartland Football Facilities Development Strategy 2014-2020, Netball Victoria Strategic Plan 2014-2018 and other strategic documents relevant to AFL football and netball.

The strategy is directed and influenced by the Issues and Opportunities Paper which provides detailed project, region, football and football club based netball context and

associated analysis of the issues impacting these sports across the G21 region. It also highlighted potential opportunities for improvement, and provides the basis for this strategy.

# Council Plan / Other Strategies / Policy 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.

### 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**

Addressing the issues concerning football and netball provision and delivery on a regional scale provides many benefits to both the sport and project partners. As the focus of the strategy is at a higher level, State and Local Governments have the opportunity to implement actions in a planned and coordinated manner.

A regional approach also supports AFL Victoria's strategic drive to adopt region based administration and governance structures that better reflect local football needs.

The G21 and AFL Barwon Regional Strategy provides the strategic framework to support the future development, governance and growth of football and club based netball throughout the G21 region for the next 10 years. The strategy represents the alignment of objectives across all stakeholders and ensures that recommendations are driven by the sport and government in partnership. The strategy provides regional directions and recommendations, as well as prioritising actions to be delivered by AFL Barwon, AFL Victoria, Netball Victoria and each municipality.

An Issues and Opportunities Paper was developed to collate all information relevant to the development of the draft G21 and AFL Barwon Regional Strategy. The Issues and Opportunities Paper was built on a comprehensive consultation program, including surveys of football/netball clubs and schools, facility audits, and workshops and targeted discussions with all project partners.

The Issues and Opportunities Paper identified three key themes:

- Sport Development Supporting player participation in all forms of football and netball is central to the success of this regional strategy. Support structures, such as clubs and facilities, will need to adapt to meet changes in and capitalise on sports development initiatives beyond traditional participation and talent pathways.
- Club Development AFL Barwon supports 50 clubs and over 600 teams between
  netball and football across the region. There is significant diversity in club structure,
  governance processes and programs. Increased support and improved strategic
  planning will enable clubs to continue to grow, maximise sports development
  opportunities and invest in facility upgrades and renewal that are fit for purpose.

 Infrastructure Improvement – Investment in the facilities across the region to ensure current facilities meet AFL Victoria and Netball Victoria minimum requirements and adequately accommodate anticipated participation growth and diversity of participants is essential. Providing appropriate facilities is a key action in driving increased participation in football and netball.

The development of the *Issues and Opportunities Paper* provided the foundation for the development of the draft G21 and AFL Barwon Regional Strategy.

The draft strategy recommends a vision and strategic framework for the development football and club based netball over the next ten years.

The proposed vision is:

"To work together to grow and prosper community football and netball."

The vision highlights the need for all stakeholders to work in partnership to develop football and netball in the G21 region.

The draft strategy identifies the following six priorities:

- 1. Support the capacity building of clubs and their people.
- 2. Increase the quality and functionality and maximise the carrying capacity of existing facilities.
- 3. Plan and develop new facilities in key growth areas across the region.
- 4. Capitalise on opportunities to create a Regional Administration Centre.
- 5. Ensure programs and facilities cater for the diversity of participants that are attracted to our game/s.
- 6. Continue to enhance the relationship between football/netball, government and community partners in planning and provision of facilities.

Strategic directions have then been defined for each Priority.

The draft Regional Strategy identifies five critical actions that need to be delivered in order to commence the change process and set the foundation for the future for both football and netball in the region to 2025.

#### Critical Action #1

Local Government Authorities, AFL Victoria, Netball Victoria and AFL Barwon to partner to actively lobby state government for continuation of the Country Football Netball Fund program.

#### Critical Action #2

Local Government Authorities, AFL Victoria, Netball Victoria and AFL Barwon work collaboratively to plan and prioritise lighting upgrades on a regional basis.

# **Critical Action #3**

Deliver planned facility upgrades to a regional level as a first priority. Use the framework provided in the strategy to determine priority for existing club facility upgrades.

### **Critical Action #4**

AFL Barwon to complete a strategic review of current club structures and work with key stakeholders to assist club sustainability and competition equalisation.

#### Critical Action #5

Support clubs to create five year strategic plans to improve operational performance and guide business objectives around facility and asset management, financial planning and club participation and growth.

# **Local Implications**

Whilst many of the strategic directions are the responsibility of AFL Barwon to implement, there is a role for Councils to play, particularly around facility provision. The strategy provides an assessment of all club facilities within the G21 and AFL Barwon region, focussing on amenities and infrastructure that have the greatest influence and impact on a venue being able to facilitate current competition requirements and support growth in participation.

The draft strategy identifies that Central Reserve be classified as a "Regional" venue, one of four in the region. However, the facility doesn't currently meet the required standard and needs improving.

Of the other nine facilities in the Colac Otway Shire that cater for club activities, none currently meet the required facility standard, this being the "Local" classification. The table below outlines the improvements required for all Council facilities:

Club	Improvement	Which facilities	
Birregurra FNC	Substantial Improvement	Pavilion, Changerooms, Sports	
	Required	Lighting Netball Court, Netball Facility	
		and Oval Surface	
Irrewarra-Beeac FNC	Substantial Improvement	Pavilion, Changerooms, Sports	
	Required	Lighting	
Western Eagles FNC	Substantial Improvement	Pavilion, Changerooms	
	Required		
Alvie FNC	Improvement Required	Sports Lighting, Oval Surface	
Apollo Bay FNC	Improvement Required	Sports Lighting, Oval Surface	
Colac Imperials FNC	Improvement Required	Pavilion, Sports Lighting	
Otway District FNC	Improvement Required	Sports Lighting	
South Colac Sports Club	Improvement Required	Pavilion, Changerooms	
Forrest FNC	Improvement Required	Pavilion, Changerooms, Sports	
		Lighting	
Colac Tigers FNC	Improvement Required	A range of upgrades required to meet	
		"regional" standard	

There are no cost estimates provided with the draft strategy as each venue will need to undertake further detailed investigations on what improvements are required. The draft strategy states that all venues should aspire to be classified as "Local" by 2020.

Investing in infrastructure that supports local and regional football and netball participation is vital. Football and netball have significant value to local communities including bringing a community together, reducing social isolation, increasing community pride, developing

'social capital' and improving physical and mental health. Recent studies provide evidence that football and netball provide extraordinary social, health and community benefits.

In addition, recent independent research estimates that the economic contribution by football-netball clubs to their surrounding communities can be over \$1M annually as per the impact study by Street Ryan on the 2013 activities of the Gisborne Football Netball Club.

The draft strategy will present Council with clearer direction on the development of AFL and netball facilities in the future. It will provide greater strength to lobby for funds to improve facilities for our community. The draft strategy also provides stronger guidance for other partners to further develop the capacity of clubs to continue to provide significant social, economic and health benefits to our community.

#### **Proposal**

It is proposed that Council resolve to publicly exhibit the draft G21 and AFL Barwon Regional Strategy for a minimum six week period in accordance with the Colac Otway Shire Community Engagement Policy 2010, from 20 December 2014 through to 7 February 2015.

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

The project has been funded by AFL Victoria, AFL Barwon and the five G21 municipalities. Council's contribution to the project is \$1,522.

The draft strategy identifies facility improvements required at all facilities within the Colac Otway Shire that host football/netball clubs. The draft strategy states that all venues should aspire to be classified as "Local" by 2020. There are no cost estimates provided with the draft strategy as each venue will need to undertake further detailed investigations on what improvements are required.

Funds to improve community sporting infrastructure would be subject to Council budget assessments and/or sourced from State and Federal Government grants. The State Government currently has a dedicated funding program for football/netball facilities, the *Country Football Netball Program*. In addition, other State Government funding programs could be accessed to improve facilities including the *Community Facility Funding Program* and *Putting Locals First Program*.

The draft strategy states that a collaborative approach between government and sport is essential to ensure facility upgrades and renewal are strategically planned to meet the diversifying sports participation needs. Clubs cannot expect government to fund all upgrades and improvements. A key strategic direction is that AFL Barwon supports financial management and governance processes at the club level that ensures strategic planning includes club investment into future facility upgrades.

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

There are some risk issues associated with the current provision of facilities. Identified facility improvements would be prioritised based on risk issues as a key consideration. This would include the quality of oval and court surfaces, lighting for training and/or competition and meeting required sporting association standards to name a few.

# **Environmental and Climate Change Considerations**

There are no environmental or 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 has been Involve.

The draft study was prepared following extensive engagement and communication with the relevant organisations and the football and netball community.

Two project reference groups (sport and government) were developed to provide technical advice and input from a local perspective.

The development of the draft strategy included a review of current sport and government literature, local and regional demographics and sports participation analysis and six targeted workshops with G21 LGA's, AFL Barwon Leagues, State Government and service providers to further discuss issues raised.

Online club health checks of 53 separate AFL Barwon clubs, facility assessments of these clubs and 32 schools surveys were also conducted, with conclusions drawn from these to provide support for pre-existing or new issues. AFL Barwon staff met individually with the majority of local clubs to get a detailed understanding of the issues facing local clubs.

If supported by Council, the G21 Sport & Recreation Pillar will commence the public exhibition process by directly informing clubs, associations and other key stakeholders. Copies of the document will be available on the G21 website with a link from Council's website. Hard copies will also be available 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, although given the Christmas/New Year period, submissions would be accepted over an extended period, up until 7 February 2015.

#### **Implementation**

The timing of Council's consideration of the draft strategy aligns with the other four G21 municipalities. Should the report be endorsed by all Councils to be publicly exhibited, a consistent release date will be enacted, this being 20 December 2014.

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

Implementation of recommendations within the draft study would be subject to budget availability.

#### Conclusion

The draft G21 and AFL Barwon Regional Strategy has been developed to guide the future planning and development of football and netball delivered through football-netball clubs across the G21 and AFL Barwon Regions. Planning on a regional level provides significant benefits for sports and local governments.

The draft strategy has been prepared through significant consultation and engagement with local football-netball clubs and associations, state sporting associations, government agencies and other key stakeholders.

#### **Attachments**

Nil

# Recommendation(s)

That Council endorses the draft G21 and AFL Barwon Regional Strategy to be placed on public exhibition beyond the minimum 6 week period in accordance with Council's Community Engagement Policy 2010, from 20 December 2014 until 7 February 2015.

# **INFRASTRUCTURE AND SERVICES**

ITEM		
OM141712-5	BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT - PROGRESS REPORT	
OM141712-6	ROAD DEVIATION - 185 BUSTY ROAD, APOLLO BAY	

# OM141712-5 BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT - PROGRESS REPORT

AUTHOR:	Adam Lehmann	ENDORSED:	Phil Corluka
DEPARTMENT:	Infrastructure & Services	FILE REF:	F13/7721

#### **Purpose**

The purpose of this report is to provide Council with an update on the progress of the delivery of the Blue Water Fitness Centre Redevelopment Project.

#### **Declaration of Interests**

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

#### Background

The transformation of the Blue Water Fitness Centre is one of the most significant projects undertaken by Council. The Centre is a focus for sport and leisure within the Shire, and an enhanced facility will allow quality recreational activities to be delivered to the community for many years to come.

# 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.

### 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**

This report is prepared to provide timely and accurate information specific to the delivery of the Blue Water Fitness Centre Redevelopment Project.

#### **Proposal**

This report is for Council to note the progress of this project and provides details relating to performance and variance against schedule, budget, and quality parameters. The report also gives an indication of the key issues and risks which have the potential to affect project delivery outcomes.

# **Financial and Other Resource Implications**

The project budget is \$11.86M. The project is presently being managed within budget tolerances.

## **Risk Management & Compliance Issues**

All aspects of the project are being managed through an established risk register. There are a number of key risks which have the potential to deviate the project from schedule, budget, and quality objectives. The major known issues relate to latent conditions associated with the condition of the existing building structure.

# **Environmental and Climate Change Considerations**

Environmental risks posed by construction activities on site are being managed in accordance with the Contractor's Environmental Management Plan.

#### **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 used is to inform including ongoing community and stakeholder engagement activities which will be implemented throughout the course of the project. Information about the project will be disseminated to the community through traditional and social media outlets.

#### **Implementation**

This report is provided as information for the benefit of Council and the community and gives a status update on the delivery of the Blue Water Fitness Centre Redevelopment Project which is presently at construction stage.

#### Conclusion

The intention of this report is to inform the community about the progress of the Blue Water Fitness Centre Redevelopment project. These ongoing reports focus on monitoring of budget and expenditure, progress of works and issues or variances which have the potential to impact on project delivery outcomes.

### **Attachments**

Nil

# Recommendation(s)

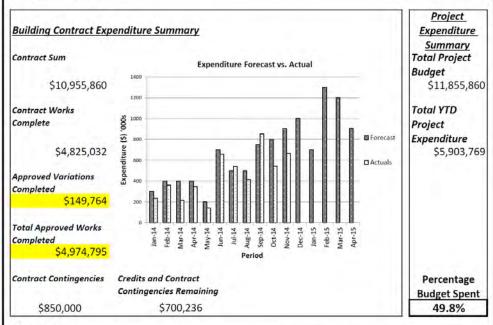
That Council notes the monthly status report for the Blue Water Fitness Centre Redevelopment Project covering the period to 1 November 2014 to 30 November 2014.

Monthly Project Status Report - BWFC Redevelopment

#### For Period 1 November - 30 November 2014 Prepared By Graeme Collins and Adam Lehmann **Date Prepared** 03-Dec-14 Project Description Redevelopment of aquatic and sports facility to incorporate warm water pool, additional basketball court and compliant run off areas and general facility upgrades and renewal. **Project Status** Status Item **Current Status Prior Status** Reason for Deviation Caution **Overall Project Status** Caution Potential delays likely to affect forecast Schedule Caution Caution completion date Scope reduction on non essential items being Caution Caution Scope investigated to reduce pressure on project budget Project presently within budget tolerances Budget Caution Caution Project Risk Caution Caution Potential for further delays and associated costs Overall Summary/Comments Revised civil works for stormwater drainage are nearing completion. Once complete this will enable

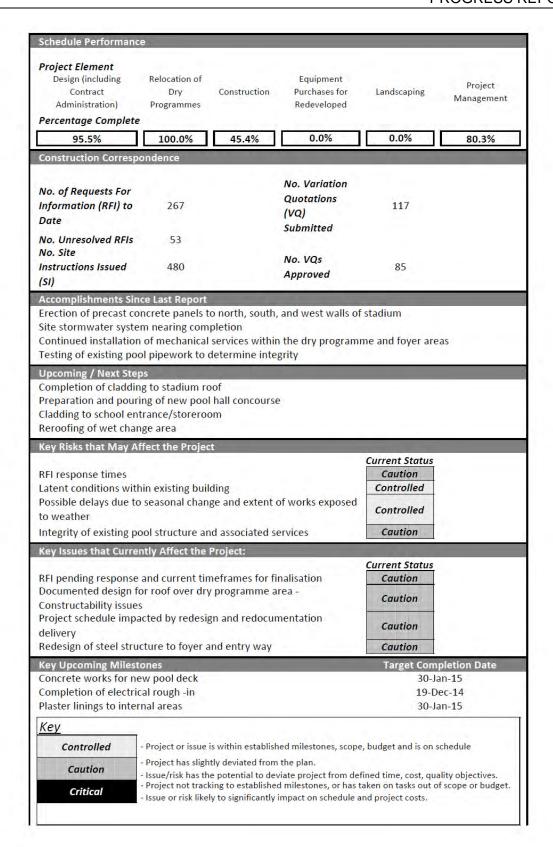
Revised civil works for stormwater drainage are nearing completion. Once complete this will enable further works around the new warm water pool to procced. Pre cast panels along the southern perimeter wall have been erected. Temporary props to panels along western wall have been removed following the connection of the panels to the stadium's steel frame.

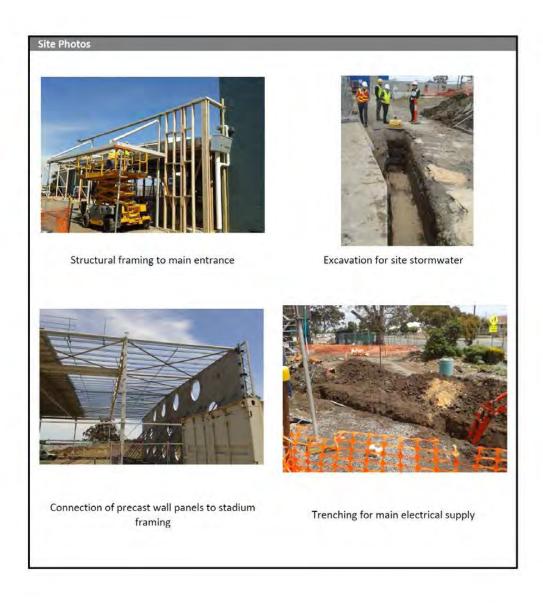
#### **Budget Performance**



#### Comments

Redesign of various project elements continue to impede the progress of construction activity. This is expected to turnaround in the next period. The variation sum indicates the approved additional works completed to the end of November 2014.





# OM141712-6 ROAD DEVIATION - 185 BUSTY ROAD, APOLLO BAY

AUTHOR:	Adam Lehmann	ENDORSED:	Phil Corluka
DEPARTMENT:	Infrastructure & Services	FILE REF:	CLF11/7

# **Purpose**

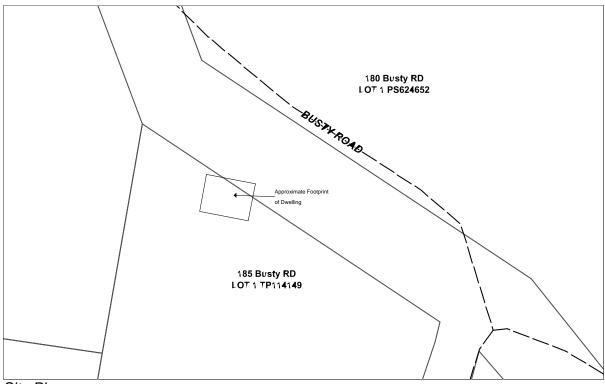
The purpose of this report is to consider a proposal to deviate a section of Busty Road, Apollo Bay to address land occupation issues.

#### **Declaration of Interests**

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

#### **Background**

Part of the dwelling constructed on 185 Busty Road, Apollo Bay has been constructed on a portion of the abutting road reserve. It is estimated that this dwelling was constructed in its current location more than 40 years ago, based on the production of a survey plan from 1972 by the owners legal representative. The locality plan below shows the approximate location of the dwelling on the road. The physical alignment of Busty Road is also shown on the plan below and is based on an actual alignment which has been physically mapped previously. This section of Busty Road has been on its current alignment since its original construction. This short section of Busty Road passes through freehold land. This being the case, it would be desirable for Council to ensure that the alignment of this road is wholly contained within a continuous road reserve.



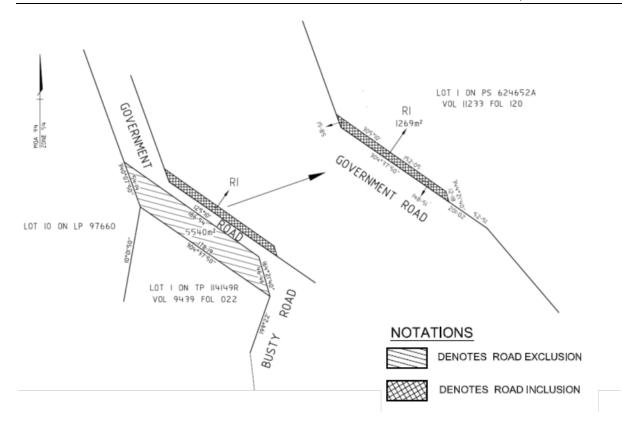
Site Plan



Locality Plan

Busty Road is approximately 4.9km in total length and is listed on Council's Municipal Public Road register as a public road. It provides legal access to a number of properties along its length. It would appear that there was no account given to the status of the land on which the dwelling is situated when it was originally constructed on 185 Busty Road however this area of land is affected is relatively flat compared with the surrounding typography. The current situation is not legal as the owners have no formal tenure agreements in place to occupy the portion of land.

The only practical solution to address this issue is through a road deviation or exchange under the provisions of the *Local Government Act 1989* (the 'Act'). This would essentially result in the closure of part of the road reserve on which the dwelling occupies, which would then be transferred to the owner of 185 Busty Road. As a part of the process a small portion of 180 Busty Road would be acquired in order to essentially create a road reserve over which the existing alignment of Busty Road traverses this property (refer plan below). This proposal would correct the status of the land on which both the dwelling and the physical alignment of Busty Road in its immediate vicinity are situated.



# 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**

The intended realignment of the short section of this road as detailed will not affect the provision of legal access to an adjoining property.

It is considered that the realignment of this section Busty Road will provide benefits in terms of:

- A continuous and unambiguous road reserve;
- All titles accurately reflecting the situation of the land holders; and
- Removing any concerns particularly in relation to issues of legal liability.

#### **Proposal**

The proposed new road alignment has no physical obstacles or terrain difficulties as it will follow the course of the existing made portion of Busty Road. There are no negative outcomes of the proposal and access to abutting land will be preserved. It is proposed that Council call for public submissions in respect to its intention to realign this section road.

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

From Council's perspective, there are no significant benefits to the broader community to be derived from the realignment of this road. It would be reasonable to expect that Council would remain 'cost neutral' throughout this process.

There is no anticipated existing or ongoing human resources implications or funding required from Council to implement the road deviation. Agreement has been reached with the owner of 185 Busty Road that they will bear the costs associated with the proposed road deviation. Council would be exchanging one parcel of land for another to maintain a road reserve over the location in which the road exists.

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

The risks involved in the deviation and exchange of land are not significant and can be managed in the normal manner.

Council's Municipal Road Register will need to be updated to reflect the realignment of this road to ensure that the entirety of Busty Road continues to be managed in accordance with the Road Management Plan and the Road Management Act 2004.

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

There are no significant environmental or climate change considerations associated with this proposal.

# **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.

Before proceeding with the deviation, Council must give public notice of the proposed discontinuance in accordance with sections 207a and 223 of the Act. The Act provides that a person may, within 28 days of the date of publication of the public notice, lodge a written submission regarding the proposed deviation.

Where a person has made a written submission to Council requesting that he or she be heard in support of the written submission, the submission(s) will be heard by Council. If necessary a further report will be provided to Council on the outcome of the hearing.

If there are no submissions received then it is proposed that the road be deviated and the land exchanged.

It should be noted that this project is being completely driven by those parties wishing to purchase parts of the road reserve. Council's only role is to act as a 'project manager' to facilitate the process for realignment. Extensive discussions have occurred between Council officers and the relevant proponents and a level of support for further action has been established.

In formulating a solution to this situation Council officers have sought assurances that all affected parties are satisfied with the proposal and that there is clear understanding that Council is to remain cost neutral in completing the road deviation/exchange. Written advice has been received from each party confirming their acceptance of the proposed road deviation.

# Implementation

The following is a sequence of actions if the proposal is approved:

- Notices will be issued seeking submissions from the public in relation to the proposed road deviation/exchange
- If submissions are received, a further report with respect to the proposed road deviation will be provided to Council for consideration
- If no submissions are received then a notice will be published in the Victorian

Government Gazette to formalise the road deviation/exchange

Once the Government Road is deviated, the process to transfer and consolidate the
resultant land to the owner of 185 Busty Road will be undertaken. This will include
the exchange for land on which the made portion of Busty Road which traverses 180
Busty Road.

The owner of 185 Busty Road is keen to proceed with the deviation of the road as soon as possible in order to resolve this matter.

#### Conclusion

There are no negative outcomes of the proposal and access to abutting land will be preserved. It is recommended that the statutory procedures for the road exchange be commenced pursuant to the *Local Government Act 1989* allowing any person to make a submission. If there are no submissions the road will be exchanged/deviated. If submissions are received the submissions will be heard by Council and a further report will be put to Council for consideration.

#### **Attachments**

Nil

# Recommendation(s)

That Council, in respect of the proposed road exchange/deviation of the identified section of Busty Road, Apollo Bay and pursuant to section 206 and clause 2 of Schedule 10 of the Local Government Act 1989, resolves:

- 1. To give public notice as required under sections 207a and 223 of the Local Government Act 1989 allowing anyone to make a submission in relation to the proposed deviation in which the Council proposes to exchange the Government Road for land upon which Busty Road has been constructed.
- 2. To hear and consider any submissions received pursuant to Section 223 of the Local Government Act 1989 at a Special Council meeting to be held on 18 February 2015, if required. This consultation period has allowed additional time to accommodate the Christmas/New Year period.
- 3. To receive a further report should any submissions be received in relation to the proposed land exchange/deviation; and in the event that no submissions are received:
  - a. Directs that a notice, pursuant to the provisions of clause 2(3) of Schedule 10 of the Local Government Act 1989, be published in the Victoria Government Gazette
  - b. That any easements, rights or interests required to be created or saved over the government road by any authority be done so and not be affected by the land exchange/deviation
  - c. That the Government Road, once deviated, be transferred and consolidated to the adjoining owner of the land to the east of the road, being the registered proprietor of 185 Busty Road, Apollo Bay in exchange for land upon which the made portion of Busty Road traverses 180 Busty Road, Apollo Bay.
- 4. That Council's seal be affixed to any transfer or transfers of freehold land and to any other documents to which Council's seal is required to be affixed in connection with the road deviation and land exchange.
- 5. That the General Manager Infrastructure and Services be delegated the power to sign all other documents relating to the deviation/exchange.

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# **SUSTAINABLE PLANNING AND DEVELOPMENT**

	ITEM
OM141712-7	2014/2015 SMALL TOWN IMPROVEMENT PROGRAM - REPLACEMENT PROPOSALS FOR APOLLO BAY AND BIRREGURRA
OM141712-8	ENDORSEMENT OF MUNICIPAL EMERGENCY MANAGEMENT PLAN
OM141712-9	NEIGHBOURHOOD SAFER PLACES DESIGNATION

# OM141712-7 2014/2015 SMALL TOWN IMPROVEMENT PROGRAM - REPLACEMENT PROPOSALS FOR APOLLO BAY AND BIRREGURRA

AUTHOR:	Katrina Kehoe	ENDORSED:	Doug McNeill
DEPARTMENT:	Sustainable Planning & Development	FILE REF:	11/95454

#### **Purpose**

The purpose of this report is to seek Council's approval for the proposed Small Town Improvement Program (STIP) replacement projects for STIP funds which were carried over from 2013/14 STIP for Birregurra (\$20,000) and Apollo Bay (\$20,000).

This report also responds to the petition received from the residents and visitors of Birregurra, requesting the use of STIP funds for the construction of a footpath along Roadknight Street, Birregurra.

#### **Declaration of Interests**

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

#### Background

This report seeks Council's consideration for STIP replacement projects in Apollo Bay and Birregurra. A resolution of the June 2014 Council Meeting approved the carry-over of 2013/2014 STIP funding of \$20,000 for Birregurra and \$20,000 for Apollo Bay, to be allocated to replacement projects in those towns to be completed in 2014/2015, subject to Council approval of the specific replacement project.

#### Apollo Bay

The 2013/2014 project to fund a gazebo on the Apollo Bay foreshore was not on Shire land and the foreshore area is to be subject to an Otway Coast Committee master planning process, sometime in the immediate future. Council chose not to proceed with this project given the need to ensure any new structures are consistent with future planning for the foreshore area, and uncertainty concerning the timing of the master plan.

#### Birregurra

The Roadknight Street pathway project in Birregurra was to construct a shared path between the railway station and Main Street in an exposed aggregate finish consistent with the outcomes of the adopted Neighbourhood Character Study (the estimated cost of the pathway is up to \$300,000). Council was unable to attract the significant external funding required to construct the path, nor for a shorter section of path if the project was staged over time. Significant additional funding would have been required from Council to attract a State Government grant. The additional funding required was unbudgeted and would have been more than the value of the entire STIP program. Despite there being a clear priority in the community for this pathway, Council could not proceed with the project under the STIP program.

In both these instances, Council's position was to offer the communities of Apollo Bay and Birregurra an opportunity to develop alternative projects to utilise the 2013/2014 STIP funding, as an alternative to abandoning the funding opportunity.

On 24 November 2014 Council received a petition requesting the use of the STIP funds for the construction of a footpath along Roadknight Street Birregurra, rather than improvements to the streetscape, which have been prepared by the Birregurra Community Group as their alternative project. The petition was tabled at the 26 November 2014 Ordinary Council meeting. The petition was supported by 225 signatures.

# 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

#### Apollo Bay Public Viewing Deck

The Apollo Bay Chamber of Commerce & Tourism (ABCC&T) has proposed a public viewing deck looking over the harbour, located at the seaward side of the Fishermans' Coop. This proposal has a planning permit, approval of the landowner/manager and confirmation of funding sources. In addition to the \$20,000 STIP contribution, the ABCC&T has committed \$10,000 towards the \$78,000 project, and the remainder of funds has been committed by the Fisherman's Co-op. Approval of the project would be conditional on a maintenance management agreement between Colac Otway Shire (as Committee of Management on the DEPI land) and the Fisherman's Co-op.

# Birregurra Streetscape improvements

The Birregurra Community Group has been working on a proposal to install seating, bin enclosures and bike racks along the Main Street between Strachan and Austin streets (ie: the main commercial area). Some members of the community have strongly indicated they do not support this proposal as they believe it takes resources away from a possible footpath to the railway station and may interfere with heritage elements of the streetscape. Council's heritage adviser has met with these community members and indicated to them that there is no concern from a heritage perspective with installing new, appropriately chosen, street furniture.

The STIP guidelines take into account whether a proposal has broad community support. As such, a community drop in session was held on Main Street Birregurra on Saturday 15 November 2014 to consult with the community. Diagrams were on display with several styles of seating, bin enclosures, bike racks, line marking options and garden beds for community members to comment on. Thirty two written responses were received with their preferred styles of street furniture recorded. Of these responses, seven did not support the proposal and stated their priority is the Roadknight Street pathway.

As noted earlier in the report, a petition initiated by opponents to the streetscape project has now been received by Council containing 225 signatures, advocating that the STIP funds be redirected to the pathway project, and opposing the use of the funds for changes to the Main

Street streetscape. The petition calls for any future changes to the streetscape to undergo thorough consultation with stakeholders and Council's heritage adviser.

The Birregurra Community Group have only recently finalised the proposal documentation, meaning that officers are not in a position to make a recommendation at the December meeting.

It is also unclear based on the opposition expressed to the streetscape project through the petition, whether the proposal has broad community support as required by the STIP guidelines. A letter has been sent to all residents clarifying Council's position on pathway funding and seeking their feedback on the Community Group's proposal.

There is no realistic option to redirect the carryover funds for Birregurra back to the pathway project. It is clear that the funding to achieve that project is not available to Council from external sources at present, and there is no Council budget for the significant funds required for that project in 2014/2015. Council is able to consider the merits of funding the footpath from its capital works program in future years, against the range of other infrastructure priorities.

In relation to the carryover STIP funding for Birregurra, Council has the options of:

Option	Comment
Agree to consider the alternative streetscape improvement project by its March 2015 meeting.	This option would allow an opportunity for the Community Group to both inform the community of Council's commitment to seek alternative funding options for the Roadknight Street footpath and to better consult on the streetscape project.
Seek an alternative proposal from the Birregurra Community Group	This is not recommended as the funds are a carryover from a prior financial year, and would be unlikely to be spent in 2014/2015 if held over whilst a new project is scoped and submitted.
3. Decide not to proceed with the funding and return it to the budget.	If Council was not convinced of the level of support for the streetscape improvement project and/or did not agree to defer consideration of the project, the money could be returned to the budget. The Birregurra community has funding for a 2014/2015 STIP project, and has the opportunity to apply for a project in 2015/2016. This would allow time for a project to be scoped, demonstrating community support.

Option 1 is the preferred option. Community consultation is currently occurring in relation to the final proposal submitted.

#### **Proposal**

It is proposed that Council support the Apollo Bay public viewing deck on the alternative STIP project for Apollo Bay and that a maintenance management agreement be put in place between the Fisherman's co-op and the Colac Otway Shire (who are the Committee of Management on the DEPI owned land).

A mail out to residents of Birregurra is being undertaken during December 2014 and January 2015, to provide information on why the pathway project could not proceed. The mail out provided details of the proposed streetscape improvements proposal, including a diagram of

proposed styles of street furniture and improvements for comment. The feedback will be reviewed to determine the level of support for the proposal. It is proposed that Council defer consideration of the Birregurra alternative project until March 2015 at the latest, following the community consultation period.

It is recommended that Council writes to the organiser of the petition advising that the STIP funds are not currently available to be used for the Roadknight Street footpath and outlining alternative options to seek funds to construct a footpath.

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

2013/14 STIP funds of \$40,000 have been carried over in the budget to enable alternative projects to be undertaken within the previously funded communities of Apollo Bay and Birregurra.

The construction of a footpath along Roadknight Street Birregurra from the Main Street to the Train Station is estimated to cost \$130,000 - \$140,000 if constructed in plain concrete at 1.5 metre width (not allowing for any site complexities), and up to \$300,000 if a shared path (3 metre width) in exposed aggregate finish. There is no present budget allocation for the provision of a new footpath through Council's Capital Works and Major Projects Program in 2014/2015, and as noted above, the \$20,000 STIP allocation is insufficient to cover the significant cost of a pathway even if constructed at the minimum width in concrete. A gravel path would be cheaper but is not considered to be appropriate because it does not meet the standards for universal access, and would cost more to maintain in the long term.

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

All projects undertaken as part of the STIP follow Council's Risk Management processes, including preparation of a Risk Assessment Form and a completed and signed Job Safety Analysis from suitable qualified contractors engaged to complete the work on Council's behalf. Planning and Building requirements, as well as Cultural Heritage and Environmental issues, are considered and where required, appropriate permits are sought prior to implementation.

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

All works to be undertaken will be completed following discussions with Council's Environment and Community Safety, Infrastructure and Planning Units to ensure all issues are assessed.

#### **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 is to inform, consult or involve, depending on the type of project. The STIP proposals have been submitted by representative community organisations which have worked with Council officers throughout the preparation of the proposal.

The Birregurra Community Group advertised in the Birregurra Mail on 3 September 2014 seeking input into the proposal from community members. The Birregurra proposal was presented to the community at a drop in session on Main Street Birregurra on 15 November 2014 and feedback was received into the preferred styles of street furniture and improvements. Further consultation is occurring between now and late January 2015 in the form of a mail out to all residents.

The method selected in relation to the petition would be inform, and include advising the petition organiser of the reasons why the pathway could not proceed through STIP. They would be encouraged to consider making a submission to Council to include an allowance for the footpath in the preparation of the 2015/2016 Council budget.

The Apollo Bay proposal was advertised in the Apollo Newsheet and letters of support obtained from the neighbouring Golf Club, Sailing Club and Terry Mulder MP.

#### Implementation

The Economic Development Unit will coordinate the projects in consultation with community groups, other applicable Council departments and State and Federal Government agencies. A letter will be sent to the Apollo Bay Chamber of Commerce & Tourism advising them of the approval of the public viewing deck as the alternative project for Apollo Bay. Council officers will work with the key stakeholders in commencing the works.

The community consultation with the Birregurra community will be undertaken in December 2014 and January 2015 and the results assessed to determine if there is broad community support for the streetscape improvement proposal. A further report will be presented to Council by March 2015 at the latest.

Council officers will write to the organiser of the petition advising them that whilst Council acknowledges the Roadknight Street footpath is a priority for the community there is no funding currently available. The proposal for streetscape improvements is currently out for community consultation and has been referred to the Heritage Advisor for their comment.

#### Conclusion

A recommendation is made for the replacement project for the STIP funding for Apollo Bay of \$20,000 to be approved for a public viewing deck on the public land in front of the Fisherman's Co-op.

The Birregurra proposal is not yet ready to be considered. Council will need to resolve whether it defers a decision on that project until March 2015 at the latest, or reallocates the funding within the budget. It is recommended that Council allow time for further community consultation which is being undertaken between now and late January 2015, to provide information to the community on the reasons why the Roadknight Street pathway could not proceed and to give all residents an opportunity to comment on the streetscape proposal.

#### **Attachments**

Nil

# Recommendation(s)

#### That Council:

- 1. Approves the public viewing deck as the replacement proposal for Apollo Bay in 2014/2015, subject to a maintenance management agreement.
- 2. Conducts a further community consultation on the alternative Birregurra streetscape improvement project during December 2014 and January 2015, and considers a report outlining the results of the consultation at the March 2015 Council meeting.
- 3. Notes the petition and writes to the organiser of the petition advising that:
  - a. Council acknowledges that the construction of a footpath along Roadknight Street is a priority for the Birregurra community.
  - b. There is no funding available for the construction of a footpath at this time and any future consideration would need to be in the context of Council's future budget processes.
  - c. Council will continue to seek future external grant opportunities to fund the Roadknight Street footpath.

# OM141712-8 ENDORSEMENT OF MUNICIPAL EMERGENCY MANAGEMENT PLAN

AUTHOR:	Wendie Fox	ENDORSED:	Doug McNeill
DEPARTMENT:	Sustainable Planning & Development	FILE REF:	F11/2688

#### **Purpose**

The purpose of this report is for Council to consider the endorsement of the Municipal Emergency Management Plan.

#### **Declaration of Interests**

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

### **Background**

The Colac Otway Shire Municipal Emergency Management Plan (MEMP) has been developed pursuant to Section 20 (1) of the Emergency Management Act 1986 and the Emergency Management Act 2013. This version of the MEMP has expanded on the work previously undertaken by Council and reflects the changes that have occurred in the emergency management area over the last 12 months, in particular the introduction of the Emergency Management Act 2013 and the introduction of the role of the Emergency Management Commissioner.

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

The MEMP is the result of the collaborative efforts of all the members of the Municipal Emergency Management Planning Committee (MEMPC). The MEMP also contains other information required by legislation, including a list of municipal resources, Community Fire Refuges and Neighbourhood Safer Places - Places of Last Resort.

The MEMP is to be read in consideration of the following plans and strategies:

#### MEMP sub plans:

- Colac Otway Fire Management Plan
- Colac Otway Shire Relief and Recovery Plan
- Birregurra Sub Flood Plan
- Neighbourhood Safer Places Plan
- Community Emergency Risk Assessment

### Municipal (Council plans and strategies):

- DRAFT Influenza Pandemic Plan
- Colac Otway Municipal Public Health and Wellbeing Plan 2013-2017
- Colac Otway Shire Heatwave Plan
- Business Continuity Plan

Risk Management Policy.

Other relevant plans and strategies:

- Regional Coordination Plan Blue Green Algae Barwon Water
- Road Safety Strategy (VicRoads)
- Victorian Heatwave Strategy (Department of Health)
- Victorian Human Influenza Pandemic Plan (Department of Health)
- Biosecurity Strategy for Victoria (Department of Environment & Primary Industries)
- Community Information Guides (formerly township Protection Plans CFA)
- Barwon South West Regional Strategic Fire Management Plan (IFMP)
- Barwon South West Regional Emergency Response Plan
- Regional Emergency Recovery Plan Barwon South West
- Regional Strategic Fire Management Plan (IFMP)
- FloodSafe (VICSES)
- StormSafe (VICSES).

### Operational guidelines and documents:

- Municipal Emergency Coordination Centre Operations Plan
- Safety and Environment Management Plan Port of Apollo Bay.

The revised version of the MEMP was audited on 20 August 2014. While some minor changes were made based on the auditor's recommendations the plan was considered an example of best practice.

A draft MEMP was submitted to Council at its meeting on 24 September 2014 proposing that Council approve its release for public comment for a period of six weeks. Council supported this proposal and placed the plan on exhibition. No formal comment or feedback was received from the public during the exhibition period and therefore no substantial changes have been made to the MEMP.

After the public comment period was completed a final draft of the MEMP was sent to the Municipal Emergency Management Planning Committee (MEMPC). The MEMPC provided support for the final draft of the updated MEMP to be sent to Council for endorsement.

It is important to note that sections of the Plan contain private and confidential information that cannot be shared with the public. As a result a number of the appendices have been modified to contain the words "Details removed due to privacy and confidentiality". A full version of the MEMP will only be provided to MEMPC members and other key agencies which require access to this information.

# 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 MEMP has been developed pursuant to the requirements of the *Emergency Management Act 1986* and the *Emergency Management Act 2013*.

The MEMP is not a static document. It is reviewed annually or after an emergency which has utilised any part of the plan.

All reviews ensure linkages with Council's broader emergency, risk management and community safety frameworks. Annual reviews focus on continuous improvement changes to previously identified hazards, newly identified hazards, processes and policies. Quarterly reviews are undertaken of contact lists contained in the appendices. All updates are undertaken by Council's Emergency Management Coordinator, reflected in the table titled Document Status and Amendment History and are tabled at Municipal Emergency Management Planning Committee meetings.

There are only two options open to Council because Council needs to develop a MEMP in order to deliver effectively on the requirements of the *Emergency Management Act 1986* and the *Emergency Management Act 2013*, as follows:

- Send the MEMP back to the Municipal Emergency Management Planning Committee in order for further work to be undertaken before it is re-submitted to Council for further consideration
- 2. Formally endorse the updated MEMP.

# **Proposal**

It is proposed that Council endorses the updated version of the Municipal Emergency Management Plan.

# **Financial and Other Resource Implications**

There are no significant financial impacts associated with implementing the proposal. The officer time required to implement the proposal can be accommodated within the existing resource allocations.

The economic and social effects of emergencies including loss of life, destruction of property and dislocation of communities are inevitable. The MEMP is one component of a broader framework that enables us to strengthen our capacity to identify hazards, determine risks and prepare for emergencies.

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

Emergency management contributes to community safety by reducing the impact of emergency related events that can cause death, injury, loss of property and community disruption. The planning for and the management of emergencies is a shared responsibility involving many people and organisations in the community. It is not something done by one organisation or sector of the community, although some organisations have specialist roles in dealing with emergencies.

The MEMP is a record of the commitment of all the participating organisations and groups to undertake and complete the tasks assigned to them under the plan and to cooperate in the delivery of the MEMP's objectives. The plan is audited pursuant to *Section 21* of the *Emergency Management Act 1986* by the Chief Officer, Victoria State Emergency Service every three years. A copy of the Certificate of Audit is included as Figure 1 – Certificate of Audit on page 3 of the plan.

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

There are no significant environmental impacts associated with implementing the proposal. If the MEMP is endorsed by council the document will be placed on Council's website and electronic copies will be circulated to staff, organisations and groups unless hard copies are

specifically requested. Recycled paper will be used for all hardcopies of the plan that are printed/published.

# **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 collaborate with key stakeholders in the development of the MEMP and then to inform and consult the general public.

Subsequent to Council endorsing the release of the draft MEMP for the six week public comment period a media release was issued seeking written comment on the MEMP. Hard copies of the draft MEMP were made available to the general public via Council's customer service counters at Colac and Apollo Bay and the Colac Community Library and Learning Centre and Library Annexe. A copy of the draft MEMP was also placed on Council's website for viewing by the general public.

Council received no formal comment or feedback regarding the plan during the exhibition period and, therefore, no substantial changes were made to the MEMP.

#### **Implementation**

If the MEMP is endorsed by Council the attached document will be placed on Council's website for public viewing and electronic copies of the full version of the MEMP will be circulated to key stakeholders. Council Officers will continue to work in partnership with other key agencies to improve the MEMP on an ongoing basis. Council Officers will work in partnership with other key agencies through the MEMPC to raise awareness of the MEMP and to identify where any improvements need to be made.

#### Conclusion

If the proposal is supported, Council will have an updated MEMP that helps Council meet its statutory obligations and be better prepared to help manage emergency events. The MEMP will be improved and updated over time as we continue to learn more about how to best meet our community's needs.

#### **Attachments**

1. Municipal Emergency Management Plan

### Recommendation(s)

That Council endorses the Colac Otway Shire Municipal Emergency Management Plan.

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OM141712-9 NEIGHBOURHOOD SAFER PLACES DESIGNATION

AUTHOR:	Stewart Anderson	ENDORSED:	Doug McNeill
DEPARTMENT:	Sustainable Planning & Development	FILE REF:	F14/6149

Purpose

The purpose of this report is to seek Council's endorsement of the proposed Neighbourhood Safer Places (Places of Last Resort) at Gellibrand on the Rex Norman Reserve, at Birregurra on the Birregurra Park and Beeac on the Beeac tennis courts.

Declaration of Interests

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

Background

As a result of changes to the *Country Fire Authority Act 1958* and the *Emergency Management Act 1985* in 2009, Councils within Victoria are required to identify, designate, establish, maintain and decommission Neighbourhood Safer Places (NSPs) in their municipal districts.

NSP's are not community fire refuges or emergency relief centres. NSPs are **places of last resort** for people to go to during a bushfire when their primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling to and seeking access to NSPs during bushfire events.

Over the past five years Council has made every effort to identify and designate NSPs where possible. Extensive work was undertaken to identify suitable locations in the highest fire risk towns located in the Otway Ranges. Under the current CFA NSP assessment criteria the sites need to meet one of the following criteria

- The appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('Buffer Zone') should be at least 310 metres
- An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more that 2kw/m².

Unfortunately it was not possible to find any sites in the highest risk towns that were compliant with the criteria. Currently the only NSP designated in the Colac Otway Shire is located on the Apollo Bay foreshore. Council continues to work with the CFA to identify and assess potential sites in other towns. Accordingly, the Rex Norman Reserve at Gellibrand, Birregurra Park and Beeac tennis courts were identified as potential NSP sites by Council in collaboration with the Municipal Fire Management Planning Committee (MFMPC) in accordance with the process outlined in Council's Neighbourhood Safer Places Plan (NSPP). The maps showing the proposed NSP sites can be viewed in Attachment 1.

The CFA conducted assessments of the potential NSP sites against the criteria and determined that the three sites were compliant. Council staff then led a more detailed assessment against the criteria in Council's NSPP.

Accordingly, Council staff prepared a Site Assessment Report for each of the sites which details the NSP approval process, compliance standards, the assessment approach, specific site details, findings and discussion and recommendations. The three Site Assessment Reports are attached to this report.

In a meeting of the MFMPC on Thursday 10 November 2014, a motion was passed to give endorsement for the three NSP Site Assessment Reports to be sent to Council and recommend that the three sites be designated.

Council Plan / Other Strategies / Policy Good Governance

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

The proposal is consistent with priorities set out in the Council Plan, including the Council Plan Strategy: "Meet our statutory obligations for community safety and emergency situations". This Council Plan Strategy is being partly addressed through the implementation of the NSPP which was endorsed by Council in June 2010.

Issues / Options

The issues associated with each of the sites are outlined below.

The Rex Norman Reserve, Gellibrand site was compliant with some prescriptions. The prescriptions identified in the CFA documentation specified 4 areas of adjacent paddock to the east and west be maintained in a minimal fuel condition. A landholder agreement has been developed which recognises that Council will work with the landholders to maintain privately owned areas to the CFA specifications over the fire danger period. The potential NSP site is a combination of Vicroads and council owned land, managed by Council. A licence agreement has been entered into with VicRoads to enable Council to use the site as an NSP and to manage the site for that purpose. The other two sites are owned and managed by council. The tennis club president was contacted about the site at Beeac and the club is responsive to the proposal.

The Birregurra Park, Birregurra site and the Beeac Tennis Courts, Beeac site were also compliant with some prescriptions. The CFA documentation for Beeac specified that an adjacent paddock to the south and some parkland to the west need to be maintained in a minimal fuel condition. Agreements have been made with private land owners to ensure these areas are maintained to a suitable standard. The MFPO will manage the maintenance required to meet the standard.

The site assessments for each site concluded that existing access and egress routes were sufficient to allow the anticipated numbers of people to move to and from the sites and for CFA and other emergency services to attend the sites for asset and personal protection activities. Roads within the immediate areas are sealed and unsealed dual access roads, maintained to a good standard with some roadside vegetation that would not pose an unacceptable risk of harm to those seeking access to the potential NSPs from within the townships.

The site assessments also found that the existing parking adjacent to the sites and in nearby streets was adequate and suitably separate from the sites to ensure pedestrian safety. No hazards were identified for people accessing the sites on foot.

Council has the option to either designate these sites formally as NSPs or not, but given that the sites comply with the stringent CFA and NSP criteria and Council has a statutory requirement to designate NSPs it is recommended that the sites be formally designated.

Proposal

It is proposed that Council endorse the areas as described within the attached NSP Site Assessment Reports for the sites located within Gellibrand, Birregurra and Beeac as formal Neighbourhood Safer Places – Places of Last Resort.

Financial and Other Resource Implications

There are no significant financial or resource implications associated with designating the NSPs at the three proposed sites.

Some costs would be incurred by Council in establishing and maintaining the sites, however these can be managed with existing resources. At the Beeac site Council will need to slightly increase maintenance works on the adjoining parkland, with most of the extra work associated with the initial site preparation.

There will be some costs associated with annual inspections to ensure the sites remain compliant with the CFA assessment criteria and Council's NSPP criteria. These costs are also able to be met through the existing operational budget.

Risk Management & Compliance Issues

The Colac Otway region is a beautiful area. Unfortunately, the same natural environment that attracts people also has a very high propensity for bushfire to occur, that endangers both life and property. Council has statutory responsibilities that it carries out in relation to fire prevention and emergency management that are aimed at helping the community manage the risk of bushfire in our municipality.

Council has worked hard to further strengthen relationships with CFA and DEPI in order to enable the recommendations from the Bushfire Royal Commission to be carried out as soon as possible.

Council has introduced and implemented an extensive fire prevention program throughout the municipality, has worked closely with all agencies and increased its funding allocation and management capability in relation to emergency management and is working hard to meet responsibilities with regard to the recommendations of the Bushfire Royal Commission.

The major risk that Council cannot control is the response by members of the community to their responsibility to prepare a personal fire plan for themselves and their families. Council has undertaken an extensive and consistent media program to ensure that the community is well aware of the dangers of fire and has been consistent in its messages in relation to the need for preparation of personal fire plans and that in high risk areas, particularly on Code Red days, residents should leave early.

Council will continue to work with the community and all relevant responsible agencies in accordance with the processes set out by MAV and in accordance with Council's NSP plan, to ensure that all elements of Council's Risk and Compliance responsibilities continue to be fully addressed. By following these steps Council is indemnified with respect to death or injury of persons in areas where no NSP is designated and conversely also in areas where a NSP may be designated.

Environmental and Climate Change Considerations

There are no significant environmental impacts associated with the proposal.

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 the general public and empower stakeholders in the decision making process. The members of the Municipal Fire Planning Committee and the Municipal Emergency Management Planning Committee were empowered to make decisions as part of the process.

A media release specifically related to the information in this report will be released immediately following Council resolving on this matter, advising if appropriate that a NSP at Gellibrand, Birregurra and Beeac has been designated by Council and will be established over the coming weeks.

The site assessment, found that it would be possible though a range of media to communicate the location of the NSP to the community and that this communication should include the risks that relate to the use of the NSP and the risks associated with travelling to the NSP in the event of a bushfire.

Implementation

If Council supports the recommendations in this report the NSP at Gellibrand, Birregurra and Beeac will be established. On passing the recommendation Council is required to carry out the following:

- Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of Emergency Management Victoria.
- The Municipal Fire Prevention Officer provides to the CFA information on the NSP designation of the site within Gellibrand, Birregurra and Beeac.
- The MFMPC and the MEMPC include this site within a list of NSP's within their respective plans.
- The Council informs the public of the designation of the sites as an NSP and provides information to the public on the purpose and function of the NSP as a place Resort and the fact that there is no guarantee of survival if used during an emergency event.
- The Council asks the CFA to assist in an annual assessment and review of the NSP site by 31 August each year against the NSP Plan and the CFA assessment guidelines.
- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention
 Officer undertake routine inspections of the NSP s site prior to and during the fire danger
 period.

Conclusion

The Site Assessment Reports conclude that the potential NSP sites at Gellibrand, Birregurra and Beeac should be designated by Council.

It is again worth highlighting that NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there.

As per the Emergency Service Legislation Bill 2009, municipal councils must identify and designate places as neighbourhood safer places within their municipal district. In regards to this designation the Council must only designate sites that have passed the CFA Assessment Guidelines.

Having successfully passed all current NSP criteria established by the State Government, CFA, MAV and the Colac Otway Shire, it is recommended that these sites be designated by Council.

Attachments

- 1. NSP Site Maps
- 2. NSP Site Assessment Report Beeac Tennis Courts
- 3. NSP Site Assessment Report Birregurra Park
- 4. NSP Site Assessment Report Gellibrand

Recommendation(s)

That Council:

- 1. Endorses the area as described and detailed within the Neighbourhood Safer Place Site Assessment Report which is located within the Rex Norman Reserve, Gellibrand as a designated Neighbourhood Safer Place.
- 2. Endorses the area as described and detailed within the Neighbourhood Safer Place Site Assessment Report which is located within the Birregurra Park, Birregurra as a designated Neighbourhood Safer Place.
- 3. Endorses the area as described and detailed within the Neighbourhood Safer Place Site Assessment Report which is located within the Beeac Tennis Courts, Beeac as a designated Neighbourhood Safer Place.

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# **GENERAL BUSINESS**

	ITEM		
OM141712-10	ASSEMBLY OF COUNCILLORS		
OM141712-11	MINUTES FROM YOUTH COUNCIL MEETINGS		
OM141712-12	MINUTES OF THE OLD BEECHY RAIL TRAIL		

# OM141712-10 ASSEMBLY OF COUNCILLORS

AUTHOR:	Rhonda Deigan	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Executive	FILE REF:	F14/6031

#### 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 Councillor 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 or 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:

•	Friends of the Colac Botanic Gardens	13 November 2014
•	Councillor Workshop	19 November 2014
•	Colac Regional Saleyards Advisory Committee	21 November 2014
•	Councillor Briefing Session	26 November 2014
•	Councillor Workshop	3 December 2014
•	Central Reserve Advisory Committee	3 December 2014.

#### **Attachments**

- 1. Friends of the Colac Botanic Gardens 13 November 2014
- 2. Councillor Workshop 19 November 2014
- 3. Colac Regional Saleyards Advisory Committee 21 November 2014
- 4. Councillor Briefing Session 26 November 2014
- 5. Councillor Workshop 3 December 2014
- 6. Central Reserve Advisory Committee 3 December 2014

# Recommendation(s)

That Council notes the Assembly of Councillors reports for:

•	Friends of the Colac Botanic Gardens	13 November 2014
•	Councillor Workshop	19 November 2014
•	Colac Regional Saleyards Advisory Committee	21 November 2014
•	Councillor Briefing Session	26 November 2014
•	Councillor Workshop	3 December 2014
•	Central Reserve Advisory Committee	3 December 2014.

# OM141712-11 MINUTES FROM YOUTH COUNCIL MEETINGS

AUTHOR:	Rhonda Deigan	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Executive	FILE REF:	11/96640

Attached are the minutes of Youth Council meetings held on:

- 6 October 2014
- 20 October 2014
- 3 November 2014
- 17 November 2014.

# **Attachments**

- 1. Colac Otway Shire Youth Council 6 October 2014
- 2. Colac Otway Shire Youth Council 20 October 2014
- 3. Colac Otway Shire Youth Council 3 November 2014
- 4. Colac Otway Shire Youth Council 17 November 2014

# Recommendation(s)

That Council notes the minutes arising from Youth Council meeting held on:

- 6 October 2014
- 20 October 2014
- 3 November 2014
- 17 November 2014.

# OM141712-12 MINUTES OF THE OLD BEECHY RAIL TRAIL

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

It has been previously agreed to by Council that the minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.

Attached are the Minutes and Executive Officer Report from the meeting held 6 October 2014.

Meetings are held every two months, commencing in February of each year.

#### **Attachments**

1. Meeting Minutes - Old Beechy Rail Trail - 6 October 2014.docx

# Recommendation(s)

That Council notes the Minutes of the Old Beechy Rail Trail Committee for 6 October 2014.

# **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:

SUBJECT	REASON	SECTION OF ACT
Minutes of In-Committee Council Meeting held on 26 November 2014	this matter deals with contractual matters; AND this matter may prejudice the Council or any person.	Section 89 (2) (d) & (h)

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# ORDINARY COUNCIL MEETING WEDNESDAY, 17 DECEMBER 2014 ATTACHMENTS

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# Joint Statement in support of Asylum Seekers living in the Community

#### Preamble

Local Government is an essential tier of government working in partnership with the State and Commonwealth Governments to improve the overall quality of life and achieve the best outcomes for people in local communities. Local government's strength is in activities and services that are place based and responsive to the community.

Local Governments support a wide range of services that help both asylum seekers and refugees, through direct service provision and through collaborative partnerships with community groups. From the recognition of various local government areas as Refugee Welcome Zones, the establishment of Interfaith Networks, asylum seeker specific volunteer opportunities and free access to maternal and child health services local government seeks to create a community that is welcoming and inclusive.

It is becoming evident however, that without reinforcement of resources for programs delivered at the municipal level, local governments and their partner groups will no longer have the capacity to provide the considered and integrated responses required to meet asylum seekers' complex needs.

This Statement represents the agreed views of those local government bodies across Victoria that carry the greatest burden of real, every-day support for asylum seekers.

#### Joint Statement

We the undersigned representatives of local governments in Victoria note that providing adequate resources for support of asylum seekers based in the community is a duty of the Australian nation and primarily a responsibility of the Commonwealth Government of Australia.

The burden of providing support programs and services for asylum seekers falls increasingly on local government and their partner community groups in the municipalities where asylum seekers are living while they await a determination on their status. Should the demand for resources continue to grow there is a genuine risk that asylum seeker programs will increasingly fail to integrate new arrivals as healthy and productive community members. Therefore, we seek assurance from the Australian Government that it will support local government with adequate resources to meet the needs of people seeking asylum who live in the community.

We believe more effective collaboration and coordination is essential between Commonwealth, State and Local Governments and we seek the following commitments from the Australian Government:

# 1. Aid

The Australian Government must recognise that local government and the community work together as key partners when addressing the complex needs of people seeking asylum in Australia. A wide range of community service and voluntary organisations offer essential assistance to asylum seekers living in the community and many rely on philanthropic, voluntary or charitable contributions to enable them to deliver these services.

**Commitment One:** We call on the Australian Government to provide more effective resourcing to reinforce the capacity of community service and voluntary organisations to assist asylum seekers to live safely in local communities and receive emergency relief and material aid until such time as their refugee status is determined.

# 2. Information and Statistics

Local Government takes account of the needs of all groups in the community when allocating its limited resources. Informed local area planning is essential for Local Government to provide adequate and timely support for asylum seekers and support groups in the community, while ensuring that support is well-targeted and equitably distributed.

**Commitment Two:** We call on the Australian Government to provide Local Government with timely, specific and accurate information about asylum seeker arrivals and locations to assist local area planning and ensure the delivery of adequate levels of support when and where it is needed.

# 3. Social Inclusion and Engagement

Many asylum seekers arrive in Australia having experienced a transitory and different way of life to that of Australia. Establishing links in their community as well as finding and accessing meaningful ways to participate and engage can prove challenging especially in cases where access to paid employment is denied. It often falls to local government to facilitate community-based activities and services that assist new arrivals to learn about their new communities, understand social norms, develop conversational language abilities and learn new skills to address the challenges and the risks that life in Australian communities can present. Social engagement would be enhanced by the timely processing of asylum seekers. This will assist in determining work rights and eligibility to access services that, in turn, assist asylum seekers to maintain their dignity, provide for themselves and their families and improve overall health and wellbeing.

**Commitment Three:** We call on the Australian Government to provide adequate resourcing at the local level for appropriate information to be provided and the broad education of asylum seekers about living within an Australian community.

**Commitment Four:** We call on the Australian Government to provide resources at the local level to enable a program of services to promote meaningful social engagement for asylum seekers living in the community.

**Commitment Five:** We call on the Australian Government to process asylum seekers in a timely fashion. The timely processing of asylum seekers will improve health and wellbeing outcomes for individuals and communities and, in cases where work rights are granted, will have flow-on productivity benefits for local economies as well as enabling people seeking asylum to actively contribute to their local community.

#### 4. Local Level Coordination

Community organisations are often among the first responders in providing support to vulnerable community members and provide a service that is distinct to that of funded service providers. Operating in isolation and with limited funds, these organisations do not currently have the resources available to enable a coordinated response which at times results in the unnecessary duplication of effort and a less efficient use of already scant resources.

**Commitment Six:** We call on the Australian Government to provide adequate resourcing to enable a centralised coordination point within local areas for the appropriate coordination of limited resources.

#### Housing

Asylum seekers and recently arrived refugees are experiencing significant difficulty in gaining access to affordable and appropriate housing. This is exacerbated by limited income, lack of rental history and reluctance of landlords to rent properties. Overcrowding and sub-standard conditions are commonplace once asylum seekers are able to find housing.

**Commitment Seven:** We call on the Australian Government to provide adequate resources to assist asylum seekers find suitable and affordable accommodation within local communities.

#### Education

Asylum seekers living in the community have limited access to formal education options. Access to the government funded primary and secondary school system ceases upon a young person reaching the age of 18 years. Following the cessation of formal education entitlement it often falls to community service organisations and volunteers to provide informal education options.

**Commitment Eight:** We call on the Australian Government to provide adequate resources to enable community service organisations to provide engaging and meaningful education programs.

**Commitment Nine:** We call on the Australian Government to extend access to formal education until the end of the school year in which a young person turns 18 years.

# 7. Accountability

Additional resourcing will bring with it an obligation to ensure that Local Government allocates resources appropriately and resource areas of identified need.

We commit to ensure efficiency and effectiveness.

We commit to evaluate the application of resources in asylum seeker support programs by measuring service delivery against agreed objectives and targets. The evaluation process will include annual program reports and Inter-Governmental consultations to review program effectiveness and refine objectives and activities.

This statement is respectfully endorsed by the following Councils:

As an organisation that supports the work of Local Government this statement is respectfully supported by the following peak bodies:













# Tíger Raíl Traíl Feasíbílíty Study

November 2014







Prepared by:





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# Executive Summary

The objective of this project was to determine the feasibility of establishing a shared-use trail on the former railway alignment between Birregurra, Deans Marsh, Barwon Downs and Forrest. One of the main tasks of the study was establishing the issues, barriers, constraints and opportunities associated with developing the proposed rail trail. Several alternative alignment options were considered.

In determining whether a viable rail trail between Forrest and Birregurra was possible, considerable effort was spent in ascertaining land ownership details for the former corridor railway and adjoining land. In addition, fieldwork was undertaken to assess the former railway corridor, to assess current uses of it and to identify any physical constraints that may hinder the development of the proposed rail trail.

Discussions and on-site meetings were held with a number of farmers in the region (adjoining and/or leasing the former railway corridor) to ascertain their feelings towards the prospect of the rail trail being developed. Conversations were also held with farmers who now own sections of the former railway corridor near Birregurra, near Whoorel Station, near Deans Marsh and near Barwon Downs.

A series of 'open houses' were held whereby interested members of the communities and adjoining landowners (and owners of parts of the former railway corridor) could 'drop in' and discuss the projects with the consultants. These community engagement sessions revealed strong community support for the proposed rail trail, with attendees also recognising the issues associated with much of the former railway corridor being in private ownership.

The investigations undertaken in this study have revealed that long lengths of the former railway corridor are now in



The existing Tiger Rail Trail is incomplete, and terminates in the forest several kilometres north of Forrest. This Feasibility Study recommends its extension through to Barwon Downs.

private ownership (in four distinct areas: near Birregurra, south-west of Whoorel station, around Deans Marsh and near Barwon Downs). All of the landowners spoken to (who now own parts of the former railway corridor) are opposed to the development of the rail trail through their privately owned land (with the exception of the landowner near Barwon Downs). Barwon Water also owns a considerable amount of the former railway corridor and, while it is not opposed to the potential use of the corridor for the purposes of a trail, it is concerned about the impact on adjoining landowners to whom it leases sections of the corridor.

The entire former railway corridor between the Forrest Station and Birregurra is approximately 31.7km. Of the 27.2km (between the northern end of the existing trail and Birregurra), approximately 8.6km (32%) is now in private ownership. A further 12.6km (46%) is owned by Barwon Water, much of which is leased to adjoining

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landowners. Consequently, significant bypasses of the original railway corridor would need to be developed for a complete trail route to be established.

Of the original 26 bridges, it is understood that all but 4 are now missing, meaning that millions of dollars will be required to replace them if a trail proceeds. The total length of the original bridges (as provided to the consultants) was around 1,800 metres. It is estimated that around 1,500 metres of bridges (at an average cost of \$5,000/m) would need to be reinstated for the trail to be developed along the corridor (should it be possible). This is a potential cost of approximately \$9 million – just for replacement of the missing bridges.

A number of alternative trail routes (bypassing the privately owned sections of the former railway corridor) were evaluated. Stage 1 of this study concluded that none of the options evaluated would provide the desired outcome that a complete rail trail would provide. By diverting off the original railway corridor (and the flat grades and history that it provides) the less attractive proposition it becomes. Roadside trails, away from the original railway corridor, may be tolerable for some walkers and cyclists but are not what rail trail users are seeking.

# It is therefore recommended that the proposal to extend the Tiger Rail Trail from its current termination north of Forrest to Birregurra be abandoned.

This recommendation was submitted to the Colac Otway Shire and the Steering Committee via an "Issues and Opportunities Paper", which was made available for community information in September. The Issues and Opportunities paper indicated that while the development of a complete rail trail through to Birregurra was not viable, it did suggest that there are other projects worthy of consideration.

In particular, it may be possible to extend the existing rail trail (from its current end point) through to Barwon Downs, as the majority of that corridor remains in public ownership and the private owner of a section of the former railway corridor is not opposed to development of the trail on his land. Barwon Water, which owns long sections of the former railway corridor (including that section between the branch of the Barwon River and Wickham's Lane), would also need to agree to the development of the trail. The continuation of the rail trail through to Barwon Downs is highly supported by both the Barwon Downs community and the Forrest community. Both communities are enthusiastic and welcoming of the prospect of the trail being extended to Barwon Downs. The additional section of new rail trail would add approximately 3.4km to the existing trail – giving a total length of 7.6km.

Given the discontinuities of the former railway corridor, and the absence of viable alternatives for a continuous trail between Forrest and Birregurra, the Colac Otway Shire (and the Steering Committee) agreed with the recommendation to not proceed beyond the HOLD POINT (and to not carry out the feasibility study for the originally proposed rail trail between Forrest and Birregurra) and instead directed that a limited feasibility study for the extension of the trail to Barwon Downs be carried out.

The feasibility of extending the existing trail through to Barwon Downs has now been examined in detail, and the results are set out in this report. In summary, the cost is estimated to be around \$544,000 (exclusive of GST), subject to the preparation of a detailed trail development plan, including inspection and evaluation of the two timber bridges. The estimated economic benefit arising from local people and visitors using the trail (and spending money in the towns and the region) is calculated to be around \$550,000 per annum.

In time it may also be possible to continue the rail trail further north from Barwon Downs (as far as the former Murroon station site) although the financial merit of doing this has not been required in this feasibility study. This potential longer rail trail does not pass any additional (existing) businesses, but would bring trail users closer to a cluster of businesses in the Pennyroyal locality.

Although this part of the former railway corridor (Barwon Downs to Murroon) has not been analysed in detail (such a task being part of a detailed trail development plan), it would be physically possible but entirely dependent on the corridor being made available for trail use by Barwon Water. Extension of the rail trail to Murroon Station has both advantages and disadvantages. The major disadvantages are that it 'dumps' trail users in the middle of nowhere (although a trailhead could be established on the former station grounds), it would disrupt some farming operations (which would require innovative trail design and alignment solutions, and compromises to be adopted). Adjoining landowners and/or lessees are not supportive at this time. It would also come at a considerable additional cost (as replacement of several missing bridges would be required, amongst other construction requirements).

The major advantage is that it adds another 5.5km to the rail trail. The entire rail trail from Forrest to Murroon would be around 12km.

Given the costs and benefits (set out above) for the extension of the existing rail trail through to Barwon Downs, a decision to proceed with its construction would mean that a detailed trail development plan would need to be prepared to guide the construction.

The detailed trail development plan would include the following tasks:

- Consultation with key stakeholders (notably Barwon Water, which owns some of the former railway corridor);
- Consultation with adjoining landowners (including the owner of a section of the former railway corridor);
- o Consultation with both the Barwon Downs and Forrest communities;
- Traverse of the corridor (to prepare a detailed and comprehensive works list including such matters as clearing requirements, fencing and gates, road crossing treatment, trail surfacing, stock crossings, signage and trailside furniture);
- Inspection of the two timber bridges by a structural engineer (and designs for refurbishment of the bridges - assuming they can both be re-used for the trail);
   and
- Preparation of a report (detailing all construction requirements and the estimate of probable costs).

A detailed trail development plan, including bridge inspections and concept designs for the refurbishment of the bridges, could cost in the order of \$30,000 (excluding GST).

# 1.0 The Brief and Scope of Work

As set out in the Contract Brief, the objectives of this project are to determine:

- a. The feasibility of establishing a shared-use trail on the former railway alignment between Birregurra, Deans Marsh, Barwon Downs and Forrest.
- b. The level of support for developing the proposed Tiger Rail Trail including from the community, landowners, tourism and business sector, and government.
- c. The demand for the proposed rail trail understanding the target market, the proposed use, experiences and resultant visitation to the area particularly in light of the other existing and proposed quality trails in the region.
- d. The experiences that the proposed trail is best suited to offer and develop the experiences accordingly.
- e. The strategic fit for the development of trails including policy, strategic land use planning and literature support. This includes an assessment of the proposed trail against the significant trail assessment criteria identified in the BSW Regional Trails Master Plan (2009).
- f. The issues, barriers, constraints and opportunities associated with developing the proposed trail.



The existing rail trail north from Forrest is already popular, despite its short length. The intention of this feasibility study is to determine whether it is viable to extend it through to Birregurra.

- g. The social, economic and environmental impacts and benefits of developing trails, in particular rail trails, in regional areas.
- h. 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.
- i. A proposed route that has strong community, government and private landowner support.
- j. The capital cost and ongoing maintenance support required for the proposed trail, including identification of possible funding sources.
- k. Should the trail be considered feasible, an implementation plan with priority areas for action including the consideration of destination plans for each community along the proposed route.

#### Deliverables:

The Tiger Rail Trail Feasibility Study will be made up of: An Issues and Opportunities Analysis that includes:

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- Identifying a proposed route and assessing the issues, barriers and opportunities associated with the alignment.
- A literature and policy review which outlines current trends and best practice throughout Australia and internationally.
- Understanding the key markets for rail trails and identifying trail use and visitation to the region.
- Identifying existing facilities and infrastructure that support the development of the Tiger Rail Trail.
- o Identifying tourism, economic and township development opportunities.
- Overview of discussions/consultation with key stakeholders including affected public and private landowners, government agencies, and community and business organisations.

#### **HOLD POINT**

At this stage of the project, the consultant will provide advice to the Project Steering Committee on the achievability of the proposed Tiger Rail Trail. Should the proposed trail not be considered achievable (eg: no alignment available, no support from landowners and/or community) the project will cease. If the proposed trail has an identifiable, achievable alignment, the project will continue.

A Final Study which details the feasibility or otherwise of the proposed Tiger Rail Trail. The final study should include:

- o Identification of the most preferred/appropriate alignment (if considered viable) which has strong support from landowners, community and government.
- A thorough overview of the research, policy and community engagement that supports the proposed trail.
- Design and development direction for the proposed trail including indicative designs and engineering requirements, broader level capital costs and ongoing maintenance costs. This should include consideration of a staged construction process.
- Assessment of the economic, social and environmental impacts on the Birregurra,
   Deans Marsh, Barwon Downs and Forrest townships and the broader Otways Region.
- A thorough understanding of the statutory planning, consents and approval requirements of developing the proposed trail.
- Core infrastructure needs along with complimentary facilities and infrastructure required.
- Tourism and other business and service opportunities.
- The development of a business case for investment and ongoing financial support.
   This sustainable funding model should include an indication of available funding opportunities, as well as support from Government, private investment and the community.
- Appropriate governance models for any future trail infrastructure including management and maintenance responsibilities.
- Recommendation on the feasibility or otherwise of the proposed Tiger Rail Trail for presentation to and consideration by key agencies.

As indicated earlier, the recommendation to abandon the proposal to extend the Tiger Rail Trail from its current termination north of Forrest to Birregurra was submitted to the Colac

Otway Shire and the Steering Committee via an "Issues and Opportunities Paper", which was made available for community information in September 2014. The Issues and Opportunities paper indicated that while the development of a complete rail trail through to Birregurra was not viable, it did suggest that there are other projects worthy of consideration, that may bring to the region the desired increased visitation and consequent economic (and other) benefits.

Agreement was reached on the recommendation to not proceed beyond the HOLD POINT. However, given the possibility of an extension to Barwon Downs being possible, Council decided it would proceed with a component of 'Stage 2 - Preparation of Feasibility Study Report' as identified in the original tender. Specifically, it requested a cost-benefit analysis be undertaken for the section of the proposed trail through to Barwon Downs (from the current end point of the existing trail). This would then provide Council and the community with an understanding of the estimated costs and the likely benefits (eg: social, economic and environmental) as well as a business case to present to funding agencies.

Section 10 presents an assessment of the economic, social and environmental benefits of the proposed "Forrest to Barwon Downs Rail Trail".

# 2.0 Literature and Policy Review

This section summarises the review made of various documents and policies that outline current trends and best practice throughout Australia and internationally.

Prior to, and during the course of the project, numerous existing policies and strategies at State, region and local level were reviewed for their relevance to the proposed (extended) Tiger Rail Trail.

#### 2.1 State-level Documents

Victoria's Trails Strategy 2014-24 (July 2014)

 Includes Forrest Mountain Bike Hub as an example of a State Significant Trail for cycling. Rated as some of the best mountain bike trails in Australia, Forrest has become a "must do" location. With over 60 kilometres of sign-posted single tracks, there is way too much for just one day. Further investment and upgrading is required to strengthen its tourism appeal.

Victoria's Regional Tourism Strategy 2013-2016 (Tourism Victoria, December 2013)

 The Strategy does not identify any specific projects for the Forrest-Birregurra subregion

Victoria's Cycle Tourism Action Plan 2011 - 2015 (Tourism Victoria)

This plan outlines a range of initiatives aimed at growing cycle tourism in Victoria. The key objectives of the plan are:

- o Strengthening the supply of cycle tourism experiences
- o Building consumer demand for cycle tourism experiences
- Attracting and leveraging events.

Victoria's 2020 Tourism Strategy (Tourism Victoria, July 2013)

- Notes that the new Victorian Trails Strategy will provide for the development of Victoria's cycling, walking and multi-use off-road trails to drive visitation and establish key directions for trails planning, development, management and marketing.
- States that the Victorian Government is also committed to further developing nature based tourism.

Victoria's Nature-Based Tourism Strategy 2008-2012 (Tourism Victoria, 2008)

- Recommends capitalising on the existing network of tracks and trails to create high yield experiences.
- Recommends working with existing and new transport providers to facilitate better access to and within key NBT destinations for visitors.
- o Suggests operators to offer pick up points along key tracks and trails.

#### 2.2 Regional-level Documents

Barwon South West Regional Trails Master Plan (Inspiring Place Pty Ltd)

- o Recognised Forrest MTB Trails as a regional mountain bike hub.
- Recognised that the Forrest-Birregurra Rail Trail was not presently considered a regional trail due to a range of factors including private ownership of corridor,

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making a continuous trail hard to achieve. The Plan recognised its potential in the future and suggested the development of short sections of the trail near towns would increase local trail opportunities.

 This Master Plan is being further refined through the Growing Adventure Tourism in Barwon South West Region – a project that is still under development but nearing completion. (See trctourism.com/news/growing-adventure-tourism-inbarwon-south-west-region)

#### Great Ocean Road Destination Management Plan

- The plan identified that trail infrastructure is a gap in nature-based tourism product, though it notes challenging and scenic trails as a strength in terms of cycling. It also identifies that services for cyclists (spares etc.) and complimentary products such as accommodation, food, retail are weaknesses in the product category.
- It does not specifically identify any trail projects in the Colac Otway sub-region as priority projects.

#### 2.3 Local-level Documents

#### Forrest MTB Strategic Plan

This study (currently underway) builds on the Forrest Mountain Bike Trails Future Opportunities Workshop held in 2011. A draft Issues and Opportunities Paper was released in February 2014 to inform the Draft Strategic Plan. Notable elements for this project are:

- Survey findings indicate that the facilities and services provided by the town to MTB visitors are crucially linked to MTB rider visitation and to the town.
- The paper notes that the Tiger Rail Trail Stage 1 is planned to eventually link
   Forrest to the township of Birregurra over a distance of 42kms, subject to funding and planning constraints.
- The paper notes the existing commercial facilities and services and recommends the development of further facilities and services. This is discussed in further detail in Section 7 of this document.

# 3.0 Visitor Market and Needs Analysis

This section presents an outline of the key markets for rail trails and identifies trail use and visitation to the region.

A trail such as the proposed Tiger Rail Trail will provide a number of opportunities generally associated with recreation trails.

Should the trail prove feasible, it may help the area become more of a 'year-round' destination, bringing additional tourists and keeping them longer in the area.

Other possible benefits from developing the trail include:

- o Improvements to community connectivity;
- o Increasing recreational options for local people; and
- o Creating opportunities to build on existing industries and enterprises of the area

#### 3.1 General Visitor Numbers

Visitation to regional Victoria has been relatively stagnant in recent years. For example, during the period 2000 to 2012, domestic overnight visitors to regional Victoria declined at a rate of 0.5 per cent per annum. Despite modest growth in intrastate overnight visitation within Victoria since 2008, visitor numbers are yet to exceed levels experienced in 2000 (Tourism Victoria, July 2013). This pattern is repeated in the Great Ocean Road Tourism Region (Great Ocean Road Destination Management Plan 2012).

There is a large amount of visitor data available for the Great Ocean Road Tourism Region (from Tourism Victoria). In 2013, Colac, Colac Region and Otway received around 19% of domestic visitors to the wider Great Ocean Road region, and 15% of day trips.

Available figures for Colac Otway for the last 5 years are shown in Table 1 (the trends do not necessarily match the overall regional Victoria trends – visitation has gone up and down over the last 5 years).

Table 1: Visitor numbers to Colac, Colac Region and Otway 2009 - 2013

Year ending	Overnight Visitor numbers	Day-tripper numbers
Dec 2009	319,000	289,000
Dec 2010	310,000	308,000
Dec 2011	343,000	419,000
Dec 2012	352,000	434,000
Dec 2013	323,000	301,000

Source: Tourism Research Australia 2013

Key markets for Colac Otway are Melbourne and Regional Victoria. Melbourne provides just over 50% of overnight visitors, while Regional Victoria provides just over 33% of overnight visitors.

The short break market (1-3 days) has been a predominant market for domestic tourism for some time and it remains a key market for visitors to the region. People on short breaks often look for a trail experience as part of their holiday.

#### 3.2 Trail User Numbers

#### 3.2.1 Visitors

Recreation trails provide an important piece of tourism infrastructure and provide experiences in the nature-based tourism market and particularly the adventure tourism market. Nature-based tourism is estimated to be growing at 10-30% per annum – a significant growth market to target (*Victorian Nature-based Tourism Strategy 2008-2012*).

Visitors most likely to participate in cycling or walking activities are 'nature visitors'. (A nature visitor is a visitor who participates in at least one of a number of nature-based activities while travelling including visiting national parks or state parks, visiting wildlife parks, zoos or aquariums, visiting botanic gardens, and bushwalking or rainforest walks). According to Tourism Research Australia (TRA), the majority of nature visitors in Australia are domestic visitors rather than international visitors. Research undertaken by TRA indicates the number of nature visitors in Australia in 2009 totalled 28.31 million people; made up of 3.3 million international visitors, 12.46 million domestic overnight visitors and 12.55 million domestic day visitors. TRA estimates that 48% of domestic overnight nature-based visitors take part in bushwalking / rainforest walks, whilst 36% of domestic day visitors and 38% of international visitors enjoy this type of activity (*TRA Snapshots 2009*).

Not all nature visitors are interested in the types of activities undertaken on tracks and trails, however Tourism Research Australia estimates that 51% of domestic overnight nature visitors take part in bushwalking / rainforest walks, whilst 39% of domestic day visitors and 37% of international visitors enjoy this type of activity. This is an established activity in Colac Otway Shire. In the year ending December 2013, 36.8% of overnight visitors and 16.2% of daytrippers took part in a bushwalk or rainforest walk during their visit.

A number of high profile trails in Australia and New Zealand provide examples of user numbers that can be achieved on tracks and trails (a product within nature-based tourism). Users are attracted to developed trails that are both 'known' or advertised in some way, and offer a range of facilities such as signage and interpretation, parking, toilets and water.

- Use of the Bibbulmun Track (WA's long distance walking track between Perth and Albany) increased from 10,000 in 1998 to 35,000 in 1999-2000 to 137,500 in 2003 (Bibbulmun Track Foundation 2004) to over 167,000 in 2008 (Colmar Brunton 2009). 79% of 2007/08 users came to the track specifically to use the track.
- The Munda Biddi Trail is WA's cycling (off-road cycle touring) equivalent of the Bibbulmun Track. Running from Perth to Albany (a distance 1,088 km), it attracts 21,000 users per year (Munda Biddi Website).
- The Great Ocean Walk in Victoria attracts 100,000 visitors per year (pers.comm Parks Victoria).
- The Wilsons Promontory Walk (also in Victoria) attracts some 60,000 visitors/year (pers.comm Parks Victoria).
- The Murray to the Mountain Rail Trail (Victoria) attracts 59,900 annual visitor days in 2010 (SGS Economics and Planning 2011)

- The Otago Central Rail Trail (NZ) offers a 3-day cycle or 5 day walk experience covering 150 kms. Over 14,000 users traverse the entire length each year, with the most popular section attracting over 20,000 users (Central Otago District Council 2011).
- Data from Colac Otway Shire shows that the total usage on monitored sections of the Old Beechy Rail Trail for 2013 (excluding Beech Forest) was 23,368. This does not include data for the Colac section of the trail, as monitors were not installed at that location.

It is also worth noting that the Great Ocean Road Destination Management Plan highlights two key market segments that should be targeted (with tourism products generally). These market segments are socially aware, and visible achievement; both segments have an interest in nature-based tourism (among other activities). These segments are also potential consumers of a trail such as the Tiger Rail Trail.

#### 3.2.2 Local users

Tourism numbers are important and in fact drive this project. However, it is important not to overlook the contribution of local residents to the success of a trail. In 2001, the Mundaring Shire (in Western Australia) trail network was used by over 200,000 people (Jessop and Bruce 2001), having grown from a low base when the network was first fully opened. Only 10% of these users were locals (residents of Mundaring Shire) with many other users drawn from the Perth metropolitan area. The total annual visits (people generally use trails more than once a year) were a staggering 2.454 million visits annually, with local residents accounting for 63% of these visits. Their expenditure on the trail was also significant. While the individual value was low (i.e. expenditure per person per visit), the cumulative economic impact was significant. Local trail users spent an average of \$1.44 per visit to the trails in the Shire. This injected a further \$2.23 million into the local economy annually. The same local trail users spent an additional \$2.62 per visit outside the Shire, adding a further \$4.05 million to the total State economic benefit.

#### 3.3 Trail User Characteristics

#### 3.3.1 What Do People Do on a Trail?

The latest Exercise, Recreation and Sport Survey (*ERASS 2010*) reports on the propensity of Australians to participate in trail-related activities at a general level (note that these figures show the number of people who have participated in the activity at least once in the last year):

- o 35.9% of survey respondents across Australia participated in walking, making it the most popular form of activity. This percentage has been consistent since 2001, and walking has been the most popular exercise activity since 2001 (increasing by 44% in that time). Victorian figures for 2010 are consistent with this national average, with 36.6% of survey respondents across Victoria participating in walking. This number has increased over the ten years, while participation in other activities has fallen.
- 11.9% of survey respondents across Australia participated in cycling, making it the fourth most popular form of activity. Again, cycling has been amongst the top 5 activities since the ERASS began in 2001 and has increased by 45% between 2001 and 2010 (though it has decreased and increased over that ten year period). The 2010 level is the highest in 10 years. Victorian figures for 2010 are consistent (though higher) with this national average, with 12.7% of survey respondents

across Victoria participating in cycling. This number has increased over the ten years, while participation in other activities has fallen.

- 4.8% of survey respondents across Australia participated in bushwalking, making it the seventh most popular form of activity. Bushwalking's percentage share of exercise has moved up and down since 2001, but it consistently appears in the Top 10 activities. Victorian figures for 2010 are consistent with this national average, with 4.6% of survey respondents across Victoria participating in bushwalking. This number has increased over the ten years, while participation in other activities has fallen.
- An estimated 6.7 million persons aged 15 years and over participated at least three times per week in non-organised physical activity (which includes walking, cycling and bushwalking), a regular participation rate of 38.5%.

Two general findings from the 2001 inaugural Exercise, Recreation and Sport Survey are also relevant. While these comments were made in 2001, they are still relevant in 2014.

- Significant technological advances in equipment design and function have created new forms of outdoor activities and extended the scope and levels of participation for the general population.
- In general the population are making increased 'lifestyle' choices that associate
  with greater access and contact with the natural environment. This includes
  aspects of urban to rural ('sea change') residential drift, increased demand for
  open space (parks, recreation trails etc.) in urban developments, and increasing
  demands for recreational time in the outdoors (changing work patterns and day
  trips from home).

Together, these two general trends have helped increase demand for passive nonorganised recreation (as opposed to organised sporting activities).

A number of survey-based studies are available which together give a consistent indication of participation levels relevant to trails-related outdoor recreation activities. These studies come from South East Queensland (1998, 2001 and 2007), South Australia (Adelaide and Adelaide Hills, and Market Equity 2004), and the ACT. Table 2 provides a summary of the relevant participation rates.

Table 2: Participation Rates in Outdoor Recreation Activities

Study	Walking	Cycling
SE Qld (1998)	60%	25%
SE Qld (2001)	50%	26%
SE Qld (2007)	35%	29%
South Australia	59%	26%
SA – Market Equity	69%	29%
ACT	73%	585

All studies used large samples. The ACT study included a large number of school-aged children, which may explain the higher participation rates, particularly for cycling. The very extensive Canberra bike path network may also have contributed to the high participation in cycling. The figures for participation show the percentage of the

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population for the town or region who had participated at least once in walking or cycling in the previous 12 months.

The point of most significance in these figures is the relative proportion or level of participation for each of the two activities. Clearly walking is the most popular trail related activity, and is in fact one of the most popular outdoor activities amongst all Australians. It is likely to remain so as the population ages. Walking continues to be most popular activity for people aged over 34 (*ERASS 2010*). Bushwalking continues to be a relatively popular activity.

Unfortunately none of the surveys distinguish between cycling generally and off-road cycling (both off-road cycle touring and traditional mountain biking). Off-road cycle touring and mountain biking is a rapidly growing recreational pursuit around Australia, and there is growing usage of non-urban areas for this activity. Cycle tourism is a growing market within the Australian tourism sector, particularly within the nature-based tourism segment. Available research demonstrates that cycle tourism has the potential to make an active contribution towards the economic revitalisation of regional Australia as well as improve quality of life for its residents (*Victoria's Cycle Tourism Action Plan 2011-2015*).

Mountain biking underwent a tremendous increase through the 1990's. It has been one of the 'boom' recreational pastimes of the last decade. Cyclists are the most dominant user group on the Tasmanian Trail. The Mawson Trail in South Australia was primarily designed for off-road cycle touring, and the 1,000km Munda Biddi Trail in WA is designed exclusively for off-road cycle touring. These projects indicate a growing demand for cycle trails, as does the popularity of rail trails in Victoria. Over the last three years, much of the trail planning and building activity across Australia has focussed on mountain bike trails, either within reserves or in specifically prepared mountain bike parks (such as the Forrest Mountain Bike Trails). The SEQ Regional Trails Strategy (Qld Outdoor Recreation Forum 2007) also noted a strong demand for cycling in younger age groups (less than 30 years old). Work by Market Equity (2004) for the South Australian Office of Recreation and Sport adds to the body of evidence on the popularity of cycling, particularly on certain trails. Market Equity's survey of five trails in South Australia (interviewing 933 trail users) included the Riesling Trail (a rail trail); the percentage of trail users that were cyclists was quite high at 65% (compared to an average of 29% of cyclists across the five trails).

Cycle tourism is a growing market. In 2010, Australia recorded approximately 258,000 international overnight visitors who participated in cycling (*Victoria's Cycle Tourism Action Plan 2011-2015*). Victoria received 320,000 cycling visitors in 2010 who stayed an average of 5.3 nights. Domestic overnight visitors who participate in cycling on their trip stay longer and do more while on holiday when compared with other tourists, making them a stronger source of income for regional communities.

Many of the cycle touring trips would be confined to bitumen (quiet back country roads etc.) but a significant portion may be interested in an off-road cycling experience. The New Zealand Cycleway Market Research (2009) found that, in general, international cycle tourists want easy multi-day trips with good supporting services or events. The holidays can also be location-based and utilise nearby trail networks. Domestic cycle tourists and recreational riders are not primarily focused on cycling but on the broader experience. This group is likely to be older or consist of families rather than single visitors or couples. Both markets are looking for easy access to safe and traffic-free trails. Trail gradient is a critical factor in successfully designing a trail for a specific market or type of rider. For a

large portion of the location-based cycling and cycling holiday market average trail gradients of 2-3° are required (this explains the popularity of rail trails for this market).

In summary, the proposed rail trail would provide experiences for a range of user groups in a series of markets that have been consistent over time – walking and bushwalking and cycling – or growing significantly – off road cycle touring. The trail would provide for both visitors and local people who participate in a range of activities.

## 3.3.2 How Long Do People Spend on a Trail?

A Victorian study (prepared for the Victorian Trails Strategy 2005-2010) found that there is a clear preference for shorter walks (up to 6 kilometres and taking between 30 minutes and 2 hours to walk) both in metropolitan and "remote" trails. The Market Equity work in South Australia confirms this finding with 76% of walkers using trails for less than 2 hours. Recent work done by the Bibbulmun Track Foundation showed that 40% of the users spent less than 4 hours on the trail, while another 29% spent between 4 hrs and a day, meaning that 69% of all users (115,000 of a total of 167,000) spent no more than a day on the track (*Colmar Brunton 2009*). The tremendous success of the Great Short Walks of Tasmania program is testimony to the fact that there is a huge market for this type of walk. Many of the 60 walks promoted through this program are around this length.

Use patterns for cyclists are somewhat different. Results from a recent survey carried out by the Queensland Outdoor Recreation Forum (June 2013) on mountain bike riding indicate that the most popular "ideal length of ride" for biking was 21-30km followed by 10-20km. Most rides are between 1 and 3 hours. Studies of the Forrest Mountain Bike Trails show that the majority of users (52%) spend 3-4 hours on the trail network. Market Equity's 2004 South Australian work showed that the majority of cyclists surveyed (74%) use a trail for 3-4 hours and are more prepared than walkers to travel to use a trail (36% of cyclists interviewed on the five trails were non-locals).

There is no doubt that visitors in particular are likely to put aside the time to travel along the potential trail (or parts of it) – people have more time on holidays than they do in their normal day.

## 3.3.3 Who Uses Trails and Why?

What sort of person is a trail user? Unfortunately, there is limited Australian research on who uses trails in general (characteristics of rail trail users are discussed in more detail in 3.3.4 below). The limited research that has been done shows some interesting attributes of trail users across Australia:

- The majority of people (53%) who participate in outdoor recreation are aged between 25 and 54 (SE Queensland Outdoor Recreation Demand Study 2007).
- The single biggest group (53%) of users of the Bibbulmun Track (WA's primary long-distance walk track) are aged between 25 and 39, with 25% between 15 and 24, and 17% between 40 and 65 (Colmar Brunton 2009)
- The City of Greater Geelong conducted a very extensive survey of walkers (not just on trails) in the City. 82.9% of survey respondents who had a degree or post-graduate qualifications had walked for exercise or pleasure in the last 2 weeks, while only 62.9% of those who had left school in Year 10 or earlier had walked for exercise or pleasure in the last 2 weeks. The authors of this survey concluded that walking participation increases with educational achievement (City of Greater Geelong 2003).

- People using a series of walk and cycle trails in SA (including the Riesling Trail) are motivated by a desire to attain a sense of well-being (95% of users listed this as a motivation), to unwind and relax (91%), to be close to nature (87%), and to be close to family and friends (70%) (Market Equity 2004)
- Taking time out and participating in an activity are more important to domestic cycle tourists than international cycle tourists. On the other hand, exploring a unique place or must-see destination, experiencing local culture and learning about other cultures are all more important to international cycle tourists than their domestic counterparts (Tourism Resource Consultants 2009).



The Otago Central Rail Trail in New Zealand attracts 14,000 users each year.

# 3.3.4 Who Uses Rail Trails and Why?

Observation of many operating rails trails throughout Australia, New Zealand and North America indicates that there is a very wide diversity of people (and groups) that use rail trails.

The predominant user group for rail trails is cyclists, ranging from elderly people, to baby boomers, young couples, family groups with children, teenagers and young children. Walkers and horse riders are also attracted to rail trails, but in far lesser numbers. They all are using rail trails for a reason: they enjoy motor vehicle traffic-free routes, away from the noise and smell of roads, away from trucks and cars.

Rail trails appeal to individuals, to couples, to groups. In fact, a significant proportion of trail users on the Otago Central Rail Trail on the South Island of New Zealand are groups. These groups consist of sporting clubs, work groups, social clubs, Over 50's groups and organised tour groups. Some use the rail trail for team-building, some use it for fitness training, others for a social club outing. Others cycle and walk the Otago Central Rail Trail simply for the outstanding beauty and scenery that it provides.

Professor Sue Beeton of La Trobe University undertook a study of the impact of rail trails on the communities through which they pass. The study involved interviews and a survey of users of the Murray to the Mountains Rail Trail in NE Victoria over the 2009 Easter weekend. It found:

Of the 128, only 22 identified themselves as living close to the Rail Trail but were all travelling with visitors. Travel companions were evenly spread between travelling

with a partner, family or friends, while only a small number of respondents (5 percent) travelled alone.

- The respondents were predominantly employed in professional and administrative positions (47 and 25 percent respectively) with 14 percent retired; however no respondents identified themselves as unemployed.
- Ages were varied, ranging from one year old to 79, with a slight majority of men (53%). The largest group was aged between 41 and 60 years old, however the high representation of riders in the 0-10 age groups illustrates the significance of mixed family groups and the suitability of the Rail Trail for all ages.
- Half of the respondents had past experience in using rail trails and identified the Murray to the Mountains Rail Trail as one they had visited previously. Over half (53%) considered themselves to be



The existing Tiger Rail Trail passes through some beautiful forest and farmland, over one bridge and alongside another – some of the special features that users expect along a rail trail.

frequent riders, cycling more than once a week, but not daily. The next largest group (23%) were regular weekly riders, suggesting that while the trail is being used by people who cycle often, they are primarily recreational cyclists with a quarter who do not cycle regularly.

The Hauraki Rail Trail in New Zealand is particularly popular with the "baby boomer" and family clientele from Auckland and the wider Waikato, with 24% of users coming from Auckland, 15% from Hamilton, and a large proportion of users being older riders (*New Zealand Ministry of Business, Innovation and Employment 2013*).

Apart from motor vehicle free conditions, there is a wide range of features that make rail trails popular. Generally speaking, it is the flatness of the corridor and the many historic features of the railway (embankments, cuttings, bridges, tunnels, signals, switches, stations and sidings, turntables etc) that attract and fascinate visitors to a rail trail.

Not all rail trails are the same: some are located through agricultural land, some are located in inner urban areas, others are located through forests, some along coastlines.

Rail trails are different from each other, but a number of characteristics often distinguish the good ones. These features are drawn from a number of published sources and the consultants' own extensive experience with rail trails.

- Many successful rail trails have accessibility to large population centres both for visitors and as a stimulus for local demand.
- ♣ There are existing or easily developed tourism infrastructure and other attractions in or near townships along the rail trail – cafes, wineries, places to eat, explore and stay.

- 4 The best rail trails are located entirely on the original formation (through cuttings and embankments) of the former railway. Using on-road sections, off the original formation and railway corridor, detracts from the experience of visitors.
- ♣ Good rail trails have some heritage infrastructure in place such as historic stations, bridges, tunnels, goods sheds, sidings, platforms, switches, signals, railway signage and mile posts. Rail trails elsewhere have utilised their railway history as part of their attraction. Stations in particular can provide a focal point for community activities as well as an interesting attraction for visitors. Remaining major elements of the railway infrastructure (formations, deep cuttings, high embankments, bridges, culverts) add significantly to the user's experience. Built and social heritage values are a critical part of the rail trail experience not often experienced on other types of recreational trails.
- A common feature is community and adjacent landholders' level of support for the project to move ahead. Many (though not all) adjacent landholders are initially suspicious of rail trails; they often become converts once a trail is built.
- A uniqueness of experience is often important – be it landscape, trail type, a 'oneof' nature.
- Many of the good rail trails have a regional or state tourism significance (some have national and



Few of the original bridges remain along the former railway corridor. However, two significant timber bridges remain just south of Barwon Downs.

- international significance). Significance is elevated where extensions are made to connect to services in towns. The best rail trails have natural terminuses in major centres or towns. Intermediate towns easily accessible along the trail are critical when a trail is long and an added bonus when the trail is short.
- The best rail trails are located in highly scenic surrounds, with spectacular views of the surrounding landscapes. These trails are often full of variety and interest. The best rail trails traverse places of cultural and natural history and conservation and provide opportunities to view birds, other wildlife and remnant vegetation.
- The good rail trails often provide opportunities for short, medium and long length rides and walks on the main trail.
- Railway corridors can provide a great insight into the history of the region both European settlement and Aboriginal use. Good interpretation will mark out an excellent trail this is the next frontier in all trail development. There are many good recreation trails (including rail trails) in Australia few have good interpretation. Interpretation adds significantly to the user's experience.
- In a similar vein, trails that emphasise local conditions flora, fauna, history, construction materials, etc. are very popular. Good interpretation will bring out this local flavour.

- Well-signed and mapped trails both on the trail and easily available elsewhere are more successful than those that are not.
- ♣ Informed locals make a user's experience more pleasurable.
- The best rail trails offer a challenge, and they offer peace and solitude.
- A well-maintained trail and a strong community support network adds to the user's experience, primarily because the trail remains in good condition. Such a community network could include a committed and purpose-dedicated management committee, a strong "Friends of the Trail" Group or even a full-time trail manager. Various rail trails in Australia feature at least some of these elements.

#### In summary,

- Rail trails are trails for people of all abilities and all types of bicycles (depending on surface material). Good trails provide equity for people of many levels of fitness and equipment to gain access to the types of experience within the region.
- o All rail trails are motor vehicle free i.e. safe for all types of trail users.
- Minimising major road crossings adds to the experience. Trails rarely interrupted by road crossings appeal more than those which constantly cross roads – well marked and safe crossings where necessary add to the success.
- All railway formations (through cuttings and along embankments) provide a gentle gradient and sweeping bends, suitable for all types of cyclists, walkers, and where appropriate, horse riders.
- All rail trails offer safety for users compared with urban shared pathways which have driveways, light poles, blind corners, poor sightlines, and are often "congested" as users cannot see other users approaching due to poor sightlines.



Above left: the Oxenberry Farm Winery and café is strategically located immediately alongside the Coast to Vines Rail Trail in McLaren Vale, South Australia and benefits from passing cyclists and walkers. Above right: the farmer living alongside the Otago Central Rail Trail in New Zealand saw an opportunity for a chalet development to cater for passing trail users.

#### 3.3.4 How Much Do Trail Users Spend?

Successful trails are already attracting large numbers of visitors and they are spending reasonable amounts of money both in the local economies and in the broader economy. Tourism already provides over 7% of employment opportunities in the Shire; developing a trail will add more employment opportunities. Taking trail users through towns will provide new business opportunities for service providers.

The following figures provide a snapshot of expenditures from a range of trails to demonstrate user expenditures.

- The Mundaring Trails Network, 1 hour from the Perth CBD, injected some \$12.62 million into the local economy and a further \$15.21 million into the State economy annually. Local residents spent \$4.06/visit to the network and visitors (primarily day users) spent \$23.71/visit. The key is that the total number of trips on the trails studied was a staggering 2.454 million visits annually (Jessop and Bruce 2001).
- Users of South Australia's Riesling Trail (a 35 km rail trail in the Clare Valley) who come primarily to use the trail are estimated to spend \$1.08 million/year (\$215/person/visit with daily expenditure of around \$100). This does not count the other 50% of trail users who use the trail as a secondary purpose for their visit (Market Equity 2004).
- The economic impacts of the Bibbulmun Track (WA's long distance walking track) have been studied over two periods (in 2003 and 2007/08). In 2003, the track was shown to have generated \$21 million of expenditure **annually** by track users, well in excess of its **one-off** construction costs of \$5 million (*Colmar Brunton 2004*). More recent figures show an increase in this amount (due to an increase in both users and how much time they spend on the track). The estimated expenditure in 2008 is around **\$39 million annually** (*Colmar Brunton 2009*). The 2007/08 study shows that the average day walker (some 70% of all users) is spending \$50-60/day, while those walking the track for 2-3 days are spending around \$200/visit. Those using the trail for 6 weeks or more, while small in number, are spending \$1,400/visit.
- The Murray to the Mountains Rail Trail in NE Victoria is one of the better known rail trails in Australia. Recent research work (Beeton 2006) undertaken on this trail over Easter 2006 found that average daily expenditure was \$258/user/day. The bulk of this expenditure was on food and beverage (57% of daily expenditure which equates to \$147/user/day). Beeton applied accepted economic multipliers to these figures and calculated that the direct contribution to the local economy per user per day was in excess of \$480. (Recent follow-up work by Beeton (2009) confirms these figures).
- Users of New Zealand's Otago Central Rail Trail are spending \$NZ 157.30/day with the average length of stay of 3.7 days (visitor numbers as noted above are in the order of 14,000 users who traverse the entire trail) (Central Otago District Council 2011).

Successful trails are already attracting large numbers of visitors and these are spending reasonable amounts of money both in the local economies and in the broader economy.

Providing accommodation, equipment, and off-trail experiences are some of the businesses that have arisen along other trails. Trail users spend money before coming to a trail and in towns and villages along the way. Trails generate new businesses but also

help existing businesses. In New Zealand across 4 recreation trails subject to detailed research (New Zealand Ministry of Business, Innovation and Employment 2013), 1 in 5 businesses surveyed reported that they had either expanded their services (e.g. added capacity) or added new services since the trail opened in their region. These ranged from provision of cycle tours to cellar door tasting sessions, but were commonly in the provision of accommodation, transport or shuttles, or cycle hire. There was anecdotal evidence that trails have been beneficial for existing businesses either by absorption of existing excess capacity and by spreading the risk through the diversification of product.

## 3.4 Trail Market and Trail User Conclusion

Australians are increasingly looking for passive, non-organised recreation opportunities, often in natural or near-natural settings. Demand for this type of opportunity will only increase as the population ages. While walking remains the most popular of these activities (and is likely to remain so as the population ages), off-road cycling shows a growing and often unmet demand within the trails market.

A proposed (complete) Tiger Rail Trail (should it be feasible) would provide experiences for a range of user groups in a series of markets that have been consistent over time – walking and bushwalking and cycling – or growing significantly – off road cycle touring. The trail would provide for both visitors and local people who participate in a range of activities. The potential expenditures are quite significant based on trail user expenditures elsewhere.

# 4.0 Route Alignment Assessment - Issues and Opportunities

This section sets out the range of issues identified in the study area which impact on the viability of the proposed rail trail.

In determining whether a viable rail trail between Forrest and Birregurra was possible, considerable effort was spent in ascertaining land ownership details for the former corridor railway and adjoining land. In addition, fieldwork was undertaken to assess the former railway corridor, to assess current uses of it and to identify any physical constraints that may hinder the development of the proposed rail trail.

Discussions and on-site meetings were held with a number of farmers in the region (adjoining and/or leasing the former railway corridor) to ascertain their feelings towards the prospect of the rail trail being developed. Conversations were also held with some farmers who now own sections of the former railway corridor.

The results of the research, land tenure investigations, fieldwork and consultations revealed a series of 'issues', which are summarised below:

## 4.1 Issues

- Long lengths of the former railway corridor are now in private ownership (in four distinct areas: near Birregurra, south-west of Whoorel station, around Deans Marsh and near Barwon Downs). All landowners spoken to (who now own parts of the former railway corridor) are opposed to the development of the rail trail through their privately owned land (with the exception of the landowner near Barwon Downs and Barwon Water).
- A long length (12,270 metres) of the former railway corridor is owned by Barwon Water, much of which is leased to adjoining landowners. Barwon Water is not opposed to the use of the section of former railway corridor it owns providing existing leaseholders have no objections. Barwon Water leaseholders spoken to for this study are opposed.
- Of the original 28 bridges, we understand that all but 4 are now missing,



Very little remains of the railway bridge over Matthews Creek. Replacement of this and numerous other bridges would be required for a rail trail between Forrest and Birregurra to proceed.

- meaning that millions of dollars will be required to replace them if a trail proceeds. The length of the original bridges (as provided to the consultants) was around 1,800 metres. It is estimated that around 1,500 metres of bridges (at around \$6,500/m) would need to be reinstated for the trail to be developed along the corridor (should it be possible). This is a potential cost of around \$11.7 million just for the bridges.
- Alternative access into Birregurra (via Birregurra-Forrest Road and Birregurra-Deans Marsh Rd) would require hundreds of metres of elevated structures and raised embankments across the flood plain alongside the road.

Potential use of Barwon Water's water supply channel cannot be considered as a viable alternative due to Barwon Water's stated opposition to its use (based on safety issues, and potential contamination issues). Barwon Water fears that trail users may deliberately (or inadvertently) find their way into the channel (even if it was fenced) and be swept away in the fast flowing water. Barwon Water is also very conscious of the need to prevent contaminants (pathogens) from humans from entering the water supply. Barwon Water is of the view that the best barrier is the first barrier in terms of risk containment. While the channel could be fenced, this would be a significant cost and consideration of this option becomes a consideration of benefits versus costs. The channel would need to be closed at certain times of the year for maintenance, meaning a trail along the channel would also be closed.

Barwon Water has no plans to cover the channel in the short to medium term. (Parts of the former railway corridor were originally purchased by Barwon Water to build a covered pipeline sometime in the future, but this is not an option being considered by Barwon Water in the short to medium term.) The use of the water channel has been disregarded.

 In order to avoid those parcels of the former railway corridor that are now in private ownership, an investigation of



An assessment of local roads was undertaken to evaluate their potential in providing a 'bypass' around privately owned sections of the former railway corridor. Most were considered unsuitable.

- alternative alignments was undertaken, including the use of the network of gravel roads running parallel or near to the former railway corridor. At the time of inspection and evaluation (Autumn 2014) many of these gravel roads were very boggy and not passable. Consequently, use of the network of gravel roads was not considered viable due to many being 'dry weather roads' only (ie. not trafficable in wet weather, even by motor vehicles). These gravel roads would be unusable for many months of the year. They do not therefore provide an option where use of the former railway corridor is not available.
- As part of the investigation of alternatives (where use of the former railway corridor was not possible due to it being in private ownership), an investigation was undertaken of the potential for use of unformed (ie. unconstructed) roads (eg. Salt Creek Rd). Although some of these lanes provide a physical connection to the former railway corridor, they do not actually provide a connection with publicly owned parts of the former railway corridor. Several unconstructed road (reserves) are the subject of 99-year grazing licenses.
- Another possible alignment option (to circumvent the privately owned sections of the former railway corridor) is to use the verges of nearby roads. Some roads in the area of interest are wide, grassy and flat and while they potentially provide for easy trail construction, they would not provide the desired quality experience that a

rail trail would provide – even if they provided a necessary (short) connection between publicly owned sections of the former railway corridor. As it is, use of lengthy stretches of road verges (9.6km in total) would be required and not all verges provide flat, wide open spaces. Some are in fact narrow, steep and/or heavily vegetated making trail construction difficult. Taking into account the nature of the road verges 'available' for trail use, it is considered undesirable to route a trail along road verges due to their limited appeal (safety, environment, not the 'rail trail' experience), reduction in number of market segments to which the proposed trail would be appealing to (i.e. rules out many families in particular), and the consequent decline in projected visitor numbers. Trails need to have an identified market, be attractive to potential/expected user groups and be beneficial financially for them to be worth developing.

In attempting to find a suitable trail route (given the unavailability of much of the former rail trail corridor), the potential use of a combination of the railway corridor, gravel roads and road verges was considered. However, this option was not considered viable due mainly to the undesirability of routing a trail along a series of road verges and the issues with often-boggy gravel roads. Although there is no recognised 'formula' or percentage for determining how much of a rail trail



The former railway corridor dissects numerous paddocks, potentially hindering well-established farming practices. These issues could be overcome if the proposed rail trail was considered feasible.

should be along the original alignment (and not on adjoining or nearby roads), the desirability of using alternative alignments will be determined by: the amenity of the roads and road verges to be used; the landscape they pass through; the ease of construction of a trail along the alternative route; the distance (separation) of the trail from the road; the volume, speed and type of motor vehicle traffic on the adjoining roads and other factors. If the alternative trail route is 'pleasant' and well separated from nearby roads, users may be inclined to accept the 'detour' off the former railway alignment. This decision may also be influenced by the gradient of the alternative trail. As noted earlier, trail gradient is a critical factor in successfully designing a trail for a specific market or type of rider. For a large portion of the location-based cycling and cycling holiday market average trail gradients of 2-3° are required (this explains the popularity of rail trails for this market).

o Adjoining landowners (who lease portions of the former railway corridor) are opposed to a rail trail along the former railway corridor (which they lease from Barwon Water) due to the perceived disruptions to their longstanding farming practices. The railway corridor passes diagonally through numerous paddocks, with the potential to create a number of triangular paddocks that would be difficult to navigate farm vehicles through (tractors etc). As the rail trail would need to be double fenced (for insurance and public liability and risk issues), farming practices would be impaired. Gates could be built into the fencing to enable stock to cross

from one side to the other. However, not all adjoining farms have stock. Some farmers grow crops and the former railway (ie. embankment/cutting) has completely disappeared in some situations though decades of ploughing and cropping. Although not desirable, a possible solution could be to divert the trail away from the original (straight) railway formation to the edges of properties or paddocks where required, thereby creating a zig-zag trail route. It is not an ideal solution as it further dilutes the overall impact of a trail on a flat, straight, raised railway embankment that, along with railway reminders (bridges, embankments, cuttings) rail trail users are seeking.

While the majority of the former railway corridor is located within the Colac Otway Shire, a substantial segment of the corridor passes through the Surf Coast Shire in the vicinity of Deans Marsh. Most of the section that is located within Surf Coast Shire is now in private ownership. Alternative trail alignments considered would take potential trail users further away from Deans Marsh than the original alignment of the railway. By not taking the trail through Deans Marsh, or anywhere near Deans Marsh, the potential benefits of the proposed trail would not be realised in that town.

### 4.2 Opportunities

#### 4.2.1 Appealing Landscape and Views

Cycling and walking along the former railway corridor potentially provides good views to the Otway Ranges, farmlands, rivers and a range of landscapes. The allure of river flats with grazing cattle and sheep also has strong visual appeal. Views of gently undulating countryside, containing water bodies and trees are one of the most attractive landscapes and relaxing for many people.

# 4.2.2 Connections Between Towns

One of the key benefits of the proposed trail, should it be viable, is the potential for bringing economic benefits to the towns through which it passes and other existing (and possible future) businesses in the region. Developing a trail would add more employment opportunities. Taking trail users through towns would provide new business opportunities for service providers.

The distances between towns is also important when considering likely trail users. The good one-way trails often provide opportunities for short, medium and long length rides and walks on the main trail. Having options is a bonus. Intermediate towns easily accessible along (or from) the rail trail are critical when a trail is long and an added bonus when the trail is relatively short (such as this one). An 8km ride (which would take users from Forrest to Barwon Downs) provides a perfect distance for young families looking for a one-way ride. It also (potentially) provides a perfect stopping point for these groups on a longer 31km ride (between Forrest and Birregurra).

Connecting the 4 towns (Forrest, Barwon Downs, Deans Marsh and Birregurra) via a trail would also provide an opportunity for local residents to choose a non-motorised connection for visiting friends or undertaking some exercise (or possibly travelling to work). A non-motorised trail provides another psychological link between the towns on the route. Importantly, the development of a trail will provide economic opportunities (further discussed in Section 7) that may include the development of a retail facility (basic provisions, light meals) in Barwon Downs. This could be a new village hub – missing since the general store closed. In this way the trail provides an opportunity for connections within towns as well as between towns.

### 4.2.3 Extending Existing Trail to Barwon Downs

Extension of the existing rail trail from its current end point (which is some 4.2km north of Forrest) through to Barwon Downs is a realistic option as the majority of the corridor is in public ownership (with the exception of one section owned by a neighbouring landowner and that part owned by Barwon Water).

The revitalisation of Barwon Downs is likely if the rail trail is extended. The Barwon Downs community has aspirations of the General Store re-opening and perhaps for a café and/or accommodations being opened, on the back of an increased level of visitation from rail trail users.

Completing the rail trail to Barwon Downs opens up the family market as it becomes a ride/walk of a reasonable distance and with a logical start finish point.

Completing the rail trail to Barwon Downs provides another attraction to the area and extends the market appeal of Forrest. It is likely the existing segment of rail trail out of Forrest is currently used primarily by those using the Mountain Bike Park trails rather than those seeking a rail trail experience – as there is no logical end point.



Dozens of cyclists, including many day-trippers from nearby Alexandra, frequent the Chatto Creek Tavern on the Otago Central Rail Trail in New Zealand. Without the development of the rail trail, the tavern would never have been re-opened.

### 4.2.4 Proximity of Attractions and Visitor Sites

As well as passing through (or near to) the towns of Forrest, Barwon Downs, Deans Marsh and Birregurra, the rail trail would pass close a number of attractions along its route. These include:

- o Gosling Creek Wines
- o Pennyroyal Raspberry Farm Tea House and B&B
- o Gentle Annie Berry Gardens and Café
- Sunnybrae Restaurant
- o Numerous commercial accommodation facilities in the region

These attractions are commercial facilities that would benefit from users passing, stopping and staying – should the trail be developed.

The Otway Harvest Trail (2013-2014) initiative provides good information via a brochure and website. The trail features over 40 businesses throughout the region, a number of which are located in the area between Forrest, Deans Marsh and Birregurra.

# 4.2.5 Topography of the Preferred Route

One of the major appeals of rail trails is the gentle gradient, suitable for all types of cyclists, and walkers. This is the market that would be attracted to an extension of the existing rail trail (from its current termination) through to Birregurra – their demands are paramount in considering route options and trail feasibility. Consequently, a route that uses gentle grades (as is the case with former railway formations) is more suitable for this market and is more likely to attract a range of users.

Deviating away from the flat grades of a former railway will result in grades that will inevitably deter much of the market that would be attracted to the trail if it were entirely constructed on the original railway formation. Due to the fact that much of the former railway corridor is unavailable for use, it is inevitable then that (sometimes) steep road verges would have to be used in order for a complete trail to be developed.

## 4.2.6 A Trail with High-Profile Anchors

One-way trails (or out-and-back trails) need an anchor at both ends to be attractive to users. The best one-way trails (including many rail trails) have natural terminuses in major centres or towns, or pass through major towns. Forrest and Birregurra are high profile anchors that draw people for a range of tourism purposes. Forrest is already popular with mountain bikers because of the variety of trails within the mountain bike park. The addition of a lengthy rail trail would provide another cycling possibility for

those visitors who do not (or cannot) ride the single-track mountain bike trails.

Birregurra is situated on a railway station on the Melbourne-Warrnambool line and therefore well situated for those wishing to access the area by public transport (with bikes). The historic buildings and heritage nature of the village, its proximity to Melbourne, together with its cafes, numerous accommodations and short distance to the 'surf coast' make Birregurra an attractive destination already for visitors. A strong community group in Birregurra supports a trail connection.



Existing interpretation in Forrest highlights the old timber tramways in the region. It may be possible to develop these into a network of trails.

## 4.2.7 Broadening the Recreation Offerings

Provision of an off-road cycling and walking trail adds to the list of tourist offerings and encourages visitors to stay a little longer to go for a pleasant walk or bike ride. A new nature-based attraction has the power to retain those visitors for longer, spending money and generating business opportunities. In addition, providing an "extra trail" (in addition to the 'serious' mountain bike trails of Forrest and the existing Old Beechy Rail Trail from Colac to Beech Forest) may encourage more family groups to visit Forrest and the other towns of the area.

## 4.2.8 Other Trail Opportunities

There is a network of old timber tramways throughout the Otway Ranges. Consideration could be given to the possibility of developing a series of walk/cycle trails on these disused tramways, incorporating visitation to the old timber mills and historic artifacts still to be found throughout the area. Some of the tramways from the mountains once connected with the stations along the former Birregurra to Forrest railway line (including Forrest and Deans Marsh).

Although not considered in detail (as it was outside the scope of works for this rail trail feasibility study), a trail linking Forrest and Birregurra (utilising a combination of the former railway corridor and road verges) is possible – but would cater for a completely different market than intended for the rail trail. It would be a very different product to a rail trail. A roadside (verge) trail would have the benefit of providing safer local cycling and walking conditions than exist now, and provide a non-motorised link between all four towns. It would not, however, provide a significant level of direct economic benefit to the local communities due to the anticipated low expenditure patterns of local users compared to the high expenditures of visitors (on such items as accommodation and meals).

# 5.0 Trail Route Alignment Options

This section describes the various trail route alignment options investigated as a result of the inability to use significant portions of the original railway corridor.

As indicated above, the research into land tenure along the former railway corridor revealed that substantial lengths of the former railway corridor are now in private ownership (and most of these private owners are opposed to their privately owned land being used for the purposes of a trail).

Consequently, it was necessary to investigate and evaluate a number of potential alternative alignments in order to (potentially) circumvent those sections of the former railway corridor that are unavailable for the proposed rail trail.

The various trail route alignment options are described below:

## Alignment Option 1 (entirely on former railway corridor)

This alignment option involves using the former rail corridor in its entirety, between the northern end of the existing rail trail (4.2km north of Forrest) and Birregurra. As discussed elsewhere in this report, private ownership of much of the corridor, particularly either side of Deans Marsh but elsewhere along the corridor, makes the use of the entire corridor impossible (at least on those sections which are privately owned, based on the

views of these landholders as expressed in person or over the phone).

The unavailability of much of the corridor was unexpected at the outset of this project but quickly became apparent once comprehensive research was undertaken of land ownership.

The entire former railway corridor between the Forrest Station and Birregurra is approximately 31.7km. Of the 27.2km (between the northern end of the existing trail and Birregurra), approximately 8.6km (32%) is now in private ownership. A further 12.6km (46%) is owned by Barwon Water. Consequently, significant bypasses of the original



There are sections of the former railway corridor eminently suitable for the development of a rail trail. Unfortunately, the occurrence of privately owned parts of the corridor does not permit a continuous rail trail to be developed.

railway corridor would need to be developed for a complete trail route to be established.

## Alignment Option 2 (combination of former railway corridor and water channel)

This alignment option involves using sections of the water channel as an alternative to the former rail corridor (where the former railway corridor is not accessible due to land tenure). Barwon Water considers such an option presents considerable concerns, notably the safety of trail users and the potential contamination of water supplies from pathogens from humans. While the channel could be fenced, this would be a significant cost and consideration of this option becomes a consideration of benefits versus costs. The channel would need to be closed at certain times of the year for maintenance, meaning a trail along the channel would also be closed. Barwon Water's approach to water quality

protection is in accordance with its regulatory obligations (Safe Drinking water Act 2003), and the risk management framework of the Australian Drinking Water Guidelines (2011) which prescribes a multi-barrier approach to water quality risk management, and advocates prevention of waterborne disease outbreaks through the protection of source waters. The first barrier in supplying safe drinking water is to use high quality, protected source waters as a means of reducing the potential load of drinking water contaminants, and thus reducing treatment costs and subsequent health risks to consumers.

The strong view of Barwon Water that the water channel is a 'no go' area, due to public safety and water quality risk management considerations, means that use of the water channel (and this alternative alignment option) has been disregarded.

# Alignment Option 3 (using the network of gravel roads where needed, and unconstructed road reserves)

This alignment option involves 'bypassing' those privately owned sections of the former railway corridor by using a number of existing gravel roads that can be found between Forrest and Birregurra (such as Barholm Lane and Middle Murroon Rd) - as well as the verges of sealed roads (where quiet gravel roads do not exist) and unconstructed road reserves (such as Salt Creek Lane). However, despite their existence, this option is highly unlikely to produce a trail 'product' of sufficient quality to attract sufficient numbers of users to warrant consideration. The adjoining landowner has a 99 year

lease over Salt Creek Lane road reserve.



The flatness of the maintenance track alongside the water channel was regarded as a potential trail alignment option. Barwon Water, the owner, does not support its use as a trail route.

Investigations have shown that many of these gravel roads are not trafficable for significant parts of the year due to wet weather (they are 'dry weather only' roads).

The fact that the gravel roads are unsuitable for use in their current state, and the likely high cost for upgrading these roads (to an all-weather condition), coupled with the undesirability of routing trail users along roads where motor vehicles might be encountered, effectively rules out this alternative as a viable trail route option.

The typical rail trail user would not be attracted to a trail where significant lengths (over 10km) of on-road riding and walking is required; where sharing the road with cars and trucks would be an everyday occurrence.

This option (involving the upgrading of gravel roads and the construction of a gravel trail along sealed roads) adds approximately \$2 million to construction costs (mostly in the upgrading of gravel roads to an all-weather condition).

## Alignment Option 4 (road verges of existing sealed and unsealed roads where required)

This alignment option involves the use of over 9.6km of verges of existing sealed and unsealed roads between Barwon Downs and Birregurra (such as Barholm Lane, Murroon Road, Bushs Lane, Birregurra-Deans Marsh Rd). While some of these roads could be

used, as much of their verges are wide and grassy, some are not suitable for use (by the target market) as they are steep and often heavily vegetated. In addition, they are not especially attractive – certainly they do not have the qualities of a railway formation. Road verges do not provide the unique appeal of a rail trail that, on occasions, may be flat but at least rail trails have railway heritage (and usually considerable separation from adjoining roads).

The likely (very high) expense associated with building a trail alongside Birregurra Road immediately east of Birregurra (across the wide floodplain of the Barwon River), would negate any benefits associated with its use (the benefit here being 'bypassing' that part of the original railway corridor that is now in private ownership). The land alongside Birregurra Rd is very low lying (the road is actually built on an embankment over the river floodplain) and approximately 250m of boardwalk/bridge would be needed within a relatively narrow road verge (in a number of separate sections). As well as these bridges and/or boardwalks, a significant built-up embankment for another lengthy section of the road verge would be required to ensure that the trail was not inundated during periods of wet weather.

Use of road verges of sealed and unsealed roads is not a satisfactory solution and is not the trail experience that would attract sufficient trail users to warrant the considerable expenditure that would be required. (Use of road verges to provide safer cycling and walking options for local people however should not be completely ruled out).

This option (involving the construction of a gravel trail along sealed roads) adds approximately \$1.2 million to construction costs (not including the cost of a path alongside Birregurra-Forrest Rd over the Barwon River Floodplain).



The Barwon River floodplain near Birregurra would mean that any trail constructed alongside the Birregurra Road would require hundreds of metres of elevated boardwalks and/or bridges, together with hundreds of metres of embankment to provide a suitable trail route.

Option 5 (uses former railway corridor not privately owned or owned by Barwon Water, use of existing gravel and sealed roads and the verges of some suitable roads)

This alignment option involves a combination of use of the former railway corridor not in private ownership or owned by Barwon Water, use of existing gravel and sealed roads and the verges of some suitable roads.

As described in the other alignment options, use of gravel roads is undesirable as is the use of considerable lengths of road verges. This option would not provide the quality experience that the rail trail market is seeking. While sections of this potential trail may appeal to, and be used by, local people it would not be a tourism product of sufficient quality to generate an economic benefit to the region.

# 6.0 Existing Facilities and Infrastructure

Trail users spend money before coming to a trail and in towns and villages along the trail. The broad categories where money is spent are:

- o Accommodation
- Food and beverage
- o Transport
- Other (including cycle maintenance)

It is worth examining existing facilities, infrastructure and services under each of these categories.

#### 6.1 Accommodation

The Draft Issues and Opportunities Paper for the Forrest Mountain Bike Strategic Plan notes there is a range of accommodation types available in Forrest including camping, B&B's, full service Guest House, secluded self-contained cabins and houses with basic amenities that cater for small to large groups. The caravan park is well sited and

provides excellent links to the adjoining open space of the township with tennis courts, playground and barbecue facilities. There is insufficient accommodation during peak holiday periods and events. It also notes that there is unmet demand for eco-lodge accommodation within the region.

A similar spread of accommodation (B&Bs, self-contained cottages, houses) can be found along the vicinity of the proposed rail trail route.

# 6.2 Food and Beverage

The Draft Issues and Opportunities Paper for the Forrest



The existence of numerous visitor attractions throughout the region would provide plenty of off-trail destinations for trail users if the proposed rail trail was considered feasible.

Mountain Bike Strategic Plan notes that there are four key food and beverage locations within Forrest (operating within certain operational hours/season basis). The Paper also notes that the ability to purchase general provisions in Forrest township is very limited. General provisions are generally purchased prior to staying overnight at Forrest. There is no bakery in town, while take away coffee is limited to the Brewery and Corner Store.

Barwon Downs has no such facilities; the general store closed recently. All who attended the community consultation open house in Barwon Downs acknowledged the negative impacts on the community that the closure of the shop had (particularly the loss of a meeting place) and all agreed that bringing the shop "back to life" would be a good outcome for the community. There was considerable interest in the suggestion that one way to bring the shop back to life was the possibility of developing the rail trail from Forrest to Barwon Downs. Deans Marsh has a general store and a café. Birregurra has a range of outlets offering groceries and dining opportunities.

There are a number of dining options offered in the vicinity of the rail trail and some of these are discussed in Section 4.

## 6.3 Transport

Birregurra can be accessed by a regular V-Line service from Melbourne and Warrnambool.

#### 6.4 Other Services

Forrest offers one mountain bike hire outlet. This outlet also offers a range of supported and guided bike tours, and skills development courses. Other commercial operators offer supported and guided cycle tours of the Otways (including the Forrest Mountain Bike Trails).

The Draft Issues and Opportunities Paper for the Forrest Mountain Bike Strategic Plan includes recommendations that there needs to be:

- o Town based equipment hire and tour groups to support tourist recreational needs.
- Mountain bike sales, hire and repair store.

Presumably, this is in addition to the existing Corner Store.

Attachment 1 - Draft Tiger Rail Trail Feasibility Study

# 7.0 Tourism, Economic and Township Development Opportunities

There is a range of business opportunities for private sector investors arising from the potential development of the Tiger Rail Trail. Providing accommodation, food and beverages, supported and guided tours, and equipment, are some of the businesses that have arisen along other trails.

Identifying specific business opportunities along a trail that may take years to develop is not a simple task. The best approach is to look at success stories from businesses elsewhere to illustrate the types of businesses that may respond to trail development.

It is important to understand how trail users spend their money before looking at some of these success stories. Trail users spend money before coming to a trail and in towns and villages along the way. Tables 3 and 4 show the broad sectors in which their money is spent.

Table 3: Trail user expenditure by category for overnight visitors

(Overnight users includes those staying 1 night or more in the region to use a specific trail)

	Average expenditure/day	
Accommodation	\$23.10	
Food and beverage	\$54.35	
Transport	\$18.90	
Retail	\$15.44	
Other (including cycle maintenance)	\$11.34	
TOTAL	\$123.13	

Table 4: Trail user expenditure by category for day-trippers

	Average expenditure/day	
Accommodation	\$0	
Food and beverage	\$23.53	
Transport	\$18.90	
Retail	No figures available	
Other (including cycle maintenance)	\$30.02	
TOTAL	\$72.45	

This expenditure data represents an amalgam of existing research data. There are a number of specifically trails-related research projects on user expenditures. These are:

- o Use and Users of the Appalachian Trail: A Source Book 2000;
- o 2008 Bibbulmun Track User Research Report;
- o An Economic Analysis Of Rail Trails In Victoria, Australia 2003;
- Regional Communities And Cycling: The Case Of The Murray To The Mountains Rail Trail, Victoria, Australia 2006;
- Cycling in Regional Communities: A Longitudinal Study of the Murray to the Mountains Rail Trail, Victoria, Australia 2009;

- o Trails Research Project (South Australia) 2004;
- o Nga Haeranga The New Zealand Cycle Trail Evaluation Report (2013); and
- Otago Central Rail Trail User Survey 2010/11.

The existing data is limited and may not fully explain expenditure associated with trails. For example, expenditure on accommodation ranges from \$2.22/day for Appalachian Trail through-hikers (those walking the trail from end to end – all 3,200 kms) to over \$100/person/day for some rail trails in Victoria. The average of \$23.10/day for overnight visitors includes all users who "camped out" along the trails (where charges are either \$0 or very small). Some of these trails (notably the Appalachian Trail and Bibbulmun Track) provided on-trail camping options and consequently accommodation expenditure was relatively low (these low costs may distort the typical expenditure). All the other trails included in the research only provided off-trail accommodation options.

Taking out expenditure on the two long distance walk trails, accommodation expenses range from \$26/day to \$102/day. The most recent data on trail expenditure from the Central Otago Rail Trail (2011) shows that total expenditure was \$472.61 per person per trip, with the largest component of expenditure for package expenses (including accommodation). Separate information on accommodation was provided by only a few users who spent an average of \$60/day. Other research data is also available. In the *Nga Haeranga – The New Zealand Cycle Trail Evaluation Report 2013*, users spent an average of NZ\$42.46/person/night across 4 trails (on off-trail accommodation options only).

The most recent research data from the Murray to the Mountains Rail Trail shows users spending \$52/person/night. This figure has gradually grown over time from \$22/person/night in 2003 to \$27/person/night in 2006 to \$52/person/night in 2009. This is reflected in shifts in choices from camping (which accounted for 23% of accommodation choices in 2003 but only 8% in 2009) to more formal accommodation (hotels/motels/apartments/caravan parks etc that grew from 52% in 2003 to 70% in 2009). Part of this growth could be attributed to wet weather during the 2009 survey and part of it is the fact that there are now many more accommodation options in many more places along the trail. In 2009, 45% of users spent between \$51 and \$150/night (25% between \$51 and \$100 and 20% between \$101 and \$150). It is worth noting that almost half of the trail users of the Murray to the Mountains Rail Trail listed their employment status as professional (e.g. doctors, lawyers, managers); trail users come from across the societal spectrum but there are many who are potentially high yield visitors.

Some success stories from other trails are worth considering.

#### Equipment hire

While many visitors will bring bikes, some will not and a business opportunity presents itself to address this market. A number of cycle hire businesses (and bike repair and bike guided tour businesses) are accredited businesses under the Munda Biddi Trail Foundations Cycle Friendly Business program. These businesses offer a range of services along the length of the trail and pay an annual subscription fee to remain in the accredited program.

# Supported tour opportunities

Cycle tourism is a growing market. Domestic overnight visitors who participate in cycling on their trip stay longer and do more while on holiday when compared with other tourists, making them a stronger source of income for regional communities. Many of the cycle touring trips would be confined to bitumen (quiet back country roads etc.) but a significant portion may be interested in an off-road cycling experience. The New Zealand Cycleway Market Research (2009) found that, in general, international cycle tourists

want easy multi-day trips with good supporting services or events. The holidays can also be location-based and utilise nearby trail networks. Cycle tourists are looking for easy access to safe and traffic-free trails. Trail gradient is a critical factor in successfully designing a trail for a specific market or type of rider. For a large portion of the location-based cycling and cycling holiday market average trail gradients of 2-3° are required (this explains the popularity of rail trails for this market).

This service is offered on the Otago Central Rail Trail where some 10% of visitors take advantage of this service (14,000 users/year traverse the whole trail, while 24,000/year visit the highest use section). A recent survey by the Otago Central Rail Trail Trust showed that total expenditure was \$472.61 per person per trip along the rail trail. The largest component of expenditure is on package expenses (as it was in 2008/2009 when a previous survey was carried out).

'Off the Rails' is one such bicycle tour company that offers premium, eco-friendly and fully supported bike tours. The company offers various tours including accommodation, bike hire and guided sightseeing activities. All tours include transfers, care of all luggage during the tour and meals, providing a fully-inclusive cycling experience. A key to its success is its ease of planning/organising for visitors – once the tour is booked in they do not have to think about anything else. (SGS Economics and Planning and Quantum: Tourism NE Product Gap Analysis 2012)

Such services are also offered on the Bibbulmun Track. The Bibbulmun Track Foundation offers "Best of the Bibbulmun 8 day tours" which take users to a number of day walks with off-track accommodation rather than along a continuous section of track. The Foundation has recently launched a 9-day package. A number of other private providers offer similar supported activities.

Qualitative research done by SGS Economics and Planning and Quantum (Tourism NE Product Gap Analysis 2012) indicates respondents wanting activities and experiences that are easy to organise – the 'facilitated' experience, which would complement the existing 100km of scenic and safe trails through iconic rural villages. Facilitated itineraries would seek to emulate the best facilitated road cycling experiences in Europe, including the provision of regional interpretation, food and wine. The report noted that the North East's Rail Trail is a key asset for the region, providing infrastructure from which a cycling experience could be leveraged.

While a trail connecting Forrest and Birregurra is not a long trail (and one which connects Forrest and Barwon Downs is even shorter) and would be unlikely on its own to warrant development of businesses offering supported tours, a package which included the rail trail (with other trails) could provide opportunities for supported tours, as already happens with offerings from Ride the Otways for example. Offering the rail trail as part of the package broadens the riding (and walking) package on offer and potentially adds a new user group.

# Guided walking/cycling touring

This facility provides an even greater level of support for trail users; all "traversing" is done with the accompaniment of a knowledgeable guide (as well as the provision of all necessary equipment). These tours can be up to a day.

This type of service is offered on the Great Ocean Walk. For example, Bothfeet Walking Lodge and Tours offer a multi-night guided walk experience. Internationally renowned adventure company World Expeditions offer a 7-day guided and supported hike along the Bibbulmun Track. One of the key features of these packages is that users simply pay just one flat fee for their entire holiday.

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Again, the length of the trail may not be suitable for such an opportunity on its own but it could be packaged with other walk and cycle rides in the Otways.

## Off-trail accommodation

The opportunity exists to provide users with off-trail accommodation of varying qualities (adding to the existing stock of options). Riesling Trail Cottages and Riesling Trail Bush Cottages provide self-contained accommodation adjacent to South Australia's famous Riesling Trail through the Clare Valley. When these were first constructed, the owner was often asked "How close are your cottages to the winery"; over time, the more common enquiry became "how close are the cottages to the rail trail".

#### Basic services

As noted in Section 6, there are limited opportunities to purchase general provisions in Forrest and no facilities in Barwon Downs. Development of the rail trail, if feasible, may provide enough "passing traffic" to justify the expansion of facilities in Forrest or the development of a new facility in Barwon Downs. Given the lack of any facilities in Barwon Downs, a facility offering both general provisions and similar offerings to The Corner Store in Forrest may well be able to be set up to meet demand. There is an added social advantage of developing a facility in Barwon Downs; it creates a meeting place for local people to gather and exchange news – a critical element in keeping the village together socially and one which has been missing since the general store closed (as noted in the community consultation).

#### Supporting existing businesses

A trail increases the opportunities offered to existing businesses that currently provide relevant services across the sub-region to provide such services on a more regular basis. These types of examples are critical economic opportunities to diversify and solidify the sub-region's economic base. In New Zealand across 4 recreation trails subject to detailed research (Nga Haeranga – The New Zealand Cycle Trail Evaluation Report 2013), 1 in 5 businesses surveyed reported that they had either expanded their services (e.g. added capacity) or added new services since the trail opened in their region. These ranged from provision of cycle tours to cellar door tasting sessions, but were commonly in the provision of accommodation, transport or shuttles, or cycle hire. There was anecdotal evidence that trails have been beneficial for existing businesses either by absorption of existing excess capacity and by spreading the risk through the diversification of product.

While no original structured research was carried out for this Feasibility Study, discussions with existing business owners in Forrest during the 'open house' indicated that the existing mountain bike network in Forrest has provided significant economic benefits for some existing local businesses.

## 8.0 Stakeholder Consultation

This section sets out the outcomes of discussions/consultation with key stakeholders including affected public and private landowners, government agencies, and community and business organisations

Consultation took a number of forms during the course of the project, including:

- Telephone conversations with a number of farmers in the community who either leased a portion of the former railway corridor (from Barwon Water) or who now own a portion of the former railway corridor.
- 'Face-face' meetings and site inspections with several farmers (who either lease a portion or own a portion of the former railway corridor).
- The preparation and distribution of several newsletters, informing the community and key stakeholders of progress of the feasibility study and key dates for community engagement.
- o Correspondence sent to adjoining landowners, including project newsletters.
- 4 'Open Houses' were conducted (in Birregurra, Deans Marsh, Barwon Downs and Forrest) at which members of each of the 4 communities could meet with the consultants and discuss aspects of the project on a one-on-one basis. A display comprising a plan of the former railway corridor and a series of photographs illustrating fencing and stock crossings and other solutions typically found on other (similar) rail trails were available for people to view and discuss. The display also comprised photographs of features of rail trails that make them so popular, such as access to cafes and wineries.

Additional meetings have been held with other organisations and key stakeholders (including Barwon Water).

Consultation is an ongoing process; as/when issues and ideas need to be clarified.

The primary purposes of the consultation were as follows:

- o To alert communities and key stakeholders to the project, the actual alignment of the former railway corridor and the potential for a rail trail.
- To ascertain from adjoining landowners their reaction to, and concerns with, the prospect of a rail trail along the former railway corridor.
- To ascertain from landowners (who now own the former railway corridor) their views on the potential for use of that part of the corridor that they own.
- o For local people to provide input to the project.
- To assess opportunities for businesses in the region to benefit from the development of the proposed rail trail.

# 8.1 Conversations With Owners of the Former Railway Corridor (and Adjoining Landowners)

Almost without exception, all (private) owners of sections the former railway corridor are opposed to the use of their privately owned land for the purposes of a rail trail. Some are vehemently opposed and have stated they wish to have no further discussions about the proposed rail trail.

Similarly, adjoining landowners (who lease sections of the former railway corridor from Barwon Water) have expressed their concerns and opposition to the development of a rail trail. They cite a range of issues and concerns, notably major disruptions to their well-established farming practices (which involve use of the corridor for a range of agricultural pursuits including cropping, grazing, storage of equipment and produce and access along the embankments as a wet weather route).

The former railway corridor cuts diagonally across a number of paddocks and the development of the rail trail would cause undesirable division of the paddocks with some small triangular segments of paddocks not being able to be farmed effectively and efficiently.

## 8.2 Barwon Water

Barwon Water owns much of the former railway corridor and owns a water supply channel in the study area (that was originally perceived as a possible alternative trail route should use of the former railway corridor not be possible).

A significant length (approx. 12.3km) of the former railway corridor was purchased by Barwon Water as a potential route for a pipeline, should the open water channel be phased out. This ownership extends from the Barwon River (West Branch) south west of Barwon Downs to a point beyond the Colac Otway Shire boundary at Bush's Lane (in the Surf Coast Shire). Much of the former railway corridor owned by Barwon Water is currently leased to adjoining landowners for agricultural purposes.

In regard to the potential for use of parts of the water channel, the main concerns of Barwon Water are the safety of trail users and the quality of water supply along the water channel corridor.

Use of the channel as an alternative trail route will cause increased risks for Barwon Water. These include potential conflicts with the primary objective of providing safe drinking water, the need for regular inspections by Barwon Water staff, and safety issues associated with large machinery traversing the channel access tracks and trail users falling into the channel or deliberately entering the channel.

In regard to the potential for use of the former railway corridor owned by Barwon Water, it is noted that several adjoining landowners have long-term leases over the land owned and there would need to be agreements with these lessees about access and moving stock across the trail.

It is possible that if adjoining landholders (who lease the former railway corridor) support the development of the rail trail along the former railway corridor (owned by Barwon Water), Barwon Water would not be opposed to the project proceeding along the railway corridor.

# 8.3 Open Houses

All 'Open Houses' were well attended with around 50 people, including farmers whose properties are alongside the former railway corridor and owners of parts of the former railway corridor. In addition, there were people from each of the 4 communities who support the development of the trail.

A selection of comments and matters discussed at the 'Open Houses' follows:

 Attendees overwhelmingly believed the proposed rail trail would bring benefits to the small communities and towns along the trail, particularly Barwon Downs, if it were achievable.

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- The mountain bike park at Forrest had brought significant benefits to that town due to the influx of many visitors.
- Issues associated with the development of the rail trail, such as disruption to farming practices, will be felt by numerous adjoining landowners.
- Significant sections of the railway are now privately owned and the owners are not supportive of the proposed rail trail passing through their privately owned properties.
- Most bridges along the corridor have either been destroyed in fires, been dismantled or washed away in floods. There would be huge costs in reestablishing the bridges.
- Avoiding the privately owned sections of the railway would mean long lengths of roadside or road verge trails that are not appealing.
- Extending the rail trail to Birregurra would be very difficult, but extending it as far as Barwon Downs would be a positive outcome.
- Various alternative routes for a connection between Forrest and Birregurra were discussed, all involving use of existing constructed roads, road reserves (unconstructed roads) and/or road verges.
- Alternative projects were raised including use of a disused coal haulage railway in the Otways and a disused road south of Forrest.

The main discussion points emanating from the stakeholder meetings are as follows:

#### Deans Marsh - 17 June 2014

- 11 people attended with 8 from the broader community and 3 potentially affected landholders (one couple owned a portion of the corridor, while one has a lease agreement on Barwon Water owned land).
- Community members (other than landholders) seemed supportive of the project and what it could potentially bring to Deans Marsh but seemed to acknowledge the difficulties associated with private ownership of the corridor particularly around Deans Marsh.
- The three landowners who attended were not supportive of the project. One advised of the bridges south of Deans Marsh station that had been burnt out in 1983. Both he and the licence holder expressed concerns about the potential costs of creek crossings.
- One landholder advised he had attended a community meeting 2 years ago about the project. He (and other landholders) considered the project as a "fait accompli" – the trail was going to happen – and were surprised that no one advocating the project had spoken to these landholders, given that they owned the corridor proposed for the rail trail. It was reinforced by the consultants that there were no plans for compulsory acquisition of any sections of the corridor that are privately owned.
- Two alternative projects were suggested. The first involved using all or part of an old coal haulage route from Benwerrin to Deans Marsh as a separate project. It was also suggested that the route provided some options to get around private landholdings of the rail corridor in Deans Marsh (much of the land around this coal haulage route is within national park). The second project suggested was an old

road connecting Forrest south to Barramunga; the proposer thought the road was still in place but not used as a road.

## Birregurra - 18 June 2014

- 15 people attended from the broader community. One attendee was opposed to the project but was not an adjoining landholder (but was in close proximity to the project). Attendees were mostly bike riders. One representative of the local business was in attendance.
- All other attendees were in favour of the project, particularly of finding other road-based routes if the rail corridor is not feasible.
- One attendee supported the project but did acknowledge that it was not adjoining her land and appreciated the perspectives of others whose land it was adjoining
- The attendee who was opposed to the project raised issues of other projects
   Council could spend money on, theft, flooding (and appropriate construction). This
   person could however see some benefits providing safe off-road access from
   Sunnybrae to Birregurra.

#### Barwon Downs -19 June 2014

- 14 people attended from a range of interests including VicRoads, Barwon Downs Community Association, CFA and adjoining landholders (3 adjoining landholders attended – all were licence holders on Barwon Water-owned land).
- All who attended acknowledged the negative impacts on the community that the closure of the shop had (particularly the loss of a meeting place) and all agreed that bringing the shop "back to life" would be a good outcome for the community. There was interest in the suggestion that one way to bring the shop back to life was the possibility of developing the rail trail from Forrest to Barwon Downs.



There is considerable support in both the Barwon Downs and Forrest communities for the extension of the existing rail trail through to Barwon Downs.

- The VicRoads representative made
  - himself known to the consultants and discussed the options around the use of the VicRoads road corridor (between Rifle Butts Rd and Birregurra). He confirmed that it would be expensive to build a trail alongside Birregurra Road immediately east of Birregurra, noting that the land here is very low lying (the road is actually built on a bank). He suggested that negotiating the use of the former corridor on land north of Birregurra Rd would be a far better option.
- Of the landowners who attended, two expressed opposition to the project, as it
  would be disruptive to well-established farming practices. The other was not
  supportive of the project but accepted that the corridor was public land (in his
  case, the corridor running through his farm is owned by Barwon Water) and, on

viewing solutions that have been adopted elsewhere, accepted that his issues could probably be addressed satisfactorily.

o There was general support for developing the rail trail to Barwon Downs.

#### Forrest -19 June 2014

- 8 people attended including representatives of the Forrest Community Group and some local business owners. All were supportive of the project and many cited the benefits the focus on bike riding (the mountain bike park and the existing rail trail) had brought to Forrest.
- All could see the difficulties of extending the trail to Birregurra but appreciated the benefits of developing the trail at least as far as Barwon Downs (with many reaffirming the observations of the Barwon Downs workshop about the negative impacts of the loss of the general store in Barwon Downs).
- One attendee expressed support for the extension of the trail to Barwon Downs and drew a contrast to the Old Beechy Rail Trail which she had recently ridden, stating that the trail between Forrest and Barwon Downs would be preferable for her and her friends and their families as it is an easier ride and could be done as an easy out-and-back ride (to Barwon Downs) for that particular group and would not involve the need for using roads (as does the Old Beechy Rail Trail).

In summary, the majority of Open House attendees were in favour of the project. Many of these appreciated the issues associated with developing a trail on the rail corridor and there were mixed opinions about the appeal of a trail that included a significant portion of road verge riding or on-road riding. Generally, those opposed to the project were adjoining landholders or those who owned some of the former railway corridor.

# 8.4 Other Key Stakeholders

Conversations were held with other key stakeholders including the Surf Coast Shire, VicRoads and representatives of the local business communities.

Surf Coast Shire has provided information relating to land tenure in its section of the proposed rail trail, and a representative of the Shire attended the Open House in Deans Marsh.

VicRoads has provided informal advice (via discussions at an 'open house') on the practicalities and costs associated with the development of a trail within the road reserve it manages, in particular the high cost of a trail along the Birregurra Forrest Road over the Barwon River floodplain.

Informal discussions with business proprietors occurred during the course of the investigations, all of whom were enthusiastic about the prospect of an extended Tiger Rail Trail. Some of these business owners attended the 'open houses' and discussed the project and the likely benefits that would be derived; others were approached directly for input.

# 9.0 Stage 1 Conclusion and Recommendations

While there is considerable support for developing the proposed Tiger Rail Trail (from Forrest through to Birregurra) from the general community, tourism and business sectors, it is evident that a complete rail trail on the alignment of the former railway is not possible at this point in time. Several significant lengths of the former railway are now in private ownership and these private landowners have no interest in the development of a trail across their privately owned land. In fact, most are vehemently opposed. In addition, there is considerable opposition from adjoining landowners, many of whom lease portions of the former railway corridor from Barwon Water.

The circumstances surrounding the private ownership of much of this former railway corridor are relatively unique. Most railway reserves are retained in public ownership, thereby enabling rail trails to be constructed – should they be feasible from a cost/benefit perspective. While sections of the nearby Old Beechy Rail Trail have also been sold, that trail has been developed over the years despite the private ownership of several sections of the corridor. The goodwill of adjoining landowners (and even owners of some parts of

the former railway corridor) has facilitated its development. The Colac Otway Shire has enacted a number of Licence Agreements with private landowners along the Old Beechy Rail Trail enabling trail users to pass over the private property. In time, some landowners along the Forrest Birregurra corridor may consider this option. However, at the present time, landowners remain opposed, thereby ruling out the potential use of much of the former railway corridor.

Barwon Water's ownership of a long section of the former railway corridor is another matter for ongoing consideration.



The former railway corridor exhibits many of the features that make rail trails so popular. Unfortunately, much of the corridor is now in private ownership, meaning several lengthy detours are necessary thereby greatly reducing the merit in developing a trail.

Barwon Water has entered into lease agreements in good faith and the adjoining landowners position on the rail trail is something that Barwon Water will need to consider. Should a continuous rail trail be possible along the entire length of the corridor, Barwon Water may consent to the use of that section that it owns (no doubt with conditions relating to dealing with the practical issues of adjoining landowners – the current lessees of parts of the corridor).

If it was the case that only one segment of the former railway was unavailable (due to private ownership) there would most likely be a case for utilising a road verge or laneway as a 'bypass'. However, there are four distinct areas where the former railway corridor is in private ownership. Bypassing all four sections (with lengthy 'detours' off the former railway) effectively devalues the merit of the development of a 'rail trail' and consequently the attractiveness and purpose of the trail.

As mentioned above, in addition to those sections of the former railway corridor in private ownership, there is also the issue of a substantial length of the corridor being in

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Barwon Water ownership (and leased to adjoining landowners). While it *may* be possible to persuade Barwon Water to support the development of the rail trail along those sections that it owns, that support may come at a cost to that organisation in its relationship with adjoining landowner's to whom it leases parts of the former railway corridor. Even if Barwon Water was prepared to allow the use of its land, terminate leases and impact on its relationship with the lessees, there would be considerable disruption to well-established farming practices. Overcoming (or avoiding) these disruptions would inevitably mean compromises for both the adjoining landowners and the trail route itself. It would be highly likely in several situations that the trail route would need to deviate around the edges of paddocks (to minimise disruptions), perhaps through land swaps or licence agreements. The more the 'rail trail' route is compromised, the less attractive it becomes to potential users. The consequence of this is that there will be less use and therefore less expenditure in the region by trail users, thereby diminishing the overall benefit of development of the trail.

The option of using segments of the nearby water channel (owned by Barwon Water) has been discounted due to the concerns raised by Barwon Water in regard to personal safety issues of potential trail users, operational requirements within the water channel corridor and the fear of contamination of the water supply as a result of pathogens entering the water from trail users.

Other trail route options were investigated (to circumvent those sections of the former railway corridor now in private ownership). These alternative alignments included the use of the network of gravel roads that exist in the study area, the use of unconstructed road reserves and the use of verges of constructed sealed and unsealed roads.

None of the options evaluated would provide the desired outcome that a complete rail trail would provide. By diverting off the original railway corridor (and the flat grades and history that it provides) the less attractive proposition it becomes. Roadside trails, away from the original railway corridor, may be tolerable for some walkers and cyclists but are not what rail trail users are seeking, therefore diminishing the benefits of development and greatly reducing the proposed trail's feasibility.

# It is therefore recommended that the proposal to extend the Tiger Rail Trail from its current termination north of Forrest to Birregurra be abandoned.

This recommendation was submitted to the Colac Otway Shire and the Steering Committee via an "Issues and Opportunities Paper", which was made available for community information in September 2014. The Issues and Opportunities paper indicated that while the development of a complete rail trail through to Birregurra was not viable, it did suggest that there are other projects worthy of consideration.

It may be possible to extend the existing rail trail (from its current end point) through to Barwon Downs, as the majority of that corridor remains in public ownership and the private owner of a section of the former railway corridor is not opposed to development of the trail on his land. Barwon Water, which owns long sections of the former railway corridor (including that section between the branch of the Barwon River and Wickham's Lane) would also need to agree to the development of the trail. The continuation of the rail trail through to Barwon Downs is highly supported by both the Barwon Downs community and the Forrest community. Both communities are enthusiastic and welcoming of the prospect of the trail being extended to Barwon Downs. The additional section of new rail trail would add approximately 3.4km to the existing trail – giving a total length of 7.6km.

For Barwon Downs, it would potentially result in greater number of visitors coming to the town. This could potentially result in the general store being re-opened (much to that

community's delight) and possibly the opening of a café and/or B&B accommodations. There is considerable evidence from other rail trails elsewhere in Australia and the world that cafés, accommodations and re-opening of hotels and stores follow the development of a rail trail. Local entrepreneurs note the potential and seize the opportunity.

The economic, social and environmental benefits of this short extension are examined in the next section of this report.

Although this part of the former railway corridor has not been analysed in detail (such a task being part of a detailed trail development pan), it would be physically possible but entirely dependent on the corridor being made available for trail use by Barwon Water.

Extension of the rail trail beyond Barwon Downs to Murroon Station has both advantages and disadvantages. The major disadvantages are that it 'dumps' trail users in the middle of nowhere (although a trailhead could be established on the former station grounds), it would disrupt some farming operations (which would require innovative solutions and compromises to be adopted) and would come at a considerable additional cost (as replacement of missing bridges would be required, amongst other construction requirements). This potential longer rail trail does not pass any additional (existing) businesses, but would bring trail users closer to a cluster of businesses in the Pennyroyal locality.

The major advantage is that it adds another 5.5km to the rail trail. The entire rail trail from Forrest to Murroon would be around 12km.

Other trail and pathway projects for the region are possible. The local community is very keen for a trail linking the 4 towns (Birregurra, Deans Marsh, Barwon Downs and Forrest). Given the private ownership of long sections of the former railway corridor, it is now recognised that long lengths of roadside trail would be required in order to make a complete trail link possible.

Other trail projects could be considered. Development of a trails network on the timber tramways in the Otways, some of which formerly connected with Deans Marsh and Forrest, would potentially provide another attraction for visitors to these small communities and extend the options available. Many of the old tramways are located within the Surf Coast Shire, and action by that local government would be required.

It is recommended therefore that the Colac Otway Shire and the Surf Coast Shire investigate other cycling opportunities in the area including the use of the old tramways.

There is also a coal railway within the Otways. It too could be examined for its potential as a trail route. It is located within the Surf Coast Shire.

# 10.0 Assessment of Economic, Social and Environmental Benefits of the Proposed Forrest to Barwon Downs Rail Trail

#### 10.1 Introduction

The recommendation to abandon the proposal to extend the Tiger Rail Trail from its current termination point north of Forrest to Birregurra was submitted to the Colac Otway Shire and the Project Steering Committee via an "Issues and Opportunities Paper". The Issues and Opportunities paper indicated that while the development of a complete rail trail through to Birregurra was not viable, it did suggest that there are other projects worthy of consideration – including the possibility of extending the existing rail trail through to Barwon Downs.

Due to the full trail from Birregurra to Forrest not being possible, agreement was reached on the recommendation to not proceed beyond the HOLD POINT of the contract.

As indicated earlier, there is great potential for extending the existing rail trail (from its current terminus 4.2km north of Forrest) through to Barwon Downs – an extension of approximately 3.4km (including travel along Wickhams Lane into Barwon Downs), giving a total trail length of 7.6km (15.2km return).

Given the potential for an extension to Barwon Downs, Council decided it would proceed with a component of 'Stage 2 - Preparation of Feasibility Study Report' as identified in the original tender. Specifically, it requested a cost-benefit analysis be undertaken for the section of the proposed trail through to Barwon Downs (from the current end point of the existing trail). This would then provide Council and the community with an understanding of the estimated costs and the likely benefits (eg: social, economic and environmental) as well as a business case to present to funding agencies.

This section of this Feasibility Study report focuses on the likely costs of establishing the new section of trail, as well as the economic, social and environmental benefits from developing the trail.





The former railway corridor north of the (current) terminus of the Tiger Rail Trail would provide an excellent extension to the trail. Most of the corridor is in public ownership, two bridges remain and the embankment itself (above photos) would provide suitable conditions.

# 10.2 Estimate of Probable Cost

The estimates of probable costs set out in the table below have been prepared in order to be able to determine whether it is worthwhile proceeding with development of the trail, given the likely economic, social and environmental benefits that might accrue to people and businesses in the region. (Note: these estimates were prepared based on a limited in-the-field assessment of the extent of work required. More detailed assessment of the corridor and infrastructure is required – as explained later in this report).

Table 5: Estimated Works and Costs for Extension of Rail Trail to Barwon Downs

Anticipated Works	Estimate of Probable Costs
Refurbishment of two timber bridges (40m and 60m) (Note: bridge assessments are required by qualified structural engineer to determine condition of bridges, works required and appropriate refurbishment). Allowance of \$2,000/m (for removal of old timbers, and replacement with new stringers, decking boards and handrails)	\$200,000
Cleaning out culverts (allowance for 5 @ \$200 ea)	\$1,000
Heavy clearing (north of current terminus of trail to cleared portion of corridor south of Birregurra Forrest Rd – allowance for 250m)	\$3,500
Light clearing (south of Birregurra Forrest Rd – allowance for 450m)	\$1,350
Light clearing (Birregurra Forrest Rd to bridges over Barwon River - 1,060m)	\$3,180
Moderate clearing (south of Wickhams Lane – allowance for 200 metres)	\$1,360
Trail surfacing (approximately 2,330 metres) (@ \$70/m) (Note: no trail proposed along Wickhams Lane). Includes new trail from:  Current end point of trail to Birregurra Forrest Rd (700m)  Birregurra Forrest Rd to bridges (1,050m)  Between bridges (80m)  Bridges to Wickhams Lane (500m)	\$163,100
Road crossing treatment (Birregurra Forrest Rd) – trail user gates; safety signage; trail construction along Birregurra Forrest Rd (35m)	\$5,000
Road crossing treatment (Wickhams Lane) - trail user gates and fencing; safety signage	\$2,000
Fencing installation and/or improvements (allowance for 3,900 metres @ \$10/m) (ie. double fenced corridor)	\$39,000
Stock/machinery crossings of rail trail corridor (allowance for 5 crossings @ \$3,800 ea – includes self-closing trail user gates, management access gates, fencing)	\$19,000
Allowance for installation of trailside furniture (allowance for 3 seats and/or picnic tables @ \$2,000 ea)	\$6,000
Miscellaneous signage (allowance for Regulatory signage; Shared Path; Code of Conduct; "No Trail Bikes"; "Authorised Users Only", "Road Ahead" signs; "Give Way" signs; road name signs; trail name signs; distance signs; "No Trespassing" signs; local attractions signs; bridge loading; Keep Out etc)	\$1,000
Allowance for Trail Directional Markers to be placed along trail every 500m or at trail junctions, changes of direction and road crossings. (8 @ \$200/post)	\$1,600
Allowance for installation of Emergency Markers every 500 metres (including at road crossings) (5 $@$ \$300/post)	\$1,500
Trailhead development (including signage) at Barwon Downs (actual site to be determined)	\$10,000
Allowance for installation of interpretive signage along rail trail (allowance for 5 interpretive panels at \$3,000 ea)	\$15,000
Sub-total Sub-total	\$473,590
Contingency & Project Management 15%	\$71,040
Total (not including GST)	\$544,630

NOTE 1: The locations (distances) noted in the tables above are approximate only and need to be verified in the field during the preparation of a detailed trail development plan.

NOTE 2: These broad estimates of probable costs are based on contractors' rates. Costs can be considerably reduced through use of in-kind contributions from the Council, use of volunteers for various tasks, use of prison crews (for construction tasks), etc.

NOTE 3: The estimates of probable costs above are based on recent relevant construction costs from other trail projects. Real-life costs will depend on a number of factors, including the state of the economy, the extent of 'advertising' of construction tenders, the availability and competitiveness of contractors, the rise and fall in materials costs, the choice of materials used in construction and final design details. Tenders submitted by construction contractors may vary significantly from the estimated costs in the tables contained within this report.

NOTE 4: Estimated costs are as at September 2014. An additional 3.5% should be added to each individual total per year compounded.

#### 10.3 Visiting Trail Users

It is always difficult to predict the economic impact of a new trail, such as the proposed extension of the Tiger Rail Trail. Visitor numbers on the Bibbulmun Track (in WA) grew from 10,000 when the new alignment was first opened in 1997 to 137,000 in 2004 (*Colmar Brunton 2004*) to over 167,000 in 2008 (*Colmar Brunton 2009*). This was on a trail that had existed in its entirety for many years, but was substantially altered and reopened in 1997 (although new sections of it had been opened prior to its grand opening). Visitors included those on 'local trips', day trips and overnight or longer stays (including those who travelled from end to end).

A dramatic increase in visitor numbers such as experienced by the Bibbulmun Track can be, in part, attributed to very good marketing of the track. The economic impact of the proposed Forrest to Barwon Downs Rail Trail is primarily dependent on the extent to which the rail trail is marketed and promoted (if it proceeds).

A trail such as the proposed Forrest to Barwon Downs Rail Trail will have attraction to visitors – daytrippers and overnight visitors. However, it will also add to the stock of existing trails for local people – people who live in Forrest, Barwon Downs, Deans Marsh and Birregurra. Some of these people will use the trail for exercise – these 'back gate' users may not be significant in terms of expenditure but they are significant in terms of numbers as they would use the trail many times a year.

There is no doubt from available evidence that recreation trails attract visitors who may come to a region specifically to do a trail (for example in 2004, 50% of visitors to South Australia's Riesling Trail came to the Clare Valley specifically to walk or ride the trail – the other 50% used the trail as a secondary activity to their trip to the Clare Valley).

The Forrest to Barwon Downs Rail Trail has the potential to add to the number of existing visitors – to attract new day trippers (day trippers in this instance would be different from local residents), to convert existing day trippers into overnight visitors and to encourage existing overnight visitors to extend their stay as it provides another attraction for the region.

It is worth reiterating key points about visitors from Section 3.

- Visitation to Colac, the Colac Region and Otway has fluctuated over the last 5 years (2009-2013). Overnight visitation shows a high of 352,000 in 2012 and a low of 310,000 in 2010. The region received 323,000 overnight visitors in 2013, down from the previous two years but more than in 2009 and 2010.
- Day trip numbers followed a similar pattern with a high of 434,000 in 2012 and a low of 289,000 in 2009. However, 2013 was the second lowest number of daytrippers in the last 5 years (301,000).

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- In 2013, Colac, Colac Region and Otway received around 19% of domestic visitors to the wider Great Ocean Road region, and 15% of day trips.
- Key markets for the region are Melbourne and Regional Victoria (over 80% of overnight visitors).
- The short break market (1-3 days) remains a key market for visitors to the region.

## 10.3.1 Visiting Trail Users - Predicting User Numbers

What is a reasonable forecast for trail user numbers (some existing visitors will stay longer to experience the trail and some will come to the region as new visitors simply to use the trail)? Nature visitors who participate in the types of activities undertaken on tracks and trails provide a pointer to the market potential for a trail such as the proposed Forrest to Barwon Downs Rail Trail. Tourism Research Australia estimates that 51% of domestic overnight nature visitors take part in bushwalking / rainforest walks, whilst 39% of domestic day visitors and 37% of international visitors enjoy this type of activity. While the proposed rail trail extension does not necessarily provide a bushwalking experience, it does provide an opportunity for nature visitors.

Victoria attracted 320,000 cycle tourists (domestic and international) in 2010 (*Victoria's Cycle Tourism Action Plan 2011-2015*). A proportion of these would be interested in offroad cycle touring on a trail such as the Forrest to Barwon Downs Rail Trail (despite its relatively short length).

The proposed trail is relatively short and this will have some effect (positive and negative) on its likely appeal to a range of users. At just under 8kms, the trail would be one of the shorter rail trails in Victoria. Using the Rail Trails Australia guidebook as a source, there are 15 rail trails in Victoria (both metropolitan and regional areas) under 10kms. The best known ones include the Noojee Trestle Bridge Rail Trail (3 kms), the Dookee Rail Trail (5km), and the Moe Yallourn Rail Trail (8.5km). The website also lists a number of rail trails in Melbourne City that are part of a longer trail (the Inner Circle Rail Trail is one example - a part of the Capital City Trail) or are generally not known as rail trails (such as the Sandridge Railway Trail and the Web Dock Bridge at Docklands). Unfortunately, there is no data on user numbers for any of these trails that could be used as a reliable "shadow" for the proposed Forrest to Barwon Downs Rail Trail.

Even though the proposed rail trail to Barwon Downs is relatively short, the variety of the landscape means that the trail would offer a level of attractiveness for users that may not be present in other short trails (or even some longer trails). Users would travel through both open farming country and heavily vegetated bush, over bridges and embankments and through cuttings en route from Forrest to Barwon Downs.

Are people likely to use a 7.6 km trail?

There are some research findings about how long people spend on a trail (discussed in detail in Section 3 of this Feasibility Study) that are relevant to discussion of the length of the proposed trail.

There is a clear preference for shorter walks (up to 6kms and 2 hours) both in metropolitan and "remote" trails. This is shown in research data for Victoria and South Australia. Research data from Western Australia (on the Bibbulmun Track) shows that 40% of users are on the track for less than 4 hours, while another 29% are on it for between 4 hrs and a day. At a little over 7km, the completed Forrest to Barwon Downs Rail Trail would be a desirable length for walkers (the journey could easily be completed in 2 hours). Rail trails are primarily used by

cyclists (due to their length and grade). A short trail may attract a larger percentage of walkers than other (longer) rail trails. These users are unlikely to be bushwalkers in the traditional sense (in fact, rail trails do not generally appeal to the "pure bushwalker" given their ease of use, flatness and trail width). Trails are a resource for the larger group (walkers), as much or more than they are for the smaller, more traditional bushwalking set. In addition, a rail trail is not a bush trail in the truest sense (i.e. it is far removed from the wilderness end of the 'trail difficulty' spectrum). A short rail trail could be aimed at the bulk of the population who are seeking short recreational activities. The tremendous success of the Great Short Walks of Tasmania program is testimony to the fact that there is a huge market for this type of short walking activity. Many of the walking trails currently promoted in the region (such as those included in the Great Ocean Road Online Visitor Guide) are no more than 2 hours, recognising a key walking market.

Oycling is a different question. A short bicycle ride is significantly longer in distance than a short walk. Research included in Section 3 of this Feasibility Study indicates that most bike rides are between 1 and 4 hours, covering a range of distances (depending on terrain and user skill level). 21-30km is a common riding length for mountain bikers, followed by 10-20kms. A ride on the Forrest to Barwon Downs Rail Trail is likely to take less than 1 hour each way, even for the slowest rider (a return ride would be close to 16kms and take less than 2 hrs). However, what the trail would provide is an easy ride for young families and novice/inexperienced cyclists. There was a view expressed during the open houses that a trail between Forrest and Barwon Downs would be preferable (to the Old Beechy Trail) for a family group as it is an easier ride that could be done as an "out and back" ride (and be free of road traffic).

Another positive feature is that the trail would provide an opportunity for all members of a family (a key market), regardless of their skill, to enjoy a day of riding in the Forrest area. There are currently 16 trails in the mountain bike park, totaling 66 kms. Only three of these are classified as easy, totaling 7 kms. Those members of a family seeking challenging mountain biking can ride a large number of trails in the Forrest Mountain Bike Park, while those with less skill and interest (perhaps younger children) have far less opportunity (and consequently may be deterred from coming to the region). It is these riders who will be interested in using the rail trail. This has the economic benefit of attracting the "other half" of the family group to the area for the day and also attracting new family groups who may not have otherwise come because of a lack of riding options to satisfy all family members. There is no firm data against which to test this assertion; it needs to be borne in mind however when considering possible user numbers for the Forrest to Barwon Downs Rail Trail.

The "end to end" factor also needs consideration. The existing Tiger Rail Trail ends in the middle of the forest (with a spur trail out to the road) rather than a town or village (as most rail trails do). As noted in Section 9 of this Feasibility Study, 'dumping' people in the middle of nowhere is not desirable as it is a disincentive to trail utilisation. While the existing rail trail does currently end in the middle of nowhere, it is possible that the lack of a clearly articulated end point (a town or a village or even a trailhead) may be deterring some potential users of the Tiger Rail Trail. Providing a definitive end to the trail in the form of a village (with some commercial facilities should the opportunity be taken up) is likely to attract new users.

#### 10.3.2 Projected User Scenarios - Day-trip Usage

Any trail has the potential to add to the number of day-trippers. The market for day-trippers is well established in the region with 301,000 day visitors in 2013. The day trip market will be a significant market for a trail.

The Mundaring Shire trail network (in WA) is just under 1 hour from the Perth CBD. In the Mundaring case, 180,000 visitors (from outside the Shire) make over 900,000 visits/year (an average of 5 visits/person). The majority of these visitors come from Greater Perth (a population of 1.5 million at that time) and are day-trippers. Some 12% of Perth residents visit the trail network.

Both Forrest and Barwon Downs are less than 2 hrs from the heart of Melbourne but much closer to the western half of the city – where major growth is expected in the future. The Western sub-region will grow from 670,000 (2011) to 1,090,000 by 2031, an increase of over 60%. This is a significant increase in relatively close proximity to the proposed trail's location. It is reasonable to argue that the residents of western Melbourne in particular provide a significant pool of potential day-trip trail users.

Market Equity's trail research in South Australia shows that a significant percentage of cyclists surveyed on trails are more prepared than walkers to travel to use a trail (36% of cyclists interviewed on the five trails were non-locals). (Market Equity 2004)

It is difficult to predict with any certainty what effect development of any trail will have on the day trip market in the region as comparative investigations and research on other trails simply does not exist. However, the Lilydale Warburton Rail Trail provides a reasonable 'shadow' market for making some estimates. The trail attracts a large number of day-trippers, with 100,000 of the 105,000 annual visitors being day-trippers (some 3% of the day tripper market to the Yarra Valley and Ranges). The trailhead at Lilydale is 40 minutes by car from Central Melbourne and an hour by train. It is very well positioned for day-trippers. The Trail is in an established tourism area – the Yarra Valley and Ranges – with a wide range of tourist infrastructure and attractions. In 2013, the Yarra Valley and Ranges region attracted 663,000 domestic overnight visitors and 3.1 million day trippers. The Yarra Valley and Ranges are very attractive natural environments, another positive factor attracting trail users.

A rail trail from Forrest to Barwon Downs would have similar characteristics to the Lilydale Warburton Rail Trail – notably its location in an established tourist area with a range of tourism infrastructure and an established day trip market. The journey times (1hr 44 mins from Central Melbourne) are greater than the Lilydale Warburton Rail Trail so the number of day-trippers would not be as great.

While the numbers cited here are significant in terms of potential day trippers, any estimates need to be aware of the short length of the trail (a possible negative for cyclists but not necessarily for walkers) and the variety offered despite its short length (a positive). Another factor to consider is whether adding 3.4km to the existing trail will open a new market. People may not have visited the area before, as the existing Tiger Rail Trail is too short; a longer trail makes a visit worthwhile. As noted above, it may also attract other members of a family who currently do not come when some of their family comes to ride in the mountain bike park.

Taking all these factors into account, it is reasonable to estimate that the Forrest to Barwon Downs Rail Trail, if developed, would attract in the order of 2,500 additional day trippers/year (specifically to use the trail). This represents

Attachment 1 - Draft Tiger Rail Trail Feasibility Study

around 0.8% of the existing day-tripper market to the region covering Colac, the Colac region and Otways.

Expenditure is also quite significant. As noted in Section 7, day-tripper expenditure (based on a number of studies) is \$72.45/day with \$23.53 (or 30%) of this spent on food and beverage – most of which is likely to be spent in the region.

Increasing day-trippers to the region by 2,500/year will result in an injection of some \$181,125 into the local economies per year (based on the average figures of \$72.45).

### 10.3.3 Converting Day Trips to Overnight Trips

Trail development may also turn day-trippers into overnight trippers with a consequent rise in economic benefits. The trail provides an additional activity for visitors – an overnight stay will give visitors time to walk or ride the trail in addition to their other activities. Overnight visitors to trails are spending an average of \$123.13/person/day (as discussed in Section 7).

The likely scenario would be that some visitors to the region might turn day trips into overnight stays. The Colac and Otway sub-region received 301,000 day-trippers in 2013. It is not unreasonable to assume that some of these visitors may convert day trips to overnight trips if a trail is provided as an additional activity.

If the trail converted 1,000 day-trippers (of a total of 301,000) into overnight visitors, this would inject an additional \$123,130/year into the economy based on overnight visitor expenditure of \$123.13/day. If they stay overnight to undertake the trail journey, they would undertake other activities as well over the course of their stay. The benefit of the 2nd or subsequent day's stay cannot be attributed to the trail.

### 10.3.4 Encouraging Existing Overnight Visitors to Stay Longer

It is likely that the key market for this rail trail (in terms of visitors) will be in providing an additional facility for visitors already coming to the region. Such an additional facility will encourage them to extend their stay to allow an extra day (or part of a day) to use the rail trail.

In addition, the Forrest to Barwon Downs Rail Trail could be included in a package of recreation trails (including other rail trails such as the Old Beechy) and other outdoor recreation opportunities and this is likely to attract users. A trail would be a good inclusion in a package with other trails (as already occurs with some organised tour groups). Such a package makes an appealing weekend away or an incentive to stay a day or two longer.

If 2,000 visitors stay an extra day to use the trail (or use a package of trails including this rail trail) this would represent around 0.6% of existing overnight visitors. Attracting this number of users would see an additional \$246,260/year injected into the economy. (Additional expenditure as a result of their overnight stay – primarily but not only accommodation – can be attributed to the rail trail).

Good marketing of such a package would mean that overnight stays in the region would increase accordingly. This has a significant impact on economic benefits, as people who stay overnight spend considerably more than those who come for a day only. With such an outcome, the economic benefits estimated above would only be a small part of the overall economic benefit to the region.

In summary, predicted visitor numbers are shown in the following table.

Table 6: Predicted visitor numbers

Category	Predicted visitor numbers/year	Predicted expenditure/year
New day trippers	2,500	\$181,125
Day trippers converting to overnight stays	1,000	\$123,130
Overnight stays being extended by a day to use the trail	2,000	\$246,260
Total visitor numbers	5,500	\$550,515

These numbers are around 0.8% of the existing visitor numbers to the region.

There may be additional people who use the rail trail as part of their visit to the region. While they add to the total number of trail users, their expenditure cannot be counted in any economic analysis of the trail's benefit as the presence of the trail is not the primary attraction for these visitors. As noted above, 50% of visitors to South Australia's Riesling Trail came to the Clare Valley specifically to walk or ride the trail – the other 50% used the trail as a secondary activity to their trip to the Clare Valley. The economic contribution of the latter 50% is not counted as an economic benefit of the trail.

How does this figure compare to what is happening on other trails in Australia? Research figures are limited and tend to focus on iconic trails – the Bibbulmun Track (167,000/yr) and the Munda Biddi Trail (21,000/yr) in Western Australia, the Murray to the Mountains Rail Trail (60,000/yr), the Great Ocean Walk (100,000/yr) and the Wilsons Promontory Walk (60,000/yr) – all in Victoria.

Other less iconic trails provide good pointers to likely use of the Forrest to Barwon Downs Rail Trail.

- o In 2005, South Australia's Riesling Trail attracted 11,000 visitors/year. Recent trail counters over the last 3 years (2011-2013) show that over 40,000 people passed through 4 trail counters each year. While this does not necessarily translate to 40,000 users (as many would pass more than one counter), it suggests more users than the 2005 figures. This trail is 2 hrs from Adelaide in the renowned tourist area of the Clare Valley.
- Over 23,000 users passed through counters on the Old Beechy Rail Trail in 2013.
   Again, this does not necessarily translate as over 23,000 users, but it gives an indication of use rates.
- Around 27,500 users passed through counters on the Great Victorian Rail Trail in the first quarter (*January-March*) of 2014. Again, this does not necessarily translate as 27,500 users, but it gives an indication of use rates.

The predicted user numbers are an "end state" of user numbers. Trail numbers will build in the first 5 years of a trail section being opened (after 5 years a trail is a "mature product"). It is assumed that trail use will increase by steady increments. The available evidence is limited and tends to show that trail use starts slowly but grows very quickly at some point - the Bibbulmun Track for example grew from 10,000 in 1997 to 137,000 in 2003 to 167,000 in 2007. It may be that the growth of social media will see trails reach an "end state" of use much faster than previously.

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It needs to be reiterated that the short length of the proposed rail trail has both positive and negative impacts on possible visitor numbers. As there is no Australian research data on the attraction of short rail trails, it is impossible to test forecasts against existing use numbers. The Tiger Rail Trail currently attracts a number of visitors. Counters on the Tiger Rail Trail bridge show the following:

- 2011 28,553 users (over 5 counting days)
- 2012 38,171 users (over 2 counting days)
- 2013 8,056 users (over 2 counting days)

Whilst the numbers above are quite high and may show the forecasts in Table 6 in a conservative light, it is likely that many of these users are mountain bike riders using the Forrest MTB network (and may be during events). Their usefulness in determining future rail trail users is very limited.

#### 10.4 Local Trail Users

Every regional trail is a local trail. Therefore, it is important not to overlook the contribution of local residents to the success of a trail. In 2001, the Mundaring Shire trail network was used by over 200,000 people (*Jessop and Bruce 2001*), having grown from a low base when the network was first fully opened. Only 10% of these users were locals (residents of Mundaring Shire) with many other users drawn from the Perth metropolitan area. The total annual visits (people generally use trails more than once a year) were a staggering 2.454 million visits annually, with local residents accounting for 63% of these visits. The average number of trips per year per local resident was 75 (compared to the 10-30 trips used in the following forecasts).

### 10.4.1 Estimating Local User Numbers

What is the likely scenario for local trail users? The Mundaring figures show 63% of the local population making an average of 75 trips/year. It is difficult to know how far people will travel to take advantage of a local recreation facility. 20 minutes travel is a reasonable figure to estimate the "local catchment" of a trail. The combined population of the four centres within 20 minutes of the trail (Forrest, Barwon Downs, Deans Marsh and Birregurra) is 1,714 (according to the 2011 Census).

Three possible scenarios can be used in calculating likely local user numbers. These are:

- A low/low scenario 10% of the combined population within 20 minutes of the trail making 10 visits/year to the trail.
- A medium/medium scenario 20% of the combined population making 20 visits/year to the trail.
- A high/high scenario 30% of the combined population making 30 visits/year to the trail.

The next step is to estimate total trip numbers. In the Mundaring study, the average number of trips per year per local resident was 75. Table 7 provides three visitation scenarios taking a far more conservative approach compared to the actual visitation rate coming from the Mundaring study.

Table 7: Potential Total Annual Visits by Residents

(Population of the four centres within close proximity to the trail - 1,714*)

	Low trail usage: 10% of residents	Med trail usage: 20% of residents	High trail usage: 30% of residents
Low (10 visits/yr)	1,714	3,428	5,142
Medium (20 visits/yr)	3,428	6,856	10,284
High (30 visits/yr)	5,142	10,284	15,246

^{*} Source: www.qpzm.com.au

Local users also spend money while using trails. Expenditure per trip by local residents is always lower than for visitors, as locals are closer to home and more likely to either take all that they need or come home to eat and drink following a trail visit. The expenditure figures from the Mundaring study (\$1.44/person/trip in the Shire – mainly food and drink) are a legitimate base to work from (and have been converted to 2013 dollars - \$2.00/person/trip).

Using this figure in combination with visitation scenarios generated in Table 7 gives a range of expenditure estimates. Table 8 shows a simplified set of three scenarios: low usage / low number of trips, medium usage / medium number of trips, and high usage / high number of trips.

Table 8: Potential total annual expenditure in the vicinity of the trail by residents

(low, medium and high refer to the use rates developed in Table 7 above)

Use Scenario	# of person visits	Total spent (\$)
Low/low	1,714	\$3,428
Medium /medium	6,856	\$13,712
High / high	15,246	\$30,492

What is the likely scenario for local trail users? The Mundaring figures show 63% of the local population making an average of 75 trips/year. A number of factors influence the choice of scenarios:

- The Forrest to Barwon Downs Rail Trail is not the only trail in the area the existing Tiger Rail Trail will already be attracting local users. It is difficult to work out precisely how many of the potential trail users would be new local trail users and how many are existing users who will just "switch" trails, thereby providing no additional trail use or expenditure. In Barwon Downs, any user is likely to be a new user as there is no existing infrastructure (even though it is a short drive to Forrest to use the existing Tiger Rail Trail). New users may also come from Deans Marsh and Birregurra, as it is slightly closer to access a trailhead at Barwon Downs (though not substantially so).
- Trails take time to be adopted for use by local communities. Trail numbers build in the first 5 years of a trail section being opened (after 5 years a trail is a "mature product"). It is assumed that trail use will increase by steady increments of 20% (i.e. Yr 1 20% of end use, Yr 2 40% etc) until 100% is reached in Year 5 of operation.

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Given these figures and comments, it would seem the low/low scenario of 1,714 person visits (i.e. 10% of the 'local' population using the trail for 10 visits per year) is a reasonable, if very conservative, scenario to adopt (conservative when compared with the Mundaring data). Such visitor numbers would inject \$3,428/year into the local economy. Due to the small local population, economic benefits flowing from local trail use will be relatively low.

### 10.4.2 Local Trail Users - How Long Will They Spend on the Trail

The evidence is that most trail users spend up to 4 hours on a trail (walking or cycling). However, local people using the trail as part of an exercise regime are likely to have different time use patterns. The most recent Exercise, Recreation and Sport Survey (2010) shows that those who regularly exercise do so for between 2 and 5 hours/week and the median number of exercise "events" was 1.6 times/week. It is reasonable to assume (for the purposes of calculating potential hours of exercise on the trail) that each use will be for 1 hour.

Using this assumption and combining it with the forecast user numbers, it is likely that there will be an additional 1,714 hours of additional physical activity in the local communities along the trail. (Note: this figure represents new activity; residents who transfer to the trail from other physical spaces are not counted).

### 10.5 Projected User Scenarios - Summary

With the right marketing, the trail will attract local users, day-trippers and visitors. Under a relatively conservative scenario, the following outcomes are achievable:

- Significant local use (in terms of relative proportions of the population) over 1,700 local users/year is a reasonable expectation. This will result in an economic injection of \$3,428/year;
- Expansion of the existing day-tripper market to the region. 2,500 day-trippers/year will yield an injection of \$181,125/year.
- With a new significant recreation attraction, some day-trippers may stay overnight, generating a new income stream. If the trail converted 1,000 day-trippers into overnight visitors, this would inject an additional \$123,130/year into the economy.
- If 2,000 visitors stay an extra day to use the trail (or use a package of trails including the Forrest to Barwon Heads Rail Trail), this would represent less than 1% of existing overnight visitors. Attracting this number of users would see an additional \$246,260/year injected into the economy.

The total injection of dollars into the local economies from local, day trip and overnight visitors may be of the order of **\$553,943 per year** (under a range of conservative scenarios). Complex economic analysis (beyond the scope of this project) is needed to determine how many jobs are likely to be created by such expenditure. According to REMPLAN for Colac Otway Shire a direct increase in output of \$0.55 million will increase total output by up to \$0.879 million. The REMPLAN model suggests the creation of 5 additional jobs from this output.

It should be emphasised that user and visitor numbers will not necessarily be realised in the first years of operation if the trail proceeds. The iconic Bibbulmun Track in Western Australia took ten years to reach its current figure of 167,000 from an initial base of 10,000.

#### 10.6 Business Benefits

The completion of the rail trail to Barwon Downs would not simply provide an injection of funds to stabilise and grow existing and new businesses (as discussed in Section 7). The psychological impact on businesses can also be very important. Work done for the Riesling Trail included some qualitative research using focus groups consisting of business operators (*Market Equity 2004*). The key responses included:

- A belief amongst business providers that the rail trail contributes to economic activity in the region.
- The rail trail is seen to attract a variety of visitor types to the region, with wine as well as non-wine interests.
- The rail trail is seen as highly important to businesses in the area. Businesses were passionate about the trail and believed it contributed to their businesses as well as helping to position the area as an authentic leisure holiday destination. The exact impact in measurable terms could not be clearly ascertained, as it is so intrinsically linked to businesses in the region, but there was a definite opinion that the Clare Valley would not be the same without the rail trail and that it had contributed to business formation as well as business growth.

Business opportunities were discussed in Section 7 but it bears reiterating that the proposed rail trail extension offers a range of new business opportunities and the opportunity for existing businesses to extend their offerings. It should be noted that there would be limited demand for supported and guided tours of the rail trail given its short length and the consequent capacity for most cyclists (at least) to ride both ways (rather than ride one way and be picked up at the end of their ride and transported back to the start). However, there are still opportunities to bundle a series of walk and ride trails together to make a walking/riding package (as already occurs).

#### 10.7 Non-economic Benefits

### 10.7.1 Health-Related Economic Benefits to the Wider Economy

- Data from the USA indicates that every \$1 of funds spent on recreational trails yield direct medical benefits of \$2.94 (Wang et al 2005).
- The rail trail will encourage people to exercise the economic benefit to society of getting an inactive person to walk or cycle is between \$5,000 and \$7,000/year. The economic benefit to society of getting an active person to walk or cycle is between \$850 and \$2,550/year (*Institute of Transport Economics 2002*). Increasing recreational options for local communities will aid overall community wellbeing. The fact that a trail already exists means that this benefit will be relatively small, perhaps only attracting new users from Barwon Downs.
- Participation in trail activities can improve physical and mental health, assisting with disease prevention particularly cardiovascular, musculoskeletal, respiratory, nervous and endocrine systems as well as reducing obesity, hypertension, depression and anxiety. The obesity epidemic alone is now estimated to cost Australia \$1.3 billion/year (Australian Bicycle Council). One heart attack is estimated to cost in the vicinity of \$400,000 in direct and indirect costs.

#### 10.7.2 Quantifiable Benefits to Individual Residents

There are a number of benefits that accrue to residents of the region from a trail development over and above those that accrue to the regional economy (and therefore a select number of people) and to the wider economy (health benefits in particular).

- Medical research has shown that 1 hour of moderate exercise can add more than 1 extra hour of high quality life to an individual.
- Cycling and walking as recreation activities can be cheaper than alternative forms of exercise such as gym classes. Yearly memberships to gyms are around \$600 in many instances – the cost of a good hybrid bike, which has a life of more than one year.

### 10.7.3 Non-Quantifiable Benefits to the Community and to Individuals

There are a number of unquantifiable benefits to individuals and the community. These are listed here so that a complete picture of benefits can be considered when weighed up against project costs. It is difficult to cost them for a range of reasons (including the fact that local trail use is likely to be low because of the low populations within the vicinity of the trail).

### 10.7.3.1 Health and Wellbeing

Rail trails are an accessible form of recreation. Trail-based recreation is generally free, self-directed and available to all people, all day, every day. Good quality, accessible trails encourage physical activity and improved health. Increasing recreational options for local communities will aid overall community wellbeing.

Physical activity has also been shown to improve mental health and help relieve stress. The economic cost of mental illness is high in Australia - estimated to be approximately \$20 billion per year.

People can use trails in a variety of ways, depending on their abilities and preferences. Physical health benefits are discussed above. Social health benefits include:

- Trail activities facilitate participation and social interaction between a diversity of community members, age groups, individuals and families e.g. community walking groups, voluntary trail maintenance and conservation work;
- Market Equity (2004), in its report on trails in South Australia, found that using trails to get a sense of well-being (95% of survey respondents) and using trails as a means to unwind and relax (91% of respondents) were the two main drivers getting people out on recreation trails. The psychological health benefits of trails remain under-estimated.
- Trails can offer a wide range of opportunities to a diverse group of people.
   Depending upon design, trails can accommodate the elderly, people with disabilities or satisfy those seeking challenging adventures and a sense of achievement;
- Participation in trail activities has a relatively low cost to participants;
- Trails can introduce participants to other recreational and participation offerings in the community; and
- Trails help to connect people and places and to develop community pride. This has
  the potential to be a key non-quantifiable benefit of extending the trail to Barwon
  Downs (notwithstanding some comments that have been made within the
  community). Attendees at the open house in Barwon Downs in particular (see
  Section 8) were generally supportive of the community role a trail could play.

#### 10.7.3.2 Liveability

Quality recreational facilities, such as trail networks, can help create attractive places to live and visit. Walking and cycling are relatively cheap modes of transport. Trails also provide a low impact means of travelling through the landscapes and play an important role in connecting people with nature.

Local users of the rail trail will enjoy social interaction within the community and with greater social interaction, the social capital of the area may be boosted. There are a number of benefits of enhanced social capital. It improves the capacity for people to trust others (*ABS 2012 cited in SGS 2013*). This strengthens the social cohesion in a community as it provides the opportunity for socially isolated individuals to integrate into the community. This will be a particularly important factor in Barwon Downs; a trail will not only get people out and about but may contribute to the reopening of a retail outlet (a general store) providing a community hub that has been missing since the closure of the general store/petrol station. Greater social capital also facilitates networking, thus creating more efficient economic networks, and helps reduce crime.

Trail projects help build partnerships among private companies, landowners, and local government. Each trail contains elements of local character and regional influence, and reflects the hard work, enthusiasm, and commitment of individuals, organisations and elected officials. In addition, when residents are encouraged to become involved in a trail project, they feel more connected to the community (Warren 1998 cited in SGS 2013).

#### 10.7.3.3 Education

trails do not.

Trails present a unique opportunity for education. People of all ages can learn more about nature, culture or history along trails. Of particular importance, trails provide firsthand experience that educate users about the importance of the natural environment and respect for nature by leading users into a natural classroom. An added advantage of a rail trail is that it provides an opportunity for city to connect to country, in a way "bush"

Enhanced, active education along trails is achieved through the use of comprehensive trail guides and interpretive signage to encourage awareness of the natural, cultural and historical attributes of the trail. (The estimate of probable costs includes an allowance for the preparation and installation of interpretive panels along the completed rail trail).

Trails have the power to connect users to their heritage by preserving historic places and by providing access to them. They can give people a sense of place and an understanding of the enormity of past events.

The Birregurra to Forrest Railway

Cape Otway railway line in decline

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The display of historic information and photographs in Barwon Downs contains considerable material about the former Birregurra to Forrest Railway.

The trail extension to Barwon Downs can direct trail users to the excellent display of historical information already present in Barwon Downs.

### 10.7.3.4 Environmental and Cultural Benefits

Trails provide a number of environmental and cultural benefits. These include:

- o Opportunities for the community to experience natural and cultural environments;
- Protection of the adjacent environments by localising impacts and facilitating management of visitation effects;
- Educational and interpretive opportunities and increased environmental and cultural awareness and appreciation;
- Increased community ownership which helps to preserve natural and cultural values; and
- o Opportunities for community participation in conservation and revegetation work.

Numerous trail (and rail trail) projects elsewhere feature weed removal and revegetation activities in the trail development/construction program (often utilising local volunteers and/or Landcare groups).

### 10.7.3.5 Realising the Investment Made in Mountain Biking Facilities

Council, the State Government and the community have invested in existing cycling facilities notably the Forrest Mountain Bike Park (as well as other recreation trails) in the vicinity of the rail trail. The completed rail trail would build on these investments and attract more users to the existing network, thus better realising the investment made. This is an unquantifiable benefit.

#### 10.8 Summary

The Forrest to Barwon Downs Rail Trail will provide a number of benefits to residents and businesses of the region. Some of these are quantifiable. Increased visitor numbers in the order of 5,500 will inject in excess of \$550,000 into the region's economy. Local use rates of over 1,700 people/year will see the injection of an additional \$3,400/year. These figures represent an injection of money into the local economy, which will ensure that the construction investment of \$544,630 and ongoing maintenance costs are "paid off" very quickly. The proposed rail trail extension offers a range of other significant benefits to these communities that cannot be quantified but are equally important to consider when assessing the project's merits. These are:

- The trail offers the opportunity for existing businesses to extend their offerings.
   The trail has the potential to improve the sustainability of businesses reliant on tourism.
- The trail will encourage visitors to stay a little longer when visiting the region by offering another activity.
- The completed rail trail would build on existing trail investments and attract more users to the existing trail network, thus better realising the investment made.
- Increasing recreational options for local communities will aid overall community wellbeing, and in the long-term reduce health costs (a saving to the State Government).
- A trail will provide firsthand experience that educate users about the importance of the natural environment and respect for nature by leading users into a natural classroom.

In economic analysis, it is important to consider the opportunity cost of investment – the cost (foregone opportunity) of money invested in one project rather than in another. Much of the money that will be spent on this project, should it proceed, will be sourced from specific grants for tourism and/or recreation projects. It will not be available for other types of projects – there is, in a sense, limited opportunity cost for funds, though funds for this project could be spent on similar projects elsewhere with a different set of costs and benefits.

### 11.0 Next Phase in Development of the Trail Extension

This Feasibility Study has estimated the likely cost of establishing the proposed rail trail extension at approximately \$544,000. The analysis of economic benefits has concluded that, given the projected trail user numbers and their likely expenditure patterns, an injection of around \$550,00 per year could reasonably be expected.

Prior to the construction/extension of the existing Tiger Rail Trail through to Barwon Downs, it is recommended that the Colac Otway Shire proceed with the preparation of a detailed trail development plan for that section of trail. The plan would provide construction details and accurate costs for matters including vegetation clearing, fencing, road crossings, bridge refurbishment, trail surfacing, trailside furniture, signage and trailhead facilities. The trail development plan would also include consultation with adjoining landowners and Barwon Water (which owns the corridor north of the Barwon River). Most of the former railway corridor north of its current termination point is in public ownership. However, it is understood that a section of the corridor is in private ownership. That owner is supportive of the trail.

Table 5 (in previous section) provides a breakdown of the works involved in establishing the remainder of the rail trail to Barwon Downs, and an estimate of probable costs. A thorough examination of the corridor is required in order to accurately determine works required and thereby a more reliable estimate of costs.



Refurbishment of two bridges will be a major cost in the extension of the existing rail trail north of Forrest through to Barwon Downs.

The biggest cost will be the refurbishment of the two bridges over the Barwon River (the condition of which has not been ascertained during the preparation of this feasibility study).

The detailed trail development plan will need to include the services of a structural engineer, with specialist knowledge of timber bridges. That service would include testing/assessing the timbers of the two bridges and preparation of concept designs for refurbishment (including re-decking) of the bridges (assuming they are fit for re-use).

The detailed trail development plan would include the following tasks:

- Consultation with key stakeholders (notably Barwon Water, which owns some of the former railway corridor).
- Consultation with adjoining landowners (including the owner of a section of the former railway corridor).
- Consultation with both the Barwon Downs and Forrest communities.

Transplan Pty Ltd and Mike Halliburton Associates

- Traverse of the corridor (to prepare a detailed works list of such matters as clearing, fencing and gates, road crossing treatment, trail surfacing, stock crossings, signage and trailside furniture).
- o Inspection of the two timber bridges by a structural engineer.
- Preparation of bridge refurbishment concept designs.
- Preparation of a report (detailing all construction requirements and the estimate of probable costs).

A detailed trail development plan, including bridge inspections and concept designs for the refurbishment of the bridges, could cost in the order of \$30,000 (excluding GST).

In addition to the preparation of the detailed trail development plan (and the consultation involved in that process), decisions will need to be made with reference to the tenure of the former railway corridor.

As stated throughout this report, Barwon Water owns a significant length of the former railway corridor and is not opposed to the use of the section of former railway corridor it owns providing existing leaseholders have no objections.

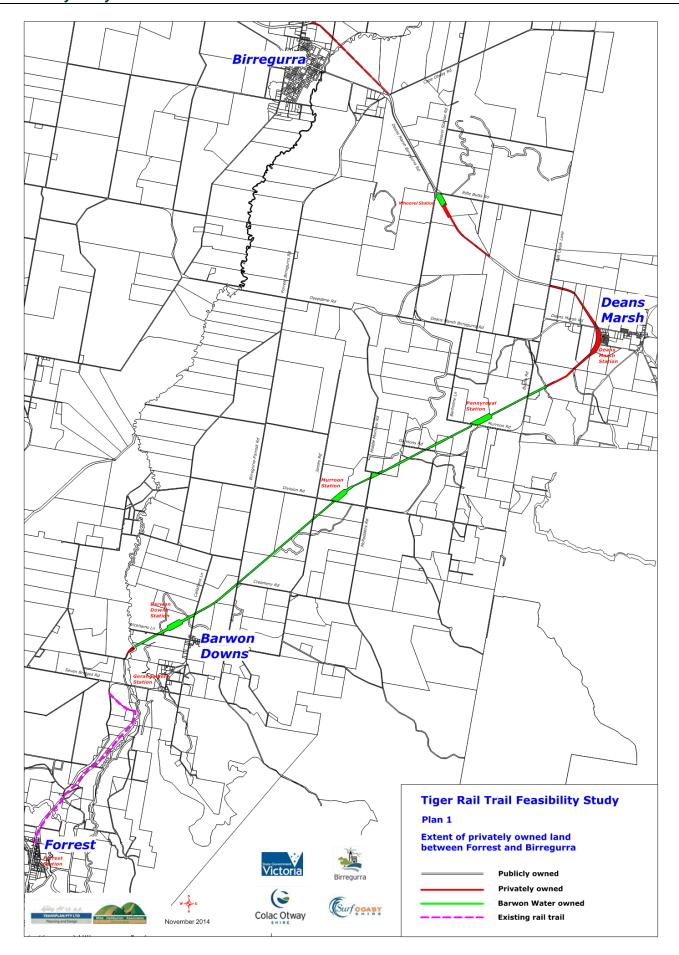
Barwon Water will need to liaise with and make a determination on its willingness to terminate leases that adjoining landowners have over sections of the railway corridor between the Barwon River (west branch) and Wickhams Lane.

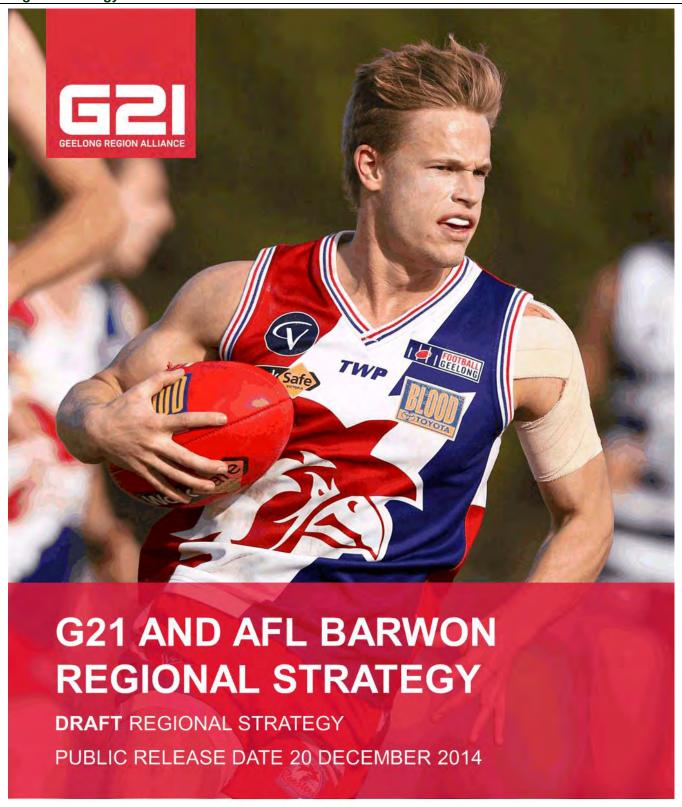
### Appendix 1 - Lists of Documents Reviewed

- ACT Bureau of Sport and Recreation Lanyon Valley Community Needs & Feasibility Study
- Australian Government, Australian Sports Commission (2001) Participation in Exercise, Recreation and Sport Annual Report 2010
- Australian Government, Australian Sports Commission (2010) Participation in Exercise,
   Recreation and Sport Annual Report 2010
- Beeton, S. (2003) An economic analysis of rail trails in Victoria La Trobe University, Bendigo
- Beeton, S. (2006) Regional Communities and Cycling: the Case of the Murray to the Mountains Rail Trail, Victoria, Australia La Trobe University, Bendigo
- Beeton, S. (2009) Cycling in regional communities: a longitudinal study of the Murray to the Mountains Rail Trail, Victoria, Australia La Trobe University, Bendigo
- Central Otago District Council Otago Central Rail Trail User Survey 2010/2011 (June 2011)
- o City of Greater Geelong (2003) Walking More
- Colmar Brunton (2004) Bibbulmun Track User Short Research Project Report to the Department of Conservation and Land Management and the Bibbulmun Track Foundation
- Colmar Brunton Social Research (2009) 2008 Bibbulmun Track User Research Report (for Department of Environment and Conservation and Bibbulmun Track Foundation)
- Department of Natural Resources and Department of Emergency Services –
   Queensland (1998) The South East Queensland Outdoor Recreation Demand Study
- Inspiring Places and Robin Crocker and Associates (2009) Barwon South West Regional Trails Master Plan
- Jessop, M. and Bruce, D. (2001) Research Summary, Attitudes of Users towards the Mundaring Recreation Trails. Sport and Recreation WA, Western Australian Government, Perth Western Australia.
- Market Equity Pty Ltd (2004) Trails Research Project A report for the Office of Sport and Recreation in association with Planning SA, Transport Planning and South Australia Tourism Commission
- New Zealand Ministry of Business, Innovation and Employment (2013) Nga Haeranga
   The New Zealand Cycle Trail Evaluation Report 2013
- Qld Government, SEQ Water and Griffith University (2007) South East Queensland Outdoor Recreation Demand Study
- Qld Outdoor Recreation Federation (2002) South East Queensland Outdoor Recreation Demand Study
- o Regional Tourism Action Plan 2009 2012 (Tourism Victoria)
- o Urban Enterprises Great Ocean Road Destination Management Plan (2012)
- o Victoria's Cycle Tourism Action Plan 2011 2015 (Tourism Victoria)
- o Victoria's 2020 Tourism Strategy (Tourism Victoria, July 2013)
- Victoria's Nature-Based Tourism Strategy 2008–2012 (Tourism Victoria, 2008)
- o Victoria's Regional Tourism Strategy 2013-2016 (Tourism Victoria, December 2013)
- Victoria's Trails Strategy 2014 24 (July 2014)

Plan 1 - Route of Former Railway

Extent of Privately Owned Land between Forrest and Birregurra





















### **ACKNOWLEDGEMENTS**

### **PROJECT PARTNERS**

This project has been a collaborative effort of a number of partner organisations and the five local government authorities comprising the G21 Geelong Region Alliance with the City of Greater Geelong acting as Project Manager.

Input and advice from AFL Victoria, AFL Barwon, Netball Victoria and the G21 regional football and netball communities has also assisted the development of this document.

### PROJECT CONSULTANTS

### insideEDGE Sport and Leisure Planning

Whitten Oval | 417 Barkly Street Footscray West | VIC 3012 | Australia

Telephone +61 3 9680 6370 Email info@ieslp.com.au Web www.ieslp.com.au



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# THE G21 AND AFL BARWON REGIONAL STRATEGY IS DELIVERED IN TWO REPORTS.

### **Issues and Opportunities Paper**

The Issues and Opportunities Paper provided detailed project, region, football and football club based netball context and associated analysis for the **Strategy**, as well as an analysis of the issues impacting these sports across the G21 region. It also highlighted potential opportunities for improvement, which provide the basis for the *G21 and AFL Barwon Regional Strategy*.

### G21 and AFL Barwon Regional Strategy (THIS DOCUMENT)

The G21 and AFL Barwon Regional Strategy provides the principles and strategic framework to support the future development, governance and growth of football and football club based netball throughout the G21 region. It also provides key regional strategic directions and recommendations, as well as identifying key priorities and actions for AFL Barwon, AFL Victoria, Netball Victoria and each participating municipality.

Photos within the G21 and AFL Barwon Regional Strategy are courtesy of The Geelong Advertiser via AFL Barwon, City of Greater Geelong, Netball Victoria, AFL Victoria and The Colac Herald.

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### INTRODUCTION

### ABOUT THIS DOCUMENT

The G21 and AFL Barwon Regional Strategy aims to guide the future planning and development of football and netball delivered through football-netball clubs throughout the G21 and AFL Barwon regions. The strategy addresses infrastructure and sports development needs of both sports, as well as establishes clear priorities for local delivery.

The G21 region comprises some of the most diverse communities in the state, with a mix of high growth areas and small rural communities, creating a demand for a clear vision regarding provision of facilities, services and levels of support for a diversity of football and netball activity.

Five Local Government Authorities comprise the G21 Geelong Region Alliance, including the City of Greater Geelong, Shires of Surf Coast, Golden Plains, Colac Otway and the Borough of Queenscliffe.

The *G21* and *AFL* Barwon Regional Strategy investigates the issues and opportunities facing football and netball on a regional scale, utilising the knowledge and resources from each of the five represented LGAs of the G21 region. Further support has been provided by AFL Barwon, AFL Victoria, Netball Victoria, local leagues and clubs. Funding for the project has been provided by AFL Victoria, AFL Barwon and each of the five participating LGAs.

The *G21* and *AFL* Barwon Regional Strategy builds on the information outlined within the Issues and Opportunities

Paper and provides regional recommendations and strategic directions for implementation by the AFL Barwon community and G21 LGAs supported by AFL Victoria and Netball Victoria.

The Issues and Opportunities Paper provides detailed information on three key themes impacting football and football club based netball across the G21 and AFL Barwon region:

- ► Sport Development
- ► Club Development
- ► Infrastructure Improvement

This Regional strategy draws on the information, analysis and feedback from the Issues and Opportunities Paper and provides clear direction on the recommended strategies and actions required to better provide for and grow football and football club based netball in the G21 and AFL Barwon region for the next 10 years.

### KEY FINDINGS AND ISSUES

The G21 and AFL Barwon Regional Strategy – Issues and Opportunities Paper (Volume 1) highlighted a range of critical issues that AFL Barwon and G21 LGA's face regarding growth in football and netball participation, improving club operations and the need to prioritise and plan for infrastructure upgrades and new development.

### SPORT DEVELOPMENT

Supporting player participation in all forms of football and netball is central to the *G21* and *AFL* Barwon Regional Strategy. Community club based football is the traditional model of football in Victoria where pathways for players start with NAB AFL Auskick, the first introduction to Australian Football, then flows through to junior, youth and finally senior football. This is the same for netball with the introductory program being NetSetGO.

Support structures, including clubs and facilities will need to adapt to meet changes in and capitalise on sports development initiatives beyond traditional participation and talent pathways. These initiatives extend to youth girls / women's football and AFL 9's, schools and access all abilities programs for football and netball. Increasing support to encourage umpire participation and development programs and clarifying pathways from junior to senior competition will also be essential.

Anticipated population growth will see the establishment of new clubs effectively from the ground-up in growth areas. New infrastructure will need to be planned for to service these new/emerging communities.

### **CLUB DEVELOPMENT**

AFL Barwon supports 50 clubs and over 600 teams between netball and football across the region. There is significant diversity in club structure, governance processes and programs they deliver.

AFL Barwon has a role to support clubs, their growth and viability. This includes improved resourcing of club volunteer bases through supporting strategic planning and financial management processes, consideration for paid administrators, improved recognition of volunteers and provision of education and professional development opportunities for volunteers.

Ultimately, increased support and improved strategic planning will enable AFL Barwon clubs to continue to grow, maximise sports development opportunities and invest in facility upgrades and renewal that are 'fit for purpose'.



## INFRASTRUCTURE IMPROVEMENT

Lack of resources, varying approaches to funding allocation, financial support to clubs and strategic management of facilities and reserves has led to inconsistencies in facility provision at the club level.

Investment in the region's facilities to ensure current facilities meet AFL Victoria and Netball Victoria minimum requirements and adequately accommodate anticipated participation growth and diversity of participants is essential. Infrastructure improvement considerations extend to development of regional standard facilities to provide suitable facilities for elite levels of football and netball, identifying a suitable location for AFL Barwon's Regional Administration Centre and providing new facilities as the region's population continues to grow.

A collaborative approach between government and sport is essential to ensure facility upgrades and renewal are strategically planned for and meet the region's diversifying sports participation needs.

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### **DEFINITIONS AND ABBREVIATIONS**

The following definitions and abbreviated terms and used within this document.

ABBREVIATION	DEFINITION
AAA	Access for All Abilities - AAA is a Victorian Government initiative coordinated by Sport and Recreation Victoria. The program supports and develops inclusive sport and recreation opportunities for people with a disability throughout Victoria.
ABS	Australian Bureau of Statistics – Statistical report on Children's Participation in Cultural and Leisure Activities, produced by the Australian Bureau of Statistics used to examine trends in football participation and to project future growth and demand.
AFL	Australian Football League
BFNL	Bellarine Football Netball League
CALD	Culturally and Linguistically Diverse communities
CDFNL	Colac and District Football Netball League
CDUA	Colac and District Umpires Association
CHFL	Central Highlands Football League
CFNP	Country Football Netball Program – \$9 million funding program supported by Sport and Recreation Victoria, AFL, AFL Victoria and Netball Victoria that assists country football and netball clubs, associations and umpiring organisations to develop facilities in regional locations.
ERASS	Participation in Exercise Recreation and Sport Survey – Statistical research produced by the Standing Commission on Recreation and Sport (SCORS) and used to examine trends in football participation and to project future growth and demand. Surveys were conducted between 2001 and 2010.
FC	Football Club
FNC	Football Netball Club
G21	G21 Geelong Region Alliance – The formal alliance of government, business and community organisations working together to improve the lives of people within the Geelong region across five municipalities - Colac Otway, Golden Plains, Greater Geelong, Queenscliffe and Surf Coast.
G21 S&R Pillar	G21 Sport and Recreation Pillar – The G21 Pillar is focused on improving the capacity of sport and recreation resources and assets across the G21 region.
GDFL	Geelong and District Football League
GFNL	Geelong Football Netball League
GFUL	Geelong Football Umpires League
Heartland Strategy	AFL Victoria Growing the Heartland Football Facilities Development Strategy 2014-2020 which sets the strategic direction for future investment in facility development in Victoria.
Leisure Networks	Regional Sports Assembly for the Barwon region.
LGA	Local Government Authority.
MVLL	Moorabool Valley Little League
NTLL	Newtown Little League
RAC	AFL Victoria Regional Administration Centre which forms the home base for each regional commission
SRV	Sport and Recreation Victoria.
Strategy	References throughout this the document are made to the 'Strategy'. The term 'Strategy' refers to the project as a whole.
Synthetic turf	Also referred to as Artificial Grass made from synthetic fibres that can with stand significantly more use than natural grass . $ \\$

**G21 AND AFL BARWON | DRAFT** REGIONAL STRATEGY | DECEMBER 2014



### PROJECT METHODOLOGY

The following diagram visually represents the project methodology and steps undertaken in the preparation of this Draft Regional Strategy.

### STAGE ONE

► PROJECT INITIATION

#### **STAGE TWO**

- ► 2A) ANALYSIS AND SCOPING
- ► 2B) SUPPLY ANALYSIS

### STAGE THREE

► STRATEGIC FRAMEWORK DEVELOPMENT

#### STAGE FOUR

► G21 AND AFL BARWON REGIONAL STRATEGY

#### STAGE FIVE

PRESENTATION AND FINAL REPORTING

### **PROJECT STUDY AREA**

The study area for the *G21* and *AFL* Barwon Regional Strategy covers both the AFL Barwon region and the five municipalities of Greater Geelong, Surf Coast, Golden Plains, Colac Otway and the Borough of Queenscliffe.

Three clubs Carngham Linton FC, Rokewood Corindhap FC and the Smythesdale Bulldogs, are affiliated with the AFL Goldfields region, not AFL Barwon, but are located within the Golden Plains Shire and have been included in the study.

The Werribee Centrals are located within the City of Wyndham and Simpson FNC are located within Corangamite Shire. These two LGAs are not within the G21 region. However, as these clubs are part of AFL Barwon they have been included in the study.

### PROJECT GOVERNANCE

The following project governance structure was established for the delivery of this project

### PROJECT CONTROL GROUP (PCG)

▶ To provide high level strategic direction on key issues, opportunities and approve draft and final reports – includes representatives from City of Greater Geelong (as project managers), AFL Barwon, AFL Victoria and Netball Victoria.

### PROJECT REFERENCE GROUPS (PRG)

▶ PRGs were split between sport and government representation to provide technical advice and input into the project from a local perspective – includes representatives from LGA's, SRV, AFL Barwon Leagues, AFL Barwon Umpire Leagues and Associations, Barwon Sports Academy and Leisure Networks.

### PROJECT STAKEHOLDERS

➤ To provide an opportunity for key football and netball stakeholders to have input in to the development of the Strategy – includes clubs, schools and regional contacts.

### AFL BARWON QUICK FACTS

5 LOCAL GOVERNMENT AUTHORITIES

75KM - 160KM SOUTH WEST OF MELBOURNE

8.972 SQUARE KILOMETRES

298,000+ RESIDENTS

4 SENIOR FOOTBALL AND NETBALL LEAGUES

3 JUNIOR FOOTBALL LEAGUES

2 UMPIRE LEAGUES

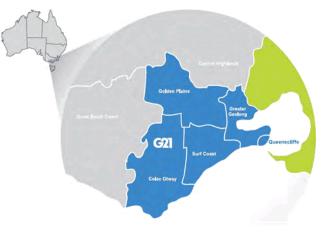
50 CLUBS

380+ FOOTBALL TEAMS

340+ NETBALL TEAMS MANAGED BY AFL BARWON

18,000+ REGISTERED FOOTBALL AND NETBALL PLAYERS

FIGURE 01 | G21 REGION STUDY AREA



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### **AFL BARWON STRUCTURE**

The AFL Barwon Commission is one of 13 designated AFL Victoria Regional Commissions that are responsible for the promotion, growth and sustainability of community football and netball in regional Victoria.

The AFL Barwon Commission supports 4 Senior Football and Netball Leagues, 3 Junior Football Leagues, 2 Umpire Associations and a total of 50 clubs with 384 football teams and direct management of 346 netball teams. The Commission also caters for over 2,500 NAB AFL Auskick participants and 5 youth girls football teams.

## PROJECT CONSULTATION PROGRAM

In developing the *G21* and *AFL* Barwon
Regional Strategy, the following stakeholder
consultation activities have been undertaken:

- Presentation of overarching issues and opportunities to PCG and PRGs (July 2014).
- Detailed review of Issues and Opportunities Paper by PCG and PRG representatives (July 2014).
- Strategic directions workshops with PRG representatives (July 2014).
- Individual meetings with representatives from partner LGA's to discuss regional implications and principles (February 2014).

- Online Survey of schools based in the region with 32 responses received (December 2013).
- Online Club Health Check survey of football clubs (November 2013 to May 2014).
- Online Facilities Checklist /Audit completed by clubs (November 2013 to May 2014).
- Two project newsletters distributed to all clubs, leagues, schools and stakeholders.
- Ongoing project meetings with the Project Control Group (PCG).
- Development of Draft Strategy for stakeholder review (August 2014).

### WHY A REGIONAL APPROACH

Addressing the issues concerning football and netball provision and delivery on a regional scale provides many benefits to both the sports and project partners.

As the focus of the strategy is at a higher level, State and Local Governments have the opportunity to implement actions in a planned and coordinated manner. The commitment of State Government and peak sporting bodies allows for greater collaboration which assists the targeted provision and future investment in facilities and services, impacting a larger portion of the Victorian community.

A regional approach supports AFL Victoria's strategic drive to adopt region based administration and governance structures that better reflect local football needs.

Netball Victoria's strategic plan also focuses on growing and developing netball regionally by identifying opportunities for increased participation, facility and program development and stakeholder relationship establishment.

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### **Facility Planning Hierarchy**



AFL Victoria "Growing the Heartland" Football Facilities Development Strategy 2014 - 2020



Netball Victoria Facilities Master Plan 2010 & Netball Victoria Strategic Plan 2014-2018

Provides State level strategic overview of facility provision and development and a basis from which to develop Region, League and/or Association Plans



Strategic Plan AFL Barwon 2014 - 2018 7 key objectives of Participation, Community, Engagement, Development and Welfare, Facilities, Sustainability and People and Culture



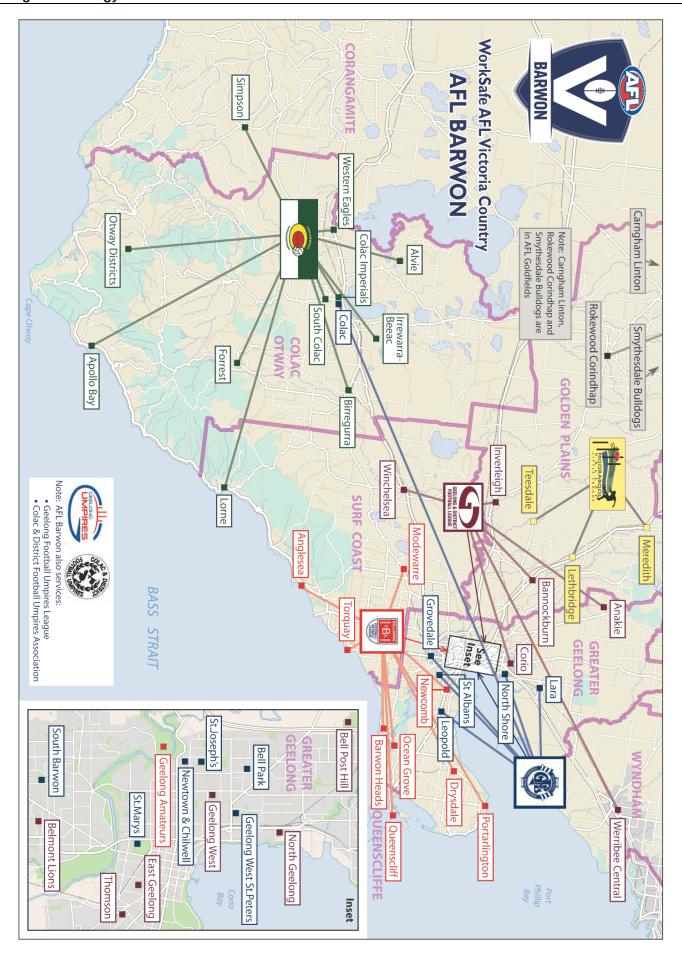
G21 and AFL Barwon Regional Strategy 2014 This document. Aims to guide the future planning and development of football and netball delivered through football-netball clubs throughout the G21 and AFL Barwon regions.



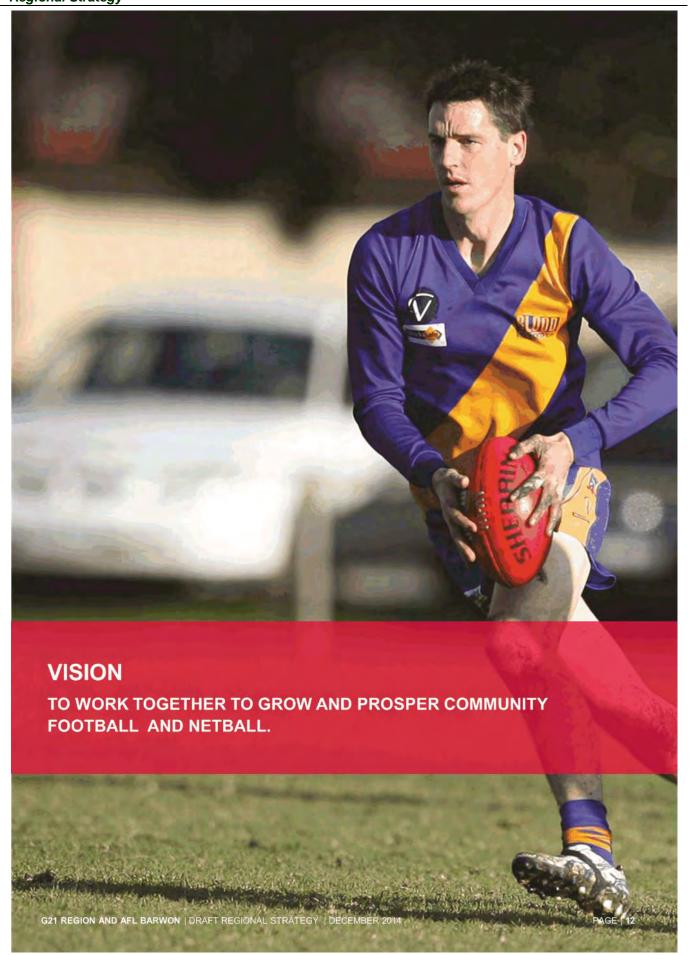
Club/Venue Plans and Master Plans

Individual plan for club/Venue which may include a Master Plan for the venue. May not be needed for all venues and the level of planning will differ based on the complexity of the site/project and level of use

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### STRATEGIC FRAMEWORK

The following diagram outlines the strategic framework and structure for the provision of football and club based netball facilities and development initiatives in the G21 and AFL Barwon region for 2015 – 2025. The PCG have worked together to develop this strategy based on this framework. Six key strategic priorities will guide the direction for support and will be underpinned by objectives, strategies and actions that can be implemented at the local level.

► AFL VICTORIA GROWING THE HEARTLAND
FOOTBALL FACILITIES DEVELOPMENT STRATEGY 2014-2020
► NETBALL VICTORIA 2014-2018 STRATEGIC PLAN
► AFL BARWON STRATEGIC PLAN 2014-2018

PRIORITY 1 Support the capacity building of clubs and their people

PRIORITY 2 Increase the quality and functionality and maximise the carrying capacity of existing facilities

PRIORITY 3 Plan and develop new facilities in key growth areas across the region

PRIORITY 4 Capitalise on opportunities to create a Regional Administration Centre

PRIORITY 5 Ensure programs and facilities cater for the diversity of participants that are attracted to our game/s

PRIORITY 6 Continue to enhance the relationship between football / netball, government and community partners in planning and provision of facilities

► STRATEGIC DIRECTIONS (Defined for each priority)

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Support the capacity building of clubs and their people

The 2011 review of country football by AFL Victoria Chairman Peter Jackson recognised the need to invest resources into regional areas to strengthen and grow the game. Recommendations from the review included the need to employ additional staff to support leagues and clubs in country football, create efficiencies across resources, eliminate duplication and ensure greater collaboration in each region. Jackson recognised that volunteers were the key factor in the historical success and sustainability of community football in Victoria. This has not changed.

In many regional areas, clubs are the "community", particularly those clubs that are based in small towns. Clubs generally understand their greater responsibility to provide leadership, add social value and ensure healthy sports environments which are accessible and inclusive.

Independent research included in AFL Victoria's *Heartland Strategy* estimates that the economic contribution by clubs to their surrounding communities can be over \$1M annually as per the impact studied by Street Ryan on the 2013 activities of Gisborne Football Netball Club. It is also recognised that one of the crucial community services clubs provide, particularly in smaller towns, is keeping children and youth engaged in sport, ensuring they don't become disenfranchised from their local community.

There is often discussion about the value that football brings to communities. These values range from bringing a community together, reducing social isolation, increasing community pride, developing 'social capital' and improving physical and mental health.

Football does provide an important vehicle to achieving these outcomes. However, up until now, there has been little concrete evidence about how, or the extent to which, football actually contributes to these areas.

In 2014 the AFL and Latrobe University partnered to determine the value of a "typical" community football club in terms of its contribution to social, community and health impacts. Results have shown incredibly positive contributions are made in each of these areas.

Whilst leadership and community service expectations are inherently understood by clubs they need further guidance and support to meet these expectations. At the ground level it is evident that clubs are struggling with volunteer recruitment and retention. Regular turn over of volunteers leads to inconsistencies in club management and loss of core business knowledge.

Ultimately, significant gaps in basic governance and administration requirements become evident, leading to an incapacity to plan strategically or implement strong financial processes.

With the levels of financial turnover and legal obligations now demanded of clubs, they must employ even the most basic business principles to ensure good governance, maintain transparency and guide future planning and club direction.

Clubs cannot be expected to appropriately capitalise on sports development opportunities, implement structured budgets, financial planning and reporting processes or plan for new or refurbishments to existing infrastructure without the necessary strategic direction being put in place.

As a minimum each club should be supported to develop a strategic plan which sets their three to five year objectives and includes a stated vision, SWOT analysis, key stakeholders, facilities and asset management and annual initiatives with associated business / operational plan and budget.

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### Support the capacity building of clubs and their people

One of the many roles of the AFL Barwon Football Development Managers (FDM's) is to coordinate training and education programs aimed at building the capacity of volunteers. However, the significant gaps in volunteer capacity and understanding of administration cannot be addressed by the FDMs alone. The FDMs require access to a suite of professional partners to support clubs with governance, financial management, strategic planning and general administration.

To further address gaps in governance processes and volunteer capacity, investigation into paid administration models is also essential. Options for part time employment, traineeships or shared roles between clubs needs to be provided for club consideration with AFL Barwon offering guidance on recruitment and general employment conditions.

Clubs also need to be supported to capitalise on participation growth opportunities in NAB AFL Auskick, youth girls, access all abilities programs and AFL 9's. For example, linking to schools to access facilities, offering a summer NAB AFL Auskick competition (particularly for clubs with weaker junior numbers to recruit junior players) or creating pathways for female players from NAB AFL Auskick to senior ranks, provide options for clubs to grow their player and member base. However, a clubs' capability to capitalise on these opportunities is again dependent on volunteer capacity and ability to strategically plan for expansion both on and off the field.

Any club development and expansion of the game must include support to game officials. This includes umpire recruitment and retention policies and programs, provision of appropriate training facilities, support for umpires schools programs, review of umpiring financial structures and umpire payments, expanding development pathways and encouraging club involvement in developing umpires.

The structure of football and netball across the region will also need to change if the sports are to continue to grow. As identified in the AFL Barwon Strategic Plan, consideration needs to be given to Sunday competitions, offering junior programs over the summer months, changing match schedules for junior games, and sharing of players between clubs.

At the junior level, participation trends across clubs vary with several clubs glutted with numbers while others struggle to attract new players.

Ensuring equality in numbers of players across junior ranks and the introduction of a salary cap and/or points system to discourage mass importation of players were identified by AFL Barwon Clubs through their Club Health Checks as two options to grow participation.

Competition equalisation is a priority for AFL Barwon. The competition and club structure is currently under review and it is the intent of AFL Barwon to support and retain all existing clubs whilst achieving this equalisation. The introduction of a salary cap and/or points system to remediate disparity between clubs is also being investigated by AFL Victoria. This is through a state wide strategic initiative that includes representation by the AFL Barwon General Manager.

Strategic directions to support the capacity building of clubs and their people:

- 1.1 AFL Barwon to complete strategic review of current club and league structures and work with key stakeholders to assist club sustainability and competition equalisation. Review to consider movement between Divisions to ensure club competitiveness.
- 1.2 AFL Barwon to support clubs to develop five year strategic plans to improve operational performance and guide business objectives around facility and asset management, financial planning and club participation and growth.
- 1.3 AFL Barwon and Netball Victoria partner to review competition structure to include night / alternate days matches to accommodate growth in participation and maximise use of existing grounds, courts and facilities.
- 1.4 Establish models for sharing of players and transitioning players between clubs across junior grades to ensure equity in participant numbers.
- 1.5 Continued implementation of Club Health Check process on an annual basis to measure club development and identify governance, volunteer capacity and administration gaps and implement training and support to address these gaps.
- 1.6 Engage a network of professional partners to support FDMs to address club governance gaps and club volunteer technical understanding of strategic and financial planning.
- 1.7 Support GFUL and CDUA umpire recruitment and retention policies and programs including establishing development pathways and identifying initiatives for clubs to actively promote umpiring to their member base.
- 1.8 Provide education to clubs that encapsulates policy and procedure needs for implementing both healthy sports environments and improved governance processes.
- 1.9 Investigate options for paid administration models and traineeships, providing guidance to clubs on general employment conditions and facilitating opportunities for clubs to share administration costs.



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Increase the quality and functionality and maximise the carrying capacity of existing facilities

The provision of and access to functional, quality facilities is fundamental to participation and growth in football and netball. There is a mixed approach to provision and maintenance of infrastructure across the region and the gap continues to widen between current funding provision and the ability of LGAs and clubs/communities to match facility renewal and grounds maintenance costs. This ultimately impacts on club amenities with clear gaps present in the existing club facility hierarchy.

Club sustainability and the ability to capitalise on participation growth are impacted by a lack of amenities, particularly in the areas of sports lighting and change-rooms that cater for both male and female participants. Inadequate facilities further limits the capacity of AFL Barwon to implement strategic initiatives to better manage participation growth, address infrastructure and ground shortages and encourage diversity in participation.

Participation diversity includes female football, AFL 9's, which is attractive to the multicultural community and access for all abilities programs such as FIDA and into the future, dedicated AAA NAB AFL Auskick Programs. AFL Victoria has outlined a desire for existing facilities to meet standards outlined in the AFL Preferred Facilities Guidelines. Added to this, lighting provision to training standards (50 lux level) is identified as a key priority for funding provision and a core component of any club facility.

Country Football Netball Program (CFNP) Steering Committee funding priorities currently include lighting upgrades, umpire change rooms to cater for diversity and the promotion of multiuse facilities to grow participation. Funding priorities for CFNP may need to extend to consideration of lighting for second ovals and ongoing lighting maintenance costs, estimated at \$2,500 per year, in high usage areas. This would increase the carrying capacity of grounds and accommodate the extension of pre-season training.

Notably the final round of the current CFNP funding program will not accept applications beyond January 2015. State Government investment into the continuation of this program is essential if LGAs and Football and Netball are to continue to work together to address infrastructure gaps.

Strategic planning and improved financial management processes at the club level are also essential if clubs are to plan for and financially support infrastructure maintenance and upgrades. Consideration needs to be given to prioritising facility improvements at clubs that are able to provide some financial investment into projects.

Clubs will also need to adapt to the changing landscape of facility provision to accommodate alternate training nights, game scheduling and new sport participation opportunities. This includes increased flexibility in netball game scheduling. Netball Victoria Guidelines indicate that court capacity extends to 60 players (based on registrations) per court. Whilst just a guide, with minimal available space and limited funding opportunities, investment into second courts at clubs or upgrades of existing second or third courts will only be considered where clubs could make a significant financial contribution.

This need for alternative facility access will continue to grow . In the short term, access to school venues to address infrastructure shortages should be investigated by clubs with support from AFL Barwon FDMs and school football ambassadors. In the long term, LGA's will require closer working relationships with schools to encourage reciprocal use of venues. Improved outcomes for future planning should continue to include collective planning of public open space and recreation facilities in association with adjacent schools to better manage space.

Regardless of responsibility levels for infrastructure, the current average maintenance costs per facility per annum is **estimated** at \$68,090. This estimate will vary between club managed and LGA managed facilities but provides a guide to anticipated life cycle costs. These costs are further outlined under **Estimated Life Cycle and Annual Maintenance Costs** on page 18. Ongoing financial commitment and capacity to meet these costs should form part of club and LGA financial planning when considering facility upgrades and renewal.

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### Increase the quality / functionality and maximise the carrying capacity of existing facilities

Venue management models across the region also need to collectively be addressed by all stakeholders, particularly during finals season. Access to finals venues continues to be a concern for G21 LGAs with preference that clubs relinquish tenancy rights during finals and management transfers back to LGA's. This would ensure club neutrality whilst meeting expected standards of facility, oval and amenity provision.

For AFL Barwon finals scheduling purposes, at least two venues within Geelong need to be reliably available for the finals series, be of a regional level standard, be fully fenced and offer two netball courts in good quality condition.

There are a number of venues currently used for finals, including the traditional finals venues of St Albans and West Oval. Both venues however, have limiting aspects and require facility improvements to better cater for finals requirements.

At West Oval, current netball facility and court provision is of a high standard, the site and oval are fenced and the City of Greater Geelong have developed a Master Plan for the site which guides Council facility upgrades to a regional level standard. However, resolution and commitment to an effective management model as a shared facility should be achieved and agreed as a priority so further investment can occur at the site.



Strategic directions to increase the quality / functionality and maximise the carrying capacity of existing facilities:

- LGAs, AFLV, Netball Victoria and AFL Barwon actively lobby SRV for continuation of the Country Football Netball Program.
- 2.2 LGAs, AFLV, Netball Victoria and AFL Barwon work collaboratively to plan and prioritise ground upgrades to minimum standards and then lighting upgrades.
- 2.3 Deliver planned facility upgrades to a regional level as a first priority. Consider using the Framework provided in this strategy to determine priority for existing club facility upgrades to achieve "local" level classification (further outlined on page 19).
- 2.4 G21 LGA's and AFL Barwon should continue to work collaboratively to identify venue management models that ensure club facility access during finals.
- 2.5 In order to progress planned facility upgrades, the City of Greater Geelong, AFL Barwon and relevant clubs, partner to address shared management arrangement at West Oval and agree on a management model that ensures effective use of the venue for home and away fixtures and finals purposes.
- 2.6 AFL Barwon support financial management and governance processes at the club level that ensures strategic planning and includes club investment into future facility upgrades.
- 2.7 Support clubs to identify and address volunteer capacity gaps that impact on their ability to implement changed training nights, match schedules and venues as required.
- 2.8 In the short term clubs, supported by AFL Barwon FDMs, negotiate with schools to increase access to school facilities.
- 2.9 Where long term facility gaps have been identified, LGA's will need to continue to advocate to schools on the need to access school facilities, encouraging reciprocal use of ovals and netball courts and associated infrastructure to address facility shortages.
- 2.10 Based on the vision within this strategy, prioritise regional facility upgrades and improvements for inclusion as Sport and Recreation Pillar priorities and advocate to elevate to G21 priority projects.
- 2.11 Extend CFNP funding priorities to consider lighting of second grounds in high usage areas to accommodate growth in participation and increase carrying capacity of facilities.
- 2.12 In partnership, continue to support strategic planning at the commission level that prioritises facility upgrades and ensure continued financial investment in larger, regional infrastructure projects.

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Increase the quality / functionality and maximise the carrying capacity of existing facilities

### **ESTIMATE LIFE CYCLE AND ANNUAL MAINTENANCE COSTS**

The following tables outline the capital costs, life cycle and estimated annual maintenance costs for essential infrastructure at facilities.

Regardless of maintenance responsibilities (LGA or club) these costs need to be considered as ongoing financial commitments and accordingly planned for when infrastructure is renewed or new infrastructure is developed.

AVERAGE TOTAL LIFE EXPECTENCY COSTS			
FOOTBALL INFRASTRUCTURE	CAPITAL COST	EXPECTED LIFE	
Football oval surface	\$200,000	10	
Fencing	\$40,000	20	
Football goals	\$6,000	25	
Sports lights – towers	\$80,000	25	
Sports lights – fittings	\$16,000	10	
Players / coaches shelters	\$7,000	30	
Irrigation	\$110,000	20	
Building – clubrooms / social space	\$2,000,000	50	
NETBALL INFRASTRUCTURE	CAPITAL COST	EXPECTED LIFE	
Netball Courts (x2)	\$68,000	40	
Fencing	\$8,262	20	
Netball goal posts	\$1,200	10	
Sports lights – towers	\$8,000	25	
Sports lights – fittings	\$5,940	10	
Players / coaches shelters	\$7,000	30	

- 1. Sports light lamps and fittings are replaced on a 10 year cycle.
- Spots ingirthalips and intings are replaced on a 1st year cycle.
   Maintenance costs are calculated using an industry benchmark of 1% of capital cost per annum.
- The capital cost for the sports surface is based on a standard ground renovation.
- 4. Costs produced by Greater Geelong City Council

ESTIMATED ANNUAL MAINTENANCE COSTS		
FOOTBALL INFRASTRUCTURE	ANNUAL COST	
Football oval surface	\$30,627	
Fencing	\$400	
Football goals	\$60	
Sports lights – towers	\$2,500	
Players / coaches shelters	\$70	
Oval Irrigation	\$1,100	
Potable water use	\$10,000	
Building – clubrooms / social space	\$20,000	
Football sub total	\$64,757	
NETBALL INFRASTRUCTURE		
Netball Courts (x2)	\$680	
Fencing	\$83	
Sports lights – towers	\$2,500	
Players / coaches shelters	\$70	
Netball sub total	\$3,333	
Total Estimated Annual Maintenance Cost Per Venue	\$68,090	



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### Increase the quality / functionality and maximise the carrying capacity of existing facilities

#### **CURRENT FACILITY ASSESSMENT**

Amenities and infrastructure that have the greatest influence and impact on a venue being able to facilitate current competition requirements and support growth in participation are:

- 1. unisex change rooms (players and umpires),
- 2. football sports lighting,
- 3. netball sports lighting,
- 4. ground surface quality,
- 5. playing condition of the main netball court,
- 6. quality of the main pavilion.

Upgrades to existing club facilities should aim to address these six key criteria over the next 10 years with collective investment from sport, clubs and government.

Improvements in all of these areas will have a positive effect on increasing venue capacity. This directly links to the strategic direction set through AFL Victoria's *Heartland Strategy* encouraging growth in participation, maximising facility usage and accommodating diversity in the game.

It further supports Netball Victoria's strategy of growing the game of netball by having more people participating more often.

When prioritising upgrades to existing facilities, identified need is only one consideration. Government and sport will need to work collaboratively to assess funding priorities based on a number of key principles including club governance processes, a clubs' ability to co-contribute to infrastructure improvements, regional facility upgrade requirements, a club's commitment to the provision of youth / female football and active participation in AFL Barwon club development and Health Check Action Plans.

These principles are further outlined in Appendix 2 – Framework to Prioritise Funding Allocation.

### **Current Facility Conditions Ratings**

The condition of facility infrastructure and amenities across the region have been rated based on club, AFL Barwon, Netball Victoria and LGA assessments. These ratings are provided on pages 21 and 22.

Ratings used to determine the condition of club facilities are detailed in the **Criteria for Facility Infrastructure and Amenities Ratings** over the page.

Clubs rated their facilities through the Club Facility Checklist between November 2013 and May 2014. These ratings were then assessed by AFL Barwon, Netball Victoria and LGAs.

LGA's also provided ratings for oval surface condition and oval amenities through a separate survey process.

Ratings for each criteria range from 10 to 15, with a possible overall score of 100. Weighting has been given to priority areas that directly impact on sports participation; ground surface condition, sports lighting and playing condition of the main netball court.

AFL Victoria's Heartland Strategy recognises that the principle purpose of a local facility is to accommodate local club level programs and competitions. In order to be classified as a local facility, the overall condition of the pavilion, football and netball lighting, netball amenities and main netball court would need to be rated as "moderate" (considerable wear but still comfortable for users) and achieve an overall score of 70 or more.

Regional level facilities service a collection of suburbs or geographic areas within a municipality and usually cater for more than one code or activity. These facilities should have perimeter fencing, capacity to host competition finals, offer two netball courts in good playing condition and have oval surface quality maintained to a high standard.

Generally, the majority of facilities across the region have been identified as requiring some improvement in order to reach "local facility" classification, with the average facility score being 58. Areas requiring substantial improvement have been highlighted in red. The Current Facility Condition 2014 chart on page 23 further identifies improvements required at each facility to reach "local" classification.

All venues should aspire to be classified as a "local" venues by 2020. Those venues currently classified as "local" and "regional" should continue facility maintenance and improvements to ensure they retain these classifications.

It is important to note that facility ratings reflect a point in time. Whilst information was provided by clubs and LGAs and reviewed by AFL Barwon staff and PCG representatives, there is still an element of subjectivity. Ratings cannot be viewed as master plans for each venue and will require further review prior to formalising commitments to infrastructure upgrades and/or renewal.

# **CURRENT FACILITY CONDITION RATINGS**

# Criteria for Facility Infrastructure and Amenities Ratings

CURRENT FACILITY CONDITION RATINGS	
MAIN PAVILION (out of 10)  Excellent condition (as new)	10
Good condition (some wear)	8
Moderate condition (considerable wear but still comfortable for users)	6
Poor to Very Poor Quality (multiple quality issues identified)	4
Rated poorly by all stakeholders (significant quality issues identified)	2
No pavilion	0
CHANGE ROOMS (CONDITION OF AMENITIES & CAPACITY TO CATER FOR FEMALE PLAYERS & UMPIRES) (out of	10)
Rated as regional facility - in excellent condition (as new). Rating is not achievable unless all change rooms cater for both genders.	10
Rated as local facility - in good condition (some wear)	8
Moderate quality – (considerable wear but still comfortable for users)	6
Rated poorly by all stakeholders (significant quality issues identified)	3
No change rooms	0
SPORTS LIGHTING FOOTBALL (out of 15)	
Less than 300 but more than 100 lux (suitable community football night games)	15
50 to 100lux (suitable for training)	10
0 to 49 lux (existing lights but fail to comply to training standard)	5
No lighting provided	0
OVAL SURFACE CONDITION (QUALITY OF OVAL SERVICE & PROVISION & QUALITY OF DRAINAGE AT THE START OF THE SEA	
Excellent (as new)  Good (some wear)	15 10
Good (some wear)  Moderate (considerable wear but still playable)	8
Poor to Very Poor Quality (multiple quality issues identified, oval is reaching end of life)	4
Rated poorly by all stakeholders (safety concerns identified, oval is at end of life and requires attention)	2
No oval provided	0
OVAL AMENITIES - CRICKET PITCH, WATERING SYSTEM, OVAL FENCED, SITE FENCED & GROUND SURFACE TYPE (or	
CRICKET PITCH	11 01 10,
No pitch or drop in wicket	6
Turf wicket well maintained	5
Turf wicket with some coverage & hardness issues	4
Synthetic pitch	4
Turf wicket with issues and poor coverage  WATERING SYSTEM	2
Automatic Irrigation	2
Hose / manual watering	1
Nil Watering System	0
OVAL FENCED	Ü
Yes	1
No	0
SITE FENCED	
Yes	1
No.	0
CURRENT FACILITY CONDITION RATINGS	
NETBALL AMENITIES (out of 10)	
Excellent (as new)	10
Good (some wear)	8
Moderate (considerable wear but still comfortable for users)	6
Poor to Very Poor Quality (multiple quality issues identified)	4
Rated poorly by all stakeholders (significant quality issues identified)	2
No netball amenities provided	0
MAIN NETBALL COURT (out of 15)	
Excellent (as new)	15
Good (some wear)	10
Moderate (considerable wear but still playable)	8
Poor to Very Poor Quality (multiple quality issues identified, court is reaching end of life)	4
Rated poorly by all stakeholders (safety concerns identified, court at end of life and requires attention)	2
No netball court provided	0
SPORTS LIGHTING NETBALL (out of 15)	
Indoor: 1500 lux (Australian standard for televised matches)	15
Indoor: 700 to 800 lux (Australian Standard for indoor competition level)	15
Outdoor: 200 lux (Australian Standard for outdoor competition level)	15
Outdoor: 100 lux (Australian standard for outdoor recreational level)	10
Nil lighting	0

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# **Current Facility Condition Ratings**

CLUB	MAIN PAVILION (out of 10)	CHANGE ROOMS (out of 10)	SPORTS LIGHTING FOOTBALL (out of 15)	OVAL SURFACE (out of 15)	OVAL AMENITIES (out of 10)	SUB TOTAL FOOTBALL AMENITIES	NETBALL AMENITIES (out of 10)	MAIN NETBALL COURT (out of 15)	SPORTS LIGHTING NETBALL (out of 15)	SUB TOTAL NETBALL AMENITIES	RATING TOTAL OUT OF 100
CITY OF GREATER GEEL	.ONG										
ANAKIE	2	3	5	10	7	27	0	8	15	23	50
BARWON HEADS	8	6	10	2	8	34	0	4	10	14	48
BELL PARK	6	6	5	12	7	36	8	15	10	33	69
BELL POST HILL	6	8	10	12	7	43	6	8	10	24	67
BELMONT LIONS	4	3	10	10	7	34	6	10	10	26	60
CORIO	10	3	15	8	8	44	6	8	10	24	68
DRYSDALE	6	3	5	12	7	33	8	8	10	26	59
EAST GEELONG	8	3	10	12	7	40	8	10	10	28	68
GEELONG AMATEURS	7	2	5	12	7	33	8	10	10	28	61
GEELONG WEST	2	3	5	12	6	28	10	15	15	40	68
GEELONG WEST ST PETERS	2	3	5	12	6	28	10	15	15	40	68
GROVEDALE TIGERS	10	3	5	12	7	37	8	10	10	28	65
LARA	6	6	5	10	7	34	6	8	10	24	58
LEOPOLD	2	3	10	10	7	32	0	2	10	12	44
NEWCOMB	4	6	10	12	7	39	6	8	10	24	63
NEWTOWN & CHILWELL	10	8	10	10	7	45	10	15	10	35	80
NORTH GEELONG	2	3	10	10	8	33	2	10	10	22	55
NORTH SHORE	2	6	5	10	7	30	6	8	10	24	54
OCEAN GROVE	6	2	5	8	8	29	8	15	15	38	67
PORTARLINGTON	8	7	5	10	7	37	10	15	15	40	77
SOUTH BARWON	10	6	5	12	7	40	10	15	10	35	75
ST ALBANS	10	4	5	12	8	39	10	4	10	24	63
ST JOSEPHS	8	6	10	12	7	43	0	15	15	30	73
ST MARYS	4	6	5	12	7	34	6	15	15	36	70
THOMSON	10	8	15	12	7	52	8	4	10	22	74
SURF COAST SHIRE											
ANGLESEA	10	6	5	8	7	36	6	8	10	24	60
LORNE	4	3	5	15	8	35	4	8	10	22	57
MODEWARRE	10	8	5	8	7	38	6	10	10	26	64
TORQUAY	10	10	15	10	9	54	6	10	15	31	85
WINCHELSEA	10	8	15	6	7	46	6	12	15	33	79

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# **Current Facility Condition Ratings**

CLUB	MAIN PAVILION (out of 10)	CHANGE ROOMS (out of 10)	SPORTS LIGHTING FOOTBALL (out of 15)			SUB TOTAL FOOTBALL AMENITIES		MAIN NETBALL COURT (out of 15)	SPORTS LIGHTING NETBALL (out of 15)	SUB TOTAL NETBALL AMENITIES	RATING OUT OF 100
COLAC OTWAY SHIRE											
ALVIE	8	6	5	2	6	27	6	12	10	28	55
APOLLO BAY	8	6	5	2	7	28	6	10	10	26	54
BIRREGURRA	2	3	5	2	7	19	2	4	10	16	35
COLAC TIGERS	10	3	5	15	10	43	4	8	5	17	60
COLAC IMPERIALS	4	6	5	4	7	26	6	10	10	26	52
FORREST	2	4	5	8	6	30	5	15	15	35	65
IRREWARRA-BEEAC	2	3	5	4	6	20	6	8	10	24	44
OTWAY DISTRICTS	8	6	5	4	7	30	10	15	10	35	65
SOUTH COLAC	4	3	10	4	6	27	8	10	10	28	55
WESTERN EAGLES	1	1	5	2	6	15	8	15	10	33	48
GOLDEN PLAINS SHIRE											
BANNOCKBURN	6	6	5	8	8	33	2	4	10	16	49
CARNGHAM LINTON	6	6	5	8	7	32	2	10	10	22	54
INVERLEIGH	6	4	5	10	8	33	10	6	10	26	59
LETHBRIDGE *	8	6	0	8	6	28	NA	NA	NA	NA	28
MEREDITH *	2	6	5	8	6	27	NA	NA	NA	NA	27
ROKEWOOD CORINDHAP	2	3	5	2	7	19	8	8	10	26	45
SMYTHESDALE	6	3	5	2	7	23	4	8	5	17	40
TEESDALE ROOS *	2	6	5	8	6	27	NA	NA	NA	NA	27
BOROUGH OF QUEENSO	LIFFE										
QUEENSCLIFF	10	8	5	10	7	40	6	10	10	26	66
CORANGAMITE SHIRE (a	ndjacent to	G21 region	1)								
SIMPSON	2	4	5	12	7	30	8	8	10	26	56
WYNDHAM CITY COUNC	IL (adjacen	t to G21 re	gion)								
WERRIBEE CENTRALS	8	8	10	15	7	48	8	10	15	33	81

^{*} Each of these three venues support a single junior team each in the Moorabool Valley Little League.

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# **CURRENT FACILITY CONDITION 2014**



SUBSTANTIAL IMPROVEMENT REQUIRED	IMPROVEME	NT REQUIRED	LOCAL	REGIONAL	STATE (SIMONDS STADIUM
Birregurra FNC Improvement: MP, CR, SL, NC, NF & OS	Anglesea FC Improvement: SL	Bannockburn FNC Improvement: NC, NF & SL	Bell Post Hill FNC	Torquay Tigers	
Lorne FNC Improvement: CR & SL	Barwon Heads FNC Improvement: NC, NF & OS	Belmont Lions Sports Club Improvement: CR	Thomson FNC		
Irrewarra-Beeac FNC Improvement: MP, CR & SL	Geelong Amateurs Improvement: CR & SL	Corio Community Sports Club Improvement: CR	Winchelsea FNC		
Western Eagles FNC Improvement: MP & CR	Modewarre FC Improvement: SL	Inverleigh FNC Improvement: SL, CR & NC	Werribee Centrals Sports Club		
Rokewood Corindhap FNC Improvement: MP, SL, CR & OS	Drysdale FC Improvement: CR & SL	North Geelong FNC Improvement: MP & CR	Newtown Chillwell FNC		
Anakie FNC Improvement: MP, CR, SL & NF	Alvie FNC Improvement: SL & OS	Bell Park FNC Improvement: SL	Colac Tigers FNC*		
Geelong West FNC Improvement: MP, CR & SL	Apollo Bay FC Improvement: SL & OS	Grovedale Tigers FNC Improvement: CR & SL	Portarlington FC		
East Geelong FNC Improvement: CR	Colac Imperials FNC Improvement: MP & SL	Lara Sporting Club Improvement: SL	Queenscliff FNC		
Geelong West St Peters FNC Improvement: MP, CR & SL	Otway District FNC Improvement: SL	North Shore FC Improvement: MP & NF	Newcomb Power FC		
Leopold FNC Improvement: MP, CR, NC & NF	Simpson FNC Improvement: MP & SL	South Barwon FNC Improvement: SL	Ocean Grove FNC*		
	South Colac Sports Club Improvement: MP & CR	St Albans FC Improvement: CR & SL		FACILITY IM	PROVEMENTS
	Forrest FNC Improvement: MP, CR & SL	St Joseph's FNC Improvement: SL & NF		All venues should : "LOCAL" venues b	aspire to be classified as by 2020. Those venues as "LOCAL" should
	Carngham Linton FNC Improvement: SL & NF	St Marys FC Improvement: SL		continue facility ma	
	Smythesdale FNC Improvement: CR, SL & OS	Lethbridge FC Improvement: SL		Venues aspiring to by 2020 (currently	"REGIONAL" classification only held by Torquay Tigers /est St Peters FNC/Geelong
		Meredith FC Improvement: MP & SL		West FNC (West C A second venue, b	Oval) and Colac Tigers FNC eyond West Oval, is
		Teesdale Roos Junior FC Improvement: SL & MP		required at REGIO the Geelong area f	NAL classification level in for finals purposes.

### LEGEND:

To achieve "Local" rating Clubs required the following as a minimum: Overall condition of facility Pavilion is rated as "Moderate" or higher Quality of football oval lighting is rated as "Moderate" or higher Overall condition of netball facility is rated as "Moderate" or higher Overall condition of main netball court is rated as "Moderate" or higher

### **FACILITY IMPROVEMENT CODES**

The following codes have been applied to Clubs rated IMPROVEMENT REQUIRED and MINOR IMPROVEMENT REQUIRED according to Club responses in their Facilities Checklist and further review by AFLB Football Development Managers.

SL Sports Lighting Football MP Main Pavilion

CR Change Rooms

NC Main Netball Court

**Netball Facility** NF

OS Oval Surface OA Oval Amenities

SLN Sports Lighting Netball

* Funding confirmed and projects currently underway for Colac Tigers FNC and Ocean Grove FNC

**LEAGUE** LISTING

















Attachment 1 - G21 AFL Strategy



Plan and develop new facilities in key growth areas across the region

AFL Barwon has the highest participation numbers of any region in Country Victoria. Within the junior age groups, AFL Barwon have 1,700 more players than their nearest country region, Bendigo. Netball participation is also high with over 4,800 registered players in NetSetGO, junior and senior netball. Importantly 16% of clubs also support a Netball for All Abilities program. Population growth across the region is expected to increase by 22% by 2025. G21 LGA's are actively planning for this growth and have identified a number of key sites for new oval and netball projects.

These projects will see the creation of new multi-sport clubs to service new / emerging communities. Sporting clubs will be established from the ground-up, taking preference over the relocation of existing clubs into new facilities.

AFL Barwon will play a key strategic role in the establishment and growth of these new clubs. Input in providing seed funding, guiding governance and financial management processes and in the development of new sites will be essential to club creation and sustainability.

Committed new projects for the region that will be ready and accessible for football and netball include an estimated 29 ovals and 22 netball courts across various locations.

Planning for new playing fields and venues has included regional and sub-regional level facilities at Armstrong Creek and Drysdale / Clifton Springs. New ovals are also planned for Shell Road Recreation Reserve in Ocean Grove, Lara, Torquay and Bannockburn,

Planning and development of any new playing fields and venues will need to maximise shared usage and flexibility to meet changing community needs.

Netball Victoria Preferred Facilities Requirements Manual and AFL Preferred Facility Guidelines will also need consideration including unisex change rooms, appropriately sized, multi use social/community rooms, Universal Design principles and sustainability best practices.

AFL Victoria projections to 2030 indicate the region will need access to an additional 28 grounds over the next 15 years. Current investment in new projects will go close to meeting this projection but alternate facility options will need to be investigated while new grounds are being developed.

Oval usage at Simonds Stadium, the only AFL Standard facility in the region, is generally considered at capacity. This can limit community access to the oval and heightens the need for alternative venues to cater for elite competition such as VFL, TAC Cup and AFL Barwon finals.

Regional level upgrades planned for the region to host elite competition include Spring Creek Reserve in Torquay, West Oval located in Geelong West and Colac Central Reserve in Colac . The Colac Otway Shire are seeking substantial investment into the facility at Central Reserve to attract high level games like TAC Cup matches.

With high ground usage, strong participation rates and at times reduced capacity to access the region's premier venue, Simonds Stadium, regional priorities for facility upgrades and development should extend to include additional capacity at current venues to enable hosting of AFL Barwon finals and ensure continued attraction of VFL / State games to the region at the identified regional venues. Such attraction provides economic benefits to the wider community, encourages player talent pathways and continues to highlight the region as a leader in football.

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# Plan and develop new facilities in key growth areas across the region

In the long term, the installation of a 'neutral' synthetic oval as part of the regional planning process would address a number of key issues regarding ground provision and growth in participation.

These issues include meeting the usage requirements of high density clubs, increasing ground access during pre-season, addressing community expectations regarding the provision of quality facilities, provide an alternate venue for female football and AFL 9's and remove political issues surrounding ground allocation, particularly through finals season.

Armstrong Creek provides the greatest opportunity to potentially house up to 2 synthetic ovals which could be managed by AFL Barwon and potentially accommodate the AFL Barwon RAC. This location would easily cater for Greater Geelong and Surf Coast catchments who are experiencing the greatest population growth across the region.

The use of synthetic turf ovals at Armstrong Creek and potentially other new venues planned across the region, expands participation opportunities, providing oval surfaces that can sustain high levels of use. This recognises and plans for pre-season training and additional fixtures which already extends football season into late summer and autumn months and provides capacity for sports development initiatives such as AFL 9's, female football and summer Auskick. Weather variability, maximising finite open space resources and enabling facility use of up to three times more than natural turf ovals, further supports investigation into synthetic surfaces during planning stages for any new venues.

Strategic directions to plan and develop new facilities in key growth areas across the region:

- 3.1 G21 LGA's, ALFB and AFL Victoria partner to investigate options for the installation of a synthetic oval for the region and identify a suitable location and potential funding models.
- 3.2 Consider using the Framework to Prioritise Funding Allocation (provided in Appendix 2) into future LGA planning and capital funding policies and programs.
- 3.3 Progressively implement the planned 29 new venues across the region when population triggers are met and as sport demands.
- 3.4 AFL Barwon adopt AFL Victoria's strategy to develop a Club Establishment Fund to provide seed funding for the establishment of new football / netball clubs.





# Capitalise on opportunities to create a Regional Administration Centre

Each AFL Victoria Country Region Commission is seeking to develop both a short and long term plan for a Regional Administration Centre (RAC) office.

Long term options for relocation of the AFL Barwon RAC should also include planning for an improved Centre of Excellence for the Geelong Falcons.

AFL Barwon currently operate from Highton Reserve, sharing the facility with TAC Cup team the Geelong Falcons. In the short term, an \$80,000 extension has been approved for the facility to accommodate all existing staff, provide a hot desk for Netball Victoria staff and enable growth in staff numbers over the coming 5 years.

The office extension is being funded through the Country Football Netball Program Regional Administration Budget, AFL Victoria and AFL Barwon. Whilst the City of Greater Geelong are not a financial contributor, they are taking responsibility for project management and are focusing on potential support for a longer term new site.

In the long term the AFL Barwon RAC aims to become a hub for community level football administration and game development activities, preferably based at a multi-ground site, with one oval being the regions first AFL approved synthetic surface. Planning to meet this standard of facility needs to begin in 2015 and allow for such a facility to be fully approved for development prior to 2020.

Consideration also needs to be given to the facility needs of growth programs, AFL 9's, Youth Girls and football and netball access for all abilities programs.

Armstrong Creek appears to present the best long term option for the RAC. With 15 ovals planned across 8 locations and 22 netball courts across 4 locations, opportunity exists for key stakeholders to develop a competition facility that is managed by the peak sporting bodies on behalf of the region. This would ensure club neutrality, particularly for finals allocation purposes and provide potential for co-location with other regional sports personnel such as Netball Victoria staff.

Strategic directions to capitalise on opportunities to create a RAC:

- 4.1 Progress the expansion of Highton Reserve as planned to accommodate AFL Barwon and improve lighting for the Geelong Falcons.
- 4.2 LGA's, ALFB, AFL Victoria and Netball Victoria partner to investigate and recommend the best long term home for a RAC that includes multiple ovals (one synthetic), that are peak sporting body managed in a way that benefits all clubs, participants and game development activities.
- 4.3 In tandem with Regional Administration Centre planning, look at the purpose of Highton Reserve and the feasibility of the Geelong Falcons remaining at this venue versus other options available to support the development of a talent pathway Centre of Excellence such as the quality of Morwell, once the AFL Barwon RAC is relocated.

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The structure of football across Victoria is changing with AFL 9's, youth girls and female football being the fastest growing forms of the game. Within the region, five clubs support a youth girls side and AFL Barwon is committed to expanding the existing AFL 9's program based at Deakin University. Consideration also needs to be given to expanding existing football and netball programs to accommodate people with a disability, including potential for dedicated AAA NAB AFL Auskick and NetSetGo programs and the growth of the FIDA, and Netball for All Programs.

"Engagement" is a key objective of the AFL Barwon Strategic Plan, through "adding value and equal opportunity particularly for multi-cultural, disadvantaged and indigenous communities and individuals." Initiatives to support this objective include understanding the current cultural mix across club zones and developing programs to meet these different cultures, further support to clubs to actively engage the multicultural community and promoting multicultural involvement.

Critical to this will be developing an understanding amongst clubs of the need to access and align themselves to new communities to develop an inclusive and social culture.

AFL Barwon FDMs will need to expand promotion of junior development programs beyond schools to also include multicultural and indigenous communities. Clubs will also need to be encouraged to be active in this area, promoting NAB AFL Auskick and NetSetGO opportunities outside their traditional player recruit base. This would further assist those clubs who are experiencing shortages in junior player numbers and support the creation of NAB AFL Auskick and NetSetGo at clubs who currently do not offer these programs.

The recreational form of the game, AFL 9's, is also attractive to the multi-cultural community as a good introduction to the sport. Whilst currently being facilitated by AFL Barwon, the potential for expansion to club based AFL 9's has not yet been realised and will need to consider facility access with cricket clubs.

As the fastest growing participation segment, clubs will also need to consider opportunities to implement female football in some capacity. AFL Victoria offers extensive support and guidance in this space. This support, along with the benefits of increasing female participation (increased player member numbers, additional revenue sources through memberships, catering and social functions and opportunity to attract funding) needs to be actively promoted to clubs.

Facility capacity to cater for diversity again highlights the funding gap between supporting facility upgrades to enable growth in participation and LGA's capacity to meet this gap. Without continued CFNP support in this area, commitment to these initiatives at the club facility level will be limited / non-existent. This will directly impact on the installation of unisex change rooms, lighting upgrades and capacity for clubs to provide improved netball amenities.

Prioritisation of funding support at the local club level should consider clubs who have or are committed to actively implementing diversity initiatives (female football, female umpires, multi-cultural or indigenous programs or access all abilities teams).

AFL Victoria's *Heartland Strategy* also identifies multi-use social / community rooms that are "vibrant, sustainable, accessible and welcoming" as a core component to deliver diversity outcomes. Whilst usually not a key consideration for facility upgrades, this strategy has included the condition of the main pavilion as one of the six core criteria for determining a venue's rating in the current facility hierarchy.

A club's commitment to supporting diversity, sports lighting and the condition of the main pavilion are all key criteria included for prioritising infrastructure upgrades in **Appendix 2** – **Framework to Prioritise Funding Allocation**.

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Ensure programs and facilities cater for the diversity of participants that are attracted to our game/s

Strategic directions to ensure facilities cater for the diversity of participants that are attracted to our games:

- 5.1 LGAs, AFLV, Netball Victoria and AFL Barwon actively lobby SRV for continuation of the CFNP to ensure project objectives address the diverse market for participation and support club capacity building.
- 5.2 LGAs, AFLV, Netball Victoria and AFL Barwon work collaboratively to plan and prioritise ground upgrades to minimum standards and then lighting upgrades to better accommodate growth in diversity.
- 5.3 AFL Barwon and AFL Victoria market the benefits of, and actively support the implementation of, female participation at the club level.
- 5.4 AFL Barwon expand promotion of junior development programs to include multicultural and indigenous communities.
- 5.5 Support clubs to actively promote NAB AFL Auskick and NetSetGO opportunities outside their traditional player recruit base.
- 5.6 LGAs to consider a clubs' commitment to diversity when prioritising facility upgrades.
- 5.7 Consider using the Framework to Prioritise Funding Allocation (provided in Appendix 2) into future LGA planning and capital funding policies and programs
- 5.8 AFLV and Netball Victoria support policy development and education to clubs to encourage and promote engagement with diverse communities.



Continue to enhance the relationship between football / netball, government and community partners in planning and provision of facilities

State-wide, 87% of football facilities are provided on land owned and/or managed by local government who generally struggle to meet asset renewal, new facility development and changing community expectations. Local government's capacity to invest in new infrastructure is limited, being reliant on additional funding provision through government and peak sports bodies. A collaboratively planned approach between sport and government to facility upgrades and renewal is essential if facility capacity is to be maximised and sustainability guaranteed.

The G21 and AFL Barwon Regional Strategy is the first step in recognising the conflicting needs of sport and government and aims to collaboratively determine future investment into facility upgrades and development at a strategic level.

For football and netball to continue to grow and maximise participation opportunities and for LGA's to continue to understand sport and promote healthy and active communities this collaboration must continue.

Consultation has provided opportunity for sport and government to raise other issues that impact on facility upgrades or generally affect perceptions regarding commitment to developing facilities or overall management of the sports.

LGA's are the major contributor to football and netball. Whilst facility maintenance responsibilities vary across the region, the majority of G21 LGAs are bearing the annual maintenance cost at each of their facilities (average estimates of around \$68,090 per venue).

Between 2006 and 2013, G21 LGAs invested \$6.7M into facility developments and upgrades. This commitment will continue to grow with new facility developments to meet population growth and through the replacement of existing facilities.

The CFNP (funded through State Government, AFL Victoria and Netball Victoria) has also made considerable investment into facility development with \$1.7M invested across the region since 2006.

Balancing player remuneration against clubs saving meaningful amounts to put towards facility improvements however, remains a clear expectation of G21 LGA's.

The collective will of the sport to address player remuneration concerns is acknowledged with outcomes of the current state wide strategic initiative to remediate the issue anticipated by 2015. 700 stakeholders have contributed to this process with current solutions extending to salary caps or introduction of a state wide points system.

The AFL Victoria Football Infrastructure Program (FIP) has filled a gap in infrastructure renewal/upgrades generally overlooked by other funding bodies such as upgrades to scoreboards, safety netting, goal posts, change room rubber flooring and coach and interchange boxes.

Whilst FIP has provided positive outcomes, clubs will again need to ensure they have a reinvestment strategy to replace or upgrade this infrastructure at the end of its functional life. Key to this will be clubs' ability to address player payment levels and balance on-field expectations against financial commitments to long term infrastructure investment.

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Continue to enhance the relationship between football / netball, government and community partners in planning and provision of facilities



Continued LGA support of the AFL Victoria Local Government Forum held every two years, initiating netball and football State of Play Reports, engagement by AFL Barwon with the AFL Victoria Local Government Reference Group and continuation of G21 LGA's, AFL Barwon and Netball Victoria strategic workshops at least twice a year to review G21 and AFL Barwon Regional Strategy implementation is essential to guarantee initiatives remain current and reflect the strategic direction for the region. AFL Barwon's commitment to continuing the relationship with G21 LGAs is reflected in the AFL Barwon Strategic Plan 2014-2018.

Finally, G21 LGA's continuing to work with AFL Barwon provides opportunity to utilise expertise knowledge and experience and provide independent support to LGAs to address issues between clubs and sport generally.

Strategic directions to continue to enhance the relationship between football / netball, government and community partners in planning and provision of facilities:

- 6.1 G21 LGAs, AFL Barwon and Netball Victoria establish a Regional Reference Group to review G21 and AFL Barwon Regional Strategy initiatives and guarantee a collaborative approach to regional planning.
- 6.2 G21 LGAs continue to support AFL Victoria Local Government Forum held every two years.
- 6.3 AFL Barwon implement recommendations from the AFLV Panel investigating player remuneration.
- 6.4 G21 LGAs and AFL Barwon develop a strategy to address identified club growth including new club development where existing clubs are at player and facility capacity.
- 6.5 AFL Victoria investigate options for the continuation and ongoing support of AFL Victoria FIP funding program beyond 2014.
- 6.6 Initiate netball and football State of Play reports every two years, ensuring understanding and progress of sports development initiatives across the region.
- 6.7 AFL Barwon and clubs investigate the feasibility of a sinking fund to support infrastructure renewal across the region.

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# CRITICAL ACTIONS

The G21 and AFL Barwon Regional Strategy has been prepared to guide the development of football and football club based netball within the G21 region. It addresses a range of issues and provides clear direction regarding future infrastructure provision and the needs of the development of both sports, organisation and participation throughout the region. It also makes recommendations regarding stakeholder roles and responsibilities within the region.

To support the achievement of proposed strategic directions and objectives highlighted within this report and to ensure the needs of the football and netball community are met in the short, medium and longer-term, five critical actions need to be delivered in order to start the change process and set the foundation for a positive future for both sports in the region. These critical actions will provide the basis for the delivery of all other remaining tasks and actions and set the foundation for implementation over the next decade to 2025.

# CRITICAL ACTION #1



LGAs, AFLV, Netball Victoria and AFL Barwon partner to actively lobby SRV for continuation of the Country Football Netball Program.

# CRITICAL ACTION #2



LGAs, AFLV, Netball Victoria and AFL Barwon work collaboratively to plan and prioritise ground upgrades to minimum standards and then lighting upgrades.

# CRITICAL ACTION #3



Deliver planned facility upgrades to a regional level as a first priority. Consider using the Framework provided in this strategy to determine priority for existing club facility upgrades.

CRITICAL ACTION #4



AFL Barwon to complete strategic review of current club structures and work with key stakeholders to assist club sustainability and competition equalisation.

CRITICAL ACTION #5



Support Clubs to develop five year strategic plans to improve operational performance and guide business objectives around facility and asset management, financial planning and club participation and growth.

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# KEY STAKEHOLDER IMPLEMENTATION RESPONSIBILITIES

The G21 and AFL Barwon Regional Strategy – Issues and Opportunities Paper (Volume 1) highlighted a range of critical issues that AFL Barwon and G21 LGA's face regarding growth in football and netball participation, improving club operations and the need to prioritise and plan for infrastructure upgrades and new development.

#### **AFL BARWON**

AFL Barwon will play a lead role in coordinating and supporting the implementation of club development related initiatives, as well as supporting infrastructure projects and directing regional staff work plans and priorities.

The most critical roles of AFL Barwon will be in driving a review of existing club and competition structures, supporting strategic planning and financial management processes at the club level, identifying venue opportunities for scheduling of finals, developing a Club Establishment Fund and prioritising facility upgrades that capitalise on opportunities to grow and develop the sport.

AFL Barwon will need to bring the regional football and netball community together, assist in prioritising recommendations and advocate to LGA stakeholders for financial and resource support to deliver key actions. Without AFL Barwon's drive and commitment to these reforms, implementation cannot be achieved.

#### LOCAL GOVERNMENT

The five G21 LGAs have a core responsibility to directly deliver football and netball infrastructure planning, improvement and revitalisation actions, as well as support participation and club development initiatives.

LGAs will need to focus on the implementation of Critical Action Plans, as well as support regional objectives through policy adoption and development and in prioritising and securing partner investment.

Via the G21 Sport and Recreation Pillar and through internal LGA governance structures, LGAs are encouraged to adopt regional strategy objectives and priorities and utilise them as the basis for future local planning regarding football and nethall

#### **AFL VICTORIA**

AFL Victoria will play a support role in action implementation, but also have an active and direct role in supporting regional partners to meet their community, development and infrastructure aspirations.

AFL Victoria also have a role in promoting state wide strategies for regional and local implementation, including club health checks, regional planning, professional development and education programs, implementing a Club Establishment Fund for new clubs and advocating for the continuation of the CFNP.

#### **NETBALL VICTORIA**

Like AFL Victoria, Netball Victoria will play a support role in action implementation, but also have an active and direct role in supporting regional partners to meet their community, development and infrastructure aspirations. Netball Victoria's commitment to supporting continuation of the CFNP is essential.

Netball Victoria will also have a role assisting grass roots netball growth and development at a local level, supporting competition and club structure review, assisting with grants and facility development and ensuring state wide strategies for netball are implemented.

#### **CLUBS**

Clubs' commitment to delivering and supporting football and netball in a changed environment is critical. Specific to strategy implementation, clubs will need to participate in Club Health Checks, professional development and education programs, openly provide information to other regional stakeholders on strategic planning and financial management and commit to supporting proposed new governance processes and activities, in addition to standard club operational requirements. Critical to infrastructure improvement will be the capacity for clubs to financially plan for and invest in projects. Regional implementation of female football, AFL 9's, NAB AFL Auskick, NetSetGO and access all abilities programs will continue to be core development opportunities for clubs to expand their member base and grow their club.

#### STATE / FEDERAL GOVERNMENT

Government will play a key support role in the funding of strategic initiatives, and in promoting the benefits of the *G21* and *AFL Barwon Regional Strategy* throughout other Victorian regions. It will also be responsible for ensuring continued focus is provided on the delivery of strategy actions for greater benefit of the G21 region.

#### **SCHOOLS**

Schools within the region will have a key role in growing participation through embracing programs offered by AFL Barwon, AFL Victoria, Netball Victoria and umpire leagues. Schools capabilities to accommodate increased access to school grounds and amenities where there is high usage will also be essential if sports growth initiatives are to be maximised.

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# STRATEGIC DIRECTION IMPLEMENTATION PLAN

# DELIVERING THE G21 AND AFL BARWON REGIONAL STRATEGY

Through the implementation phases of the Regional Strategy there will be three key roles for stakeholders to play:

#### Initiate

Planning and scoping of the range and timing of Strategic Directions, programs, activities and service provision.

#### Deliver

On the ground delivery of Strategic Directions, activities and services to the AFL Barwon community.

### Support

Support for program, activity and service delivery through the provision of people, skills, funding, equipment and promotion.

The G21 and AFL Barwon Regional Strategy has been developed to provide Strategic Directions that are practical and realistic.

Many Strategic Directions will require further stakeholder consultation. To ensure key actions can be achieved in a timely manner, continued collaboration between sport and government is crucial.

Proposed Strategic Directions have been allocated a level of priority based on their relative impact on delivering the desired outcomes for the region. A description of each priority level is provided below:

#### Mandatory

A Strategic Direction that is required by legislation or regulation.

#### Critical

A Strategic Direction that has a serious impact on ongoing service delivery and without achievement other Strategic Directions cannot be progressed.

#### High

Important Strategic Direction that underpins sports development and infrastructure improvements across the region.

#### Medium

Strategic Direction that contributes to meeting overall regional strategy objectives.

#### Low

Strategic Direction that contributes to overall regional strategy improvement activities.

#### Ongoing

Strategic Direction that will require ongoing commitment of sport and government stakeholders.

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# STRATEGIC PRIORITY #1 - IMPLEMENTATION PLAN

Support the capacity building of clubs and their people

			STAKEI	HOLDER RESPONS	SIBILITY
STRA	ATEGIC DIRECTIONS	TIMELINE	INITIATOR	DELIVERER	SUPPORTERS
1.1	AFL Barwon to complete strategic review of current club and League structures and work with key stakeholders to assist club sustainability and competition equalisation.	Critical	AFL Barwon	AFL Barwon	AFL Victoria, Netball Victoria & LGAs
1.2	AFL Barwon to support clubs to develop five year strategic plans to improve operational performance and guide business objectives around facility and asset management, financial planning and club participation and growth.	Critical	AFL Barwon	AFL Barwon	AFL Victoria , Netball Victoria & Clubs
1.3	AFL Barwon and Netball Victoria partner to review competition structure to include night / alternate days matches.	High	AFL Barwon	AFL Barwon & Netball Victoria	AFL Victoria & Clubs
1.4	Establish models for sharing of players and transitioning players between clubs across junior grades to ensure equity in participant numbers.	High	AFL Barwon	AFL Barwon	AFL Victoria , Netball Victoria & Clubs
1.5	Continued implementation of Club Health Check process on an annual basis.	High	AFL Barwon	AFL Barwon	AFL Victoria & Netball Victoria
1.6	Engage a network of professional partners to support FDMs to address club governance gaps.	High	AFL Barwon	AFL Barwon & Clubs	AFL Victoria & Netball Victoria
1.7	Support GFUL and CDUA umpire recruitment and retention policies and programs.	High	AFL Barwon	AFL Barwon, GFUL & CDUA	AFL Victoria & Clubs
1.8	Provide education to clubs that encapsulates policy and procedure needs for implementing both healthy sports environments and improved governance processes.	High	AFL Barwon	AFL Barwon, AFL Victoria & Netball Victoria	Clubs
1.9	Investigate options for paid administration models and traineeships.	Medium	AFL Barwon	AFL Barwon & Clubs	AFL Victoria & Netball Victoria

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# STRATEGIC DIRECTION #2 - IMPLEMENTATION PLAN

Increase the quality / functionality and maximise the carrying capacity of existing facilities

етр	ATEGIC DIRECTIONS	PRIORITY	STAKE	HOLDER RESPONS	SIBILITY
SIR	ATEGIC DIRECTIONS	PRIORIT	INITIATOR	DELIVERER	SUPPORTERS
2.1	LGAs, AFLV, Netball Victoria and AFL Barwon actively lobby SRV for continuation of the CFNP.	Critical	AFL Victoria	AFL Victoria	Netball Victoria & LGA's
2.2	LGAs, AFLV, Netball Victoria and AFL Barwon work collaboratively to plan and prioritise ground upgrades to minimum standards and then lighting upgrades.	Critical	AFL Barwon	AFL Barwon, LGAs & Clubs	AFL Victoria , Netball Victoria & State Government
2.3	Deliver planned facility upgrades to a regional level as a first priority. Consider using the Framework provided in the strategy to determine priority for existing club facility upgrades to achieve "local" level classification.	Critical	AFL Barwon	AFL Barwon & LGA's	AFL Victoria & Netball Victoria
2.4	G21 LGA's and ALFB should continue to work collaboratively to identify venue management models that ensure club facility access during finals.	High	AFL Barwon	AFL Barwon	AFL Victoria, Netball Victoria, LGAs and Clubs
2.5	The City of Greater Geelong , AFL Barwon and relevant clubs partner to address shared management arrangement at West Oval and agree on a management model that ensures effective use of the venue.	High	cogg	AFL Barwon	AFL Victoria, Netball Victoria and Clubs
2.6	AFL Barwon support financial management and governance processes at the club level that ensures strategic planning and includes club investment into future facility upgrades.	High	AFL Barwon	AFL Barwon & Clubs	AFL Victoria & Netball Victoria

# STRATEGIC PRIORITY #2 - IMPLEMENTATION PLAN

Increase the quality / functionality and maximise the carrying capacity of existing facilities

етри	ATEGIC DIRECTIONS	TIMELINE	STAKE	OLDER RESPONS	SIBILITY
SIRA	TEGIC DIRECTIONS	TIMELINE	INITIATOR	DELIVERER	SUPPORTERS
2.7	Support Clubs to address volunteer capacity gaps that impact on their ability to implement changed competition structures.	Medium	AFL Barwon	AFL Barwon	AFL Victoria, Netball Victoria & Clubs
2.8	In the short term clubs, supported by AFL Barwon FDMs, negotiate with schools to increase access to school facilities.	Medium	AFL Barwon	AFL Barwon & Clubs	AFL Victoria, Netball Victoria & LGAs
2.9	Where facility gaps exist, in the long term, LGAs to continue to advocate to schools on the need to access school facilities, encouraging reciprocal use of ovals and associated infrastructure to address facility shortages.	Medium	LGA's	LGA's	AFL Barwon, AFL Victoria & Netball Victoria
2.10	Based on the vision within the strategy, prioritise regional facility upgrades and improvements for inclusion as Sport and Recreation Pillar priorities and advocate to elevate to G21 priority projects.	Medium	LGA's	LGA's	AFL Barwon, AFL Victoria & Netball Victoria
2.11	Extend CFNP funding priorities to consider lighting of second grounds in high usage areas to accommodate growth in participation and increase carrying capacity of facilities.	Medium	AFL Victoria	State Government, AFL Victoria & Netball Victoria	AFL Barwon & LGAs
2.12	In partnership, continue to support strategic planning at the commission level that prioritises facility upgrades and ensures continued financial investment in larger, regional projects.	Ongoing	LGA's	AFL Barwon	AFL Victoria & Netball Victoria

# STRATEGIC PRIORITY #3 - IMPLEMENTATION PLAN

Plan and develop new facilities in key growth areas across the region

070	*TEGIO DIDECTIONO		STAKEH	STAKEHOLDER RESPONSIBILITY				
SIRA	ATEGIC DIRECTIONS	TIMELINE	INITIATOR	DELIVERER	SUPPORTERS			
3.1	G21 LGAs , AFL Barwon and AFL Victoria partner to investigate options for the installation of a synthetic oval for the region and identify a suitable location and potential funding models.	Medium	AFL Barwon	LGAs and State Government	AFL Victoria & Netball Victoria			
3.2	Consider using the Framework to Determine Funding Allocation (provided in Appendix 2) into future LGA planning and capital funding policies and programs.	Medium	AFL Victoria & LGAs	AFL Victoria & LGAs	AFL Barwon, Netball Victoria & Clubs			
3.3	Progressively implement the planned 29 new venues across the region when population triggers are met and as sport demands.	Medium	LGAs	LGAs and State Government	AFL Victoria, AFL Barwon & Netball Victoria			
3.4	AFL Barwon adopt AFL Victoria's strategy to develop a Club Establishment Fund to provide seed funding for the establishment of new football/netball clubs.	Low	AFL Victoria	AFL Barwon & LGAs	AFL Victoria & Netball Victoria			

# STRATEGIC PRIORITY #4 - IMPLEMENTATION PLAN

Capitalise on opportunities to create a Regional Administration Centre

			STAKEHOLDER RESPONSIBILITY				
STRA	ATEGIC DIRECTIONS	TIMELINE	INITIATOR	DELIVERER	SUPPORTERS		
4.1	Progress the expansion of Highton Reserve as planned to accommodate AFL Barwon and improve lighting for the Geelong Falcons.	High	AFL Barwon	AFL Barwon, AFL Victoria & COGG	Netball Victoria & Geelong Falcons		
4.2	LGA's, ALFB, AFL Victoria and Netball Victoria partner to investigate and recommend the best long term home for a RAC that includes multiple ovals (one synthetic), that are peak sporting body managed in a way that benefits all clubs, participants and game development activities.	Medium	AFL Barwon	AFL Barwon, LGAs & State Government	AFL Victoria, Netball Victoria & LGAs		
4.3	In tandem with RAC planning, look at the purpose of Highton Reserve and the feasibility of the Geelong Falcons remaining at this venue versus other options available to support the development of a talent pathway Centre of Excellence.	Medium	AFL Victoria	COGG, Geelong Falcons & State Government	AFL Barwon & Netball Victoria		

# STRATEGIC PRIORITY #5 - IMPLEMENTATION PLAN

Ensure programs and facilities cater for the diversity of participants that are attracted to our game/s

			STAKE	OLDER RESPONS	SIBILITY
SIRA	ATEGIC DIRECTIONS	TIMELINE	INITIATOR	DELIVERER	SUPPORTERS
5.1	LGAs, AFL Victoria, Netball Victoria and AFL Barwon actively lobby SRV for continuation of the CFNP.	Critical	AFL Victoria	AFL Victoria	Netball Victoria & LGA's
5.2	LGAs, AFL Victoria, Netball Victoria and AFL Barwon work collaboratively to plan and prioritise ground upgrades to minimum standards and then lighting upgrades to better accommodate growth in diversity.	Critical	AFL Barwon	AFL Barwon, LGAs & Clubs	AFL Victoria & Netball Victoria
5.3	AFL Barwon and AFL Victoria market the benefits of and actively support the implementation of female participation at the club level.	High	AFL Barwon	AFL Barwon & Clubs	AFL Victoria
5.4	AFL Barwon expand promotion of junior development programs to include multicultural and indigenous communities.	Medium	AFL Barwon	AFL Barwon	AFL Victoria, Netball Victoria & Clubs
5.5	Support Clubs to actively promote NAB AFL Auskick and NetSetGO opportunities outside their traditional player recruit base.	Medium	AFL Barwon	Clubs	AFL Victoria & Netball Victoria
5.6	LGAs to consider a clubs' commitment to diversity when prioritising facility upgrades.	Medium	LGAs	LGAs & Clubs	AFL Barwon, AFL Victoria and Netball Victoria
5.7	Consider using the Framework to Determine Funding Allocation (provided in Appendix 2) into future LGA planning and capital funding policies and programs.	Medium	AFL Victoria & LGAs	AFL Victoria & LGAs	AFL Barwon, Netball Victoria & Clubs
5.8	AFL Victoria and Netball Victoria support policy development and education to clubs to encourage and promote engagement with diverse communities.	Medium	AFL Victoria & LGAs	AFL Victoria & LGAs	AFL Barwon, Netball Victoria & Clubs

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# STRATEGIC PRIORITY #6 - IMPLEMENTATION PLAN

Continue to enhance the relationship between football / netball, government and community partners in planning and provision of facilities

STR	ATEGIC DIRECTIONS	TIMELINE	STAKEHOLDER RESPONSIBILITY					
STRA	TEGIC DIRECTIONS	TIMELINE	INITIATOR	DELIVERER	SUPPORTERS			
6.1	G21 LGAs, AFL Barwon and Netball Victoria establish a Regional Reference Group to review G21 and AFL Barwon Regional Strategy initiatives and guarantee a High collaborative approach to regional planning and addressing issues strategically across the region.		AFL Barwon	AFL Barwon & LGAs	AFL Victoria & Netball Victoria			
6.2	G21 LGAs continue to support AFL Victoria Local Government Forum held every two years.	High	AFL Victoria & LGAs	LGAs	AFL Barwon & Netball Victoria			
6.3	AFL Barwon implement recommendations from the AFLV Panel investigating player remuneration.	High	AFL Barwon	AFL Barwon	AFL Victoria & Netball Victoria			
6.4	G21 LGAs and AFL Barwon develop a strategy to address identified club growth including new club development where existing clubs are at player and facility capacity	High	AFL Barwon	AFL Barwon & LGAs	AFL Victoria & Netball Victoria			
6.5	AFL Victoria investigate options for the continuation and ongoing support of AFL Victoria FIP funding program beyond 2014.	High	AFL Victoria	AFL Victoria	AFL Barwon & Netball Victoria			
6.6	Initiate netball and football State of Play reports every two years, ensuring understanding and progress of sports development initiatives across the region	Medium	LGAs	AFL Barwon & LGAs	AFL Victoria & Netball Victoria			
6.7	AFL Barwon and clubs investigate the feasibility of a sinking fund to support infrastructure renewal across the region.	Medium	AFL Barwon	AFL Barwon & Clubs	AFL Victoria & Netball Victoria			

Appendix 1 |

# BARWON FOOTBALL AND NETBALL CLUB REGISTRATIONS BY PARTICIPATION CATEGORY, BY CLUB AND BY LGA IN THE G21 REGION (2013)

City of Greater Geelong Football-Netball Clubs	Football Senior	Football Colts	Football Junior	NAB AFL Auskick	Football Youth Girls	Football Total	Netball Senior	Netball Junior	Netball Modified	Netball AAA	Netball Total
Anakie Football Club	80	25	64	17	0	186	73	0	0	0	73
Barwon Heads Football Club	63	58	196	97	18	432	57	61	43	0	161
Bell Park Football Club	57	32	247	70	20	426	57	72	24	0	153
Bell Post Hill Football Club	69	28	27	15	0	139	80	0	0	0	80
Belmont Lions Football Club	77	22	70	7	0	176	98	0	0	0	98
Collendina Cobras Football Club	0	0	203	9	0	203	0	0	0	0	0
Corio Football Club	69	24	102	23	0	218	72	0	0	0	72
Drysdale Football Club	58	29	207	113	0	407	44	57	24	0	125
East Geelong Football Club	85	31	66	15	0	197	75	0	0	0	75
Geelong Amateur Football Club	68	31	280	0	0	379	56	54	14	0	124
Geelong West Sports Club	72	25	0	0	0	97	78	0	0	0	78
Geelong West St Peters Football Club	58	30	223	70	0	381	49	73	16	0	138
Grovedale Tigers Football Club	59	28	302	57	0	446	61	84	28	10	183
Lara Football Club	52	28	197	128	0	405	46	55	16	0	117
Leopold Football Club	58	60	207	103	19	447	51	81	50	0	182
Newcomb Power Football Netball Club	66	0	45	32	0	143	36	30	19	0	85
Newtown/Chilwell Football Club	64	40	268	47	20	439	61	85	32	0	178
North Geelong Football Club	71	27	87	12	0	197	70	0	0	0	70
North Shore Football Club	78	26	144	21	0	269	36	36	10	0	82
Ocean Grove Football Club	61	49	50	193	0	353	59	115	25	11	210
Portarlington Football Club	64	36	74	32	0	206	35	58	15	0	108
South Barwon Football Club	59	56	259	163	0	537	42	87	26	8	163
St Albans Football Club	54	32	168	49	0	303	41	37	21	0	99
St Josephs Football Club	68	35	317	57	0	477	46	83	22	6	157
St Marys Football Club	59	61	316	139	0	575	60	145	79	0	284
Thomson Football Club	75	0	83	16	0	174	64	0	0	0	64
Winchelsea NAB AFL Auskick	0	0	0	35	0	35	0	0	0	0	0
NAB AFL Auskick - Amateurs	0	0	0	244	0	244	0	0	0	0	0
NAB AFL Auskick - Barwon	0	0	0	64	0	64	0	0	0	0	0
NAB AFL Auskick - Belmont	0	0	0	26	0	26	0	0	0	0	0
NAB AFL Auskick - Cheetahs	0	0	0	20	0	20	0	0	0	0	0
NAB AFL Auskick - Kardinia	0	0	0	24	0	24	0	0	0	0	0
NAB AFL Auskick - Little River	0	0	0	31	0	31	0	0	0	0	0
NAB AFL Auskick - Nelson Park	0	0	0	29	0	29	0	0	0	0	0
NAB AFL Auskick - St Roberts	0	0	0	49	0	49	0	0	0	0	0
City of Greater Geelong Total	1644	813	4202	1998	77	8734	1447	1213	464	35	3159

*Note: Football Junior includes U17, U16, U14, U12, U10 and AK 9's-12's and Netball Modified includes NetSetGO and Modified Programs. **Wyndham City Council and the Corangamite Shire are adjacent to the G21 region.

G21 AND AFL BARWON | DRAFT REGIONAL STRATEGY | DECEMBER 2014

Surf Coast Shire Football-Netball Clubs	Football Senior	Football Colts	Football Junior	NAB AFL Auskick	Football Youth Girls	Football Total	Netball Senior	Netball Junior	Netball Modified	Netball AAA	Netball Total
Airey's Inlet Football Club	0	0	53	0	0	53	0	0	0	0	0
Anglesea Football Club	66	27	100	53	0	246	41	45	18	0	104
Lorne Football Club	63	0	25	25	0	113	35	20	5	10	70
Modewarre Football Club	67	32	128	58	21	306	53	36	50	0	139
Torquay Football Club	66	30	416	270	0	782	57	93	20	0	170
Winchelsea Football Club	68	26	64	0	0	158	68	0	0	0	68
Surf Coast Shire Total	330	115	786	406	21	1658	254	194	93	10	551
					Football						
Colac Otway Shire Football-Netball Clubs	Football Senior	Football Colts	Football Junior	NAB AFL Auskick	Youth Girls	Football Total	Netball Senior	Netball Junior	Netball Modified	Netball AAA	Netball Total
Alvie Football Club	62	0	44	0	0	106	34	33	1	2	70
Apollo Bay Football Club	74	0	39	45	0	158	37	31	1	11	80
Birregurra Football Club	67	0	48	25	0	140	37	30	1	1	69
Colac Football Club	53	28	27	0	0	108	43	52	3	0	98
Colac Imperials Football Club	71	0	48	0	0	119	35	35	4	0	74
Forrest Football Club	71	0	0	0	0	71	36	21	1	0	58
Irrewarra Beeac Football Club	72	0	44	0	0	116	32	29	0	0	61
Otway Districts Football Club	62	0	46	0	0	108	37	35	2	1	75
South Colac Football Club	62	0	48	0	0	110	30	29	0	0	59
Western Eagles Football Club	55	0	43	0	0	98	38	28	1	0	67
NAB AFL Auskick - Colac (Black)	0	0	0	55	0	55	0	0	0	0	0
NAB AFL Auskick - Colac (Gold)	0	0	0	65	0	65	0	0	0	0	0
NAB AFL Auskick - Colac (Blue)	0	0	0	65	0	65	0	0	0	0	0
NAB AFL Auskick - Colac (Red)	0	0	0	50	0	50	0	0	0	0	0
NAB AFL Auskick - Colac (Yellow)	0	0	0	65	0	65	0	0	0	0	0
Colac Mini League - Central	0	0	0	80	0	80	0	0	0	0	0
Colac Mini League - South	0	0	0	80	0	80	0	0	0	0	0
Colac Otway Shire Total	649	28	387	530	0	1594	359	323	14	15	711
Golden Plains Shire Football-Netball Clubs	Football Senior	Football Colts	Football Junior	NAB AFL Auskick	Football Youth Girls	Football Total	Netball Senior	Netball Junior	Netball Modified	Netball AAA	Netball Total
Bannockburn Football Club	70	22	144	80	0	316	83	0	0	0	83
Inverleigh Football Club	74	0	23	41	0	138	74	0	0	0	74
Inverleigh Junior Football Club	0	0	22	0	0	22	0	0	0	0	0
Lethbridge Junior Football Club	0	0	22	0	0	22	0	0	0	0	0
Meredith Junior Football Club	0	0	22	0	0	22	0	0	0	0	0
Teesdale Junior Football Club	0	0	22	20	0	42	0	0	0	0	0
Golden Plains Shire Total	144	22	255	141	0	562	157	0	0	0	157
Borough of Queenscliffe Football-Netball Clubs	Football Senior	Football Colts	Football Junior	NAB AFL Auskick	Football Youth	Football Total	Netball Senior	Netball Junior	Netball Modified	Netball AAA	Netball Total
Queenscliff Football Club	66		107	68	Girls			67	25	0	148
Borough of Queenscliffe Total	66	42 42	107	68	0 <b>0</b>	283 283	56 56	67	25	0	148
Corangamite Shire ** (adjacent to G21 region)	Football	Football	Football	NAB AFL	Football Youth	Football	Netball	Netball	Netball	Netball	Netball
Football-Netball Club	Senior	Colts	Junior	Auskick	Girls	Total	Senior	Junior	Modified	AAA	Total
Simpson Football Club	56	0	50	75	0	181	30	31	21	0	82
Corangamite Shire Total	56	0	50	75	0	181	30	31	21	0	82
Wyndham City ** (adjacent to G21 region) Football-Netball Club	Football Senior	Football Colts	Football Junior	NAB AFL Auskick	Football Youth Girls	Football Total	Netball Senior	Netball Junior	Netball Modified	Netball AAA	Netball Total
Werribee Centrals Football Club	77	0	0	0	0	77	63	0	0	0	63
Wyndham City Total	77	0	0	0	0	77	63	0	0	0	63
G21 region Total	2966	1020	5787	3218	98	13089	2366	1828	617	60	4871

^{*}Note: Football Junior includes U17, U16, U14, U12, U10 and 9's-12's and Netball Modified includes NetSetGO and Modified Programs. **Wyndham City Council and Corangamite Shire are adjacent to the G21 region.

# Appendix 2 |

# PROPOSED FRAMEWORK TO PRIORITISE FUNDING ALLOCATION

Core Football / Netball Facility Provision Requirements

Legend: ✓✓ Must Have ✓ Might Have x Should Not Have xx Must Not Have

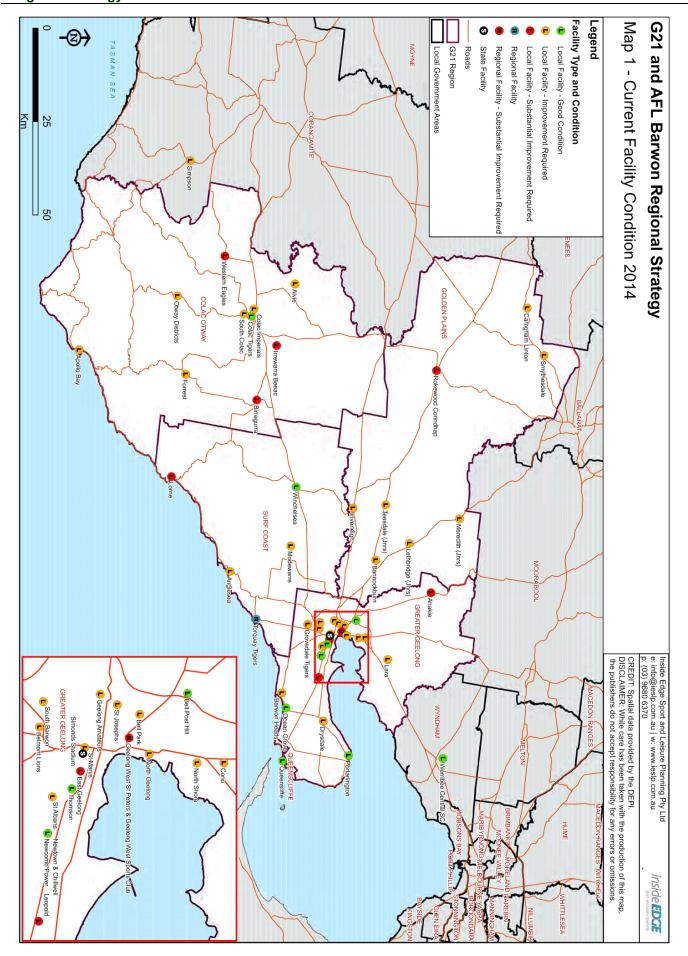
COMPONENT / CAPABILITY	REGIONAL FACILITY	FINALS VENUE	LOCAL FACILITY (FOOTBALL/NETBALL CLUB)
Main pavilion in good condition (accessible / multi-use / suitable space)	44	44	44
Ground surface and drainage system in good condition (meet minimum standards)	**	**	**
Cricket wicket	Turf wicket well maintained or synthetic wicket	Turf wicket well maintained or synthetic wicket	Turf wicket well maintained or synthetic wicket
Watering system – automatic irrigation	44	<b>✓</b>	*
Unisex capability within change rooms	44	44	*
Fencing around oval	44	44	*
Fencing around site	44	44	*
Sports lighting - football	>150 lux (300 lux for VFL)	150 lux	Minimum 50 lux
Venue management	LGA / AFLB	LGA / AFLB	Club
Sports lighting – netball	200 Lux	200 lux	100 lux
Number of netball courts	2	2	2
Separate change rooms with showers / toilets at netball facility	44	44	<b>4</b> 4

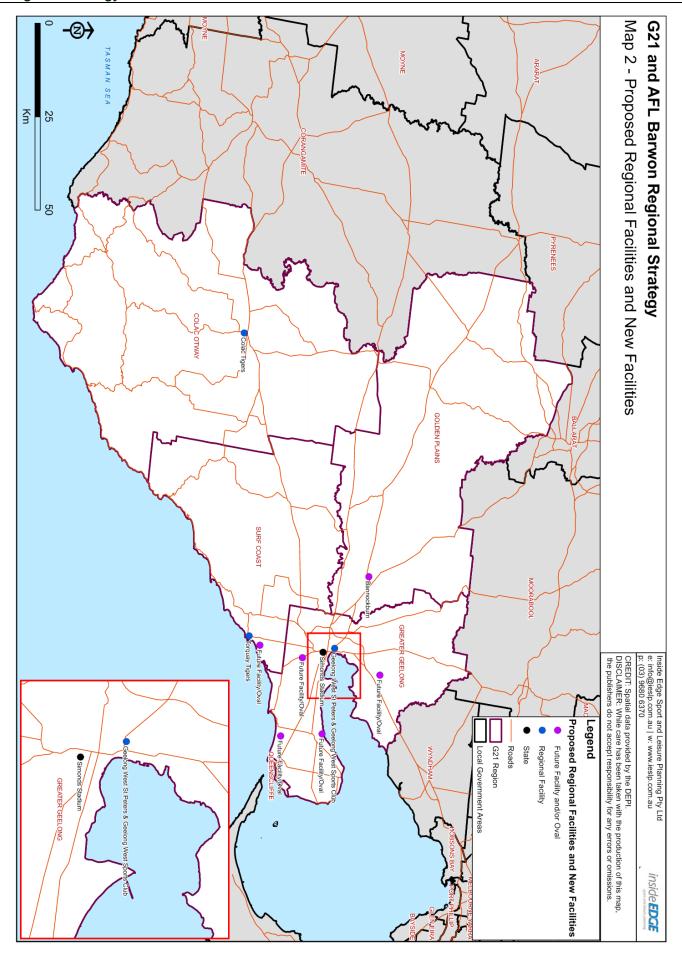
Framework to be read in conjunction with AFL Preferred Facilities Guidelines 2012 and Netball Victoria Facilities Requirements Manual 2013

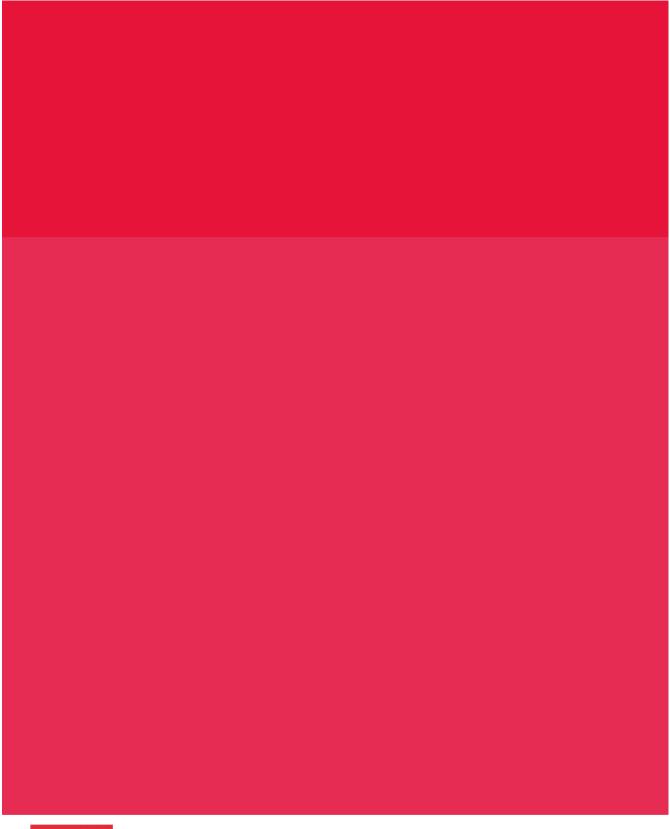
# PROPOSED FRAMEWORK TO PRIORITISE FUNDING ALLOCATION

Club management and governance ratings to support funding allocation

COMPONENT / CAPABILITY	WEIGHTING	CLUB RATING
Club has a detailed five year strategic plan	20	
Club has the ability to financially co-contribute to identified infrastructure upgrade	20	
Club produces and operates to an annual budget	10	
Club actively participates in annual AFLB Club Health Checks and implements Action Plans	10	
Club has implemented the required policies and procedures as set by AFL Victoria, AFL Barwon, Netball Victoria and LGAs	10	
Club supports a youth / female football team	5	
Club supports junior teams	5	
Club supports Auskick program	5	
Club supports an access all abilities team (football or netball)	5	
Club actively participates in AFLB training and club development	3	
Club is financially up to date with relevant council accounts	3	
Club has position descriptions for key club volunteers	2	
Club has identified links to local schools	2	
Total	100	/100









PO Box 4078 TEL +61 3 5227 4000
131 Myers Street FAX +61 3 5224 2594
Geelong Victoria 3220 EMAIL G21info@g21.com.au

www.g21.com.au



Colac Otway Shire Municipal Emergency Management Plan 2014 - 2017

Version 2.4 - 14 November 2014

Colac Otway Shire Municipal Emergency Management Plan

Part 1 - INTRODUCTION

#### **Document Title**

Colac Otway Shire Municipal Emergency Management Plan

#### Disclaimer

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

# **Document Status and Amendment History**

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

Colac Otway Shire Municipal Emergency Management Plan

Part 1 - INTRODUCTION

#### **Foreword**

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

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

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

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

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

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

Sue Wilkinson Chief Executive Officer Colac Otway Shire Municipal Emergency Management Plan

Part 1 - INTRODUCTION

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Part 1 - INTRODUCTION

# **COMMUNITY EMERGENCY CONTACT LIST**

EMERGENCY	24 HOUR CONTACT	WEBSITE
RESPONSE		
Ambulance	000	www.ambulance.vic.gov.au
Australian Red Cross	1800 232 969	www.redcross.vic.gov.au
Coast Guard (Geelong)	03 5278 8440	www.coastguard.com.au
Colac Otway Shire	03 5232 9400	inq@colacotway.vic.gov.au
Fire	000	www.cfa.vic.gov.au
Flood / Storm	13 25 00	www.ses.vic.gov.au
Life Saving Victoria	13 78 73	www.lifesavingvictoria.com.au
Police	000	www.police.vic.gov.au
SES	13 25 00	www.ses.vic.gov.au
Vic Roads	13 11 70	www.vicroads.vic.gov.au
Water Police	1800 135 729	www.police.vic.gov.au
HOSPITALS		
Colac Area Health	03 5232 5100	www.swarh2.com.au/cah
Apollo Bay Hospital (Otway Health & Community Services)	03 5237 8500	www.otwayhealth.com.au
ENVIRONMENTAL POLLUTION		
EPA Victoria	1300 372 842	www.epa.vic.gov.au
EPA Regional Emergency Response	0477 755 004	www.epa.vic.gov.au
UTILITIES		
Barwon Water	1300 656 007	www.barwonwater.vic.gov.au
Wannon Water	1300 926 666 1300 926 668 (AH)	www.wannonwater.com.au
Electricity – Powercor	13 24 12	www.powercor.com.au
Gas – SP AusNet	136707	www.sp-ausnet.com.au
Telecommunications - Telstra	13 22 03	www.telstra.com.au
OTHER		
Work Safe Victoria	13 23 60	www.worksafe.vic.gov.au
Parks Victoria	13 19 63	http://parkweb.vic.gov.au/

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Part 1 - INTRODUCTION

# PART 1 – INTRODUCTION

# 1.1 Agency and Municipal Council Endorsement

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

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

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

This Plan was endorsed by the Colac Otway Shire MEMPC on the 15th day of May 2014

By the Chief Exec	of the Colac Otway Shire Council utive Officer astrument of delegation	,
Dated	in the presence of:	,

## 1.2 Audit Report

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

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

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

A copy of the most recent Audit Report can be found in Councils Records Management system; (TRIM: D14/73396).

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

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

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

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Figure 1 - Certificate of Audit



Part 1 - INTRODUCTION

#### 1.3 Aim

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

# 1.4 Objectives

The objectives of the Colac Otway Shire MEMP are to:

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

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

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

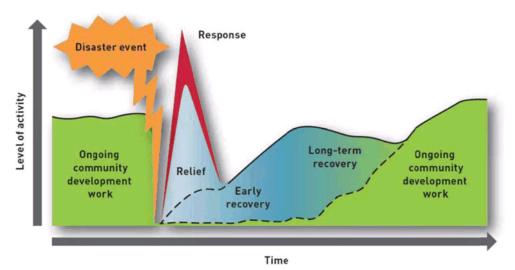
Be integrated (involve all people and relevant agencies): The management of emergencies is a shared responsibility involving many people and organisations in the community. It is not something done by one sector of the community to or for the rest of society, although some organisations have specialist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

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

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

Part 1 - INTRODUCTION

Figure 2 - Time Sequence of Emergency Management Activities



Source: Australian Emergency Management – Community Recovery - Handbook 2

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

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

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

# 1.5 Purpose of the Plan

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

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

Plans:

## MEMP sub plans

- Colac Otway Fire Management Plan
- Colac Otway Shire Relief and Recovery Plan
- Birregurra Sub Flood Plan
- Neighbourhood Safer Places Plan
- Community Emergency Risk Assessment

#### Municipal (Council plans and strategies):

• Influenza Pandemic Plan – DRAFT

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- Colac Otway Municipal Public Health and Wellbeing Plan 2013-2017
- · Colac Otway Shire Heatwave Plan
- Business Continuity Plan
- Risk Management Policy

#### Other relevant plans and strategies:

- Regional Coordination Plan Blue Green Algae Barwon Water
- Road Safety Strategy (VicRoads)
- The Victorian Heatwave Strategy (Department of Health)
- Victorian Human Influenza Pandemic Plan (Department of Health)
- Biosecurity Strategy for Victoria (Department of Environment & Primary Industries)
- Community Information Guides (formerly township Protection Plans CFA)
- Barwon South West Regional Strategic Fire Management Plan (IFMP)
- Barwon South West Regional Emergency Response Plan
- Regional Emergency Recovery Plan Barwon South West
- Regional Strategic Fire Management Plan (IFMP)
- FloodSafe (VICSES)
- StormSafe (VICSES)

#### Operational guidelines and documents

- Municipal Emergency Coordination Centre Operations Plan
- Safety and Environment Management Plan Port of Apollo Bay

# 1.5.1 Updates (sub-plans, operational plans and strategies)

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

# 1.5.2 Public access

An edited version of this plan, omitting all contact names, numbers and confidential information, is available on the Colac Otway Shire Council website <a href="www.colacotway.vic.gov.au">www.colacotway.vic.gov.au</a>, the Municipal Library and the State Library of Victoria.

#### 1.5.3 Privacy

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

PART 2 - BACKGROUND

# PART 2 – BACKGROUND

#### 2.1 Context

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

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

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

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

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

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

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

# 2.2 Topography

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

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

## 2.2.1 Environmental Values

The Shire contains some of the most significant environmental assets found in Australia. The municipality has an extensive network of water bodies, some of which are Ramsar listed (i.e. of international significance). In addition, the Shire has over 300 km of very high conservation roadside reserves, as well as approximately 100 km of the internationally recognised Great Ocean Road. This

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spectacular coastal environment includes not only the coastal dunes and estuaries but also the marine environment.

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

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

#### Victorian Volcanic Plain (VVP) Bioregion

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

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

#### Warrnambool Plain (WP) Bioregion

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

#### Otway Plain (OP) Bioregion

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

# Otway Ranges (OR) Bioregion

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

#### **Environment Assets**

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

A large proportion of the Otway Ranges bioregion is protected by being in the Great Otway National Park. This ensures protection of many high value waterways that flow to the sea from the Otway

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Ranges. However it is worth noting that the Ramsar Lakes located in the VVP bioregion are surrounded by farm land. Therefore these environmental assets face more significant threat of degradation than those located within the national park.

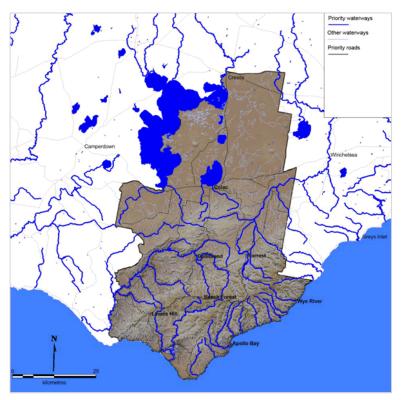
# 2.2.2 Major rivers, lakes, creeks and reservoirs

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

Figure 3 - Table of Waterways within Colac Otway Shire

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

Figure 4 - Map of Waterways within Colac Otway Shire



To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for priority waterways within Colac Otway Shire. Click HERE

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

#### 2.3 Infrastructure

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

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#### 2.3.1 Major Roads

Major roads within Colac Otway Shire include:

- Princes Highway
- **Great Ocean Road**
- Hamilton Highway
- Colac-Ballarat Road
- Colac-Apollo Bay Road
- Colac-Lavers Hill Road
- Carlisle River Road
- Cobden Road

Figure 5 - Map of Road Network within Colac Otway Shire



To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for the road network within Colac Otway Shire. Click HERE

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

# 2.3.2 Rail

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

#### 2.4 Industry

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

Tourism is an important industry, especially in the southern section along the Great Ocean Road. The Shire has two main townships, with many small villages and localities. The only city is Colac, which

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serves as an administrative, retail and commercial centre. The other major township is Apollo Bay, which serves as the major tourism centre.

The five major industry sectors are:

- Health Care and Social Assistance (1,133 persons or 13.7%)
- Manufacturing (1,048 persons or 12.7%)
- Agriculture, Forestry & Fishing (993 persons or 12.0%)
- Retail Trade (843 persons or 10.2%)
- Tourism (693 persons or 8.4%)

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

# 2.5 Demography

The Shire is a cool temperature zone with the temperature averaging 26°C in summer and 12°C in winter. The average annual rainfall is 722mm for Colac and 2000mm for Weeaproinah.

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

Figure 6 - Population Distribution throughout Colac Otway Shire

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

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

Colac Otway shire's population increases considerably during the summer and school holiday periods. For the year ended December 2013 the Shire received 372,000 overnight visitors. Holiday or leisure was the largest purpose for the visits (>85%), followed by friend and family visits and business visits.

Domestic day trip travel to the Shire during the same period was 301,000 visitors. The Great Ocean Road seaside locations (Apollo Bay, Skenes Creek, Wye River / Separation Creek and Kennett River) along with the forests of the Otway National Park are traditionally the main areas of visitation. (Source: Data Insights Visitation Report, Dec 2013)

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The resident population in Colac Otway Shire is forecast to grow to 25,120 by 2031 with the lower third of the Shire (Great Ocean Rd and Otway districts) expected to increase by 35% during this time.

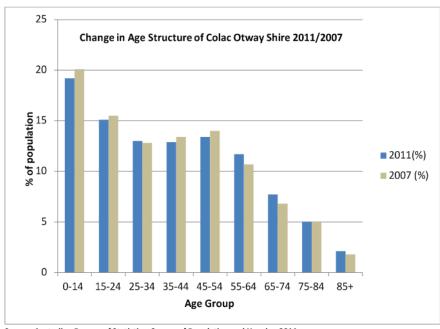
The following table and graph show the change in age structure of people in Colac Otway Shire between 2007 and 2011. It also shows that the median age of people in Colac Otway Shire in 2011 was 42 years, children aged 0-14 years made up 18.9% of the population and people aged 65 years and over made up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

Figure 7 - Age Structure for Colac Otway Shire 2011

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

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

Figure 8 - Change in Age Structure Colac Otway Shire 2011/2017



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

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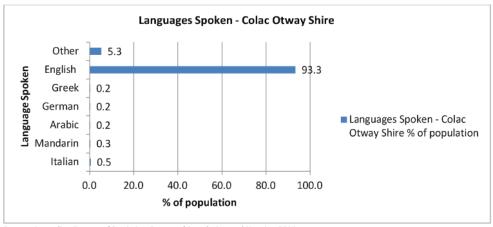
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Figure 9 - Languages Spoken by Colac Otway Shire Residents

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

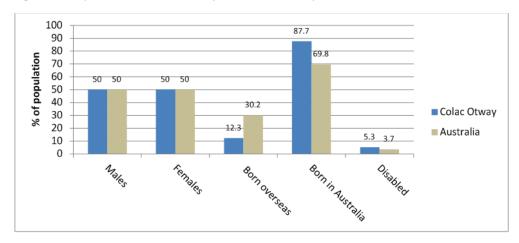
Source: Australian Bureau of Statistics. Census of Population and Housing 2011.

Figure 10 - Languages Spoken in Colac Otway Shire - % Population



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

Figure 11 - Population breakdown comparison Colac Otway Shire/Australia



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

# 2.5.1 Special Needs Groups

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

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#### 2.6 Vulnerable Persons

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

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

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

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

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

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

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

The Vulnerable Persons in Emergency Policy (Nov 2012) has been jointly developed by the Department of Human Services and the Department of Health, to address key elements of Recommendation 3 of Victorian Bushfires Royal Commission Final Report relating to vulnerable people, and associated recommendations.

#### 2.6.1 Vulnerable Persons Register

Colac Otway Shire Council coordinates a local Vulnerable Persons Register as per Department of Human Services (DHS) guidelines. Council has identified vulnerable individuals across the municipality through Health and Community Care (HACC) services. A database of these individuals is maintained through the municipal council administered CrisisWorks (formerly MECC Central) emergency management system.

Funded agencies are responsible for entering and maintaining information for any of their clients who have been identified as vulnerable. The *Vulnerable Persons Registers* is accessible to authorised Victoria Police representatives, for consideration in planning and exercising, and for responding to emergencies.

#### 2.6.2 Facilities Register - Vulnerable People

Council maintains a register of facilities, where vulnerable people are likely to be found, for example, aged care facilities, hospitals, schools and childcare centres. This list is provided in <a href="Appendix 5 - Register of Facilities - Vulnerable People">Appendix 5 - Register of Facilities - Vulnerable People</a>.

# 2.7 Maps

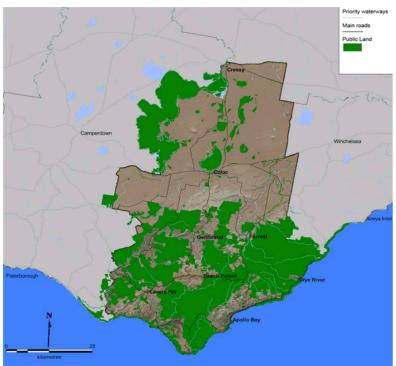
A set of maps detailing the area covered by this plan can be found at <a href="http://www.ubspatial.com.au/cos/">http://www.ubspatial.com.au/cos/</a> alternatively refer to Spatial Visions VICMAP Book South West Region for a complete coverage of Colac Otway Shire.

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Figure 12 - Map Showing Public Land within Colac Otway Shire



To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for public land within Colac Otway Shire. Click HERE

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

#### 2.7.1 Access to GIS Mapping

Colac Otway shire uses a variety of GIS Mapping systems

- i) MapInfo Pro and MapInfo Exponare for internal use
- ii) Colac Otway Shire Interoperable WebGIS portal for internal and public use

Emergency management staff have received training and have full access to a combination of these systems. CrisisWorks, a WebGIS portal used by many other local government organisations, is the main mapping tool to be used in the Municipal Emergency Coordination Centre. An additional WebGIS product developed by DEPI and the CFA, eMAP will also be available for use in the Municipal Emergency Coordination Centre. Contact details for Councils GIS Coordinator are included in Appendix 1.

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



Source: TBD - Colac Otway Shire - Chris Cook 2004

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# 2.8 History of Emergencies

History shows that the Shire is prone to fires both in the grasslands in the north and the forested areas throughout the south. From early in the century the Shire has suffered significant losses of life, property and livestock in the significant fires of 1919, 1939, 1944, 1977 and the Ash Wednesday Fire of 1983.

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

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

# 2.8.1 Major Fires in Colac Otway Shire

Figure 14 - Major Fire History for Colac Otway Shire

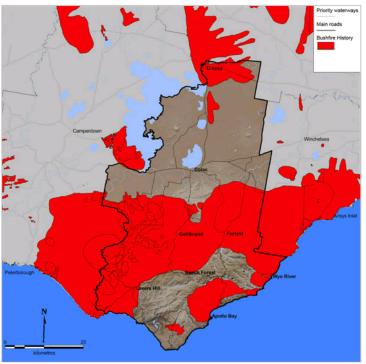
Date	Event
6 February 1851	Black Thursday: fires covered a quarter of Victoria, including country between Geelong and Ballarat.
4-5 January 1886	Major fires in the Otway Ranges, Colac and Heytesbury regions.
1914	Major fires in the Otway Ranges, Beech Forest and areas south of Colac.
1 February - 1 March 1919	Major fires in the Otway Ranges: three fatalities, many homes destroyed and large areas of forest burnt.
24 November 1919	Fires destroy 120,000 ha in the Otway Ranges and Grampians.
January-February 1932	Widespread fires including Beech Forest, Cape Otway & Benwerrin
13 January 1939	Black Friday: major fires recorded in the Otway Ranges and many other parts of Victoria.
14 January – 14 February 1944	Major fires across Western District: 15-20 fatalities.
16 January 1962	Fires in Otway Ranges: 2,024 ha. destroyed.
21 February 1965	Fires in Otway Ranges: 12,000 ha. destroyed.
23 November 1966	Fires in the Otway Ranges, Modewarre, Wurdale and Anglesea -15,000 ha. destroyed.
11 Jan 1968	Fire in South Colac - 810 ha. destroyed.
6 Feb 1968	Fire on north side of Lorne: 1215 ha. destroyed.
12 February 1977	Grass fires in Cressy destroy 42,000 ha. Three fatalities recorded, 10 homes lost and other buildings destroyed. Grass fires in Werneth destroyed the State School, tennis centre and a large number of outbuildings. Beeac fire destroyed 1500 ha.
16 February 1983	Ash Wednesday: Major fires originating at Deans Marsh result in 3 fatalities, the loss of approximately 41000 ha (mainly forest) and the destruction of 729 dwellings.
2 February 2001	Wingeel Plains Fires destroyed 2000 ha.
15 September 2002	Chapple Vale fire destroyed 786 ha.
Source: Colac Otway Fire Management	t Plan Version 9

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PART 2 – BACKGROUND

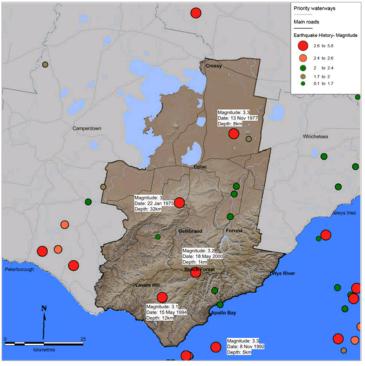
Figure 15 - Map Showing Bushfire History for Colac Otway Shire



To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for bushfire history within Colac Otway Shire. Click HERE

Source: FIRE_HISTORY – Department of Environment and Primary Industries – 27/12/2013

Figure 16 - Map Showing Earthquake History for Colac Otway Shire



To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for earthquake history within Colac Otway Shire. Click HERE

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

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PART 3 - PLANNING ARRANGEMENTS

# PART 3 – PLANNING ARRANGEMENTS

#### 3.1 Introduction

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

Many of the positions are requirements under the *Emergency Management Act 1986 and the Emergency Management Act 2013*; however the primary purpose of any position or arrangement is to meet the needs of emergency affected communities.

# 3.2 Municipal Emergency Management Functions

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

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

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

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

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

# 3.3 Victorian Arrangements

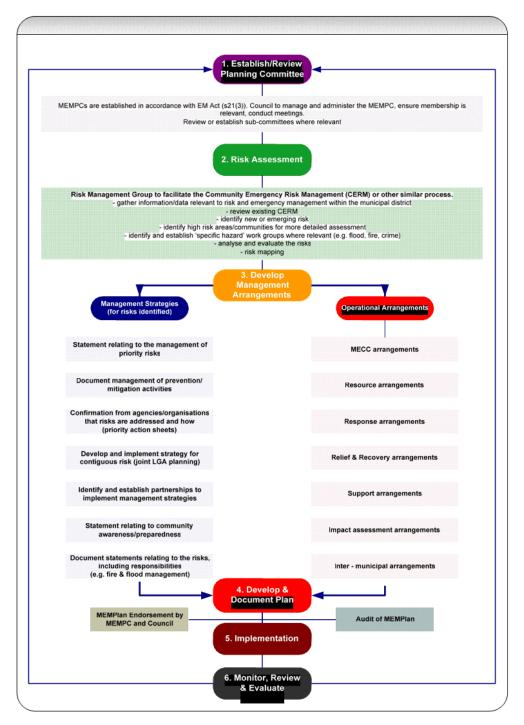
In Victoria, emergency management planning is conducted at three levels, State, regional and municipal. The State emergency management and planning committee structure is currently being updated in line with Victoria's Emergency Management Reform.

# 3.4 Emergency Management Planning Process

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

PART 3 - PLANNING ARRANGEMENTS

Figure 17 - Detailed Municipal Emergency Management Planning Process



Source: Part 6 EMMV

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PART 3 – PLANNING ARRANGEMENTS

#### 3.5 Municipal Emergency Management Planning Committee

The Colac Otway Shire MEMPC has been established pursuant to Sections 21(3).of the Emergency Management Act 1986 and the Emergency Management Act 2013.

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

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

#### 3.5.1 Role of the Municipal Emergency Management Planning Committee

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

The MEMPC is required to prepare the Municipal Emergency Management Plan as per the Emergency Management Act 1986 and the Emergency Management Act 2013, Section 21(4), which documents response and recovery operational arrangements, and to ensure all the subjects listed in the plan outline are investigated and adequately provided for. The ongoing role of the committee is to:

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

The MEMPC does not have a direct role in the management of emergencies. The MEMPC is chaired by the Municipal Emergency Manager and the Executive Officer role is undertaken by Councils Municipal Emergency Management Coordinator.

#### 3.5.2 MEMPC Terms of Reference

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

## 3.5.3 MEMPC Membership

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

- Victoria Police (VICPOL) Municipal Emergency Response Coordinator (MERC) and Regional Emergency Management Inspector (REMI).
- Vitoria State Emergency Service (VICSES) South West Region.
- Country Fire Authority (CFA) District 6.
- Department of Human Services (DHS).
- Colac Otway Shire MEM, MERO, MRM, MFPO and nominated Councillors.
- Ambulance Victoria (AV).
- Department of Environment and Primary Industries (DEPI).
- Powercor.
- · Barwon Water.
- VicRoads South West Region.

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· Parks Victoria.

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

- Wannon Water.
- · Colac Area Health.
- Red Cross.
- Telstra.
- · Department of Transport.
- V/Line.
- Gas Authorities.
- · Environment Protection Authority.

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

Figure 18 - Colac Otway Shire Emergency Management Committee Structure



# 3.5.4 Frequency of Municipal Emergency Management Planning Committee Meetings

The MEMPC has determined that the committee shall meet at least four times each year. The meetings are held on the third Thursday in February, May, August and November of each year at Colac Otway Performing Arts Cultural Centre (COPACC), Rae Street, Colac.

Extraordinary meetings may be called by the MERO as required following a major emergency event, exercises, identification of a significant new risk, organisational change or legislative changes, EMMV reviews and or updates. A record of MEMPC meetings is provided at <a href="Appendix 7">Appendix 7</a> — Meeting and Training Log

# 3.6 MEMPC Specialist Sub-Committees

The MEMPC Committee has four specialist sub-committees currently undertaking specific work.

1. Municipal Fire Management Planning Committee (MFMPC) – ToR TRIM: D13/14125

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PART 3 - PLANNING ARRANGEMENTS

- Responsible for development and review of the Municipal Fire Management Plan (MFMP).
- 2. Cross Council Relief and Recovery Sub-committee. ToR TRIM: D12/59707
  - a. Responsible for the development of Relief and Recovery Plans that address:
    - i. Roles and responsibilities of three councils.
    - ii. Planning and preparedness.
    - iii. Activation processes.
    - iv. Support arrangements.
- 3. Events Sub-Committee ToR TRIM: D13/41205
  - Responsible for reviewing the CFA/DEPI Event Management and Wildfire Trial Guidelines.
  - b. Overseeing broader emergency management for events.
- 4. Community Emergency Risk Assessment (CERA) Working Group
  - a. Responsible for the development and review of the CERA.

# 3.7 Emergency Management Group (EMG)

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

The EMG comprises:

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

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

# 3.8 Environment and Community Safety Unit

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

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

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

The E&CS Unit works closely with the Municipal Emergency Resource Officer (MERO), Municipal Recovery Manager (MRM), Municipal Emergency Response Coordinator (MERC), and key stakeholders to develop plans and prepare for emergency events.

PART 3 - PLANNING ARRANGEMENTS

## 3.9 Audit Requirements for the Plan

#### 3.9.1 Purpose of the Audit

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

#### 3.9.2 Audit of the Plan

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

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

## 3.9.3 Response to Audit

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

#### 3.10 Maintenance Review and Testing of the Plan

#### 3.10.1 Authority

This Plan was developed by the Colac Otway Shire MEMPC, formed under the authority of the Colac Otway Shire Council, pursuant to *Part 4, Section 20* of the *Emergency Management Act 1986 and the Emergency Management Act 2013*.

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

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

#### 3.10.2 Review of the Plan

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

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

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

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

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

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

Amendments will be distributed via hardcopy or CD in the mail either as inserts into sections or as a complete document depending on the nature and number of the amendments undertaken. Amendment distributions to those organisations listed in the distribution list, as provided in <a href="https://document.com/Appendix8">Appendix8 - MEMP Distribution List</a> will be accompanied by a confirmation letter to be signed and returned by the recipient confirming that the amendment has been received and administered into their copy of the Plan.

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

#### 3.10.3 Testing and Exercising of the Plan

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

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

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

#### 3.11 Planning Across Boundaries

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

At a local level, communication of identified risks across municipally boundaries take place through provision of MEMP plans to municipalities that border Colac Otway Shire. Every opportunity is taken to include bordering shires with fire management planning and MEMP relief and recovery exercises and to make contact with those municipalities if new risks are identified that may impact them.

#### **Neighbouring Councils**

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

PART 4 - PREVETNION/MITIGATION ARRANGEMENTS

# PART 4 – PREVENTION/MITIGATION ARRANGEMENTS

## 4.1 Introduction

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

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

The Colac Otway Shire MEMPC developed the Community Emergency Risk Management Workbook in 2000 and maintained this in accordance with the EMMV Part 6. A hazard analysis and risk assessment of perceived threats to the municipality was conducted. The process resulted in a risk register, which identifies risks, has an analysis and evaluation of the risks, and shows risk treatments. The community was involved via a process of communication and consultation.

As at May 2014 the Community Emergency Risk Assessment (CERA) process has commenced and will be completed with guidance from Victoria Emergency Service (VicSES).

# 4.2 Community Emergency Risk Assessment

#### 4.2.1 Introduction

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

The Community Emergency Risk Assessment, developed by VicSES, provides the MEMPC with a framework for considering and improving the safety and resilience of the community from hazards and emergencies.

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

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

#### 4.2.2 Aim

The CERA process is designed to systematically identify hazards, determine risks and prioritise actions to reduce the likelihood and effects of an emergency.

# 4.2.3 Background

The CERA process had evolved from the Community Emergency Risk Management (CERM) process. The CERM process has been used in the development of previous iterations of the Colac Otway Municipal Emergency Management Plans. CERA is consistent with ISO 3100:2009 Risk Management Principles and Guidelines. It has been developed to align to the National Emergency Risk Assessment Guidelines (NERAG). Further information can be found at <a href="http://ses.vic.gov.au/">http://ses.vic.gov.au/</a>

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The Colac Otway Shire MEMPC is currently in a transitioning phase from the CERM to the CERA and this section of the MEMP and Appendix 7 – Community Emergency Risk Assessment Plan will be updated accordingly once the transition is complete.

#### 4.2.4 Development of Colac Otway Shire CERA

The CERA process comprises a five step framework which includes Risk Assessment and Risk Treatment and has replaced the Community Emergency Risk Management (CERM) Plan.

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

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

#### Step 1 - Establish the Content

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

#### Step 2 - Identify Emergency Risks

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

#### Step 3 - Analyse Emergency Risks

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

#### Step 4 - Evaluate Emergency Risks

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

## Step 5 - Treat Emergency Risks

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

Given the combination of the municipality's geomorphology, history of natural disasters and the socio-demographic trends in its communities, the Colac Otway shire municipality potentially

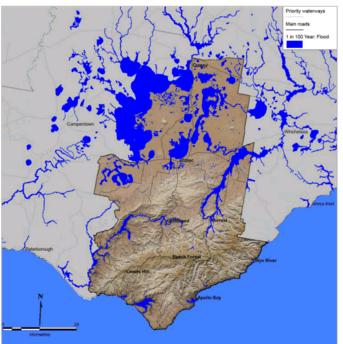
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faces significant issues in the event of a natural or man-made disaster. The following maps provide a pictorial view of some of the risks faced by Colac Otway shire.

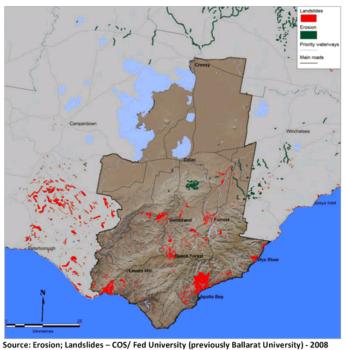
Figure 19 - Priority Waterways and 1 in 100 Year Flood Mapping



To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for 1 in 100 year flooding within Colac Otway Shire.
Click HERE

Source: EXTENT_200Y_ARI – Department of Environment and Primary Industries – 18/10/2013

Figure 20 - Identified Landslide and Erosion Potential



To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for erosion and landslide history within Colac Otway Shire.

Click HERE

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

Figure 21 - CERA hazard residual risk rating table

Colac	Colac-Otway Shire Council				
0 January 1900					
Code	Risk Confidenc		Residual Risk Rating		
BF-L	Bushfire - large, regional	Select	High		
Te-01	Fire - (Residential / Industrial)	Select	High		
Te-MF	Marine Pollution	Select	Medium		
LS	Landslip	Select	Medium		
N-O	Severe Weather	Select	Medium		
N-O3	Drought	Select	High		
SF-BL	Structural Failure - Building	Select	High		
Te-O3	Hazourdous Materials (spill / Leal	Select	Medium		
N-O2	Flooding	Select	Medium		
SS	Storm Surge	Select	Medium		
Te-O2	Air Pollution	Select	Medium		
ΕQ	Earthquake	Select	High		
BO	Bombing / Explosion	Select	High		
T-01	Transport Accident	Select	High		
ET-HV	Extreme Temperatures - Heatway	Select	Medium		
I-O1	Infrastructure Failure	Select	Medium		
SF-P	Structural Failure - Dam	Select	Medium		
HE	Human Epidemic / Pandemic	Select	High		
		Select	_		
		Select			

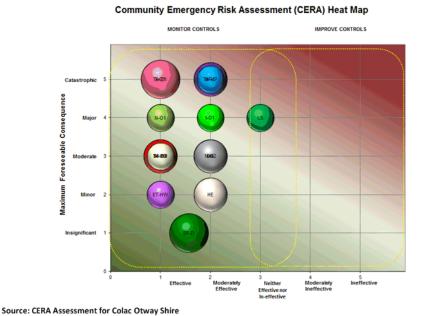
Note: Size of bubble reflects level of residual likelihood

Source: CERA Assessment for Colac Otway Shire

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

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

Figure 22 – CERA heat map



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#### 4.2.5 Monitoring and Review

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

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

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

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

# 4.3 Hazard, Exposure, Vulnerability and Resilience

#### 4.3.1 Hazard

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

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

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

# 4.3.2 Exposure

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

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

#### 4.3.3 Vulnerability

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

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

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

#### 4.3.4 Resilience

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

#### 4.4 Prevention

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

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

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

- Municipal Fire Prevention Plan.
- Municipal Fire Management Plan.
- · Annual Fire Prevention Program.
- Public Health and Wellbeing Plan.
- Department of Environment and Primary Industries Fire Operations Plan.

#### 4.5 Preparedness

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

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

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

- Exercises and training.
- · Community Information Guides.
- Municipal Relief and Recovery Plan.
- Municipal Neighbourhood Safer Places Plan (MNSPP).

# 4.6 Community Education

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

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

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

- · Council services.
- · Emergency Management Planning.
- Current event information.
- Neighbourhood Safer Places.
- Public health.
- Municipal Emergency Management Plan.
- Community Emergency risk Assessment.
- Fire Prevention.
- Business Continuity.
- Recovery Activities
- Planned meetings and activities.

The Colac Otway Shire has developed a Community Engagement Policy which will provide direction for engagement with the community pre, during and post emergency events. (TRIM: D12/20796)

PART 5 - RESPONSE ARRANGEMENTS

# PART 5 – RESPONSE ARRANGEMENTS

#### 5.1 Introduction

The Emergency Management Manual Victoria (EMMV) defines Emergency Response as responding to emergencies and their effects by using resources effectively and providing immediate rescue and relief services.

The State Emergency Response Plan (included in the EMMV) details the response management arrangements for Victoria. Those arrangements are applicable at all levels, State, Regional and municipal. Included in the arrangements are definitions of Command, Control and Coordination, the identification of Control and Support Agencies for specific emergencies and the role of local government.

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

#### 5.2 Command Control and Coordination

Victoria bases its emergency response arrangement on the management functions of control, command and coordination, broadly described as follows:

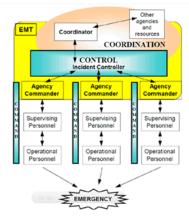
- Control the overall direction of response activities in an emergency, operating horizontally across agencies.
- Command the internal direction of personnel and resources of an agency, operating vertically within the agency.
- Coordination the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

The control function is responsible for emergency response activities and the command and coordination functions provide support to those performing the control function. These functions are illustrated in the following figure.

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

- The consequences of the emergency are managed; and
- There is communication that meets the information needs of communities, Government, agencies and business.

Figure 23 - Emergency Response Management Arrangements at an Incident.



Source: Part 3 EMMV

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# 5.3 Emergency Management Commissioner (EMC)

#### 5.3.1 Primary functions of the EMC

Section 32 of the EM Act 2013 lists the primary functions of the Emergency Management Commissioner (EMC).

The EMC functions include accountability for ensuring the response to emergencies in Victoria is systematic and coordinated.

Section 33 of the EM Act 2013 gives the EMC the power to do all things that are necessary or convenient to be done for or in connection with, the performance of the functions of the EMC.

#### 5.3.2 The emergency response function of the EMC

The EMC will lead the response to major emergencies in Victoria, ensuring that the control, command, coordination, consequence management, communication and recovery functions are integrated and effective. Further information on the role and functions of the EMC can be found in Part 23 of the EMMV.

# 5.4 Control and the Principals of Control

Control is the overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to emergency situations/incidents and operates horizontally across agencies. The following principles of control include the following:

- Depending on the scale of the emergency, a controller may be appointed for each tier
  of emergency response, i.e. incident, regional and state.
- For each incident there is one incident controller, regardless of the number of agencies involved.
- The process for appointing controllers varies according to the type and scale of the emergency, as detailed in the EM Act 2013.
- A controller appointed to a tier of emergency response exercises the control function at that tier.
- A controller acts in accordance with any directions from the controller at the higher tier in accordance with the control structure.
- At their respective tier, controllers are responsible for providing direction to all agencies deployed in an emergency response.
- During the course of the emergency response the controller may change depending upon the circumstances handover of control must be formal in nature and the details of the transfer recorded.

## 5.4.1 Incident Controller

The Incident Controller's responsibilities are to:

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

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- Establish the Emergency Management Team, if required.
- Oversee the operational functioning of the Incident Control Centre, if operating.
- Ensure the timely flow of information to the:
  - Regional Controller
  - o control and support agencies
  - o Municipal Emergency Response Coordinator
  - Municipal Recovery Manager/Regional Recovery Coordinator
  - other stakeholder agencies.
- Continually assess the performance of the emergency response against the incident action plan.
- Request appropriate resources for subordinates to achieve tasks, or adapt tasks according to available resources.
- Initiate Initial Impact Assessment and activate relief arrangements where necessary.
- · Apply the EMC operational standards and incident management procedures.

#### 5.4.2 Incident Emergency Management Team (IEMT)

If two or more agencies respond to an incident, the Incident Controller should form and chair an Incident Emergency Management Team (IEMT).

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

The EMT usually comprises:

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

The IEMT considers the efficacy of potential control strategies. The Incident Controller will task support agency or functional commanders to implement a strategy or to provide resources in support of these strategies. Support agency commanders then implement the allocated strategy through their respective command structures, and report back to the incident controller as to the success or otherwise of the strategy.

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

#### 5.4.3 Control and Support Agencies

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

# 5.5 Coordination

Emergency response coordination involves the bringing together of agencies and resources to ensure an effective response to emergencies.

The main functions of emergency response coordination are to:

 Ensure effective control has been established and maintained in response to an emergency.

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- Ensure effective information sharing.
- Systematically acquire and allocate resources in accordance with the requirements imposed by emergencies.

Emergency response coordination operates throughout the management of response, including during provision of immediate relief, and during the transition to recovery activities.

# 5.6 Colac Otway Shire Coordination Committees

# 5.6.1 Municipal Emergency Management Coordination Group

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

# 5.6.2 Senior Municipal Emergency Management Team

The Senior Municipal Emergency Management Team (SMEMT), will convene when the scale of an emergency calls for a significant effort in organising municipal functions or resources detailed in this Plan. The team will be convened by the EMCG and may consist of the following:

- MERO
- MRM
- MERC
- MEM
- MEMC
- · Planning Officer
- Media and Public Relations Officer
- Logistics Officer
- MECC Facility Manager
- Control Agency Representative
- Emergency Operations Officers
- Others co-opted as required.

Given that this Committee will more than likely convene during larger scale emergencies, consideration will be given to deputies in the MECC.

# 5.7 Municipal Emergency Coordination Roles

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

## 5.7.1 Municipal Emergency Manager

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

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

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

#### MEM roles and responsibilities include:

- · Ensure the MEMP is effective and current.
- Ensure the municipal resources are utilised effectively in a community emergency for response and recovery activities.
- Coordinate the emergency activities of, and liaise closely with the MERO, MRM and MFPO.
- Ensure that the MECC can be activated at short notice in the event of an emergency.
- Arrange meetings of the MEMPC or the EMG as appropriate in an emergency.
- Maintain effective liaison with all Regional, State or Federal emergency related agencies servicing the municipality.
- Ensure that an effective contact base is maintained so that municipal resources can be accessed on a 24 hour basis.
- Ensure contractual arrangements with contractors to provide response or recovery support during an emergency are agreed to and documented in advance of such events.
- Ensure appropriate operating procedures and processes are developed, documented and tested by those required to use them during an emergency and that suitable training takes place.
- Ensure appropriate procedures, processes and systems are in place to record and monitor any Council expenditure specifically applicable to an emergency.
- Ensure that applications for expenditures eligible for assistance from State resources are submitted to appropriate agencies.
- Ensure that debriefing sessions are held for any response and recovery operation after an emergency to examine the effectiveness of the MEMP and upgrade it as necessary.
- Keep the Council and Chief Executive Officer informed on emergency management activities including the presentation of an annual report on activities that includes expenditure incurred by Council during the previous 12 months.

## 5.7.2 Municipal Emergency Resource Officer

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

Council has appointed the Manager Cosworks to the position of MERO and the Business Coordinator Cosworks and Municipal Emergency Management Coordinator as deputies. This role is a statutory appointment under the *Emergency Management Act 1986* and the *Emergency Management Act 2013*. MEMPC members will be notified of any change in the appointment of the MERO.

# MERO roles and responsibilities include:

- Coordinate municipal resources in emergency response.
- Provide municipal resources when requested by emergency services or police during response activities.
- Maintain effective liaison with emergency agencies within or servicing the municipal district.
- Maintain an effective contact base so municipal resources can be accessed on a 24 hour basis
- Keep the MECC prepared to ensure prompt activation if needed.
- Liaise with the MEM and MRM on the best use of municipal resources.
- Organise a response debrief if requested by the MERC.

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- Ensure procedures and systems are in place to monitor and record expenditure by the Council in relation to emergencies.
- · Perform other duties as determined.

#### 5.7.3 Municipal Recovery Manager

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

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

## MRM roles and responsibilities include:

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

## 5.7.4 Deputy MERC, MERO and MRM

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

# 5.7.5 Municipal Fire Prevention Officer

This role is a statutory appointment under the *Country Fire Authority Act 1958, Section 96A*. Council has appointed a MFPO and assistants. The primary role of the MFPO is to ensure Council's obligations under the *Country Fire Authority Act 1958* are met.

#### The MFPO roles and responsibilities include:

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

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#### 5.7.6 MECC Facility Manager

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

## 5.8 Other Emergency Response Coordination Roles

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

#### 5.8.1 Regional Emergency Response Coordinator

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

The RERC or his/her representative may chair the Regional Emergency Response Planning Committee. Details of this committee are set out in Part 5 of the EMMV. The RERC will communicate with the EMC through the Senior Police Liaison Officer.

The role of the RERC is to:

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

## 5.8.2 Municipal Emergency Response Coordinator

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

The MERC sits on the Municipal Emergency Management Planning Committee.

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

- Ensure that the appropriate control and support agencies are in attendance or have been notified by the controller and are responding to an emergency.
- In the event of uncertainty, determine which agency is to perform its statutory response role, where more than one agency is empowered to perform that role.
- Ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team (IEMT) or, if the Incident Controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT.
- Arrange for the provision of resources requested by control and support agencies and escalate unfulfilled requests to the RERC.
- Advise the RERC of emergencies that have the potential to require supplementary resources from outside the municipal district. ensure timely warnings and information are provided to the community and support agencies by the control agency.
- Ensure the Incident Controller has developed and issued an incident action plan (including objectives and strategies for managing the incident).
- Ensure the Municipal Emergency Resource Officer is advised of the emergency, is available to provide access to municipal resources if required and is receiving information as appropriate.
- Attend, or arrange delegate to attend the Municipal Emergency Coordination Centre, if activated consider registration of persons evacuated or otherwise affected across the municipality.
- Consider the provision of relief to evacuees and agency personnel where necessary and advise the Municipal Recovery Manager of requirements.
- Consider the need for declaration of an emergency area.
- Ensure the municipal recovery manager has been notified by the incident controller of the emergency.
- Provide the RERC with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.
- The appointed MERC in Colac Otway Shire is the Officer in Charge of the Colac Police Station.

# 5.9 Municipal Emergency Response Arrangements

Municipal emergency response is coordinated from the Municipal Emergency Coordination Centre (MECC) and is supported by Emergency Relief Centres (ERC), with relevant Colac Otway Shire Council personnel and support agency representatives in attendance. The primary role of these facilities is to provide a coordinated approach to the provision of resources and emergency relief and recovery activities during an emergency event.

# 5.9.1 Municipal Emergency Coordination Centre (MECC)

Provision of the MECC functions may in the first instance be conducted remotely. In the event of an emergency the MERC may request activation of the MECC.

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

Administrative staff for the MECC will be drawn from Municipal employees, and in the event that the scale of an emergency requires the MECC to be open for a protracted period of time,

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staff from other municipalities will be utilised via the Municipal Association Victoria's (MAV) Inter Council Resource Sharing Protocols and MOUs with neighbouring municipalities. The MECC can only be activated at the request of the MERC in consultation with the MERO and /or MRM

A MECC Operations Plan has been developed. The plan provides detailed instructions in relation to the establishment and operation of the MECC, including MECC schematic, MECC structure chart and SOPs. Hard copies are held by the MEM, MERO, Deputy MERO, MRM and Deputy MRM and a locked electronic version is contained within Councils TRIM system. The TRIM reference number can be found in <a href="https://example.com/appendix1-MEMP Sub Plans">Appendix1-MEMP Sub Plans</a>, Related Procedures and Operating Guidelines.

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

Meeting Rooms 1 and 2 Colac Otway Performing Arts and Cultural Centre Corner of Gellibrand and Rae Street Colac VIC 3250

#### 5.9.2 Agency attendance and staffing at the MECC

It is the responsibility of the MERC in conjunction with the Control Agency to determine which agencies are to attend the MECC. Once determined, the MERC/District Emergency Response Coordinator shall notify these agencies and request that Emergency Management Liaison Officers attend the MECC.

It is the responsibility of Colac Otway Shire Council's MERO to ensure that the MECC is setup and adequately staffed with administrative support. The MECC (Facility) Manager or their nominee shall coordinate administrative support for the MECC.

# 5.9.3 Emergency Management Liaison Officer (EMLO) responsibilities

The primary role of an agency EMLO is to provide communication between the MECC and their own agency/organisation. Once an EMLO has been notified by the MERC that their attendance is required at the MECC, it is recommended that the EMLO:

- · Attend the MECC as soon as possible.
- Notify their own organisation that their attendance has been requested.
- Have the necessary seniority/delegated authority and ability to make commitments on behalf of their agency/organisation.
- Relay tasks allocated to their organisation from the MECC and/or relay requests from their organisation/Operations Centre into the MECC.
- Have a sound understanding of the principles of emergency management.
- Have a sound understanding of the organisation/agency they are representing in the MECC.
- Come to the MECC adequately prepared.
- Be able to provide advice to the MECC on resources.
- Maintain regular contact with their own organisation.
- Preferably, be familiar with the operation of a MECC and the systems/procedures used within the MECC.

# 5.10 Scale of Emergency Coordination

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

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

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

# 5.10.1 Small Scale Emergency (less than 24 hour impact)

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

#### 5.10.2 Medium Scale Emergency (more than 24 hours)

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

# 5.10.3 Large Scale Emergency (multiple days' impact)

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

## 5.11 Phases of Activation

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

# 5.11.1 Alert

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

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

## 5.11.2 Standby

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

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

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#### 5.11.3 Action

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

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

#### 5.11.4 Stand Down

Once "Alert", "Standby" and/or "Action" have been implemented and objectives met, the MERC must declare a "Stand Down". After consultation with the Control Agency and any other relevant agency, and when the MERO is satisfied that the response to the emergency has been completed, the MERC will advise all participating agencies of 'Stand Down'.

## 5.12 Phases of Activation for a Bushfire

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

Figure 24 - Phases of Activation for a Bushfire

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

Source: Colac Otway Shire

# 5.13 Briefings

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

# 5.13.1 Post Emergency Debriefing Arrangements

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

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

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

## 5.14 Communications

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

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

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

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

### 5.14.1 Telephone Communications

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

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

# 5.14.2 Additional Communication Resources

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

- Telstra.
- Department of Environment and Primary Industries.
- Victoria Police.
- CFA

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

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#### 5:14.3 Supplementary Support

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

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

## 5.15 Community Awareness Information and Warnings

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

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

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

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

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

# 5.15.1 Community Information

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

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

#### 5.15.2 Emergency Warning Systems

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

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

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

## 5.15.3 Emergency Alert

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

Emergency Alert is not used in all circumstances. Whether an emergency services organisation decides to issue telephone warnings through Emergency Alert will depend on the nature of the incident. The warning system sends voice messages to landline telephones and text messages to mobile telephones within a specific area defined by the emergency service organisation issuing the warning message, about likely or actual emergencies such as fire, flood, or extreme weather events.

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

# 5.15.4 Standard Emergency Warning Signal

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

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

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

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

# 5.15.5 Community Alert Sirens

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

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

The community alert siren 'message' is for community members to seek information from other sources about the threat. The guidelines for the use of community alert sirens are detailed in Policy and Guidelines, Use of Sirens for Brigade and Community Alerting – referenced in Part 8 Appendix 10 of the EMMV. Additional information about community Alert Sirens can be found at <a href="Emergency Management Victoria"><u>Emergency Management Victoria</u></a>

A list of all established community alert sirens is provided in Appendix 14 – Designated Neighbourhood Safer Places

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#### 5.15.6 Information Resources

The following functions are an essential part of these arrangements and should be utilised if and when required:

- · Council's Media & Public Relations Officer in the MECC; and
- · Police Media Liaison.

If an emergency requires concurrent media response through radio, television and newspaper outlets, the Police Media Liaison Section may be contacted through the MERC.

#### 5.15.7 CALD communities

Special consideration needs to be given to warning disabled and non-English speaking groups. In the case where information and/or communication is required with persons unable to speak English, an interpreter service such as the Telephone Interpreter Service may be able to assist.

#### 5.16 Evacuation

Evacuation is a strategy to remove people from the threat of the impact of an emergency. It involves the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

Primary responsibilities for evacuation are held by the control agency and Victoria Police. Evacuation is a risk management strategy which may be used as a means of mitigating the effects of an emergency on a community. It involves the movement of people to a safer location and the returning them at an appropriate time. For evacuation to be effective it must be appropriately planned and implemented.

As with all emergency response activities, the main priority when deciding to undertake an evacuation is protection of life. Evacuation is a scalable activity in that it may be applied to individuals, a house, a street, a large facility (i.e. school or hospital), a suburb, a town or a large area of the State. (Further information on evacuation can be found in Part 3 of the EMMV).

#### 5.16.1 Evacuation of Vulnerable People

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

In particular, it is likely that more time, resources, support and assistance will be required to evacuate vulnerable people from facilities, such as hospitals, aged care facilities, educational facilities and prisons, to evacuate safely.

These facilities should have existing evacuation plans in place to appropriately plan for and undertake an evacuation. However, such plans cannot rely on the availability of emergency service personnel to undertake the evacuation. Further information on considerations for vulnerable people can be found in the *Evacuation Guidelines*, Part 8 Appendix 9 of the EMMV.

# 5.17 Shelter Options

The State's revised Bushfire Safety Policy refers to 'shelter in place' within its eleven principles to "guide the development and implementation of strategies and initiatives to enhance the safety of people from bushfires". The Policy states: "Bushfire safety involves effective planning and preparation prior to a fire, making informed decisions during the event, and having access to a range of safety options, in particular places to shelter from the effects of the fire."

With the review of the Bushfire Safety Policy Framework, attention has been given to formalising and integrating a range of options in the development of a bushfire survival options

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triptych (leave early, well prepared, last resort) and the development of a Shelter Options Hierarchy.

The hierarchy rates options from the low to higher risk options:

- · Leaving Early;
- Private Bushfire Shelters (bunkers);
- · Community Fire Refuges;
- · Defending a well prepared property;
- Neighbourhood Safer Places Places of Last Resort (NSP-PLR),
- · Gathering at informal places;
- · Defending an ill prepared property; and
- · Leaving late.

Extensive education campaigns and programs have been conducted for many years on bushfire planning and preparation targeted to residents – despite this, research consistently shows that a large majority of people do not have a comprehensive plan and will 'wait and see' what the situation is before acting. Consequently people may undertake risky options such as leaving late or defending an ill-prepared property.

## 5.17.1 Community Fire Refuges – (Bushfire only)

A community fire refuge is a designated building open to the public that can provide short-term shelter from the immediate life-threatening effects of a bushfire event. Community fire refuges are one of a number of contingency shelter options contained in Victoria's Bushfire Safety Policy Framework which places paramount important on the protection of life and the safety of the individual.

Community fire refuges should be considered in the context of all of the survival options available to a community in a high bushfire risk area. Leaving early on high-risk days is always the safest option.

There are currently no Community Fire Refuges in Colac Otway Shire.

# 5.17.2 Neighbourhood Safer Places - Places of Last Resort

"A Neighbourhood Safer Place is a space that:

- Is a place of last resort for individuals to access and shelter in during the passage of fire through their neighbourhood - without the need to take a high risk journey beyond their neighbourhood;
- is a place provides a level of protection from the immediate life threatening effects of a bushfire (direct flame contact and radiant heat);
- is intended to provided relative safety;
- · does not guarantee the survival of those who assemble there; and
- should only be accessed when personal bushfire survival plans cannot be implemented or have failed".

Neighbourhood Safer Places (NSP) are identified in the Colac Otway Fire Management Plan and meet guidelines issued by the Country Fire Authority and the criteria in the Colac Otway Shire Neighbourhood Safer Places Plan.

Locations are clearly identifiable with agreed signage and information. NSPs within the Colac Otway Shire have been identified and assessed by the CFA. A list of designated NSPs is provided in Appendix 14 – Designated Neighbourhood Safer Places

All processes, relating to Neighbourhood Safer Places, including maintenance, audit and informing the community of the location of NSP-PLRs are detailed in the Colac Otway Shire Neighbourhood Safer Places Plan.

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## 5.18 Resource Sharing

Colac Otway Shire Council is a signatory to the Inter-Council Emergency Management Resource Sharing Protocol (TRIM: D13/19440). The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

This protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency. Duties undertaken by Council staff seconded to another council for assisting with response and recovery operations should be within the scope of Councils' emergency management responsibilities as set out in Part 6 of the EMMV.

Resources can be requested at any time during an emergency including the recovery stages. Requests for assistance may be initiated by the CEO (or person acting in this role) or by any person nominated by the CEO at the receiving council. Requests should be directed to the CEO, or any person nominated by the CEO, at the assisting council. It is noted that in many cases the person nominated by the CEO will be the MERO at both the assisting and receiving council. Such requests may be verbal or in writing, however verbal requests must be confirmed in writing as soon as is practicable and in most cases will be logged at the Municipal Emergency Coordination Centre.

Requests for assistance should include the following information:

- A description of the emergency for which assistance is needed.
- The number and type of personnel, equipment and/or facilities (resources) required.
- An estimate of time as to how long the resources will be required.
- The location and time for the staging of the resources and a point of contact at that location.

The Municipal Emergency Response Coordinator or Regional Emergency Response Coordinator should be contacted before the resources are moved. Requests for resources should be logged in the Municipal Emergency Coordination Centre. It is anticipated that a requesting council will initially seek assistance from surrounding councils. This will reduce travel times and expenses for assisting councils to respond and return.

## 5.18.1 Local Resource Sharing Arrangements

Colac Otway Shire and stakeholder agencies have existing planning relationships across the following adjoining municipalities:

- Corangamite Shire.
- Surf Coast Shire.
- Golden Plains Shire.

Colac Otway Shire has joined Corangamite Shire and Surf Coast Shire to establish a collaboration known as the Otway District Relief and Recovery Collaboration.

A Memorandum of Understanding (MoU) exists between the three councils, the prime purpose which is to enhance the capability and capacity of the signatory councils to request extra resources for emergency relief and recovery services from each other, to the maximum extent practicable, in the event of an emergency (TRIM: D14/23091).

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## 5.19 Financial Arrangements and Responsibilities

Financial accounting for municipal resources utilised in emergencies must be authorised by the MERO or the MRM, and be in accordance with the normal financial arrangements of Colac Otway Shire Council. An account number for emergencies has been allocated and a work order number will be created for each emergency.

In all instances, the requesting agency should make appropriate arrangements for delivery and will be responsible for all costs incurred.

Requests for resources should be provided in hard copy and include the name and position of the person requesting the resources with comprehensive details of the task to be completed.

#### 5.19.1 Municipal Councils

Councils are expected to use their own labour and equipment in an emergency situation within the municipal district. Where equipment and/or personnel are sourced from contractors, the municipal council is responsible for paying contractors.

Extraordinary expenditure incurred, (e.g. for overtime, or equipment hire used in emergency protection works, or restoration of publicly owned assets) may qualify for reimbursement by the Department of Treasury and Finance (according to a sharing formula), from the Natural Disaster Relief Trust Account. (Refer EMMV Part 8 Appendix 1).

Refer Municipal Association of Victoria's A Council Guide to Financial Management in Emergencies.

## 5.19.2 Other Agencies

Control Agencies are responsible for all costs involved in responding to an emergency. State agencies involved in emergency response and recovery activities, as part of their normal activities will initially fund them from within their budgets, including supplies (e.g. catering) purchased from contractors or volunteer agencies. For major emergencies some funding supplementation may be required.

# 5.19.3 Financial donations

Colac Otway Shire Council is accountable for any monies donated as a result of an emergency event, and will implement systems to receive and account for all such donations.

# 5.19.4 Private Organisations

Private organisations meet their own expenses incurred in emergency activities.

# 5.19.5 Financial reimbursement

In accordance with the Commonwealth Natural Disaster Relief and Recovery Arrangements and in line with the Victorian guidelines, the Department of Treasury and Finance provide financial assistance to relevant Government agencies and to municipal councils for specified types of eligible natural disaster expenditure including, emergency protection works and restoration of municipal assets. Depending on the magnitude of the emergency, some government financial assistance may be available for prevention, response and recovery activities.

Further information and claim form may be found via the <u>Department of Treasury and Finance</u> <u>website</u>

# 5.19.6 Voluntary Agencies

Agencies may be called upon to provide resources within the limit of their means.

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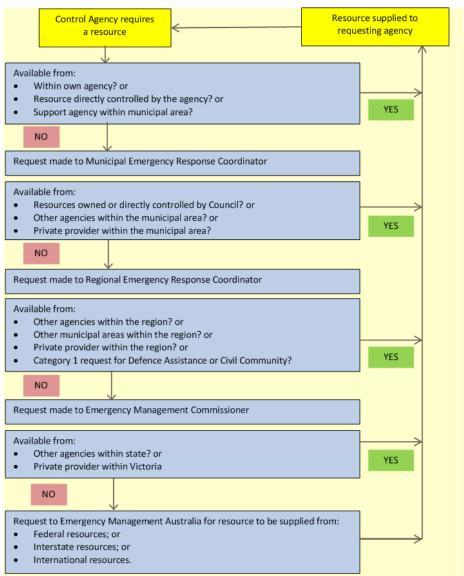
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## 5.20 Supplementary Supply

Supplementary supply at the municipal level occurs when functional services, or control authorities exhaust their own avenues of supply and there is a requirement for continued supply.

Requests for municipal resources should be made by the Incident Controller (or delegate) to the MERC. In partnership with the MERO, the MERC will endeavour to obtain those resources (council owned or sub-contracted) through existing municipal arrangements. If unsuccessful, the request will be passed from the MERC to the RERC, as per the following diagram.

Figure 25 - Flow chart for resource supplementation



Source: EMMV Part 3

A list of municipal resources is provided in <u>Appendix 12 – Municipal Resources - Heavy</u> <u>Equipment</u>, additionally a list of approved contractors is available in **TRIM**: **D14/51751** and **D14/51713** 

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## 5.21 Business Continuity

In the event of an emergency the Executive Management Team (EMT) will support the Council in determining and implementing appropriate incident management strategies to enable critical business functions to remain operational. The EMT will be responsible for the management and restoration of business activities to normal levels of operation once an emergency event has concluded.

The Executive Management Team consists of:

- · Chief Executive Officer.
- General Manager Sustainable Planning and Development.
- General Manager Infrastructure.
- General Manager Corporate and Community Services Team.
- · Others co-opted as required.

Council has developed a draft Business Continuity Plan (TRIM D12/71555).

#### 5.22 Impact Assessments

A framework has been developed that identifies three phases of information collection (initial, secondary and post) which are tailored to meet the needs of agencies and organisations. The intention of the framework is to provide information in its rawest form to the Control Agency in order for that agency to set priorities relating to threat, resource allocation, provision of public information and to facilitate informed decision making.

#### 5.22.1 Initial Impact Assessment

Initial Impact Assessment is an appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure resulting from the emergency or disaster. This assessment is carried out by the controlling agency, dependent upon the type of emergency event. The information is provided to the Planning Officer in the MECC who then liaises with the MERC, MERO and MRM to plan for current and future response and recovery activities.

To facilitate this process the Colac Otway Shire, through the Emergency Management Group, shall as early as practicable perform the following tasks:

- Survey the extent of damage indicating evaluation of financial and material aid needed;
- Provide a priority listing for restoration of community needs to assist agencies in the performance of their functions;
- Monitor the acquisition and application of financial and material aid needed or made available in the restoration period.

The Emergency Management Group may co-opt persons within the community with the appropriate expertise to assist with the above tasks. Should the emergency extend beyond the boundaries of the Colac Otway Shire Council, the post impact assessment may be merged with that of the other affected municipality(s).

#### 5.22.2 Secondary Assessment

The secondary assessment builds on the Initial Impact Assessment baseline information, to describe the scale and characteristics of the impact on the four key measurable environments that have been most affected (i.e. the social, build, economic and natural environments).

A secondary assessment provides more detailed information about the type, amount and priority of assistance needed by affected communities, their population and organisations. It

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considers resources available within an affected community and identifies those needs that can be met with outside assistance and informs the overall response and recovery process.

#### 5.22.3 Post Impact (Loss) Assessment

Post Impact Assessments estimate the cost of destroyed assets across the area of:

- Social health and community.
- Built environment.
- Natural environment.
- Economic environment.

This assessment phase also estimates the changes in the 'flow' of an affected economy caused by the destruction of assets and any changes in the performance of an affected economy Such assessments inform the medium to longer-term process.

These assessments provide the State Government with a foundation for determining whether Federal Government assistance may be required.

# 5.23 Termination of Response Activities

It is essential to ensure a smooth transition from the response phase to the recovery phase of an emergency at the municipal level. While it is recognised that recovery activities will have commenced shortly after impact, there will be a cessation of response activities and a hand over to recovery agencies. The early notification of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery.

When response activities are nearing completion, the MERC, in conjunction with the Control Agency, will call together relevant relief and recovery agencies including the MERO and the MRM, to consult with, and agree upon, the timing and process of the response stand down.

If the emergency is of significant size which has resulted in the Department of Human Services being actively involved, then the Municipal / Regional Coordinator will consult with the MERO, the MRM and the Recovery Manager from the Department of Human Services to agree on the timing and process of response to stand down.

The Department of Human Services coordinate this process by requiring relevant agencies to complete and endorse *An Agreement for Transition of Coordination Arrangements from Response to Recovery.* The purpose of this document is to assist emergency management agencies involved in response and recovery to achieve a seamless transition of information, resources, management and coordination of activities.

The scope of the transition agreement arrangements includes:

- Authorisation arrangements.
- · Coordination and management arrangements.
- Transition activities and tasks to ensure continuity of essential community support.
- Information and communication arrangements.

If the emergency is of significant size, resulting in DHS being actively involved, then the Municipal/Regional Coordinator will consult with the MERO, MRM and Recovery Manager from DHS to agree on the timing and process of response stand down.

## 5.24 Response to Recovery Transition

Where it appears to the Municipal Emergency Response Coordinator (MERC), after consultation with the relevant agencies, that response activities are nearing completion, they will convene a meeting with the Control Agency, Municipal Recovery Manager (MRM) and Regional Recovery Coordinator (DHS), to establish whether:

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- The emergency response has or will soon be concluded.
- The immediate needs of the affected persons are being managed.
- The relevant agencies are ready to start, or continue, providing and/or managing recovery services.
- The Incident Controller has supplied a current handover document.
- Sufficient damage/impact information has been passed to the Municipal Emergency Coordination Centre (MECC) to enable detailed planning for recovery activities.

If agreement is reached at that meeting to terminate response activities, the Municipal Emergency Response Coordinator (MERC) will advise all agencies of the time at which response terminates and arrangements will be made to maintain the Municipal Emergency Coordination Centre (MECC) functionality for an agreed period.

#### 5.25 Handover of Goods and Facilities

In some circumstances, it may be appropriate for certain facilities and goods obtained under emergency response arrangements during response to be utilised in recovery activities. In these situations there would be an actual handover to the MRM of such facilities and goods. This handover will occur only after agreements have been reached between response and recovery managers.

Resources acquired for the response, which are not required for recovery, remain under the control of the requesting response agency. That agency is responsible for their return or disposal.

Payment for goods and services used in the recovery process are the responsibility of the MRM through the MEMP arrangements.

# 5.26 Post Emergency Debriefing Arrangements

#### 5.26.1 Council Debrief

As soon as practicable following an incident, the MEM or the MERO shall arrange for a (cold) debrief that addresses council's response and asset recovery operations. The MRM in some instances, may choose to conduct a debrief with the recovery team to address recovery issues.

All Colac Otway Shire Council debriefs (response and recovery) shall be chaired by the MEM or MERO. Debriefs are to take place prior to the multi-agency debrief so as to ensure that an accurate picture can be portrayed at the latter debrief. Relevant council response and recovery staff will be invited to this debrief session.

# 5.26.2 Multi-agency Debrief

A debrief should take place as soon as practicable after an emergency. The MERC will convene the meeting and all agencies who participated should be represented with a view to assessing the adequacy of the MEMP and to recommend changes. These meetings should be chaired by a VicPolice officer not involved in the incident.

An additional debrief may be conducted for the Recovery Team to cover specific recovery issues. This will be additional to the debrief conducted by the MEMP Committee. This will be convened and chaired by the MRM and the Department of Human Services.

PART 6 - RELIEF AND RECOVERY ARRANGEMENTS

# PART 6 – RELIEF & RECOVERY ARRANGEMENTS

#### 6.1 Introduction

Emergencies of various scales frequently occur in Victoria. These emergencies vary greatly in terms of the size of the event, the geographic area affected, the nature of the hazard that causes the emergency, and the impacts on the community.

These recovery arrangements have been developed in accordance with the directions of the Emergency Management Act (1986) and form part of the MEMP. They have been developed to ensure adequate arrangements are in place to assist those individuals and communities who are affected by emergencies in the Colac Otway Shire area. These arrangements are part of a broader framework and should be read in conjunction with the other parts of the MEMP.

The Department of Human Services is the coordinating agency for emergency relief and recovery at the state and regional level, working in collaboration with municipal councils who have that responsibility at a local level.

This section details Colac Otway Shire's relief and recovery arrangements, more detail can be found in the Municipal Relief and Recovery Plan.

# 6.2 Emergency Relief Definition

Emergency relief is defined as "the provision of essential needs to individuals, families and communities in the immediate aftermath of an emergency".

Emergency relief includes:

- Immediate provision of emergency relief at the site of the emergency.
- · Provision of relief services elsewhere, including:
  - o Emergency relief centres
  - Places of gathering (such as community centres, parks and ovals, schools and shopping centres).
  - o Airports, ports, train/bus stations and other transit sites.
  - To those remaining in homes, workplaces and schools or other areas rather evacuating or relocating.

The provision of life support and essential needs to people affected by an emergency is the first stage of emergency recovery. In this respect, emergency relief functions are well integrated within early recovery activities.

## 6.3 Recovery Definition

The Emergency Management Act (1986) states that recovery is "the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning" (Sec. 4A).

Recovery from emergencies is a developmental process of assisting individuals and communities to manage the re-establishment of those elements of society necessary for their wellbeing.

The process involves cooperation between all levels of government, non-government organisations, community agencies and the private sector in consideration of:

- The emotional, social, spiritual, financial and physical wellbeing of individuals and communities.
- The restoration of essential and community infrastructure.
- The rehabilitation of the environment.

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 The revitalisation of the economy of the community to ensure as far as possible that the wellbeing of a community is increased.

During recovery, governments and communities work together to assist affected individuals and communities to move towards a healthy, safe and functioning environment.

## 6.4 Overview

Section 4A of the Emergency Management Act 1986 and the Emergency Management Act 2013 states that "recovery is the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning."

The aim of emergency relief and recovery is to achieve a collaborative approach that is jointly owned by all levels of government, together with the individuals and communities affected, as well as other agencies and organisations that support them.

# 6.5 Transition of an Emergency to Relief and Recovery Phases

It is important to understand the continuum that extends from response, immediate relief, relief, early recovery to recovery and how this affects the overarching services (and the necessary coordination between services) to achieve the best outcomes for impacted communities. As soon as Response to an emergency has commenced the Relief and Recovery phases need to be considered and/or mobilised.

Response Early recovery Recovery

Relief

Figure 26 - Emergency Relief and Recovery Activities Over Time

Source: Part 4 EMMV

## 6.6 Principles Underpinning Recovery

Management of Recovery will occur in the context of clear and agreed arrangements and involve processes of consultation and cooperation through established communication channels. In reading these arrangements, it is essential to have an appreciation of the assumptions and accepted understandings that underpin them.

These assumptions and accepted understandings are:

Resilience of individuals and communities is respected
 Recovery services and programs must acknowledge the inherent resilience of individuals and communities display. Individuals, when given appropriate information

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are able to make informed choices about their recovery. Communities, when supported with information and resources, are able to support and manage their own recovery.

## Recovery is part of emergency management

Recovery is an integral component of supporting emergency management in Colac Otway. These arrangements are documented in other places within the MEMP document.

#### Levels of recovery operations

Recovery operates at multiple level. In order to ensure the success of the arrangements, it is vital that all agencies and organisations involved in management, coordination or service delivery undertake these activities in a cooperative and collaborative manner, within the agreed framework.

#### Multi-agency cooperation

Coordination and communication both at and between the various levels of operation will assist in ensuring the success of recovery activities for the affected community.

#### Roles of organisations and agencies

Recovery is not the exclusive domain of any single agency. All agencies and organisations willing to participate have an important role to play. This recognises that recovery must be a whole-of-government and a whole-of-community process.

#### Affected community involvement

Recovery requires the active involvement of the affected community. It is an accepted principle of recovery that the active involvement of the affected community is essential for recovery success.

All recovery agencies should seek to engage with the affected community during the development of plans, and must involve the community in the development of recovery activities following an emergency.

## · Operational plans that support arrangements

All agencies and organisations with agreed roles and responsibilities under the arrangements must develop internal operational plans that detail the capacity of the agency and strategies that will be employed by the agency to undertake the agreed roles and responsibilities.

Colac Otway Shire has developed a Municipal Relief and Recovery Plan.

# Response/Recovery interface

Recovery should begin as soon as possible, if not simultaneously with response when an emergency occurs. It is therefore essential to ensure high levels of understanding and cooperation between response coordinators and recovery coordinators at each of the levels of operation.

Council's MERO will keep the MRM informed as to the status of the unfolding event. During the 'response phase' of the event, Council's Municipal Recovery Manager will be proactive in being kept informed of the progress and its impact and when necessary, be the officer that activates the Recovery Team.

## 6.6.1 Key Concepts of Emergency Recovery Management

The responsibility for overall coordination rests with DHS as the coordination agency for recovery. Local Government will have the local knowledge and networks to assist in recovery at a local level.

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This section describes some of the key concepts of the recovery arrangements so that a common understanding is achieved among participating agencies.

#### Recovery Planning/Preparedness

Recovery planning is the cornerstone of the recovery arrangements in Victoria. It is a collaborative process involving consultation with all stakeholders. It is imperative that agencies and organisations involved in the recovery arrangements develop operation plans to ensure that they are able to fulfil the roles and responsibilities they have agreed to carry out.

#### Response and Recovery Interface

Response and recovery are usually concurrent activities in the early stages of an emergency event. Recovery activities should begin as soon as practicable when an emergency occurs.

#### Education and Training

 The Department of Human Services has an ongoing commitment to recovery training and education.

#### Media Issues

During recovery operations requests for information from the media about coordination and management of recovery activities should be directed to the responsible recovery coordinator at the time.

# 6.7 Recovery Management Structure

Management of recovery occurs in the context of clear and agreed arrangements, and involves processes of consultation and cooperation through established communication channels. Whenever possible, short and longer term recovery activities will become part of core business to ensure they remain responsive to the needs of the affected community.

# 6.7.1 Levels of Emergency Relief and Recovery

The levels of recovery management are:

- Municipal.
- Regional.
- State.

# 6.7.2 Consequence Management and Tiered Approach to Emergency Relief and Recovery

Consequence management drives the tiered approach to emergency relief and recovery coordination. The tiered approach indicates the level at which coordination for emergency relief and recovery will be escalated at a particular point in time. It is also an indicator of the possible resource levels required.

The figure below outlines the emergency relief and recovery coordination levels depending on the tier of incident.

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Figure 27 - Emergency Relief and Recovery Coordination Levels

	Tier 0	Tier 1	Tier 2	Tier 3	Tier 3+
Likely incidence	frequent	occasional	rare	very rare	extremely rare
Complexity	low-medium	medium	medium-high	high	extreme
Consequence	low-medium	medium	medium-high	high	extreme
Population effects	no significant disruptions	minor localised disruptions	moderate short- term disruptions	major medium- term disruptions	most or all usual activity disrupted
Activation	normal business procedures	MEMPlans	regional plans	state plans	state plans (possible Commonwealth involvement)
Coordination level	local	local	regional	state	state
Coordination point	None	Municipal Emergency Coordination Centre	Regional Emergency Operations Centre	Health & Human Services State Emergency Management Centre	Health & Human Services State Emergency Management Centre
Illustrative examples	house fire car accident	gas leak in a block of flats fire in an aged care facility	widespread hail storm significant bus crash	major bushfire prolonged flood situation	terrorist attack significant earthquake

Source: Part 4 EMMV

# 6.8 Functional Areas of Recovery

There are four key functional areas that require the application of coordination arrangements as a part of the recovery process. These areas focus on the various needs of the community within:

- · Social, health and community environment;
- · Economic environment;
- Natural environment; and
- Built environment.

The following table identifies the services and elements relevant to each functional area of recovery:

Figure 28 - Services and Elements Relevant to Each Functional Area of Recovery

Community Recovery						
Natural	People, Social Health and Community	Built	Economic			
Water	Safety	Residential	Employment			
Air Quality	Wellbeing	Community	Industry			
Flora	Interim accommodation	Infrastructure	Commerce			
Fauna	Financial aid	Essential services	Small business			
Agriculture	Health	Water	Tourism			
Parks	Psychological support	Waste	Government			
Public land	Individualised support	Electricity				
Marine environment	Outreach	Gas				
	Case management	Telecommunications				
	Community support	Roads				
		Fencing				
		Transport				

Source: Colac Otway Shire

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# 6.9 Municipal Coordination and Management Arrangements

The needs of individuals and communities after an emergency will vary in scale and complexity. However, these needs can usually be met by existing services, supplemented by additional resources where there are capacity issues.

Recovery planning and management should initially be on the basis of linking affected individuals into existing services provided by existing agencies.

The recovery activities will depend on:

- Type of event.
- · The area affected.
- Numbers of people affected.

#### 6.9.1 Activation and Notification

Activation of the Colac Otway Shire Relief and Recovery Plan can be initiated in the following ways:

- The Municipal Emergency Resource Officer (or deputy MERO) is contacted by the Department of Human Services (DHS) or responsible agency.
- The Municipal Recovery Manager (MRM) is contacted by the MERO to begin recovery.
- The responsible authority/lead agency or DHS contacts the Environmental Health Department or the MRM directly.

Contact numbers for municipal recovery contacts are provided in <u>Appendix 4 – Emergency</u> Contact Directory.

## 6.9.2 Municipal Recovery Arrangements

The Colac Otway, Surf Coast and Corangamite municipalities share similar risk environments from an emergency perspective. The three councils also share common responsibilities in relation to preparing for and responding to emergencies of varying scale. Although the three Councils are in varying stages of planning for Emergency Relief and Recovery, all three acknowledge that councils play a critical role in this area of emergency management. As such the Municipal Emergency Management Planning Committee for each of the three Shires have endorsed the need to form a combined Cross-Council Relief and Recovery Committee that covers the three municipalities.

The Cross Council Relief and Recovery Committee aims to ensure the provision of effective emergency relief and recovery services across the three municipalities. To do this the Committee will focus on the development of Relief and Recovery plans that address four major areas:

- Roles and responsibilities of three councils.
- Planning and preparedness.
- · Activation processes.
- Support arrangements.

The Cross Council Relief & Recovery Committee has developed a memorandum of understanding (MoU) for this collaboration, known as the Otway District Relief and Recovery Collaboration MoU (TRIM: D14/23091).

## 6.9.3 Levels of Recovery Activities

Recovery activities will be dependent on the type of emergency and its effect on the community. Levels relate to the extent of the impact and the resources required to respond to the emergency.

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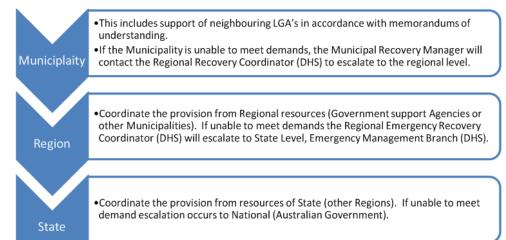
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## 6.10 Recovery Escalation Criteria

As shown in the following figure, initial recovery management is undertaken at the municipal level. The impact of an event may lead to community needs that exceed the capacity of a municipal council. The Council may then seek to escalate the level of management to a regional level. This escalation provides an additional layer of management rather than a replacement layer. Further escalation to the state level of management may be necessary in respect of certain service needs in very large or complex events.

Figure 29 - Recovery Escalation Criteria



Source: Colac Otway Shire

# 6.11 Recovery Coordination

Recovery coordination refers to the arrangements that will be used in any situation where more than one department, agency or organisation is required to provide services to assist communities and individuals recover from the impact of an emergency.

Recovery coordination arrangements should provide for:

- Assessment of impacts.
- Input of affected community into decision making.
- Coordination of service provision.
- Communication strategies.
- The coordination of activities within and across the functional areas described below.

## 6.12 Relief and Recovery Services

Recovery from emergencies is a developmental process of assisting individuals and communities to manage the re-establishment of those elements of society necessary for their wellbeing. In some cases, it may be necessary to:

- Evacuate.
- Establish a Relief Centre.
- Establish a Recovery Centre and provide it with resources and/or information.

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A decision to establish any of the above will be made in consultation between MRM, Incident Controller and MERC, although it will depend on the type, location and extent of emergency. Some possible locations are listed in <u>Appendix 13 – Emergency Relief and Recovery Centres</u>. Once the locality of the appropriate relief centre(s) has been discussed between the MERO and MRM, the MERO will convey the location(s) to the MERC. The Recovery Manager shall establish the centre.

In deciding which Emergency Relief Centre(s) (ERC), are to be activated, the MERO and MRM shall consider:

- · Location of centre in relation to the site of the emergency.
- Access to the centre.
- Size of ERC that is needed based on anticipated numbers likely to attend.
- Duration that ERC is to remain operational.
- Facilities available at the ERC.
- · Security.

Note: A State level working party has developed Emergency Relief Centre Guidelines and these will be used by Council's Recovery Team.

## 6.12.1 Use of Community Networks

Recovery planners, coordinators and managers should always be aware of the value of existing community networks as a conduit for information delivery, needs identification and support of those affected.

Where possible and appropriate, recovery programs should work with and through these networks. Community networks that are functioning in an affected community should be actively engaged and supported in the recovery process.

In some instances networks may be present in the community but require additional support to enable them to function effectively as a recovery conduit to the community. Consideration will need to be given to the role of Social Media in any given event.

Examples of community networks may include:

- Volunteer emergency services.
- Church organisations.
- School organisations.
- · Service clubs.

#### 6.12.2 Emergency Relief Centres

An Emergency Relief Centre is a building or place that has been activated for the provision of life support and essential personal needs for people affected by, or responding to an emergency, and is usually established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency.

The Colac Otway Shire MERC will consult with the MERO and MRM or that of another Municipality MERC and their MERO and MRM before deciding to activate an ERC. Emergency Relief can also be provided at the site of the emergency. Emergency Relief and Recovery Centres will be opened once the nature, extent and location of an emergency event are known. Potential ERC locations are provided in <u>Appendix 13 – Emergency Relief and Recovery Centres</u>.

# 6.12.3 Recovery Centres

A Recovery Centre is a building where affected communities are provided support to restore their emotional, social, economic and physical well-being. This support will include

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psychological (i.e. counselling), infrastructural (i.e. temporary accommodation), environmental (e.g. public health), and economic (e.g. financial assistance) services.

As a "One-Stop-Shop" the Recovery Centre will ensure that all agencies and stakeholders are properly integrated into the recovery process, at a single point of entry.

In large or prolonged emergencies, a relief centre may evolve into a recovery centre when the emergency response has concluded. This transition should be seamless, as the municipal council will continue to be responsible for the management of these centres. Coordination responsibility will pass from the Response Coordinator (Victoria Police) to the Recovery Coordinator (Local Government or Department of Human Services, depending on the scale of the recovery). This handover will occur only after agreement has been reached between the response and recovery coordinators, and after any necessary documentation has been completed to the mutual satisfaction of both coordinators.

With this possibility in mind, Councils should evaluate the appropriateness of potential sites for relief and/or recovery centres carefully, taking into account the possibility that the venue may be requested for recovery purposes committed for some considerable period after the response to the emergency has ended.

#### 6.12.4 Assessment of community impact and needs

The Municipal Recovery Manager will appoint outreach teams to survey / assess the community in affected areas as indicated by the control agency. Impact assessments could be conducted by the LGA, Department of Environment and Primary Industries or other relevant agencies depending on the incident. A personal support practitioner should be used as part of the teams.

Prior to outreach teams being placed in the field, the area must be declared safe for this purpose by the control agency. This process is to be arranged through the Municipal Emergency Coordination Centre (MECC).

The Municipal Recovery Manager or Deputy will brief outreach teams prior to deployment and will debrief teams at the completion of the allotted activity.

## 6.12.5 Communicating with the affected community

A vital component in empowering a community in its recovery process is the engagement and involvement of the affected community in planning and participating in the process of recovery. The following communication options should be considered as part of the recovery process:

- · Dedicated Phone Line.
- · Advertisements within Local Newspapers.
- Newsletters.
- Media Release.
- Facebook

The use of these options should be coordinated through the Municipal Recovery Manager in consultation with other key recovery and response agencies

Involving the community in the planning process may be undertaken in a variety of ways depending on the scale of the event and community interest and ability. There are a range of mechanisms for providing information to the public.

These may include, but are not limited, to the following examples.

Community briefings. Community briefings may be conducted by response agencies as
part of their role in keeping communities aware of the current emergency situation,

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before, during, and after incidents. Municipal recovery team members including a trained personal support practitioner should be part of the briefing team.

Community information sessions. As soon as practicable after an emergency, the
Municipal Recovery Manager should arrange community information sessions. The
development of these sessions are the first practical step in the process of ensuring a
community is actively involved in the recovery management process. These sessions can
also be used to support the development of community recovery committees.

The role of community briefings in the recovery context is to:

- Provide clarification of the emergency event (control agency).
- Provide advice on services available (recovery agencies).
- · Provide input into the development of management strategies (LGA).
- Provide advice to affected individuals on how to manage their own recovery, including the provision of preventative health information (specialist advisers).

Where the emergency has a criminal component, the municipality will need to consult with the investigating authority the necessity to restrict the content of the briefings. Local agreements with response agencies who have responsibility for community briefings will be developed as part of the Municipal Emergency Management Plan.

# 6.13 Community Recovery Committee

Communities recover best when they are supported to manage their own recovery. The primary method of ensuring and fostering community management of recovery after an event is through the use of community recovery committees.

#### **Establishment:**

The Municipal Recovery Manager has the responsibility to ensure the establishment of community recovery committees as soon as possible after the emergency; existing local community representative committees should be used where possible.

The community recovery committee is a sub-committee to the Municipal Emergency Management Planning Committee.

## Membership:

Membership of community recovery committees will depend on the needs of the affected areas and should include:

- The Municipal Recovery Manager.
- Community development personnel.
- Councillors.
- Community groups.
- Affected persons.
- Business and Tourism Associations.
- Government agencies.
- Non-government agencies.

Where there is capacity to assist with recovery services, involvement should also come from local community agencies and private businesses.

#### **Functions:**

Community recovery committees help individuals and communities achieve an effective level of functioning. They can coordinate information, resources, and services in support of an affected community, establish priorities and provide information and advice to the affected community and recovery agencies.

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#### Role

The role of the community recovery committee is to:

- Monitor the progress of the recovery process in the community.
- Identify community needs and resource requirements and make recommendations to recovery agencies, council and recovery managers.
- Liaise, consult and negotiate on behalf of the community with recovery agencies, government departments and the council.
- Liaise with the Department of Human Services as the recovery coordination agency through the designated regional director or delegate.
- Undertake specific recovery activities as required.

The following diagram is an **example** of a Recovery Structure that **might be** utilised following a large scale emergency.

Figure 30 - Example of Recovery Committee Structure



## 6.14 Emergency Relief and Recovery Roles and Responsibilities

Emergency Relief and Recovery is not the exclusive domain of any single agency. All agencies and organisations willing to participate have an important role to play. This recognises that recovery must be a whole-of-government and a whole-of-community process.

The agreed roles and responsibilities of agencies under these arrangements are consistent with Part 7 of the Emergency Management Manual Victoria .

Municipal councils are required by the *Emergency Management Act* (1986) to prepare a Municipal Emergency Management Plan. This plan details the local arrangements for the management of recovery activities.

# 6.14.1 The Role of Colac Otway Shire

The Municipal Recovery Manager is responsible for the coordination of municipal resources in recovering from emergencies, and has full delegated powers to deploy and manage Council's resources during emergencies.

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The Colac Otway Shire has agreed to undertake the following functions during recovery, either by statutory obligation or voluntary actions for the wellbeing of the community:

- · Restoration of services normally provided by the municipality.
- · Restoration of municipal drains, road and bridges.
- Assessment of dwellings and buildings to ascertain level of safety for approved use.
- · Monitor public health matters.
- Provide local knowledge to the other recovery agencies.
- In conjunction with the Department of Human Services and Community Agencies, provide services, information and facilities to assist the community in recovery from an event. This could involve the establishment of a coordination centre.

Some of these functions will have begun before recovery officially begins.

Although the response will depend on the event, Council Response and Recovery teams have developed standard operating procedures for use during an event.

#### 6.14.2 Relief and Recovery Personnel

There are a number of personnel provided by Council who are directly involved in the Relief and Recovery phases. Their positions are:

- · Municipal Recovery Manager.
- Deputy Municipal Recovery Manager.
- Emergency Relief and Recovery Centre Managers.
- · Emergency Relief and Recovery Centre staff.
- · Environmental Health Officers; and.
- Human Services staff.

Council may co-opt additional staff if necessary in order to fulfil its relief and recovery responsibilities.

There are also personnel provided by other recovery agencies to assist Council. These include:

- Case Managers.
- · Community Development Officers.
- Community Hub Captain.
- · Community Hub Support staff.
- Outreach Personal Support staff.

Generally, Council is expected to have resources to cover these positions for a Tier 1 emergency. A Tier 2 emergency may require case management and other external support. In the event of a Tier 3 emergency the State Government will arrange for one or more of the following: case management, community hubs, community development officers, and State officer support.

## 6.15 Post Impact Assessment

A Post Impact Assessment draws upon information gathered from the Initial Impact Assessment and is an appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure resulting from the emergency event.

To facilitate this process (as shown in the following figure; The Cross Sector Coordination Model for the Restoration of Essential Infrastructure and Services) the MRM supported by the Emergency Management Group will as early as practicable:

• Survey the extent of damage and evaluate financial and material aid needs.

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- Provide a priority listing to assist agencies in the performance of their functions to address community needs.
- Monitor the acquisition and application of financial and material aid required during the recovery period.
- Create a clear, implementable, and timely Municipal Recovery Action Plan as required (large scale emergency).
- As required deploy Municipal Building Surveyor, Environmental Health Officer and any other relevant specialist staff to conduct assessment.
- Survey the emotional and social impact of the event for both individuals and the community.

Colac Otway Shire Council will record impact assessment data provided using CrisisWorks (formerly MECC Central) in the People and Properties function.

Figure 31 – The Cross Sector Coordination Model for the Restoration of Essential Infrastructure and Services



Source: Part 4 EMMV

# 6.16 Clean Up

Clean-up is critical to expediting the recovery of people and communities affected by emergencies. At the regional and state level the Department of Humans Services, as the coordinating agency for emergency relief and recovery, will coordinate Clean-up together with key support agencies and other organisations with capacity to assist.

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# 6.17 Individual Organisational Plans

Although not forming a Sub-Plan of MEMP, individual agencies involved in Recovery Management are encouraged to develop internal organisational plans that detail how they respond to emergencies.

# 6.18 Registration

Victoria Police are responsible for the registration of emergency affected people in conjunction with Red Cross.

Register. Find. Reunite (formerly, National Registration and Inquiry System (NRIS) registration, which is conducted by Red Cross, ensures:

- The safety and re-connecting of people with family friends and community networks.
- · Identification and welfare of people.

Register. Find. Reunite kits are located at local police stations.

# 6.19 Replacement of essential water taken during fire fighting

CFA and DEPI fire fighters are empowered under legislation to take water from any waterway or water source on public or private land for firefighting purposes. Where water is taken for firefighting, the water owner can request (via their municipality) water replacement under the Victorian Government Essential Water Replacement Scheme. A copy of the scheme and how water owners can request replacement water can be found on the Department of Environment and Primary Industries website at <a href="https://www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.depi.com/www.de

# 6.20 Role of Department of Human Services

The Department of Human Services is Department of Human Services is responsible for the following Relief and Recovery activities:

- Coordinate recovery planning and management at state and regional levels;
- Coordinate all aspects of recovery, including State/Commonwealth departments, local government, non-government organisations and agencies;
- The Department of Human Services coordinates the recovery activities across the following four areas:
  - The social, health and community effects
  - o The economic effects
  - The effects on the natural environment
  - o The effects on the built environment.
- Coordinate provision of personal support (psychological first aid) at incident sites and across the community.
- Provide community information and facilitate community redevelopment programs.
- Support Councils and community recovery committees in recovery planning and managing recovery activities.
- Provide advice, information and assistance to affected individuals, communities, funded agencies and municipal councils.

## 6.21 Sharing of Personal Information

As per info sheet 02.10 from the Office of the Victorian Privacy Commissioner

"Usually, an organisation should only use information for the purpose it is collected (IPP 2). However, if new personal information is collected in order to respond to an emergency, sharing

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that information where necessary with other organisations involved in the disaster response or recovery may be considered to be disclosure for the primary purpose of collection."

# 6.22 Offers of Voluntary Assistance

The Municipal Recovery Manager will appoint a person to act as volunteer coordinator who will collate all offers of voluntary assistance and coordinate activity of volunteers.

Volunteers are usually made available by various service clubs including, Rotary, Lions, Freemasons, Apex etc. Volunteers need to be coordinated by Council officers, especially when involved in clean-up operations.

Volunteers will be equipped with the necessary personal protective equipment and will also be instructed in OH&S.

#### 6.23 Offers Material Assistance

Any offers for material assistance will be discouraged.

# 6.24 Single Point of Contact

Helping people to help themselves is key to recovery and offering a single point of contact will help reduce confusion and create confidence that people are receiving the most up to date and correct information.

MEMP plans should contain arrangements for the promotion of a single point of contact for residents to obtain information about support, services and grants that may be available following an emergency.

All levels of government will be required to coordinate to determine an appropriate single point of contact for recovery information. It is important that all levels of government and agencies involved promote the same single point of contact.

The agency responsible for the single point of contact mechanism will be determined by the nature, size and impact of the event.

Consideration will need to be given as to how to make this single point of contact as accessible as possible. Phone lines, recovery centres and online web sites are all examples of how to coordinate and delivery a single point of contact. Collecting and organising the information that needs to be made available through the single point of contact is critical.

Keeping records of the requests for information made at the single point of contact can be a valuable source of intelligence about the impact of the event and the recovery needs people have. The records should be regularly reviewing to ensure that local recovery plans are responsive to the needs arising.

# 6.25 Case Management

The implementation of an effective Emergency Case Management Service to support individuals and families affected by an emergency relies on significant collaboration between state government, municipalities and community service organisations.

Case Management is strongly embedded into existing recovery structures established to manage and provide recovery services. These may include using existing municipal, regional and state recovery committees and the establishment of recovery centres where required.

Colac Otway Shire will liaise with Department of Human Services whether delivering the Emergency Case Management System directly or coordinating the delivery by a health or

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community service organisation. A request for funding to coordinate or deliver the service will be forwarded to the DHS Regional Recovery Coordinator. The funding submission will contain the following:

- · Estimated number of households affected.
- Nature of the impacts of the emergency on individuals, households and the community.
- Details in relation to the capacity of local services to respond.

Where there is potential for primary producers to be affected by an emergency, the Shire will liaise with Department of Human Services and DEPI to determine the circumstances in which case management support may be delivered in a coordinated approach.

#### 6.26 Financial Considerations

The emergency management arrangements are predicated on the assumption that agencies agree to meet reasonable costs associated with the provision of services. The general principal is that costs are within the "reasonable means" of an agency or organisation is met by that agency or organisation.

Municipal Recovery Managers are responsible for implementing processes to assist with the monitoring of costs associated with the recovery process.

# 6.27 Reporting Arrangements

Municipal council's should regularly monitor and report on the impacts of emergency incidents on affected communities, during and following the incident, to ensure recovery agencies can promptly respond and provide assistance where required.

The following information that should be included in the monitoring and reporting of recovery activities:

- Size and location affected areas.
- Number of premises which are:
  - o Uninhabitable, inaccessible, destroyed or damaged
  - o Dwelling type (if known) house, caravan, flat/unit or other.
- Number of persons affected:
  - o Adults / children
  - Immediate needs
  - o Accommodation, health and or personal needs.
- Relief/Recovery Centres locations and hours of operations.
- · Community briefings/information sessions:
  - Date, location held and number of attendees (approx.)
  - o Upcoming, date and location.

# 6.28 Testing and Review

Emergency recovery exercises may be conducted in a variety of formats and may test various parts of the Arrangements at different levels of recovery management.

There should also be testing of the links between the levels of recovery management. Emergency recovery exercises may be run in conjunction with other emergency management exercises. These are often called Desk Top Exercises.

## 6.29 Evaluation of Recovery Activities

Evaluation of recovery activities and recovery programs following emergency events is essential to maximise lessons learned and identify where improvements can be made. Evaluation may

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take the form of a formal debrief of operations, or may involve workshops, seminars or applied research into particular areas of activity.

The Municipal Recovery Manager (MRM) should conduct an evaluation of recovery operations following activation of the recovery arrangements in the Municipal Emergency Management Plan. The evaluation may be an informal or formal debrief depending on the scale of the activation, and must identify the strengths and weaknesses of the local operational response to the needs of the community.

The Municipal Recovery Manager must ensure that the Regional Recovery Coordinator (DHS) is made aware of the outcome of the evaluation.

# 6.30 Support and Ancillary Arrangements

# 6.30.1 Companion Animals, Livestock and Wildlife

Population evacuations invariably involve companion animals, wildlife and livestock so emergency relief agencies will likely require provisions for:

- Extensive, secure and functional holding facilities.
- Catching, handling and confining animals.
- Feed and water, housing and accommodation.
- · Veterinary treatment for injuries and illness.
- · Identifying and contacting owners.
- Animals requiring specialist attention (such as horses and wildlife).

Council is working with the Department of Environment and Primary Industries to develop a Animal Welfare Plan.

#### 6.30.2 Feed and Water for Animals

Department of Environment and Primary Industries and Victorian Farmers Federation are responsible for gathering and distributing emergency fodder supplies to reduce the change of starving livestock after an emergency. Provision of fodder for animals after an emergency is an essential emergency relief function, because existing sources may have been destroyed in the incident.

Supplies of water may also be required for livestock after an emergency; The Department of Environment and Primary Industries will be able to provide advice to municipal councils about urgent needs for emergency water supplies.

# 6.31 Emergency Accommodation

Accommodation may be provided to households and individuals displaced by an emergency event in hotels, motels, caravan parks houses and flats or similar. The timeframe usually ranges from days to weeks. In some case emergency accommodation may transition into interim accommodation.

Emergency accommodation is usually provided by community, business or government organisations, although people often find their own accommodation with family or friends.

#### 6.31.1 Interim Accommodation

Interim accommodation is provided to households and individuals whose primary place of residence is destroyed or damaged by an emergency event. Interim accommodation can be in a house, flat, caravan or similar and can continue for extended periods of weeks, months or longer prior to permanent housing. In some cases interim accommodation my transition into permanent housing.

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Interim accommodation is organised through the Department of Human Services Housing Emergency Management Policy and Procedures plan. Interim accommodation can also be provided by friends, family, community, business or government organisations.

### 6.31.2 Permanent Housing

Permanent housing includes the range of normal housing options available to individuals and households. These include owner-occupied homes, renting, public housing or equivalent. Options for specific households and individuals may differ to the pre-emergency state.

### 6.32 Health and Medical

The Environmental Health Coordinator has been delegated the responsibility for health and medical matters.

Municipal Health and Medical arrangements will be considered in conjunction with the Barwon-South Western Regional Health Emergency Management Plan and the Victoria State Public Health Emergency Management Plan (SHERP).

The aim of these arrangements is to identify the Health and Medical facilities available within the Colac Otway Shire and identify the arrangements for activation. Due to the dual nature of these arrangements, it will be divided into two components; each being addressed accordingly. These components will be Health and Medical.

### 6.32.1 Health

The Environmental Health Manager is responsible for all public health matters in the municipality, and will activate the Environmental Health Support Plan in consultation with the MRM. All actions must be in accordance with the Victoria State Public Health Emergency Management Plan.

The Public Health & Wellbeing Plan can be activated autonomously in line with the Victoria State Public Health Emergency Management Plan where there are actual or possible significant public health consequences, (but no immediate casualties such as in a major emergency) which may impact upon the health and well-being of members of the local or regional community. Incidents of this type include contaminated food, water, infectious disease etc.

The responsibilities of the Environmental Health Manager in emergencies include:

- Advice on water supply and sewerage disposal;
- · Ensuring hygienic food handling safe production, storage and distribution;
- · Supply of sanitary and hygienic accommodation when required;
- · Refuse removal;
- Pest control;
- · Control of infectious diseases;
- · Disposal of dead animals; and
- Ensuring the sanitary condition and standard of material relief is appropriate.

In the absence of the Environmental Health Manager, his/her deputy will take over the role.

### 6.32.2 Medical

Implementation of the medical arrangements will be automatic where people are injured or require medical assistance. This automatic response will be by Ambulance Victoria and hospitals within the municipality. All responses must comply with the arrangements in the Emergency Management Plan and the State Public Health Plan (SHERP).

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Ambulance Victoria will be responsible for contacting additional First Aid support when required (e.g. St. John Ambulance and Red Cross)

### 6.32.3 Management of Medical Response

Medical response management at an emergency scene will be carried out by the most senior medical officer present. This could be any of the following:

- · The senior Ambulance Officer present.
- A member of a medical team.
- The area Medical Coordinator.

The role of the Medical Commander at the scene of an emergency is to:

- · Arrange resources required.
- Provide triage, (prioritise patients for treatment).
- · Co-ordinate transport of patients.
- Determine destination of patients.

The Colac Otway Shire has two hospitals; Colac Area Health in Colac and Otway Health & Community Services in Apollo Bay. These are the two main medical facilities able to cope with a number of casualties. Larger numbers of casualties and more serious injuries will be transported by road or air to other hospitals In Geelong.

### 6.33 Provision of Volunteer Assistance

Many community organisations will have resources that can be of used in an emergency. All offers of voluntary assistance will be referred to <u>Victoria's Volunteering Portal</u>

Volunteers in the area of Personal Support will be coordinated by the designated lead agency, who will manage their deployment and issues like appropriate training and checks, for example Police Checks, Working with Children Checks etc.

### **6.33.1 Volunteer Compensation Arrangements**

The Act makes provision for compensation, under normal WorkCover arrangements, for volunteer emergency workers who suffer personal injury or death while engaging in, training for, standing by to perform, or travelling to or from, duties performed for agencies under the response plan or the recovery plan.

Volunteers covered are those who are members of voluntary organizations which do not have statutory compensation schemes, and cover also applies to those people who, on a casual basis, assist an agency under the response plan or the recovery plan to deal with an emergency. Compensation for loss of or damage to property is also provided for.

### 6.33.2 Offence of Obstruction, and Legal Immunity for Volunteers

The Act creates the offence of obstructing an emergency worker (s. 36), and also gives volunteer emergency workers (the same group entitled to the compensation provisions) legal immunity in cases of loss or injury sustained by others, except in cases of their wilful default or negligence (s. 37).

### 6.34 Transport and Engineering

All requests for transport and engineering should be directed to the MERC who will request them through the MERO. Municipal resources should be used in the first instance, prior to engaging private contractors.

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PART 7 - SPECIAL PLANS & ARRANGEMENTS

### PART 7 – SPECIAL PLANS AND ARRANGEMENTS

### 7.1 Colac Otway Fire Management Plan

The Municipal Fire Management Planning Committee produced the plan. The committee comprises representatives from Colac Otway Shire Council, the Country Fire Authority, the Department of Sustainability and Environment, Parks Victoria, Victoria Police and VicRoads.

The Plan is a sub-plan of the Shire's Municipal Emergency Management Plan and reflects the State Government's direction to increase integration of fire management planning between agencies and the Community. A copy of this plan can be viewed on Councils website via the following link – Colac Otway Fire Management Plan

### 7.2 Colac Otway Shire Neighbourhood Safer Places Plan

This Plan is a neighbourhood safer places plan for the purposes of the legislation, and contains guidelines, which have been developed by the Municipal Association of Victoria (MAV) to assist the Council in relation to:

- The identification, suitability and designation of places as neighbourhood safer places (NSPs);
- The inspection, maintenance and decommissioning of designated NSPs within its municipal district.

A copy of this plan can be viewed on Council's website via the following link – <u>Colac Otway Shire</u> Neighbourhood Safer Places Plan

### 7.3 Community Information Guides

Community Information Guides have been developed by CFA in consultation local CFA brigades, community representatives and the Colac Otway Municipal Emergency Management Planning Committee (MEMPC) and Municipal Fire Management Planning Committee (MFMPC).

Community Information Guides (formerly known as Township Protection Plans) have been developed for the thirteen townships/localities within the Colac Otway Shire.

Each Community Information Guide provides a planned response to a bushfire within, or in close proximity to the identified township that has the potential to impact on the local community. Each plan provides predetermined actions that will enable quick and informed decision made by both the community and emergency services.

Community Information Guides can be viewed on the CFA website at www.cfa.vic.gov.au

### 7.4 Municipal Relief and Recovery Plan

This Plan will be used as a guide to assist individuals and the community to manage the reestablishment of those elements of society necessary for their wellbeing.

The Municipal Recovery Manager is responsible for the development and review of the plan annually. A copy of this plan can be viewed on Councils website via the following link – Colac Otway Shire Relief and Recovery Plan

### 7.5 MECC Operations Plan

This Plan details the procedure for the opening, setting up and running of the Municipal Emergency Coordination Centre. Copies of this plan are held by the MEM, MERO, MRM and Deputies (TRIM: D11/6762).

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PART 7 - SPECIAL PLANS & ARRANGEMENTS

### 7.6 Safety and Environment Management Plan – Port of Apollo Bay

The SEMP is an integrated system for managing and improving environmental and safety performance at the Port of Apollo Bay and to promote best practice safety and environment risk management across all aspects of port activities.

The Manager Major Contracts is responsible for the maintenance and updating of this plan in consultation with Port Staff and Local Ports, Department of Transport Planning and Local Infrastructure (DTPLI). The plan is amended annually or as required. Copies are available on the Colac Otway Shire Web site and can be made available in hard copy through a request to the Manager Major Contracts.

Copies are held by the Team Leader Apollo Bay Harbour and the Manager Major Contracts (TRIM D13/8112)

### 7.7 Evacuation Plans

Special plans addressing the issues of evacuation have been developed for the following hospitals, schools and industrial sites within the municipality. Copies are held as detailed for each plan below.

### 7.7.1 Schools

School Principals are responsible for the maintenance and amendment of this plan. The plan is amended annually. Copies are held by:

- Schools
- Police Stations
- · Department of Education and Training, Geelong

### 7.7.2 Hospitals

Chief Executive Officer of Colac Area Health and Otway Health & Community Services are responsible for the maintenance and amendment of these plans. The plans are amended annually. Copies are held by:

- Colac Area Health
- Police Station
- Fire Brigades

### 7.8 Other Special Plans

Other specific special plans have been developed to address those hazards which have been identified by the MEMPC. The details of those plans and copyholders are provided below.

### 7.8.1 School Bus Routes

School Bus Co-ordinator is responsible for the maintenance and amendment of this plan. The plan is amended annually.

Copies are held by:

- Schools
- Department of Education and Training, Geelong
- Victoria Police
- Transport Company

PART 7 – SPECIAL PLANS & ARRANGEMENTS

### 7.8.2 Regional Coordination Plan - Blue Green Algae - Barwon Water

Chief Executive Officer Barwon Water is responsible for the maintenance and amendment of this plan and copies are held by the Manager Health and Community Services, Colac Otway Shire (TRIM: D11/24840)

Draft Lake Colac Blue Green Algae Plan: copies are held by the Manager, Health and Community Services and Environmental Health Officer, Colac Otway Shire

### 7.8.3 Colac Otway Municipal Public Health and Wellbeing Plan 2013-2017

The Manager Health & Community Services, Colac Otway Shire is responsible for the development and review of the plan annually. The plan is required to be renewed every three years. (TRIM: D13/69774)

### 7.8.4 Influenza Pandemic Plan

The Manager Health & Community Services, Colac Otway Shire is responsible for the development and review of the plan annually.

Copies are available from the Manager, Health & Community Services and the Environmental Health Officer, Colac Otway Shire (TRIM: D12/29773)

### 7.8.5 Colac Otway Shire Heatwave Plan

The Manager Health & Community Services, Colac Otway Shire is responsible for the development and review of the plan annually.

Copies are available from the Manager, Health & Community Services and the Environmental Health Officer, Colac Otway Shire. (TRIM: D11/19907)

Appendices

### Municipal Emergency Management Plan Colac Otway Shire

### **Appendices**

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### Please note some details have been removed due to privacy and confidentiality

Appendix 1 – MEMP Sub Plans, Related Procedures and Operating Guidelines

Appendix 2 – Key Council Emergency Contacts

Appendix 3 – Municipal Emergency Planning Committee Members

<u>Appendix 4 – Emergency Contact Directory</u>

Appendix 5 – Register of Facilities – Vulnerable People

Appendix 6 – MEMPC Terms of Reference

Appendix 7 – Meeting and Training Log

Appendix 8 - MEMP Distribution List

Appendix 9 – Community Emergency Risk Assessment

Appendix 10 – Control Agencies for Response

Appendix 11 – Support Agencies for Response

Appendix 12 – Municipal Resources - Heavy Equipment

Appendix 13 – Emergency Relief and Recovery Centres

Appendix 14 - Designated Neighbourhood Safer Places

<u>Appendix 15 – Community Alert Sirens</u>

Appendix 16 - Fixed Wing Aircraft

Appendix 17 – Acronyms and Abbreviations

Appendix 18 - Glossary

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Appendix 1 - MEMP Sub Plans etc

### Appendix 1 – MEMP Sub Plans, Related Procedures and Operating Guidelines

Title	Location
MEMP Sub Plans	
Municipal Fire Management Plan	
Neighbourhood Safer Places Plan	
Colac Otway Shire Relief and Recovery Plan	
Birregurra Sub Flood Plan	
Community Emergency Risk Assessment	
Colac Otway Shire Heatwave Plan	
Influenza Pandemic Plan	
Colac Otway Shire Municipal Public Health and Wellbeing Plan	
Procedures and Operating Guidelines	
Municipal Emergency Coordination Centre Operations Plan	
Safety and Environment Management Plan – Port of Apollo Bay	
Business Continuity Plan – Colac Otway Shire	
Risk Management Policy	
Emergency Relief Centre Standard Operating Guidelines	
Other Relevant Documents	
Memorandum of Understanding – Otway District Relief and Recovery Collaboration	
Protocol for Inter-Council Emergency Management Resource Sharing	
Regional Coordination Plan – Blue Green Algae – Barwon Water	
Road Safety Strategy (VicRoads)	
The Victorian Heatwave Strategy (Department of Health)	
Victorian Human Influenza Pandemic Plan (Department of Health)	
Biosecurity Strategy for Victoria (Department of Environment & Primary Industries)	
Community Information Guides (formerly township Protection Plans - CFA)	
Barwon South West Regional Strategic Fire Management Plan (IFMP)	
Barwon South West Regional Emergency Response Plan	

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Appendix 2 – Key Council Emergency Contacts

### **Appendix 2 – Key Council Emergency Contacts**

Role	Name	Contact Details	
Municipal Emergency Resource Officer (MERO)			
MERO	Wendie Fox		
MERO	Greg Anderton		
MERO	Ray Leak		
Emergency Management Team			
Acting General Manager Sustainable Planning & Development	Doug McNeill		
Manager Environment & Community Safety	Stewart Anderson		
Municipal Emergency Management Coordinator	Wendie Fox		
Municipal Fire Prevention Officer	Doug Winckle		
Municipal Recovery Manager (MRM)			
MRM	Greg Fletcher		
Deputy MRM	Stewart Anderson		
Deputy MRM	Peter Matchan		
Municipal Emergency Response Coordinator (MERC)			
MERC	Ken Slingsby		
Deputy MERC	David Hand		
Municipal Emergency Manager (MRM)			
MRM	Doug McNeill		
Council Services			
Municipal Building Surveyor	Adam McCosh		
Municipal Building Surveyor	Wayne Wilkie		
Acting Manager Building and Planning	Blaithin Butler		
Environmental Health Officer	Peter Matchan		
Environmental Health Officer	Leila Banihashemi		
Environmental Health Officer	Jonathan Brett		

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# Appendix 3 – Municipal Emergency Planning Committee Members

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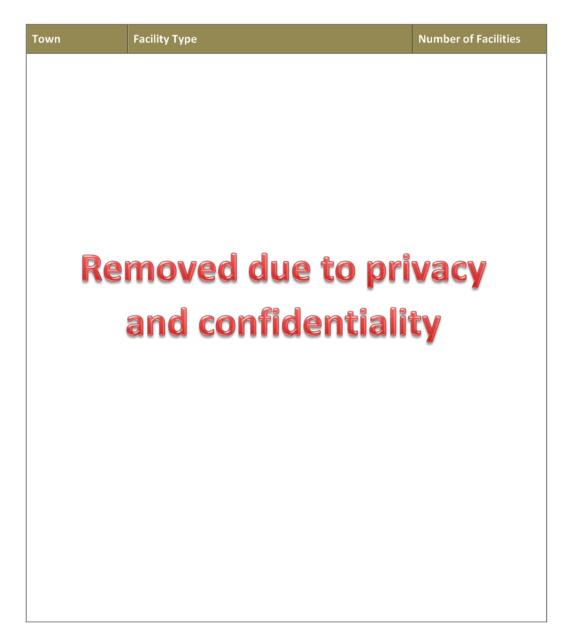
APPENDIX 3 - MEMPC Contact List

### Appendix 4 – Emergency Contact Directory

## Removed due to privacy and confidentiality

APPENDIX 5 – Register of Facilities – Vulnerable People

### Appendix 5 – Register of Facilities – Vulnerable People



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APPENDIX 6 - MEMPC Terms of Reference

### Appendix 6 – MEMPC Terms of Reference

### COMMITTEE TERMS OF REFERENCE



### 1. SUMMARY

This Committee is formed pursuant to Sections 20 of the Emergency Management Act, 1986. In particular, Sections 21(3), (4), & (6) refer specifically to the Municipal Emergency Management Planning Committee.

### 2. OBJECTIVES

This Committee is to formulate an emergency management plan for the Council's consideration in relation to the prevention of, response to and the recovery from emergencies within the Colac Otway Shire.

### 3. DEFINITIONS

- 'Emergency' is as defined in the Emergency Management Act, 1986;
- 'Emergency Management' means the organisation and management of resources for dealing with all aspects of emergencies;
- · 'MEMPC' means Municipal Emergency Management Planning Committee;
- 'MEMPlan' means Municipal Emergency Management Plan;
- 'MEM' means the Municipal Emergency Manager;
- 'MERO' Municipal Emergency Resource Officer;
- 'VICSES' Victoria State Emergency Service; and
- 'Co-ordinator in Chief' means the Co-ordinator in Chief of Emergency Management for the State of Victoria.

### 4. TERMS OF REFERENCE

### 4.1. Expected / Definite life of the Committee

Ongoing responsibilities.

### 4.2. Constituency of the Committee

- Colac Otway Shire
  - · Municipal Emergency Manager (Chairperson)
  - · Municipal Emergency Resource Officer, MERO (Deputy Chairperson)
  - Municipal Recovery Manager
  - Councillor(s)
  - Executive Officer (Administrative matters for the Committee)
  - Municipal Fire Prevention Officer

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APPENDIX 6 - MEMPC Terms of Reference

- Municipal Emergency Response Co-ordinator (Victoria Police)
- VICSES (Regional Officer Emergency Management SW Region)
- Fire Services
  - CFA Operations Manager, District 6
  - DSE (Departmental Representative)
- Parks Victoria
- Ambulance Victoria (Group Manager Ambulance Victoria South West)
- Department Of Primary Industries (Departmental Representative)
- Department of Human Services (Departmental Representative)
- Colac Area Health
- Barwon Water
- VicRoads
- Powercor
- Red Cross (Representative)

### 4.3. Authority of the Committee

Section 21 (4) of the Emergency Management Act, 1986 states that the function of a municipal emergency management planning committee is to prepare a draft municipal emergency management plan for consideration by the municipal council. It shall:

- Assess and review hazards and risks facing the community;
- Produce the Municipal Emergency Management Plan for consideration by Council:
- Review and update the plan annually, including review of risks, with responsibility to see that this task is undertaken delegated to the Municipal Emergency Resources Officer (MERO);
- Arrange regular tests/exercises of plan, or parts of the plan, at least annually.
   This includes participation in other agency exercises.

### 4.4. Meeting Procedure

The MEMPC has determined that the committee shall meet at least four times each year. The meetings are held on the third Thursday in February, May, August and November of each year at Colac Otway Performing Arts Cultural Centre (COPACC), Rae Street, Colac, and following major emergencies involving the Municipality, or as required from time to time. All meetings will be minuted.

### 4.4.1 Committees & Working Parties

The Municipal Emergency Management Planning Committee (MEMPC) will determine the need to establish committees/working parties in order to investigate and report

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APPENDIX 6 - MEMPC Terms of Reference

back on specific issues that will assist the Municipal Emergency Management Planning Committee in meeting its obligations under the Emergency Management Act 1986.

The Municipal Emergency Management Planning Committee will determine the terms of reference and reporting timeframes for these committees and/or working parties. The membership of any committee/working party will consist of Agencies/Organisations represented on the Municipal Emergency Management Planning Committee and other representatives deemed necessary by the Municipal Emergency Management Planning Committee.

### 4.5. Reporting Requirements

Minutes will be forwarded to all representatives on the Committee, the Regional Emergency Response Co-ordinator and the Chief Executive Officer, Colac Otway Shire.

### 4.6. Secretariat

Executive Officer will provide secretarial services for the Committee.

### 4.7. Facilities & Resources

The Committee meets at COPACC which is also the Municipal Emergency Coordination Centre

### 5. QUALITY RECORDS

Quality Records shall be retained for at least the period shown below.



Record	Retention/Disposal	Retention	Location
	Responsibility	Period	
Minutes from meetings		Permanent	
Council minutes		Permanent	

### 6. ATTACHMENTS

Nil

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APPENDIX 7 - Meeting and Training Log

### Appendix 7 – Meeting and Training Log

Date	Meeting / Training
20/02/2014	MEMPC Meeting
15/05/2014	MEMPC Meeting
21/08/2014	MEMPC Meeting
5/11/2014	Training – Emergency Relief Centre - Introduction
11/11/2014	Training - Emergency Relief Centre - Refresher
12/11/2014	Training - CrisisWorks Refresher
14/11/2014	Training - Emergency Relief Centre - Refresher
18/11/2014	Training – Emergency Relief Centre Managers
20/11/2014	MEMPC Meeting
24/11/2014	Training – Emergency Relief Centre - Introduction

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APPENDIX 8 - MEMP Distribution List

### Appendix 8 – MEMP Distribution List

The MEMP will be circulated according to the table below. Updates to the MEMP will be distributed to the following organisations along with a process to acknowledge receipt.

MEMP Distribution

### Removed due to privacy and confidentiality

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APPENDIX 9 - Community Emergency Risk Assessment

### Appendix 9 - Community Emergency Risk Assessment

The MEMPC are currently working with VicSES to develop this plan, the plan will be added one completed.

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APPENDIX 10 - Control Agencies for Response

### Appendix 10 - Control Agencies for Response

The purpose of the following table is to identify control agencies and key support agencies for response. It does not list all agencies that may be involved in any particular emergency, nor does it list all emergencies that may be encountered. The control agency may change as the emergency response progresses or is clarified.

EMERGENCY / THREAT	CONTROL AGENCY (may vary by location)	KEY SUPPORT AGENCIES
ACCIDENT/INCIDENT		
Aircraft	Victoria Police	AMSA, ARFF, ATSB
Biological materials	DH	CFA, MFESB
Gas leakage	CFA/MFESB	Gas distribution companies
Hazardous materials, high consequence dangerous goods or dangerous goods	CFA/MFESB/ARFF	EPA, AV, WorkSafe (workplace, storage facilities and transport)
Lifts, cranes or scaffolding and amusement structures	CFA/MFESB	WorkSafe
Marine (not including marine pollution)	Victoria Police	TSV, AMSA
Military aircraft and ships	Defence Force	AMSA, VicPol, Airservices Australia
Radioactive materials	DH	CFA, MFESB
Rail and tram	Victoria Police	PTV, DTPLI, V/Line, ARTC, MTM, Yarra Trams, CFA, MFESB, VICSES
Road	Victoria Police	CFA, MFESB, VICSES, VicRoads, Municipal Councils, CityLink, EastLink
AGRICULTURAL		
Chemical contamination of livestock or agricultural produce (agricultural or veterinary)	DEPI	DFSV, PrimeSafe
Exotic animal disease (includes bees & aquaculture)	DEPI	
Plant pest or disease	DEPI	
ENVIRONMENTAL		
Marine pollution oil spills in Victorian coastal waters up to three nautical miles	DTPLI (Emergency Risk and Resilience)/Port operator	DEPI, EPA, AMSA, PV, BOM, VRCA, MFESB, CFA
Oiled Wildlife	DEPI	PV, DTPLI, AMSA
Exotic marine pest incursion	DEPI	PV
Cetacean (whale) stranding or entanglement	DEPI	PV
Vertebrate pest/plagues	DEPI	PV
Pollution into inland waters	CFA/MFESB	EPA, PV
Pollution of inland waters	EPA	PV, Melbourne Water
ESSENTIAL SERVICE DISRUPTI	ON	
Food supply, critical infrastructure	Victoria Police	DEPI
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APPENDIX 10 - Control Agencies for Response

EMERGENCY / THREAT	CONTROL AGENCY (may vary by location)	KEY SUPPORT AGENCIES
damage or disruption		
Electricity	DSDBI (Energy Sector Development)	AEMO, Electricity distributors, Energy Safe Victoria, DEPI
Natural gas	DSDBI (Energy Sector Development)	AEMO, DSDBI (Earth Resources Regulation Victoria), Energy Safe Victoria, Gas distribution companies
Petroleum and liquid fuels	DSDBI (Energy Sector Development)	DSDBI (Earth Resources Regulation Victoria), WorkSafe, Oil companies
Public transport	PTV	DTPLI (Emergency Risk and Resilience)
Roads/bridges/tunnels	VicRoads	Municipal councils, CityLink, EastLink, DTPLI (Emergency Risk and Resilience)
Water and sewerage	DEPI	Water authorities, DHS, Municipal councils
FIRE AND/OR EXPLOSION		
Aircraft	ARFF/CFA/MFESB	
Boilers and pressure vessels	CFA/MFESB	WorkSafe
Explosion	CFA/MFESB	DSDBI, WorkSafe
Explosive device	Victoria Police	CFA, MFESB
Fire	CFA/MFESB/DEPI, Fire Services Commissioner (Major Fire)	PV, AVCG, WorkSafe, BOM
HUMAN DISEASE/ILLNESS		
Retail food contamination	DH	
Food/drinking water contamination	DH	DEPI, Municipal councils
Human disease	DH	
NATURAL EVENT		
Earthquake	VICSES	All
Flood	VICSES	DEPI, CMAs, Water authorities, Municipal Councils, CFA, MFESB, BOM, PV
Heatwave	Victoria Police	Municipal councils, DH, AV, DEPI, DTPLI, DSDBI
Storm	VICSES	BOM, DEPI, PV, CFA, MFESB, DSDBI
Tsunami	VICSES	BOM, All
RESCUE		
Building, structure	CFA/MFESB/VICSES	VBA, AV, VicPol, WorkSafe
Cave	Victoria Police	VICSES
Land	Victoria Police	VICSES
Lift, crane, scaffolding or amusement structure	CFA/MFESB	VicPol, VICSES, WorkSafe, DSDBI
Mine/quarry	Victoria Police	DSDBI, DEPI, CFA, VICSES, WorkSafe
Rail, aircraft and industrial	CFA/MFESB/VICSES	AMSA (aircraft only), WorkSafe (rail & industria only)
Road	CFA/MFESB/VICSES	AV

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APPENDIX 10 - Control Agencies for Response

EMERGENCY / THREAT	CONTROL AGENCY (may vary by location)	KEY SUPPORT AGENCIES
Trench or tunnel	CFA/MFESB	
Water	Victoria Police	VICSES, LSV
SEARCH		
Land and water	Victoria Police	VICSES – Others per VicPol Register
Overdue aircraft	AMSA	VicPol, VICSES, Airservices Australia
OTHER		
Aircraft – inflight emergency	Airservices Australia	ADF
Dam safety	DEPI	Water authorities, VICSES, Municipal councils
Marine casualty – non SAR – (commercial ship) in port waters	Port operator, VRCA	TSV, AMSA, CFA/MFESB, VicPol, AV, DTPLI
Marine casualty – non SAR – (commercial ship) in coastal waters	Transport Safety Victoria	VRCA/Local port operators, CFA, AMSA, VicPol, AV, DTPLI
Other threats against persons, property or environment	Victoria Police	

APPENDIX 11 - Support Agencies for

### Appendix 11 - Support Agencies for Response

This table supports tasks indicates the functional services agency and relevant support agency(s). This list is neither exhaustive nor inclusive as many agencies, including control agencies may have a support role and a functional service role, dependant on the nature of the emergency.

SUPPORT SERVICE	PRIMARY AGENCY	SECONDARY AGENCIES
Animal Welfare	DEPI	PV, RSPCA
Catering	Red Cross	Salvation Army
Commonwealth resources	Victoria Police	EMA, ADF
Communications	Victoria Police	ESTA, Telstra, WICEN
Deceased persons: identification	Victoria Police	CCoV
Detection of Emergency Locator Transmitters	AMSA	Airservices Australia
Emergency call taking and dispatch	ESTA	Telstra
Emergency medical care and/or transport	AV	MFESB, ARFF, ESTA - Others as per SHERP (DHS)
Environmental impact assessment	EPA	DEPI, PV
Evacuation	Control agency, Victoria Police	VICSES, Municipal councils
First aid	AV	St John Ambulance, LSV, Red Cross - Others as per SHERP
Mapping services/information, including: digital and hard copy maps aerial photography acquisition satellite imagery acquisition GPS positioning and location	DEPI	Geoscience Australia
Media relations	Control agency	VicPol
Produce (food) contamination by Chemicals of security concern	DEPI	
Public warnings	Control agency, Victoria Police	BOM, Municipal councils, Telstra (Emergency Alert)
Relocation	Control agency	VicPol, VICSES, Municipal councils
Transport, engineering and services support	VicRoads	Others as per TESS Plan
Weather information and forecasting	вом	
Work place / work related investigations and technical support	WorkSafe	

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APPENDIX 12 - Municipal Resources

### Appendix 12 - Municipal Resources - Heavy Equipment

### Removed due to privacy and confidentiality

### **Emergency Relief Centres (ERC** Appendix 13 – Emergency Relief and Recovery Centres Wheel chair

Address

Phone

Car Park

**Toilets** 

Showers

Heating

### Removed due to privacy and confidentiality

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APPENDIX 13 - Emergency Relief and Recovery Centres

APPENDIX 14 - Neighbourhood Safer Places

### **Appendix 14 – Designated Neighbourhood Safer Places**

Township	Structure Type	Telephone	Description	Map reference Easting Northing
Apollo Bay	Apollo Bay Foreshore	N/A	Outside - Open Space NSP 1.883 hectares, Toilets, Foreshore area on Great Ocean Road	Easting: 143.671 Northing: -38.7582

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APPENDIX 15 - Community Alert Sirens

### **Appendix 15 – Community Alert Sirens**

Township	
Lavers Hill	
Wye River	

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APPENDIX 16 – Fixed Wing Aircraft

### **Appendix 16 - Fixed Wing Aircraft**

The Colac and Apollo Bay airstrips are the only authorised landing strips in the Colac Otway Shire

### Removed due to privacy and confidentiality

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Colac Otway Shire

Municipal Emergency Management Plan

APPENDIX 17 - Acronyms & Abbreviations

### Appendix 17 – Acronyms and Abbreviations

AA Airservices Australia
ADF Australian Defence Force

AEMO Australian Energy Market Operator

AFAC Australian Fire and Emergency Services Authority Council
AGCDTF Australian Government Counter Disaster Taskforce

AGD Attorney-General's Department

AIIMS Australian Inter-Service Incident Management System

AMSA Australian Maritime Safety Authority
ARCV Australian Red Cross Victoria

ARFF Aviation Rescue and Firefighting (part of Airservices Australia)

ATSB Australian Transport Safety Bureau
AusSAR Australian Search and Rescue

AV Ambulance Victoria

AVCG Australian Volunteer Coast Guard

BC Building Commission
BOM Bureau of Meteorology

CBR Chemical, Biological, Radiological

CBRIE Chemical, Biological, Radiological, Incendiary Explosive

CCP Chief Commissioner of Police CCoV Coroners Court of Victoria

CERM Community Emergency Risk Management
CERA Community Emergency Risk Assessment

CFA Country Fire Authority

CGRC Central Government Response Committee

CI Critical Infrastructure

CMA Catchment Management Authority
COAG Council of Australian Governments

COMDISPLAN Commonwealth Government Disaster Response Plan

CORC Colac Otway Recovery Committee
CWA Country Women's Association

DACC Defence Assistance to the Civil Community

DEECD Department of Education and Early Childhood Development
DEPI Department of Environment and Primary Industries

DFACA Defence Force Aid to the Civil Authority

DFSV Dairy Food Safety Victoria

DGEMA Director-General Emergency Management Australia

DH Department of Health

DHS Department of Human Services

DIIRD Department of Innovation, Industry and Regional Development

DoT Department of Transport
DoJ Department of Justice

DPC Department of Premier and Cabinet
DTF Department of Treasury and Finance

DPCD Department of Planning and Community Development

DVI Disaster Victim Identification
EMA Emergency Management Australia
EMAI Emergency Management Australia Institute
EMLO Emergency Management Liaison Officer
EmRePSS Emergency Resource Providers Support Scheme

EMS Emergency Medical Services
EMT Emergency Management Team
EOC Emergency Operations Centre
EPA Environment Protection Authority
ERC Emergency Response Coordinator
ERCC Emergency Response Coordination Centre

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Municipal Emergency Management Plan APPENDIX 17 – Acronyms & Abbreviations

ESTA Emergency Services Telecommunications Authority

FERC Field Emergency Response Coordinator
GIS Geospatial Information System
ICA Insurance Council of Australia
ICC Incident Control Centre

IDRO Insurance Disaster Response Organisation

IMF Incident Management Facility
IFMP Integrated Fire Management Planning
IMS Incident Management System
IMT Incident Management Team

LSV Life Saving Victoria

Marine EMT Marine Emergency Management Team MAV Municipal Association of Victoria

MCPEM-EM Ministerial Council for Police and Emergency Management – Emergency Management

MECC Municipal Emergency Coordination Centre

MEMEG Municipal Emergency Management Enhancement Group
MEMPC Municipal Emergency Management Planning Committee

MERC Municipal Emergency Response Coordinator
MERO Municipal Emergency Resource Officer
MEST Major Emergency Strategy Team
MFB Metropolitan Fire Brigade

MFESB Metropolitan Fire and Emergency Services Board

MFPO Municipal Fire Prevention Officer
MRM Municipal Recover Manager
MSV Marine Safety Victoria
NCTP National Counter Terrorist Plan

NDRRA Natural Disaster Relief and Recovery Arrangements
NEMC National Emergence Management Committee

NEWS (EL) National Emergency Warning System (Emergency Alter)

NPW Nuclear Powered Warship

OESC Office of the Emergency Services Commissioner

POC Police Operations Centre (D24)

PV Parks Victoria Red Cross Australian Red Cross

RERC Regional Emergency Response Coordinator
RERCC Regional Emergency Response Coordination Centre

RFCV Rural Finance Corporation Victoria

RFR Register. Find. Reunite.

RR Road Rescue

RSPCA Royal Society for Prevention of Cruelty to Animals

SBSC Small Business Counselling Service
SCC State Control Centre / State Crisis Centre
SCN Security and Continuity Network

SECC Security and Emergencies Committee of Cabinet SEMC State Emergency Mitigation Committee

SEMC State Emergency Mitigation Committee
SEMT State Emergency Management Team

SERCC State Emergency Response Coordination Centre

SEWS Standard Emergency Warning Signal
SHERP State Health Emergency Response Plan
SII Spatial Information Infrastructure
TAC Transport Accident Commission

TESS Transport, Engineering and Services Support

USAR Urban Search and Rescue
VCC Victorian Council of Churches

VEMC Victorian Emergency Management Council

VCG Victorian Grants Commission

VicPol Victoria Police

VICSES Victoria State Emergency Service

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	Otway	

Municipal Emergency Management Plan APPENDIX 17 – Acronyms & Abbreviations

VRCA Victoria Regional Channels Authority
VWA Victorian WorkCover Authority (WorkSafe)
WICEN Wireless Institute Civil Emergency Network

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APPENDIX 18 - Glossary

### Appendix 18 – Glossary

Term	Definition
Action	The executive command to mount an operation whereby all required
	personnel are called to their posts.
Affected Area	A geographic area affected by an emergency for the purpose of response
	and recovery arrangements.
Agency	A government agency or non-government agency.
Alert	The period when the Regional or Municipal Emergency Response
Aleit	Coordinator believes an emergency may occur and requires all, or
	designated functional services to increase their level of preparedness to
	cope.
Assembly Area	A designated location used for the assembly of emergency affected
	persons. The area may also incorporate an Emergency Relief Centre.
Chain of Command	The organisational hierarchy of an agency. It is the identifiable line up
	and down the hierarchy from any individual to and from their supervisor
	and subordinates. The chain of command identifies people or positions
	with accountability.
Command	The direction of human and material resources of an agency in the
	performance of an agency's roles and responsibilities.
Control	The direction of human and material resources of an agency in the
	performance of that agency's roles and tasks.
Control Agency	An agency nominated to control the response activities to a specific type
	of emergency.
Coordination	The bringing together of agencies and resources to ensure effective
	response to and recovery from emergencies, primarily concerned with
	the systematic acquisition and application of required resources.
Counselling	The provision of psychological support and advice to persons affected by
	an emergency.
Displan	The name given to the State Emergency Response Plan under Section
·	10(1) of the Emergency Management Act 1986. The word DISPLAN was
	originally the short title for the State Disaster Plan. In this manual the
	phrase "emergency response" is used when referring to this emergency
	response plan as a document or the emergency response arrangements,
	or to emergency response coordinators.
EMCG	Consists of the MERC, MERO and MRM – a Municipal decision-making
LIVICO	group within the MECC.
Emergency	An emergency due to the actual or imminent occurrence of an event
Emergency	
	which in any way endangers or threatens to endanger the safety or
	health of any person in Victoria or which destroys or damages, or
	threatens to destroy or damage, any property in Victoria, or endangers or
	threatens to endanger the environment or an element of the
	environment in Victoria including, without limiting the generality of the
	foregoing:
	a. an earthquake, flood, wind-storm or other natural event; and
	b. a fire; and
	c. an explosion; and
	d. a road accident or any other accident; and
	e. a plague or epidemic; and
	e. a plague or epidemic; and

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APPENDIX 18 – Glossary

T	D. C. W.
Term	Definition
Emergency Affected	People, other than emergency management personnel, who experience
Persons	losses or injury or are affected by an emergency. Usually understood to exclude the deceased.
Emergency Grant	The provision of financial assistance during emergency relief to
	emergency affected persons as determined by government policy.
<b>Emergency Management</b>	The organisation and management of resources for dealing with all
	aspects of emergencies. Emergency management involves the plans,
	structures and arrangements which are established to bring together the
	normal endeavours of government, voluntary and private agencies in a
	comprehensive and coordinated way to deal with the whole spectrum of
	emergency needs including prevention, response and recovery.
EMLO	Provided by Agencies and Councils to the Control Agency and are located
	in the Incident Control Centre or the controlling agency's Emergency
	Response Centre.
EMMV	The Manual that provides the structure for Municipalities to raise their Municipal Emergency Management Plans (MEMP).
Emergency Relief	The provision of immediate shelter, life support and human needs of
	persons affected by, or responding to, an emergency. It includes the
	establishment, management and provision of services to Emergency
	Relief Centres.
EMT	A team which assists the Controller in formulating a response strategy
	and in its execution by all agencies.
ERC	A building or place established to provide life support and essential needs
	to persons affected by or involved in the management of an emergency.
FERC	A senior member of the Police Force at the scene of an emergency.
Financial Assistance	See Emergency Grant.
Hot Start	The MECC and ERC functions are established and staffed.
Incident	Any unplanned event requiring emergency intervention.
Incident Controller	The Officer with overall responsibility for emergency response
	operations. A controller is a member of the control agency appointed to
	have overall responsibility for emergency response operations.
Incident Control Centre	The locations where the Incident Controller and various members of the
	Incident Management Team provide overall direction of response
	activities.
Lead Agency	The Agency designated to coordinate the provision of a functional area of
	emergency relief and supplementary supply.
Marshalling Point	An area/facility where resources are deployed and the occupational
	health and safety of Yarra Ranges Council personnel, contractors and
	other local government personnel who are conducting emergency
	response activities is monitored.
Material Needs	Clothing, bedding and other personal items provided to emergency
	affected persons.
MECC	A facility operating at the Municipal level to coordinate and organise
	emergency provisions of Municipal and community resources in support
	of response and recovery.
MECC Facility Manager	The function which coordinates the procedural and system requirements to ensure the smooth running of the facility.
MECC Logistics Officer	Responsible for obtaining and maintaining resources, facilities, services
-	and materials to support emergency response.
MECC Planning Officer	Responsible for information management and planning to support
	emergency response.

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APPENDIX 18 - Glossary

Term	Definition
MEM	A Municipal employee responsible for overall emergency management
	functions across Council.
MEMPC	The Committee that is responsible for the formation and maintenance of
	the Municipal Emergency Management Plan (MEMP) at the Municipal
	level.
MERC	A member of Victoria Police (Officer in Charge Lilydale Police Station)
THE ING	appointed at the Municipal level to coordinate the response to an
	emergency.
MERO	A Municipal appointee responsible to the Municipal Council for ensuring
WERG	the coordination of Municipal resources to be used in emergency
	response.
MRM	'
IVIKIVI	A Municipal appointee responsible to the Municipal Council for ensuring
	the coordination of Municipal resources to be used in emergency
	recovery.
Municipality	The area within the defined boundaries for Local Government
	responsibility of a Council, Shire, Borough, Town or City.
NRIS	The Commonwealth/State arrangements for recording the details of
	persons relocating to an Emergency Relief Centre and for handling
	inquiries about the location of registered persons.
NSP	A place of last resort for people in bushfire prone areas to go to in the
	event of a bushfire.
Operations Officers	Responsible for managing all activities and resources specific to their role
	for emergency response.
Prevention	The elimination or reduction of the incidence or severity of emergencies
	and the mitigation of their effects.
Primary Support Agency	The Agency to be first considered by a Municipal Emergency Response
	Coordinator for support in an emergency role.
Recovery	The assisting of persons and communities affected by emergencies to
,	achieve a proper and effective level of functioning.
Recovery Agency	An Agency with a role or responsibility under the State Emergency
, , ,	Recovery Plan or in the recovery arrangements.
Recovery Centre	A building in which a coordinated process of support to affected
, , , , , , , , , , , , , , , , , , , ,	communities in the restoration of their emotional, social, economic and
	physical well being is provided.
Relief Stage	The immediate post impact stage of an emergency, preceding the
nener stage	recovery phase. For the purposes of this Plan, the end of relief will be
	when "stand down" is advised by the Municipal Emergency Response
	Coordinator.
Region	A geographic area comprising a number of Municipal districts and specific
Region	Victorian waters.
Relocation	The planned relocation of persons from dangerous or potentially
Relocation	
Pacauras	dangerous areas to safer areas and eventual return.
Resource	The provision of resources in emergencies to response agencies by other
Supplementation	than their internal resource acquisition systems.
Response	The combating of emergency and the provision of rescue and immediate
2520	relief services.
RERC	A commissioned officer of Victoria Police appointed for a State
	C
	Government region as Regional Emergency Response Coordinator.
RIA	An initial appraisal of the extent of damage, disruption and breakdown to
RIA	

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APPENDIX 18 - Glossary

Term	Definition
Staging Area	A location designated and used during emergency response for the
	assembly of Control or Support Agency personnel prior to deployment.
SMEACS	The situation briefing used to communicate the emergency situation,
	issues and response mechanisms for personnel in the MECC and at an
	ERC.
SOP	Step-by-step instructions on how to implement and complete tasks that
	are integral to emergency response and recovery.
Span of Control	A concept that relates to the number of groups or individuals that can be
	supervised by one person.
Standby	That period normally following alert, when the RERC or MERC, or the
	Chief Officer of a control agency, believes that the occurrence or the
	affects of the emergency, are imminent. Members of the relevant
	agencies are placed "on standby", thus being ready to respond
	immediately.
Stand Down	The order given by the Regional or Municipal Emergency Response
	Coordinator that allows personnel to cease operations reflecting the
	termination of the emergency.
State Emergency	The Chief Commissioner of Police who is responsible for the coordination
Response Coordinator	of activities of agencies having roles or responsibilities in relation to the
	response of emergencies.
State Recovery	A senior office of DHS appointed by the Department to ensure the overall
Coordinator	coordination of recovery in Victoria.
Supplementary Supply	Those resources requested under emergency supply unable to be
	obtained by Emergency Response Support Agencies.
Support Agency	An agency which provides services, personnel, or material to support or
	assist a control agency of affected persons.
Temporary	Accommodation provided over an extended period of days, weeks or
Accommodation	months for individual or families affected by an emergency. It is different
	from emergency shelter.
Volunteer Emergency	A volunteer worker who engages in emergency activity at the request
Worker	(whether directly or indirectly) or with the express or implied consent of
	the chief executive (however designated), or of a person acting with the
	authority of the chief executive, of an agency to which either the state
	emergency response or recovery plan applies.
Warm Start	The MECC and ERC functions are established with staff on Standby.

### **Attachment 1: NSP Site Maps**



Rex Norman Park, Gellibrand



Birregurra Park, Birregurra



Beeac Tennis Courts, Beeac



### Neighbourhood Safer Place (Place of Last Resort) Site Assessment Report

Beeac Tennis Courts Beeac

Reference: Beeac NSP Site Assessment Report Colac Otway Shire October 2014

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## 1. Executive Summary

In response to the Interim 2009 Bushfires Royal Commission Recommendation 8.5, the Victorian Government has introduced legislation which requires the Country Fire Authority (**CFA**) to certify Neighbourhood Safer Places (**NSPs**) against the CFA's Assessment Guidelines, and Victoria's Councils to identify, designate, establish and maintain suitable sites as NSPs in their municipal districts.

In relation to the potential NSP site known as Beeac Tennis Courts, Beeac being assessed as a NSP, the Colac Otway Shire with the support of the Municipal Fire Management Planning Committee (**MFMPC**), CFA Barwon South West Region, has undertaken assessments in line with current guidelines and expected practices.

The results of the CFA Assessment Guidelines and the assessment against the Colac Otway Shire Neighbourhood Safer Places Plan Criteria has shown the site described as Beeac Tennis Courts, Beeac, at the time of assessment to be compliant against the relevant guidelines and criteria.

Unless Council, on whatever grounds sees fit to decide otherwise, having successfully passed all current NSP criteria that has been established by the State Government, CFA, MAV and the Colac Otway Shire, it is recommended that:

The Colac Otway Shire endorse the area as described and detailed within the NSP Site
Assessment Report which is located within the Beeac Tennis Courts, Beeac as a
designated Neighbourhood Safer Place.

#### On passing the recommendation above it is further recommended:

- 1. The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of the Office of the Emergency Services Commissioner.
- The Colac Otway Shire provides to the CFA information on the NSP designation of the site with Beeac Tennis Courts, Beeac.
- 3. The MFMPC and the MEMPC include this site within a list of NSPs within their respective plans.
- 4. The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.

- 5. The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the Municipal NSP Plan and the CFA assessment guidelines.
- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officer undertakes routine inspections of the NSP site prior to and during the fire danger period.
- 7. That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

## 2. Introduction

In its interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire¹.

In response to this recommendation, the Victorian Government in late 2009 introduced the *Emergency Services Legislation Amendment Act 2009* (**ESLA Act**) which amends the *Country Fire Authority Act 1958* (**CFA Act**) and the *Emergency Management Act 1986* (**EM Act**). The effect of these amendments requires the CFA to certify NSPs against the CFA's Assessment Guidelines, and Councils within Victoria to identify, designate, establish, maintain and decommission NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be 'a safer place' to assemble than other places within the municipal district. At that point in time it almost certainly will be a matter for individual judgement and decision, as to which if any NSP a person or persons should travel in the presence of fire.

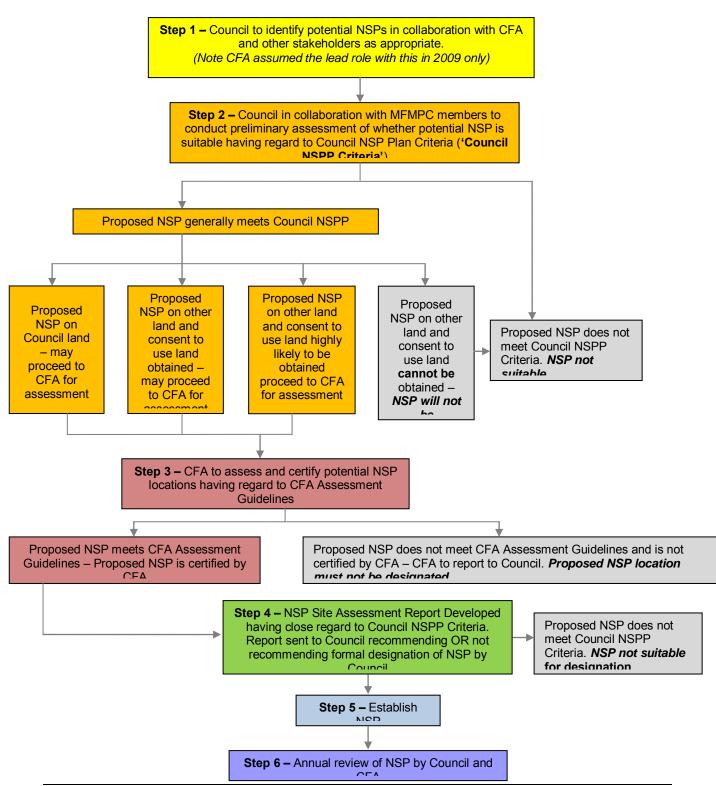
NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers.

It is impossible to determine the variables of people's behaviour and actions during the stresses of an emergency situation. It is also impossible to precisely determine localised affects of weather during fire events and the resulting impact of fire at any particular location on any given high risk day. In understanding this, the assessment has included many assumptions in

identifying possible sites that may provide some form of protection from radiant heat during the passage of a fire.

1. Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

# 3. NSP Approval Process





NB This process is effective from 1 January 2010. Site Assessments prior to this date utilised a previous version, where CFA was the lead agency in Step 1.

## 4. Compliance Standards

The assessment of the site was done in line with the:

- Colac Otway Shire Neighbourhood Safer Places Plan (NSPP)
- Colac Otway Shire NSPP Criteria Auditing Tool
- Bushfire Neighbourhood Safer Places CFA Assessment Guideline June 2012

# 5. Assessment Approach

Seven stages of assessment were made on this site.

- Council led a process of identification of the site in collaboration with the Municipal Fire Management Planning Committee (MFMPC).
- The Council conducted an onsite assessment in-line with the criteria in the Colac Otway Shire NSPP Criteria. This assessment was conducted with the assistance of the MFMPC. In attendance were representatives from Council, DEPI and CFA.
- CFA conducted an assessment of the potential NSP site against the Bushfire Neighbourhood Safer Places CFA Assessment Guideline; this was done by appropriately qualified and experienced CFA personnel.
- 4. Concerns regarding the site being designated as a NSP were also sought from Victoria Police, CFA, respective interested and associated parties, through the MFMPC.
- The MFMPC were briefed and information sought on the site being designated as a NSP.

## 6. Site Identification

#### Identification of potential NSP site

The potential NSP site was identified by Council in collaboration with the MFMPC in line with the process outlined in Councils NSPP.

This process identified the Beeac Tennis Courts situated on the corner of Weston and Buchanan streets within the township of Beeac as shown in the locality snapshot, Figure 1 below. The potential NSP site is the area within the orange line.

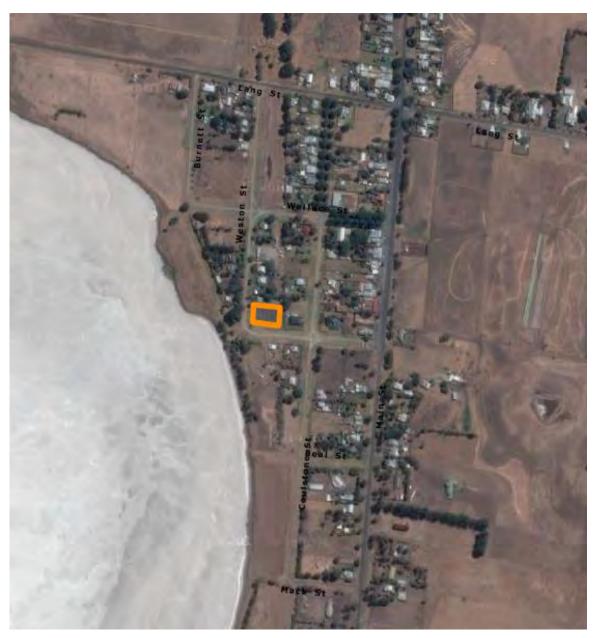


Figure 1. Locality snapshot of Beeac showing proposed potential NSP Site.

#### **Locality description**

Beeac is a small country town situated North of Colac in the Otway plain in south-western Victoria; it is located approximately 160km southwest of Melbourne.

The town has a long association with agriculture, which continues strongly to this day. Beeac has a population of approximately 200 people in the town, however the town does accommodate a small number of visitors, which would have limited increase the town's population at certain times.

The township has a café, hotel and other shops, that support locals and tourists who visit the town and surrounding area.

Additional community facilities include:

- · Primary School
- · Community Health Centre
- · Police
- · Catholic Church
- · Uniting Church
- · Public Toilets
- · CFA

The township supports the following community groups:

- · Football Oval/Reserve
- · Community Hall
- · Central Reserve / Park
- · Golf Club
- · Masonic Lodge
- · Local Community Newspaper
- · Beeac Progress Association
- · Red Cross
- · Country Women's Association
- Book Group

#### **NSP Specific Site description**

The Beeac Tennis Courts is situated on the corner of Weston and Buchanan streets within the township of Beeac. The Beeac Tennis Courts is a council property.

The proposed Beeac Tennis Courts NSP encompasses an area of approximately 2000 sq metres and abuts the Beeac Road on the northern side and Strachan Street on the Western side as shown in Figure 2 below.



Figure 2. Beeac Tennis Courts map showing proposed potential NSP Site.

The site is used as a tennis court and has a toilet.

## Findings & Discussion

#### **CFA Assessment**

CFA has developed guidelines to assess the suitability of potential sites as NSPs.

The key criteria considered by the CFA under the current CFA NSP assessment for this site were for an open space and therefore the site needed to meet one of the following criteria;

- The appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('Buffer Zone') should be at least 310 metres; or
- An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more that 2kw/m².

The CFA informed the Council on the Friday, 19 August 2014 in writing (Appendix A) that the Beeac Tennis Courts, Beeac site was compliant with some prescriptions with the CFA assessment guideline and prescribed an area that the maximum potential radiant heat impacting on the site would be no more than 2kw/m². The prescription identified in the CFA documentation specified 1 area of adjacent paddock to the south and some parkland to the west be maintained in a minimal fuel condition. A letter to the landholder to maintain the area to the CFA specifications over the fire danger period, has been sent and the council will offer support if this request is difficult for the landholder. The MFPO will manage the maintenance required to meet the standard.

#### **Survey of Concerns**

The Council sought input from relevant agencies and personnel on the suitability of this site as a NSP.

We asked specifically for opinion in relation to:

- The suitability of access and entry to the location.
- The suitability of using the site for the congregation of people during an emergency.
- Any other reason for which the site may not be suitable as a NSP.

The request was made of the following agencies; CFA, Council DEPI, for the initial review, and CFA and council for the review of the new site.

#### Site Assessment against NSP Plan Criteria

Representatives from Council, CFA and council discussed the sites potential to be used as a NSP.

The NSPP Criteria Auditing Tool was used to assist in the discussion and ultimate assessment, Appendix C contains a copy of the auditing tool.

The following summary was concluded:

#### Consents and Rights of Access

The potential NSP site Beeac Tennis Courts, Beeac, is owned and managed by council in consultation with the Beeac Tennis Club, as such no consents or right of access is necessary for this site.

#### Access and Egress

In considering whether access and egress routes are adequate, consideration was given to the following issues:

- Whether there is sufficient access to the potential NSP which will allow for
  - > anticipated potential numbers of people to move to and from the place
  - the CFA and other emergency services to attend the place for asset and personal protection activities
- · The condition of the road surface
- The proximity of the NSP to major roadways and population centres
- The type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP
- Whether appropriate vegetation management activities can be undertaken and maintained through works that are both possible and practicable having regard to the resources of the site owner. One issue that may increase into the future is the vegetation along the lake. It will be necessary to monitor this and maintain as needed and as guided by the CFA each year
- The capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential breakdowns
- Parking at the place, taking into account that a separate area or adequate space may need to be available to ensure pedestrians can move away from the areas where vehicles may enter or park
- Any hazards that may exist for persons accessing the place by foot
- Any relevant matter contained in Councils Road Management Plan prepared pursuant to the Road Management Act 2004 (Vic)

It was the consensus that existing access and egress routes were sufficient to allow anticipated potential numbers of people to move to and from the site and for CFA and other emergency services to attend the site for asset and personal protection activities. Roads within the immediate area are sealed and unsealed dual access, maintained to a good standard and would not pose an unacceptable risk of harm to those seeking access to the potential NSP from within the township.

It was also agreed that existing parking adjacent to the site and in nearby streets was adequate however as the site is at the southern end of town, those that potentially use the site are likely to travel by car, this potentially could increase the risk to pedestrians. As a counter to this potential, the roads are gravel and the site is situated on a corner where it is likely that vehicles would be travelling slowly, which should reduce risk for pedestrians. Pedestrian safety from vehicles within the NSP is considered safe due to the fencing. Another area of concern would be the off street parking would be on managed grass, there is the potential for cars to be exposed to low intensity fire, the grass is currently and will need to continue to be maintain very low in the immediate areas to reduce this as an added risk.

#### Opening of the NSP

As the potential site is an open space NSP, but is a tennis court, there may be issues with the gates being locked. The tennis club president Lin Watts was contacted about this issue and it was agreed to leave the gates unlocked during the fire danger period. It was also discussed about someone being able to unlock the toilet on an as needs basis.

#### <u>Defendable Space</u>

The site is deemed to have sufficient defendable space by the CFA. Another area of consideration is the area on the edge of the lake, which is connected to the greater agricultural land and may experience a direct run of fire. The grass is managed intensely in this area and for a large section of the lake edge to the north. Any fire that did penetrate this area is expected to be of low intensity, as well as the wind that would drive this is unlikely to push any flames directly at the tennis courts. Also supporting this is the fact that the tennis court has a steel fence on the north and west side which would further reduce radiant heat, as well as the continuous grass area being separated by a town street. It is expected that on balance this would be a reasonable risk that should not compromise the intent of the NSP.

#### Defendability of Buildings

Not applicable as this is an open space potential NSP.

#### Signage

There is sufficient space to erect general NSP signage. A signage location map is provided in Appendix C. Contact with the tennis club would be necessary before putting up any signage.

#### Maintenance and Maintainability

Some costs would be incurred by Council in establishing and maintaining the site. The Council will need to undertake some extra maintenance of the adjacent parkland to allow for increased grass maintenance, this is expect to have a small increase in maintenance. The property to

the south has a larger section of grass and will need to be monitored by the MFPO. The Council will offer support to maintain this if necessary.

#### Disabled Access

Suitable parking is currently available adjacent to the site.

#### Separation and Demarcation of Area

The potential NSP site has clear boundaries, essentially established by the tennis court fencing.

#### Other Conflicting Uses

There are no known current uses of the site that would conflict with the site being used as a NSP during an emergency.

#### Communication with the Community

The group agreed that it would be possible though a range of media to communicate the location of the NSP to the community and that this communication should include the risks that relate to the use of the NSP and the risks associated with travelling to the NSP in the event of a bushfire.

### 7. Recommendations

As per the Emergency Service Legislation Bill 2009, municipal councils must identify and designate places as neighbourhood safer places within their municipal district. In regards to this designation the Council must only designate sites that have passed the CFA Assessment Guideline and may have regard to its Municipal Neighbourhood Safer Places Plan.

Having successfully passed all current NSP criteria established by the State Government , CFA, MAV and the Colac Otway Shire, it is recommended that:

 The Colac Otway Shire endorse the area as described and detailed within the NSP Site Assessment Report which is located within the Beeac Tennis Courts, Beeac as a designated Neighbourhood Safer Place.

#### On passing the recommendation above it is further recommended:

- The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of the Office of the Emergency Services Commissioner.
- The Council provides to the CFA information on the NSP designation of the site within the Beeac Tennis Courts, Beeac.

- The MFMPC and the MEMPC include this site within a list of NSPs within their respective plans.
- The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.
- The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the NSP Plan and the CFA assessment quidelines.
- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officers undertake routine inspections of the NSP site prior to and during the fire danger period.
- That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

# Appendix A

# **CFA Assessment Criteria Compliant Confirmation**



# Neighbourhood Safer Places – Places of Last Resort Preliminary Site Assessment Form



Signature Page

The second second second		-		
Locati	On	INO	101	
LUCAL	UII		an	Э.

(Obtain location details from the CRM)

**CRM ID Number** 

1000023067

Municipality

Colac Otway Shire

Main Location

BEEAC TENNIS COURTS

Sub Location

Cnr Weston and Buchanan Streets

Address

15 Buchanan Street

Township

BEEAC

- Citionip

Postcode - 3251

**GPS** Coordinates

(optional)

Latitude - 38.15113

Longitude - 143.381507

Location Type

Building

Open Space - YES

Best Access to Site

Weston or Buchanan Streets

Brief Description of

Use

**Tennis Courts** 

#### Preliminary Site Assessment Officer Details:

Name

Phillip Wall

Contact Number

0418 315 324

Date

30 July 2014

Signature

Minhall

#### Assessment Result:

N

COMPLIANT

√

PRESCRIPTIONS OF MANAGEMENT TO BE SECURED FOR COMPLIANCY (Option for Grassland areas ONLY)

Review Reassessment - Site Unchanged (Option for Designated NSP ONLY, where applicable)

NON-COMPLIANT

#### **Endorsement Details:**

**Manager Community Safety** 

**Operations Manager** 

MANSON

Name

J. Halou

DEA

Date

15/8/14

Signature

albala

Dun Show

CFA Preliminary Site Assessment Form – May 2014 Neighbourhood Safer Places – Places of Last Resort



#### BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Beeac Tennis Courts South Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 75

Flame Angle (degree): 87

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 2

Overall Fuel Load (t/ha): 2 Vegetation Height (m): .2 Fire Danger Index: 120 Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 16120

Transmissivity: .751
Flame Length (m): 4.79

Radiant Heat Flux (kW/m²): 1.79

Category of Attack: Low

Level of Construction Required: No Requirement

Date Assessed: Wednesday, 30 July 2014 Assessed By: Phill Wall 28072014



#### BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Beeac Tennis Courts East Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 223

Flame Angle (degree): 89

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 2.5

Overall Fuel Load (t/ha): 2.5 Vegetation Height (m): .3 Fire Danger Index: 120 Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 20150

Transmissivity: .68

Flame Length (m): 5.35

Radiant Heat Flux (kW/m²): .25

Category of Attack: Low

Level of Construction Required: No Requirement

Date Assessed: Wednesday, 30 July 2014 Assessed By: Phill Wall 28072014



#### BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Beeac Tennis Courts Nth Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 108

Flame Angle (degree): 87

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 3.9

Overall Fuel Load (t/ha): 3.9 Vegetation Height (m): .4 Fire Danger Index: 120 Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 31434

Transmissivity: .729
Flame Length (m): 6.68

Radiant Heat Flux (kW/m²): 1.31

Category of Attack: Low

Level of Construction Required: No Requirement

Date Assessed: Wednesday, 30 July 2014 Assessed By: Phill Wall 28072014



CFA Region: Barwon South West

Telephone: 5420 2700 Fax: 5277 1515

19 AUG 2014

Colac-Otway Shire 2-6 Rae Street Colac 3250

Dear Wendie Fox

Neighbourhood Safer Places - Places of Last Resort Assessment for 1000023067 Beeac Tennis Courts , Cnr Weston & Buchannan Sts 15 Buchannan Street, BEEAC Beeac 3251

The CFA ACT 1958, Sect 50G (5 a and b), sets out obligations for CFA as follows; (5) On receiving a request (for assessment from Municipal Council), the Authority must-

- (a) assess the place; and
- (b) if the place meets the criteria set out in the CFA Assessment Guidelines, certify in writing that the place meets those criteria.

This letter and the attached report are designed to meet these obligations and provide assistance to Council in its further decision-making for potential Neighbourhood Safer Places - Places of Last Resort.

CFA developed criteria to assist Council in determining the suitability of potential sites for Neighbourhood Safer Places - Places of Last Resort. These criteria have been developed as part of a consultative process, involving other fire agencies, emergency services and stakeholders.

This site assessment has been based on the quantity of vegetation determined at the time of this inspection and under section 50l of the CFA ACT 1958, it is council responsibility to maintain all Neighbourhood Safer Places.

The 1000023067 Beeac Tennis Courts, Cnr Weston & Buchannan Sts 15 Buchanan Street, BEEAC Beeac 3251 has been determined as Compliant with the CFA Guidelines, provided that prescriptions of management of grassland over the fire danger period are secured by agreed terms entered into by the landholder. This written agreement must refer to the specific treatments and prescriptions as stated in attached CFA Assessment Criteria Report, be signed by the landowner and attached to the NSP Online Business System on designation of this potential NSP site or confirming designation as part of Review.

CFA understands that it is Council's responsibility to designate this site as a Neighbourhood Safer Place - Place of Last Resort and that Council may wish to engage with other Agencies and stakeholders, including CFA as part of any final approval process before a final decision is made.

CFA hopes you find this information of benefit in the final designation process. If you require further assistance on this matter, please contact Phillip Wall at 0418 315 324.

Yours faithfully

(Refer to attached file for authorisation signature)

Operations Manager Barwon South West



# NEIGHBOURHOOD SAFER PLACES Places of Last Resort

#### **CFA ASSESSMENT CRITERIA REPORT**

Neighbourhood Safer Place Site Name and Address:

1000023067 Beeac Tennis Courts , Cnr Weston & Buchannan Sts

15 Buchanan Street, BEEAC Beeac 3251

#### The site is assessed as:

a)	Meeting the CFA assessment criteria on the day of assessment; or
b)	Not meeting the CFA assessment criteria on the day of assessment; or
c)	Meeting the assessment criteria provided that prescriptions of management of the grassland over the fire danger period are secured by agreed terms entered into by the landholder (see below)

#### Criteria

#### 1) Setback Distances and Radiant Heat Measures

Neighbourhood Safer Places should provide protection to people from lethal levels of radiant heat by providing an appropriate separation distance between fire hazards, particularly vegetation and the site of the Neighbourhood Safer Place.

If a Neighbourhood Safer Place is an open space, the appropriate separation distance should be greater than 310 metres from the outer edge of the NSP to the fire hazard, or should be prescribed to ensure a maximum potential heat impacting on the site of no more than 2kw/m².

If a Neighbourhood Safer Place is a building, the appropriate separation distance greater than 140 metres from the outer edge of the building to the fire hazard or should be prescribed to ensure that the maximum potential heat impacting on the building is no more than 10kw/m².

		North Aspect	East Aspect	South Aspect	West Aspect
Setback distance (m)	Actual	108	223	75	NA
	Prescribed (Grassland Only)	NA	NA	NA	NA
Radiant Heat (Kw/ m²)	Actual	1.31	.25	1.79	NA
	Prescribed (Grassland Only)	NA	NA	NA	NA

# 2) The following is only to be completed if grassland areas require further and specified management over the fire danger period

Recommendation	Y/N
There must be prescriptions for management of the grassland over the fire danger period, secured by agreed terms entered into by the landholder. This written agreement must refer to the specific treatments and prescriptions as stated below, be signed by the landowner and attached to the NSP Online Business System on designation of this potential NSP site or confirming designation as part of Review.	Y
The identified treatment of the grassland be included within the MFPP or MFMP (whichever is relevant) and is the responsibility of Council to facilitate and if required enforce the treatment during the fire danger period.	Y

#### Treatments and Prescriptions:

The foreshore along Lake Beeacto the West/Sth West of the subject site and the private land to the Sth and within 70 mts of the site shall be maintained in a minimal fuel condition ie < 100 mm for the duration of the FDP

PRINT CFA OFFICER NAME: Phillip Wall DATE: 28.07.2014

CRM Ref: 1000023067 PHILLIP WALL

Thursday, 6 November 2014

CFA

Wendie Fox Colac Otway Shire PO Box 283 COLAC 3250

Dear Wendie

#### NSP GRASSLAND PRESCRIPTION - BEEAC TENNIS COURTS

CRM Reference.: 1000023067

Site Name: BEEAC TENNIS COURTS
Address: 15 Buchanan Street, BEEAC

Find below the grassland prescription for the above proposed NSP/PLR site following an assessment of the site on 28 July 2014.

The foreshore along Lake Beeac to the West and Sth West is presently being managed in a minimal fuel condition as part of a DEPI/Council management program. The area of foreshore immediately adjacent to the Tennis Court site and within the 70 radius (as per attached plan) will require additional attention to ensure that the grass levels do not exceed the 100mm height limit.

An area of privately owned land is located immediately to the South of the site and is presently being managed in a minimal fuel condition, however as above, this area will also require special attention to ensure that grass heights do not exceed the 100 mm limit.

And so to ensure that the grassed areas around the tennis courts meet requirements the areas as noted above shall be maintained in a minimal fuel condition ie < 100mm for the duration of the FDP out to a distance of at least 70mts from the perimeter of the proposed NSP/PLR.

Additionally the existing vegetation along the lake foreshore to the Sth West of the tennis courts will require ongoing attention to ensure that this area remains compliant. Measures required will include:-

- Grass must be no more than 10 centimetres in height and leaf and other debris must be mowed, slashed or mulched. Grass under/around trees and shrubs shall be cut/cleared away.
- Shrubs and/or trees must not form a continuous canopy with unmanaged fuels.
- Tree branches below 2 metres from ground level must be removed.
- Trees may touch each other with an overall canopy cover of no more than 30 per cent at maturity.

#### BARWON SOUTH WEST REGION

District 7
61-63 Separation Street, North Geelong Vic 3215
PO Box 586, North Geelong Vic 3215
Telephone: (03) 5240 2700 Fax: (03) 5277 1515

www.cfa.vic.gov.au

 Shrubs must be in clumps of no greater than 10 square metres, which are separated from each other by at least 10 metres.

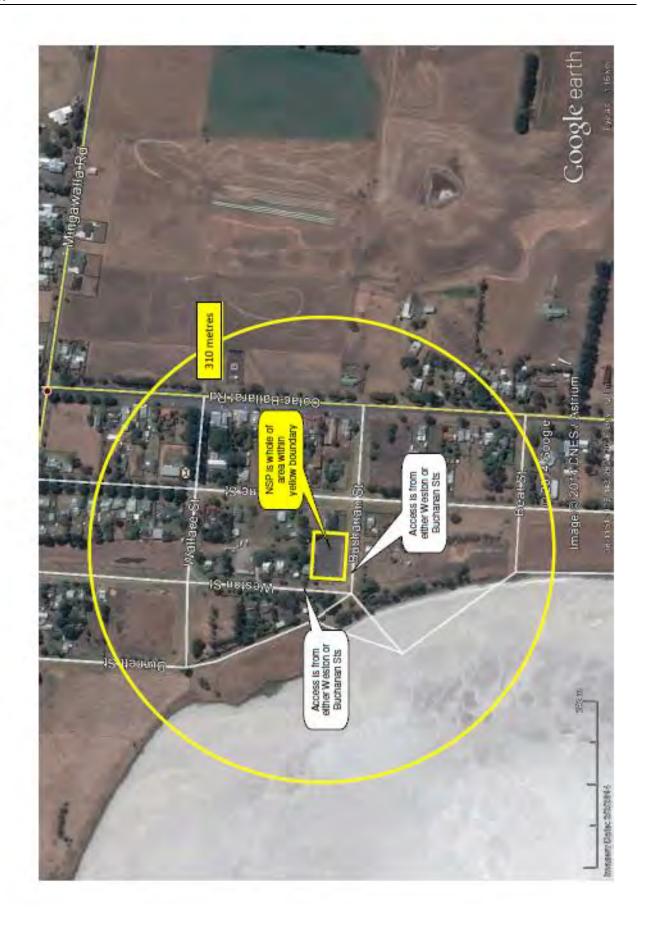
If you wish to discuss this matter in more detail, please do not hesitate to contact Phillip Wall, Fire Safety Officer, on 5240 2736.

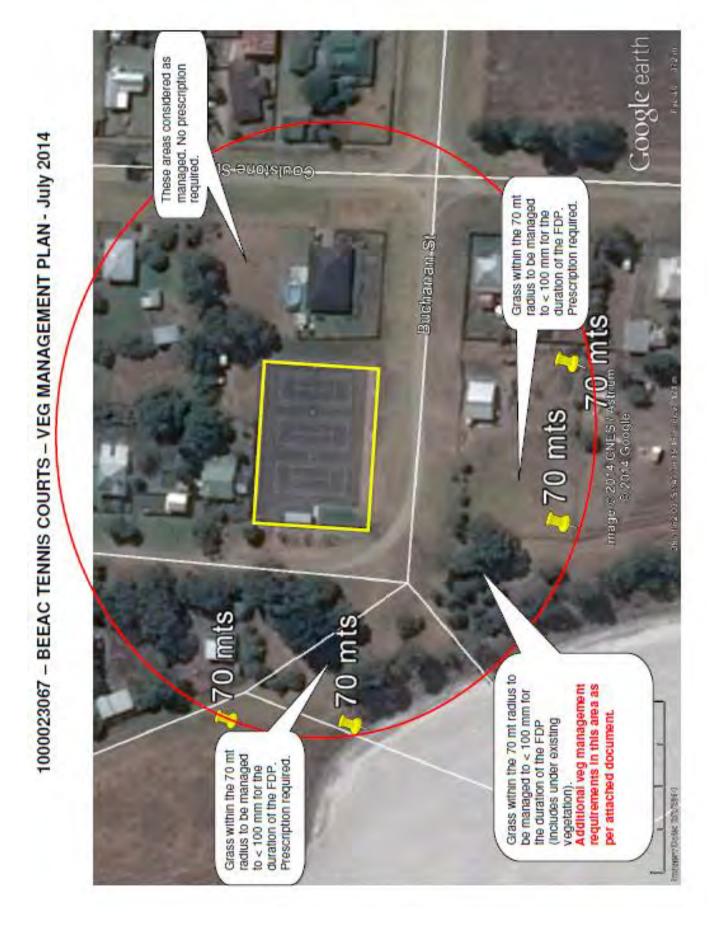
Yours sincerely

Phillip Wall

**Delegated Officer** 

CFA Barwon South West Region / District 7 Headquarters







### **CFA Neighbourhood Safer Places Assessment Summary Report**

NSP ID: 1000023067 Municipality: Colac-Otway Shire

Location: Beeac Tennis Courts Cnr Weston & Buchannan Sts

Address: 15 Buchanan Street, BEEAC Beeac 3251

Location Type:Open SpaceCFA Region:Barwon SWAssessment Date:28.07.2014Assessed By:Phillip Wall

Result: Compliant provided prescriptions are met

Assessment Factors		North Aspect	East Aspect	South Aspect	West Aspect
Vegetation Type		AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland	No Classified Vegetation Type / BAA N/A
Separation Distance to Vegetation (m)	Actual	108	223	75	NA
	Prescribed (Grassland areas only)	NA	NA	NA	NA
Vegetation Height (m)	77	.4	.3	.3	NA
Effective Slope (°)		0	-1	-1	2
Site Slope (°)		0	0	0	0
Prescribed or Deemed to Satisfy Requirements for distance achie (Distance equal to or greater than 140M space)	N	N	N	Y	
Deemed to Satisfy Requirements for slope achieved (Effective Slope less than 20 degrees)	Υ	Y	Y	Y	
Deemed to Satisfy (DtS) Requirements Achieved		N	N	N	Υ
(If DtS not achieved) Calculated Heat Flux (kW/m2)	Actual	1.31	.25	1.79	NA
(To be no greater than 2kw for open space or 10kw for a building)	Prescribed (Grassland areas only)	NA	NA	NA	NA
Treatments & Prescriptions (For Grassland areas ONLY)		the private land to	the Sth and within	e West/Sth West of t 70 mts of the site sha for the duration of th	all be maintained in
Overall NSP Criteria Achieved		Υ	Y	Υ	Y
Result	Meeting to manage secured written a prescrip and atta designa part of r	the assessment crite ement of grassland of I by agreed terms er agreement must refe stions as stated above ached to the NSP Or tion of this potential review)	t criteria on the day eria provided that pre- over the fire danger p etered into by the lan- er to specific treatme re, be signed by the nline Business Syste NSP site or confirm	escriptions of period are dholder. (This nts and landowner m on ing designation as	

# **Appendix B**

# **Signage Locations Map**



# **Appendix C**

# **Beeac Tennis Courts, Beeac NSPP Criteria Audit Report**



# Neighbourhood Safer Places Plan Criteria – Auditing Tool

Location: Beeac Tennis Courts - Beeac

Date:

11/11/2011

Date:11/11/2014 Time: 2.30pm

## NSP PLAN CRITERIA – ASSESSMENT TOOL

**Potential NSP:** Beeac Tennis Courts

Address: 15 Buchanan Street, Beeac

**Map Reference:** 

#### **ASSESSMENT TEAM MEMBERS**

Name	Position	Agency	Phone	Email
Peter Ashton	Fire Project Officer	Colac Otway Shire	0429 591 555	pashton@surfcoast.vic.gov.au
Doug Winkle	Municipal Emergency Management Coordinator	Colac Otway Shire	0408 459 268	Doug.winkle@colacotway.vic.gov.au
Byron Kershaw	Operations Officer	CFA		b.kershaw@cfa.vic.gov.au

### **OWNERSHIP DETAILS**

SITE OWNERSHIP DETAILS	Yes/No	Name	Address	Phone	Email
Site Owner		Colac Otway Shire	15 Buchanan Street		
Private Landholder					
Is the land Leased	No				

Occupier/Tenant Details	Beeac Tennis Club Linette Watts (Pres	nt) 15 Buchanan Street	5234 6495		
-------------------------	------------------------------------------	------------------------	-----------	--	--

<b>CONSENTS AN</b>	D RIGHTS OF AC	CCESS - DEED OF	CONSE	NT			
			Yes / No / Highly likely		Comments		
Consent to use site as NSP			Highly lik	kely			
Consent to access the site and surrounding area for maintenance				kely			
Consent to erect signage at site				kely			
Consent to erect signage on Private Land			N/A				
SITE DETAILS							
POTENTIAL NS	P VEGETATION	SEPARATION DIS	TANCE				
Open Space – Grea	ter than 310 metres			Building - Grea	ter than 140 metro	es	
North	East	South	West	North	East	South	West
Yes	Marginally	Yes	Yes	Metres	Metres	Metres	Metres
Comments:	Overall this site appe	ears to comply with the r	equired dis	tance from, design	ated risk vegetatio	on types.	
<b>OPENING OF B</b>	UILDING						
Is it practicable to make the potential NSP available for use on a 24 hour basis during the declared FDP?				Comments: N/A	- Open Space NS	P	
Is there potential for damage to the NSP during times that it is open and available for use, but not being used as a NSP?				Comments: N/A	- Open Space NS	P	
Is there the possibilit unintended purposes	y that the NSP could be s, such as a refuge?	e used for		Comments: N/A	- Open Space NS	P	

Estimated potential cost to Council in making the NSP available on a 24 hours basis?		Comments: N/A - Open Space NSP
Are these costs reasonable and capable of being borne by Council?		Comments: N/A - Open Space NSP
DEFENDABILITY		
Is there sufficient open space to enable CFA to conduct asset protection and fire suppression activities?		Comments: N/A - Open Space NSP
Has Council sought expert advice from CFA to determine whether the building is likely to be subject to extreme ember attack?		Comments: N/A - Open Space NSP
Can this risk be safely managed?		Comments: N/A - Open Space NSP
SURROUNDING OPEN SPACE		
Is the surrounding open space free of obstacles (eg. fences, buildings, other)?	NO	Comments: The site is with a 3 court tennis court with a 2.7 metre high chainmesh fence, with 4 gates.
Is there adequate parking available at the site?	YES	Comments: Parking would have to be on the road sides on potentially flammable material.
Are there any hazards that may exist for persons accessing the place by foot?	YES	Comments: Area has the fence as mention above around the site, and it is likely if used that a percentage of people would travel to site by car, as it is south end of the town, this may increase hazard to pedestrians by vehicles.
SIGNAGE		
Can appropriate signage be erected at the entry to the potential NSP?	YES	Location: Comment:
Can appropriate signage be erected in the vicinity?	YES	Location: Comment:

MAINTENANCE & MAINTAINABILITY	MAINTENANCE & MAINTAINABILITY				
Is the potential NSP capable of being maintained to ensure continuing compliance with CFAs Assessment Guidelines?	YES	Comments: Will require some works in the adjacent public reserve and the paddock to the south.			
Is the potential NSP capable of being maintained to ensure continuing compliance with Council's NSPP Criteria?	YES	Comments: Council's Cosworks staff currently maintain the majority of the area to a high standard.			
Would adjoining landowners be required to provide a level of maintenance to their land to achieve compliance?	YES	Comments: The property to the south will need to be maintained to 100mm grass length to satisfy the CFA requirements. The property owner has been offered assistance to help achieve this.			

DISABLED ACCESS					
Is there clear means of access to the potential NSP for disabled and mobility impaired persons?	YES	Comments: Good access			
Is there clear vehicle access to drop of people with disabilities?	YES	Comments: Good access			
SEPARATION & DEMARCATION OF AREA					
If the potential NSP is located in an open area is it possible to demarcate the boundaries of the potential NSP?	YES	Comments: Tennis court fence			
Is it necessary to erect barriers around or within the potential NSP?	NO	Comments:			
COMMUNITY COMMUNICATION					
Will it be possible to ensure that there will be good community awareness of the location of the potential NSP?	YES	Comments:			
Will it be possible to ensure that there will be good community awareness of the risks associated with using the potential NSP?	YES	Comments:			

#### **ACCESS & EGRESS**

Council must assess whether there is sufficient access to the potential NSP which will allow:

- Anticipated potential numbers of people to move to and from the place; and
- CFA and other emergency services to attend the place for asset and personal protection activities and operations.

#### **ACCESS ROADS**

Road Name: Buchanan Street		Road Owner: Council		
Surface Condition/Type: Unsealed road		Type & Amount of Vegetation: Highly modified vegetation – mown grass & sparse		
		shrubs directly abut the road.		
Estimated Surface Fuel Load: Low		Estimated Elevated Fuel Load: Low		
Estimated Bark Hazard: Low		Estimated Overall Fuel Load: Low		
Capacity of Road to accommodate potential large numbers of vehicles, and to accommodate potential vehicle breakdowns	YES		ments: It would not be expected to have to cater for large numbers of le, making the road suitable.	

Road Name: Weston Street		Road Owner: Council		
Surface Condition/Type: unsealed road		Type & Amount of Vegetation: Highly modified vegetation – mown grass & sparse		
		shrubs directly abut the road.		
Estimated Surface Fuel Load: 0 – 1 tha		Estimated Elevated Fuel Load: Low		
Estimated Bark Hazard: Low		Estimated Overall Fuel Load: Low		
Capacity of Road to accommodate potential large numbers of vehicles, and to accommodate potential vehicle breakdowns	YES		Comments: It would not be expected to have to cater for large numbers of people, making the road suitable.	



# Neighbourhood Safer Place (Place of Last Resort) Site Assessment Report

Birregurra Park Birregurra

Reference: Birregurra NSP Site Assessment Report Colac Otway Shire October 2014

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# 1. Executive Summary

In response to the Interim 2009 Bushfires Royal Commission Recommendation 8.5, the Victorian Government has introduced legislation which requires the Country Fire Authority (**CFA**) to certify Neighbourhood Safer Places (**NSPs**) against the CFA's Assessment Guidelines, and Victoria's Councils to identify, designate, establish and maintain suitable sites as NSPs in their municipal districts.

In relation to the potential NSP site known as Birregurra Park, Birregurra being assessed as a NSP, the Colac Otway Shire with the support of the Municipal Fire Management Planning Committee (**MFMPC**), CFA Barwon South West Region, DEPI, has undertaken assessments in line with current guidelines and expected practices.

The results of the CFA Assessment Guidelines and the assessment against the Colac Otway Shire Neighbourhood Safer Places Plan Criteria has shown the site described as Birregurra Park, Birregurra, at the time of assessment to be compliant against the relevant guidelines and criteria.

Unless Council, on whatever grounds sees fit to decide otherwise, having successfully passed all current NSP criteria that has been established by the State Government, CFA, MAV and the Colac Otway Shire, it is recommended that:

The Colac Otway Shire endorse the area as described and detailed within the NSP Site
Assessment Report which is located within the Birregurra Park, Birregurra as a
designated Neighbourhood Safer Place.

#### On passing the recommendation above it is further recommended:

- 1. The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of the Office of the Emergency Services Commissioner.
- 2. The Colac Otway Shire provides to the CFA information on the NSP designation of the site with Birregurra Park, Birregurra.
- 3. The MFMPC and the MEMPC include this site within a list of NSPs within their respective plans.
- 4. The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.

- 5. The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the Municipal NSP Plan and the CFA assessment guidelines.
- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officer undertakes routine inspections of the NSP site prior to and during the fire danger period.
- 7. That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

## 2. Introduction

In its interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire¹.

In response to this recommendation, the Victorian Government in late 2009 introduced the *Emergency Services Legislation Amendment Act 2009* (**ESLA Act**) which amends the *Country Fire Authority Act 1958* (**CFA Act**) and the *Emergency Management Act 1986* (**EM Act**). The effect of these amendments requires the CFA to certify NSPs against the CFA's Assessment Guidelines, and Councils within Victoria to identify, designate, establish, maintain and decommission NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be 'a safer place' to assemble than other places within the municipal district. At that point in time it almost certainly will be a matter for individual judgement and decision, as to which if any NSP a person or persons should travel in the presence of fire.

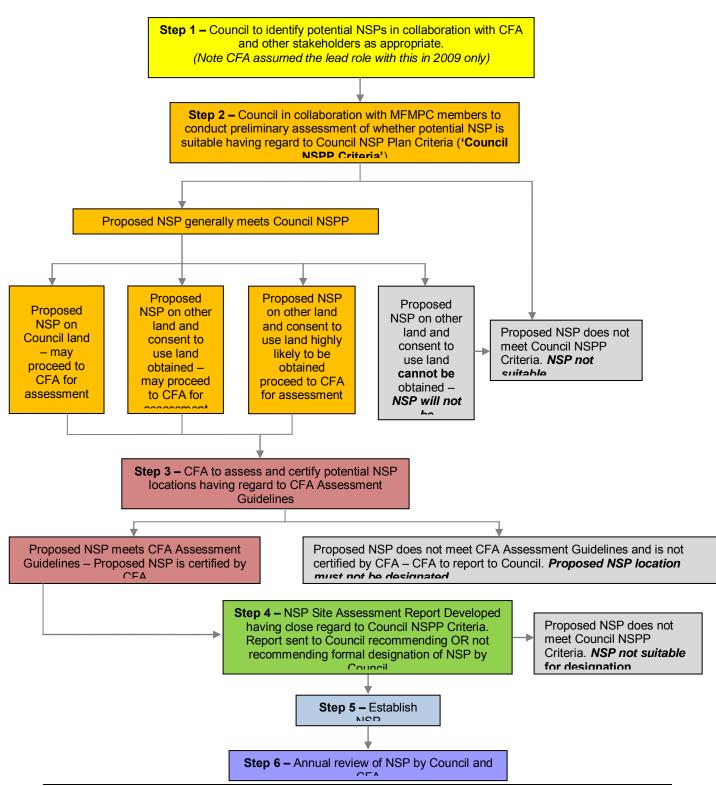
NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers.

It is impossible to determine the variables of people's behaviour and actions during the stresses of an emergency situation. It is also impossible to precisely determine localised affects of weather during fire events and the resulting impact of fire at any particular location on any given high risk day. In understanding this, the assessment has included many assumptions in

identifying possible sites that may provide some form of protection from radiant heat during the passage of a fire.

1. Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

# 3. NSP Approval Process





NB This process is effective from 1 January 2010. Site Assessments prior to this date utilised a previous version, where CFA was the lead agency in Step 1.

# 4. Compliance Standards

The assessment of the site was done in line with the:

- Colac Otway Shire Neighbourhood Safer Places Plan (NSPP)
- Colac Otway Shire NSPP Criteria Auditing Tool
- Bushfire Neighbourhood Safer Places CFA Assessment Guideline June 2012

# 5. Assessment Approach

Seven stages of assessment were made on this site.

- 1. Council led a process of identification of the site in collaboration with the Municipal Fire Management Planning Committee (MFMPC).
- The Council conducted an onsite assessment in-line with the criteria in the Colac Otway Shire NSPP Criteria. This assessment was conducted with the assistance of the MFMPC. In attendance were representatives from Council, CFA, and Department of Sustainability & Environment.
- CFA conducted an assessment of the potential NSP site against the Bushfire Neighbourhood Safer Places CFA Assessment Guideline; this was done by appropriately qualified and experienced CFA personnel.
- 4. Concerns regarding the site being designated as a NSP were also sought from Victoria Police, CFA, respective interested and associated parties through the MFMPC.
- The MFMPC were briefed and information sought on the site being designated as a NSP.

# 6. Site Identification

#### Identification of potential NSP site

The potential NSP site was identified by Council in collaboration with the MFMPC in line with the process outlined in Councils NSPP.

This process identified a section of the Birregurra Park situated on the Birregurra Road within the township of Birregurra as shown in the locality snapshot, Figure 1 below. The potential NSP site is the area within the orange line.



Figure 1. Locality snapshot of Birregurra showing proposed potential NSP Site.

#### **Locality description**

Birregurra is a small country town situated in the Otway plain in south-western Victoria; it is located approximately 130km southwest of Melbourne.

The town has a long association with agriculture, which continues strongly to this day, tourism has become a part of the economic profile of the town in more recent times, and is gaining a reputation for its food and dining experience. Birregurra has a population of approximately 500 people in the town, however the town does accommodate for a number of visitors, which would increase the town's population at certain times.

The town is popular with weekenders and during October has a large influx of people coming to the Birregurra festival.

The township has a number cafés, hotel and a host of other shops, that support locals and tourists who visit the town and surrounding area.

Additional community facilities include:

- Football and netball club
- Tennis courts
- CFA fire station
- Anglican Church
- St Peter's Catholic Church
- Birregurra public hall
- Public toilets
- Playground

The township supports the following community groups:

- Hall committee
- Recreation Reserve Committee
- Community newsletter group
- CFA volunteer brigade
- Birregurra Community Group
- Country Women's Association (CWA)
- Lions Club

#### **NSP Specific Site description**

The Birregurra Park is situated on the Birregurra Road within the township of Birregurra. The Birregurra Park is a Council Reserve.

The section of the Birregurra Park to be utilised as a NSP encompasses an area of approximately 3900 sq metres and abuts the Birregurra Road on the northern side and Strachan Street on the Western side as shown in Figure 2 below.



Figure 2. Birregurra Park map showing proposed potential NSP Site.

The site is used as a public open space and has some minor facilities, however the area adjacent, encompasses the following facilities within the remainder of the Birregurra Park:

- Picnic Shelter
- Toilets
- Children's Playground

# 7. Findings & Discussion

#### **CFA Assessment**

CFA has developed guidelines to assess the suitability of potential sites as NSPs.

The key criteria considered by the CFA under the current CFA NSP assessment for this site were for an open space and therefore the site needed to meet one of the following criteria;

- The appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('Buffer Zone') should be at least 310 metres; or
- An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more that 2kw/m².

The CFA informed the Council on the Friday, 19 August 2014 in writing (Appendix A) that the Birregurra Park, Birregurra site was compliant with the CFA assessment guideline and prescribed an area that the maximum potential radiant heat impacting on the site would be no more than 2kw/m².

#### **Survey of Concerns**

The Council sought input from relevant agencies and personnel on the suitability of this site as a NSP.

We asked specifically for opinion in relation to:

- The suitability of access and entry to the location.
- The suitability of using the site for the congregation of people during an emergency.
- Any other reason for which the site may not be suitable as a NSP.

The request was made of the following agencies;, CFA, Council DEPI, for the initial review, and CFA and council for the review of the new site.

#### Site Assessment against NSP Plan Criteria

Representatives from Council, DEPI, CFA and council discussed the sites potential to be used as a NSP.

The NSPP Criteria Auditing Tool was used to assist in the discussion and ultimate assessment, Appendix C contains a copy of the auditing tool.

The following summary was concluded:

#### Consents and Rights of Access

The potential NSP site Birregurra Park, Birregurra, is owned and managed by council, as such no consents or right of access is necessary for this site.

#### Access and Egress

In considering whether access and egress routes are adequate, consideration was given to the following issues:

- Whether there is sufficient access to the potential NSP which will allow for
  - anticipated potential numbers of people to move to and from the place
  - the CFA and other emergency services to attend the place for asset and personal protection activities
- The condition of the road surface
- The proximity of the NSP to major roadways and population centres
- The type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP
- Whether appropriate vegetation management activities can be undertaken and maintained through works that are both possible and practicable having regard to the resources of road owner
- The capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential breakdowns
- Parking at the place, taking into account that a separate area or adequate space may need to be available to ensure pedestrians can move away from the areas where vehicles may enter or park
- Any hazards that may exist for persons accessing the place by foot:
- Any relevant matter contained in Councils Road Management Plan prepared pursuant to the Road Management Act 2004 (Vic)

It was the consensus of the group that existing access and egress routes were sufficient to allow anticipated potential numbers of people to move to and from the site and for CFA and other emergency services to attend the site for asset and personal protection activities. Roads within the immediate area are sealed and unsealed dual access roads, maintained to a good standard and would not pose an unacceptable risk of harm to those seeking access to the potential NSP from within the township.

The group also agreed that existing parking adjacent to the site and in nearby streets was adequate and suitably separate from the site to ensure pedestrian safety. No hazards were identified for people accessing the site on foot.

#### Opening of the NSP

As the potential site is an Open Space NSP, this is not deemed to be relevant.

#### Defendable Space

The site is deemed to have sufficient defendable space.

#### **Defendability of Buildings**

Not applicable as this is an Open Space potential NSP.

#### <u>Signage</u>

There is sufficient space to erect general NSP signage. A signage location map is provided in Appendix C.

#### Maintenance and Maintainability

Some costs would be incurred by Council in establishing and maintaining the site. One issue that may increase into the future is the vegetation along the creek and some new plantings. It will be necessary to monitor this and maintain as needed and as guided by the CFA each year.

#### **Disabled Access**

Suitable parking is currently available adjacent to the site.

#### Separation and Demarcation of Area

The potential NSP site has clear boundaries. The west and north are bounded by roads, the east is bounded by a path along the creek. The south is the least defined, however the signage to the south would be on the walking track that would give a good indication of the boundary and should not pose a major concern. Signage with a map would be beneficial at this site.

#### Other Conflicting Uses

There is the potential for the monthly Sunday market to conflict with the use as an NSP. This should not be a major problem, as there is a market cancellation policy on extreme and code red days, and if the market is on during a fire emergency, it may be necessary that the participants and stall holders may need the site for its intend NSP use.

#### Communication with the Community

The group agreed that it would be possible though a range of media to communicate the location of the NSP to the community and that this communication should include the risks

that relate to the use of the NSP and the risks associated with travelling to the NSP in the event of a bushfire. The use of the shire web and the local media would be useful.

### 8. Recommendations

As per the Emergency Service Legislation Bill 2009, municipal councils must identify and designate places as neighbourhood safer places within their municipal district. In regards to this designation the Council must only designate sites that have passed the CFA Assessment Guideline and may have regard to its Municipal Neighbourhood Safer Places Plan.

Having successfully passed all current NSP criteria established by the State Government, CFA, MAV and the Colac Otway Shire, it is recommended that:

 The Colac Otway Shire endorse the area as described and detailed within the NSP Site Assessment Report which is located within the Birregurra Park, Birregurra as a designated Neighbourhood Safer Place.

#### On passing the recommendation above it is further recommended:

- The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of the Office of the Emergency Services Commissioner.
- The Council provides to the CFA information on the NSP designation of the site within the Birregurra Park, Birregurra.
- The MFMPC and the MEMPC include this site within a list of NSPs within their respective plans.
- The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.
- The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the NSP Plan and the CFA assessment guidelines.
- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officers undertake routine inspections of the NSP site prior to and during the fire danger period.
- That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

# Appendix A

# **CFA Assessment Criteria Compliant Confirmation**



#### Neighbourhood Safer Places - Places of Last Resort Preliminary Site Assessment Form



#### Signature Page

Locati	on	Detai	Is:

(Obtain location details from the CRM)

**CRM ID Number** 1000023062

Municipality Colac Otway Shire

Main Location **BIRREGURRA PARK** 

Sub Location Northern area of reserve

Address 35 to 39 Main Street

Township **BIRREGURRA** Postcode - 3242

**GPS** Coordinates

(optional)

Latitude - 38.210607 Longitude - 143.471025

Location Type

Building

Open Space - YES

Best Access to Site

Main St or Strachan Sts

Brief Description of

Use

Open space / recreation reserve

#### Preliminary Site Assessment Officer Details:

Name

Phillip Wall

Contact Number

0418 315 324

Date

30 July 2014

Signature

Winholl

#### Assessment Result:

COMPLIANT

PRESCRIPTIONS OF MANAGEMENT TO BE SECURED FOR COMPLIANCY (Option for Grassland areas ONLY)

Review Reassessment - Site Unchanged (Option for Designated NSP ONLY, where applicable)

NON-COMPLIANT

#### **Endorsement Details:**

**Manager Community Safety** 

**Operations Manager** 

Name

Date

Signature

DEAN MANSON

CFA Preliminary Site Assessment Form - May 2014 Neighbourhood Safer Places - Places of Last Resort



#### BUSHFIRE ATTACK ASSESSMENT REPORT

Veg height averaged out at .65 mt.

bries between 1.000 and .3000

For Site Located at: Birregurra Park Nth Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 152

Flame Angle (degree): 87

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 7

Overall Fuel Load (t/ha): 7
Vegetation Height (m): .65
Fire Danger Index: 120
Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 56420

Transmissivity: .701

Flame Length (m): 8.95
Radiant Heat Flux (kW/m²): .9

Category of Attack: Low

Level of Construction Required: No Requirement

Date Assessed: Wednesday, 30 July 2014 Assessed By: Phill Wall 28072014



#### BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Birregurra Park 5th Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 80

Flame Angle (degree): 87

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha); 2.5

Overall Fuel Load (t/ha): 2,5 Vegetation Height (m): .3 Fire Danger Index: 120 Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 20150

Transmissivity: .747 Flame Length (m): 5.35

Radiant Heat Flux (kW/m²): 1.79

Category of Attack: Low

Level of Construction Required: No Requirement

Date Assessed: Wednesday, 30 July 2014 Assessed By: Phill Wall 28072014



CFA Region: Barwon South West

Telephone: 5420 2700 Fax: 5277 1515

19 AUG 2014

Colac-Otway Shire 2-6 Rae Street Colac 3250

Dear Wendie Fox

Neighbourhood Safer Places - Places of Last Resort Assessment for 1000023062 Birregurra Park Cnr Main & Strachan Sts, Northern area of reserve 35/39 Main Street BIRREGURRA Birregurra 3242

The CFA ACT 1958, Sect 50G (5 a and b), sets out obligations for CFA as follows; (5) On receiving a request (for assessment from Municipal Council), the Authority must-

- (a) assess the place; and
- (b) if the place meets the criteria set out in the CFA Assessment Guidelines, certify in writing that the place meets those criteria.

This letter and the attached report are designed to meet these obligations and provide assistance to Council in its further decision-making for potential Neighbourhood Safer Places - Places of Last Resort.

CFA developed criteria to assist Council in determining the suitability of potential sites for Neighbourhood Safer Places - Places of Last Resort. These criteria have been developed as part of a consultative process, involving other fire agencies, emergency services and stakeholders.

This site assessment has been based on the quantity of vegetation determined at the time of this inspection and under section 50I of the CFA ACT 1958, it is council responsibility to maintain all Neighbourhood Safer Places.

The 1000023062 Birregurra Park Cnr Main & Strachan Sts, Northern area of reserve 35/39 Main Street BIRREGURRA Birregurra 3242 has been determined as Compliant with the CFA Guidelines.

CFA understands that it is Council's responsibility to designate this site as a Neighbourhood Safer Place - Place of Last Resort and that Council may wish to engage with other Agencies and stakeholders, including CFA as part of any final approval process before a final decision is made.

CFA hopes you find this information of benefit in the final designation process. If you require further assistance on this matter, please contact Phillip Wall at 0418 315 324.

Yours faithfully

(Refer to attached file for authorisation signature)

Operations Manager Barwon South West



# NEIGHBOURHOOD SAFER PLACES Places of Last Resort CFA ASSESSMENT CRITERIA REPORT

Neighbourhood Safer Place Site Name and Address:

1000023062 Birregurra Park Cnr Main & Strachan Sts, Northern area of reserve 35/39 Main Street BIRREGURRA Birregurra 3242

The	site	ic	2556	SSEC	ac.

a)	$\boxtimes$	Meeting the CFA assessment criteria on the day of assessment; or
o)		Not meeting the CFA assessment criteria on the day of assessment; or
c)		Meeting the assessment criteria provided that prescriptions of management of the grassland over the fire danger period are secured by agreed terms entered into by the landholder (see below)

#### Criteria

#### 1) Setback Distances and Radiant Heat Measures

Neighbourhood Safer Places should provide protection to people from lethal levels of radiant heat by providing an appropriate separation distance between fire hazards, particularly vegetation and the site of the Neighbourhood Safer Place.

If a Neighbourhood Safer Place is an open space, the appropriate separation distance should be greater than 310 metres from the outer edge of the NSP to the fire hazard, or should be prescribed to ensure a maximum potential heat impacting on the site of no more than  $2kw/m^2$ .

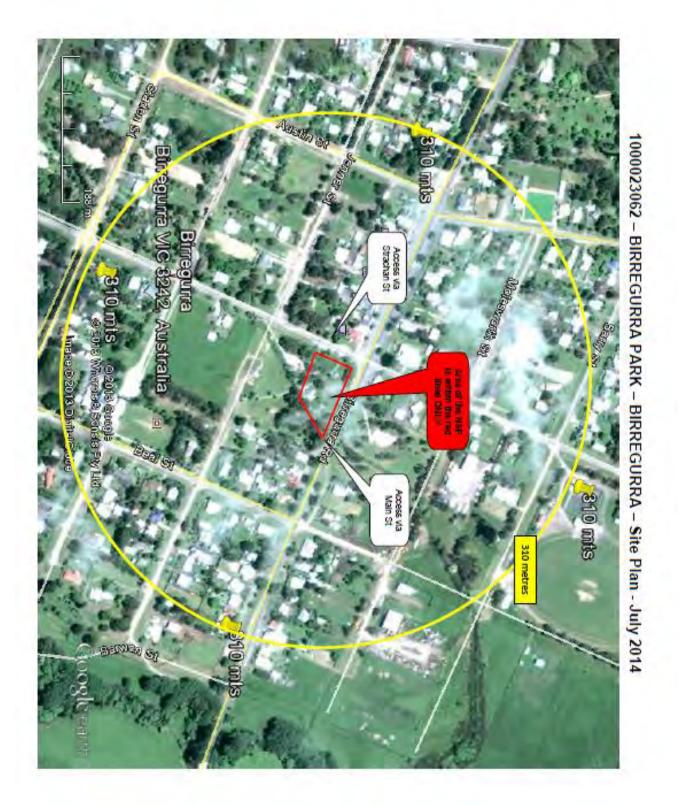
If a Neighbourhood Safer Place is a building, the appropriate separation distance greater than 140 metres from the outer edge of the building to the fire hazard or should be prescribed to ensure that the maximum potential heat impacting on the building is no more than 10kw/m².

		North Aspect	East Aspect	South Aspect	West Aspect
Setback distance (m) Actual		152	NA	80	NA
	Prescribed (Grassland Only)	NA	NA	NA	NA
Radiant Heat (Kw/ m²)	Actual	.9	NA	1.79	NA
	Prescribed (Grassland Only)	NA	NA	NA	NA

# 2) The following is only to be completed if grassland areas require further and specified management over the fire danger period

Recommendation	Y/N
There must be prescriptions for management of the grassland over the fire danger period, secured by agreed terms entered into by the landholder.	N
The identified treatment of the grassland be included within the MFPP or MFMP (whichever is relevant) and is the responsibility of Council to facilitate and if required enforce the treatment during the fire danger period.	N
Treatments and Prescriptions:	

PRINT CFA OFFICER NAME: Phillip Wall DATE: 28.07.2014





### **CFA Neighbourhood Safer Places Assessment Summary Report**

NSP ID: 1000023062 Municipality: Colac-Otway Shire

Location: Birregurra Park Cnr Main & Strachan Sts Northern area of reserve

Address: 35/39 Main Street BIRREGURRA Birregurra 3242

 Location Type:
 Open Space
 CFA Region:
 Barwon SW

 Assessment Date:
 28.07.2014
 Assessed By:
 Phillip Wall

Result: Compliant

Assessment Factors	North Aspect	East Aspect	South Aspect	West Aspect	
Vegetation Type	AS3959 Grassland / BAA Grassland	No Classified Vegetation Type / BAA N/A	AS3959 Grassland / BAA Grassland	No Classified Vegetation Type / BAA N/A	
Separation Distance to Actual Vegetation (m)		152	NA	80	NA
, egotation (iii)	Prescribed (Grassland areas only)	NA	NA	NA	NA
Vegetation Height (m)		.3	NA	.3	NA
Effective Slope (°)		0	0	0	0
Site Slope (°)		0	0	0	0
Prescribed or Deemed to Satisfy Requirements for distance achiev (Distance equal to or greater than 140M s space)		N	Y	N	Y
Deemed to Satisfy Requirements for slope achieved (Effective Slope less than 20 degrees)	Requirements for slope achieved -			Y	Y
Deemed to Satisfy (DtS) Requirements Achieved		N	Υ	N	Υ
(If DtS not achieved) Calculated Heat Flux (kW/m2)	Actual	.9	NA	1.79	NA
(To be no greater than 2kw for open space or 10kw for a building)	Prescribed (Grassland areas only)	NA	NA	NA	NA
Treatments & Prescriptions (For Grassland areas ONLY)					
Overall NSP Criteria Achieved		Υ	Y	Υ	Υ
Result	Meeting t manage secured Non Complian	he CFA assessment he assessment crite ement of grassland of d by agreed terms er nt ing the CFA assessr	ria provided that pre over the fire danger ntered into by the la	escriptions of period are ndholder.	

# **Appendix B**

# **Signage Locations Map**



# **Appendix C**

# Birregurra Park, Birregurra NSPP Criteria Audit Report



# Neighbourhood Safer Places Plan Criteria – Auditing Tool

Location: Date:

Birregurra / Park – Birregurra

15/08/2010 (Original Assessment)

11/11/2014 (Update Assessment)

NSF	PLAN	CRITERIA -	<b>ASSESSMENT</b>	TOOL
-----	------	------------	-------------------	------

Potential NSP: Birregurra

Address: Main Road Birregurra

**Map Reference:** 

### **ASSESSMENT TEAM MEMBERS**

Name	Position	Agency	Phone	Email
Brian Brady		CFA	0427542653	b.bradey@cfa.vic.gov.au
Mark Billing	Group Officer	CFA		m.billing@cfa.vic.gov.au
Shaun Barling	Emergency Management Officer	Colac Otway Shire	0429 172 433	
Stephanie Ryan	District Fire Manager – Otway District	DSE	0429 172 433	Stephanie.ryan@depi.vic.gov.au
Wendie Fox	Emergency Management Coordinator	Colac Otway Shire	0447 587 797	Wendie.fox@colacotway.vic.gov.au
Peter Ashton (Update Assessment)	Emergency Management Officer (Fire)	Colac Otway Shire		pashton@surfcoast.vic.gov.au
Doug Winkle (Update Assessment)	Municipal Fire Prevention Office	Colac Otway Shire		Doug.winkle@colacotway.vic.gov.au
Byron Kershaw (Update Assessment)	Operations Officer	CFA		b.kershaw@cfa.vic.gov.au

### **OWNERSHIP DETAILS**

SITE OWNERSHIP DETAILS	Yes/No	Name	Address	Phone	Email
Site Owner		Colac Otway Shire	Rae Street Colac		

Private Landholder			
Is the land Leased	No		
Occupier/Tenant Details			

CONSENTS AND RIGHTS OF ACCESS – DEED OF CONSENT							
Υ				/ Highly likely	Comments		
Consent to use site as NSP				ely			
Consent to access the site and surrounding area for maintenance			Highly lik	ely			
Consent to erect signage at site			Highly lik	ely			
Consent to erect signage on Private Land					-		
SITE DETAILS							
POTENTIAL NS	P VEGETATION	SEPARATION DI	STANCE				
Open Space – Grea	ter than 310 metres			Building - Great	ter than 140 metre	es	
North	East	South	West	North	East	South	West
Yes	Yes	Yes	Yes	Metres	Metres	Metres	Metres
Comments:	Overall this site appe	ears to comply with the	required dist	ance from, designa	ated risk vegetatio	n types.	
OPENING OF B	UILDING						
Is it practicable to make the potential NSP available for use on a 24 hour basis during the declared FDP?  Comments: N/A - Open Space NSP							
	damage to the NSP du ailable for use, but not		Comments: N/A - Open Space NSP				

Is there the possibility that the NSP could be used for unintended purposes, such as a refuge?		Comments: N/A - Open Space NSP			
Estimated potential cost to Council in making the NSP available on a 24 hours basis?		Comments: N/A - Open Space NSP			
Are these costs reasonable and capable of being borne by Council?		Comments: N/A - Open Space NSP			
DEFENDABILITY	DEFENDABILITY				
Is there sufficient open space to enable CFA to conduct asset protection and fire suppression activities?		Comments: Hydrants available / standpipe, buildings well spaced			
Has Council sought expert advice from CFA to determine whether the building is likely to be subject to extreme ember attack?		Comments: N/A - Open Space NSP			
Can this risk be safely managed?		Comments: N/A - Open Space NSP			
SURROUNDING OPEN SPACE					
Is the surrounding open space free of obstacles (eg. fences, buildings, other)?	YES	Comments:			
Is there adequate parking available at the site?		Comments: Available on North and South sides & service road			
Are there any hazards that may exist for persons accessing the place by foot?	NO	Comments: Smoke / Traffic			
SIGNAGE					
Can appropriate signage be erected at the entry to the potential NSP?	YES	Location: Birregurra weekend festival sign. North of main street.  Comment:			
Can appropriate signage be erected in the vicinity?	YES	Location: Refer above and at either end (4 Signs)  Comment: Using photo map would be desirable.			

MAINTENANCE & MAINTAINABILITY		
Is the potential NSP capable of being maintained to ensure continuing compliance with CFAs Assessment Guidelines?	YES	Comments:
Is the potential NSP capable of being maintained to ensure continuing compliance with Council's NSPP Criteria?	YES	Comments: MFPO to assess with CFA and undertake works in creek if needed.
Would adjoining landowners be required to provide a level of maintenance to their land to achieve compliance?	NO	Comments: MFPO to check each year

DISABLED ACCESS			
Is there clear means of access to the potential NSP for disabled and mobility impaired persons?	YES	Comments:	
Is there clear vehicle access to drop of people with disabilities?	YES	Comments: Car park or drop off next to reserve	
SEPARATION & DEMARCATION OF AREA			
If the potential NSP is located in an open area is it possible to demarcate the boundaries of the potential NSP?	YES	Comments: With signage and mapping	
Is it necessary to erect barriers around or within the potential NSP?	NO	Comments:	
COMMUNITY COMMUNICATION			
Will it be possible to ensure that there will be good community awareness of the location of the potential NSP?	YES	Comments: Website, possible notice in newsletter or letter drop	
Will it be possible to ensure that there will be good community awareness of the risks associated with using the potential NSP?	YES	Comments: text on the actual signs and in community notifications	
Can council manage alternative uses	YES	Comments: Check cancelation of market on Code Red Days	

#### **ACCESS & EGRESS**

Council must assess whether there is sufficient access to the potential NSP which will allow:

- Anticipated potential numbers of people to move to and from the place; and
- CFA and other emergency services to attend the place for asset and personal protection activities and operations.

#### **ACCESS ROADS**

Road Name: Main Road		Road Owner: Shire / VicRoads	
Surface Condition/Type: Sealed main road		Type & Amount of Vegetation: Highly modified vegetation – mown grass & sparse	
		shrubs directl	y abut the road.
Estimated Surface Fuel Load: .5 to 2 tha		Estimated Elevated Fuel Load: nil	
Estimated Bark Hazard: nil		Estimated Overall Fuel Load: Low	
Capacity of Road to accommodate potential large numbers of vehicles, and to accommodate potential vehicle breakdowns	Yes	Com	ments: Wide road

Road Name: Strachen Street		Road Owner: Shire		
Surface Condition/Type: Sealed to town limit		Type & Amount of Vegetation: Refer to comments below		
Estimated Surface Fuel Load: 1 tha		Estimated Elevated Fuel Load: minimal		
Estimated Bark Hazard: low		Estimated Overall Fuel Load: low		
Capacity of Road to accommodate potential large numbers of vehicles, and to accommodate potential vehicle breakdowns	Suburban stre cars would us road		Comments:	
Road Name:		Road C	Road Owner	
Surface Condition/Type:		Type & Amount of Vegetation		
Estimated Surface Fuel Load:		Estimated Elevated Fuel Load:		
Estimated Bark Hazard:		Estimated Overall Fuel Load:		
Capacity of Road to accommodate potential large numbers of vehicles, and to accommodate potential vehicle breakdowns			Comments:	



# Neighbourhood Safer Place (Place of Last Resort) Site Assessment Report

Rex Norman Reserve Gellibrand

Reference: Gellibrand NSP Site Assessment Report Colac Otway Shire October 2014

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# 1. Executive Summary

In response to the Interim 2009 Bushfires Royal Commission Recommendation 8.5, the Victorian Government has introduced legislation which requires the Country Fire Authority (**CFA**) to certify Neighbourhood Safer Places (**NSPs**) against the CFA's Assessment Guidelines, and Victoria's Councils to identify, designate, establish and maintain suitable sites as NSPs in their municipal districts.

In relation to the potential NSP site known as Rex Norman Reserve, Gellibrand being assessed as a NSP, the Colac Otway Shire with the support of the Municipal Fire Management Planning Committee (**MFMPC**), CFA Barwon South West Region and DEPI has undertaken assessments in line with current guidelines and expected practices.

The results of the CFA Assessment Guidelines and the assessment against the Colac Otway Shire Neighbourhood Safer Places Plan Criteria has shown the site described as Rex Norman Reserve, Gellibrand, at the time of assessment to be compliant against the relevant guidelines and criteria.

Unless Council, on whatever grounds sees fit to decide otherwise, having successfully passed all current NSP criteria that has been established by the State Government, CFA, MAV and the Colac Otway Shire, it is recommended that:

The Colac Otway Shire endorse the area as described and detailed within the NSP Site
Assessment Report which is located within the Rex Norman Reserve, Gellibrand as a
designated Neighbourhood Safer Place.

#### On passing the recommendation above it is further recommended:

- 1. The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of the Office of the Emergency Services Commissioner.
- The Colac Otway Shire provides to the CFA information on the NSP designation of the site with Rex Norman Reserve, Gellibrand.
- 3. The MFMPC and the MEMPC include this site within a list of NSPs within their respective plans.
- 4. The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.

- 5. The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the Municipal NSP Plan and the CFA assessment guidelines.
- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officer undertakes routine inspections of the NSP site prior to and during the fire danger period.
- 7. That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

## 2. Introduction

In its interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire¹.

In response to this recommendation, the Victorian Government in late 2009 introduced the *Emergency Services Legislation Amendment Act 2009* (**ESLA Act**) which amends the *Country Fire Authority Act 1958* (**CFA Act**) and the *Emergency Management Act 1986* (**EM Act**). The effect of these amendments requires the CFA to certify NSPs against the CFA's Assessment Guidelines, and Councils within Victoria to identify, designate, establish, maintain and decommission NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be 'a safer place' to assemble than other places within the municipal district. At that point in time it almost certainly will be a matter for individual judgement and decision, as to which if any NSP a person or persons should travel in the presence of fire.

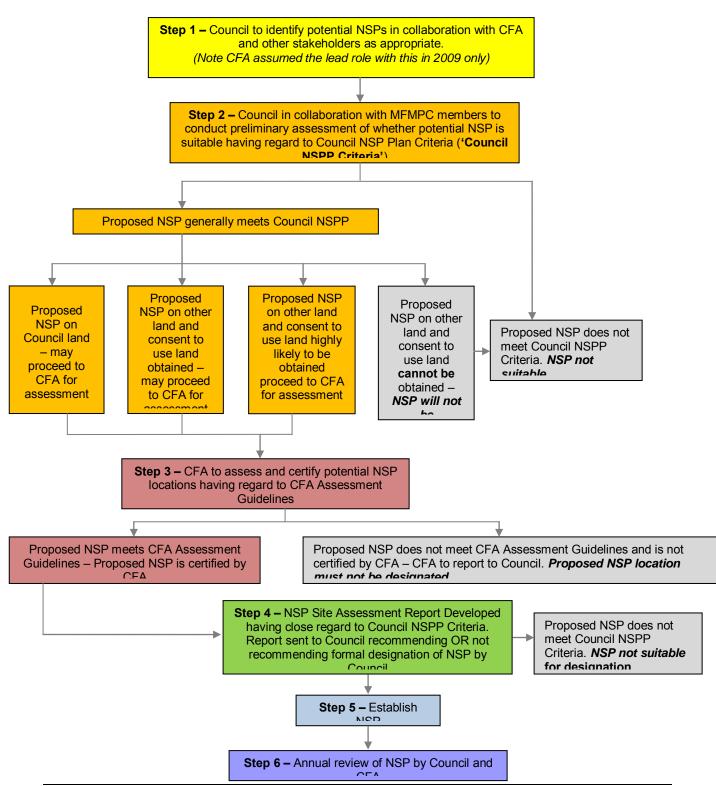
NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers.

It is impossible to determine the variables of people's behaviour and actions during the stresses of an emergency situation. It is also impossible to precisely determine localised affects of weather during fire events and the resulting impact of fire at any particular location on any given high risk day. In understanding this, the assessment has included many assumptions in

identifying possible sites that may provide some form of protection from radiant heat during the passage of a fire.

1. Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

# 3. NSP Approval Process





NB This process is effective from 1 January 2010. Site Assessments prior to this date utilised a previous version, where CFA was the lead agency in Step 1.

# 4. Compliance Standards

The assessment of the site was done in line with the:

- Colac Otway Shire Neighbourhood Safer Places Plan (NSPP)
- Colac Otway Shire NSPP Criteria Auditing Tool
- Bushfire Neighbourhood Safer Places CFA Assessment Guideline June 2012

# 5. Assessment Approach

Seven stages of assessment were made on this site.

- Council led a process of identification of the site in collaboration with the Municipal Fire Management Planning Committee (MFMPC).
- 2. The Council conducted an onsite assessment in-line with the criteria in the Colac Otway Shire NSPP Criteria. This assessment was conducted with the assistance of the MFMPC. In attendance were representatives from Council, Victoria Police, CFA, Parks Victoria, Department of Sustainability & Environment, and VicRoads.
- CFA conducted an assessment of the potential NSP site against the Bushfire Neighbourhood Safer Places CFA Assessment Guideline; this was done by appropriately qualified and experienced CFA personnel.
- 4. Concerns regarding the site being designated as a NSP were also sought from Victoria Police, CFA, respective interested and associated parties.
- The MFMPC were briefed and information sought on the site being designated as a NSP.

Appendix B contains key documents from this process including:

 An agreement with the adjoining landholder where additional fuel management works were specified by the CFA, as a result of their assessment and approval.

# 6. Site Identification

#### Identification of potential NSP site

The potential NSP site was identified by Council in collaboration with the MFMPC in line with the process outlined in Councils NSPP.

This process identified a section of the Rex Norman Reserve situated on the Lavers Hill - Colac Road within the township of Gellibrand as shown in the locality snapshot, Figure 1 below. The potential NSP site is the area within the orange line.

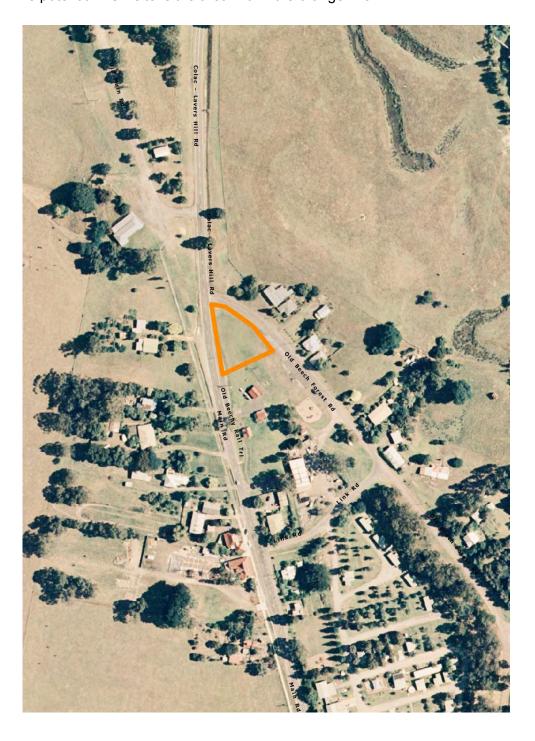


Figure 1. Locality snapshot of Gellibrand showing proposed potential NSP Site.

#### **Locality description**

Gellibrand is a small country town situated in the Otways hinterland town in south-western Victoria; it is located approximately 176km southwest of Melbourne.

Historically the townships major industries were timber and agriculture, however timber has now finished and tourism has become a part of the economic profile of the town. Gellibrand has a population of approximately 120 people in the town, however the town does accommodate a number of visitors, which could double the town's population at certain times. The Beech Forest Line has now been restored as a rail trail, which passes through the town. The township has a café, hotel and caravan park that support locals and tourists who visit the town and surrounding area.

Additional community facilities include:

- Football change rooms for recreational purposes
- Tennis courts for social uses
- CFA fire station
- Anglican Church
- Gellibrand public hall
- Public toilets
- Playground

The township supports the following community groups:

- Hall committee
- Recreation Reserve Committee
- Community newsletter group
- CFA volunteer brigade

#### **NSP Specific Site description**

The Rex Norman Reserve is situated on the Lavers Hill - Colac Road within the township of Gellibrand. The Rex Norman Reserve is a council Reserve.

The section of the Rex Norman Reserve to be utilised as a NSP encompasses an area of approximately 1600 sq metres and abuts the Lavers Hill - Colac Road on the western side and the Old Beech Forest Road on the eastern side as shown in Figure 2 below.



Figure 2. Rex Norman Reserve map showing proposed potential NSP Site.

The site is used as a public open space and has no facilities, however the area adjacent, encompasses the following facilities within the remainder of the Rex Norman Reserve:

- Picnic Shelter
- Toilets
- · Children's Playground

### 7. Findings & Discussion

#### **CFA Assessment**

CFA has developed guidelines to assess the suitability of potential sites as NSPs.

The key criteria considered by the CFA under the current CFA NSP assessment for this site were for an open space and therefore the site needed to meet one of the following criteria;

- The appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('Buffer Zone') should be at least 310 metres; or
- An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more that 2kw/m².

The CFA informed the Council on the Friday, 24 October 2014 in writing (Appendix A) that the Rex Norman Reserve, Gellibrand site was compliant with some prescriptions with the CFA assessment guideline and prescribed an area that the maximum potential radiant heat impacting on the site would be no more than 2kw/m². The prescription identified in the CFA documentation specified 4 areas of adjacent paddock to the east and west be maintained in a minimal fuel condition. A landholder agreement was sort to work with the landholder to maintain the area to the CFA specifications over the fire danger period. (Appendix B)

#### **Survey of Concerns**

The Council sought input from relevant agencies and personnel on the suitability of this site as a NSP.

We asked specifically for opinion in relation to:

- The suitability of access and entry to the location.
- The suitability of using the site for the congregation of people during an emergency.
- Any other reason for which the site may not be suitable as a NSP.

The request was made of the following agencies; Police, CFA, Council Departments and other government departments.

#### Site Assessment against NSP Plan Criteria

Representatives from Council, DSE, CFA, Parks Victoria, Victoria Police and VicRoads discussed the sites potential to be used as a NSP.

The NSPP Criteria Auditing Tool was used to assist in the discussion and ultimate assessment, Appendix D contains a copy of the auditing tool.

The following summary was concluded:

#### Consents and Rights of Access

The potential NSP site Rex Norman Reserve, Gellibrand, is a combination of Vicroads and council owned land, of which council manages. A licence agreement was sort from VicRoads to use the site as an NSP and to manage the site for that purpose.

#### Access and Egress

In considering whether access and egress routes are adequate, consideration was given to the following issues:

- Whether there is sufficient access to the potential NSP which will allow for:
  - anticipated potential numbers of people to move to and from the place
  - the CFA and other emergency services to attend the place for asset and personal protection activities.
- The condition of the road surface.
- The proximity of the NSP to major roadways and population centres.
- The type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP.
- Whether appropriate vegetation management activities can be undertaken and maintained through works that are both possible and practicable having regard to the resources of road owner.
- The capacity of access routes to accommodate potentially large numbers of vehicles and to accommodate potential breakdowns. The group considered that the only road that was in the township and would be accessed by the majority of users would be the Colac Lavers Hill Road. It was concluded that the road would accommodate large numbers of vehicles, but may not accommodate vehicle breakdowns easily. This is likely to be an issue for people outside of the town regardless of the town having an NSP. This NSP would primarily be targeted at people who live within the town, where this issue would not be as critical.
- Parking at the place, taking into account that a separate area or adequate space may need to be available to ensure pedestrians can move away from the areas where vehicles may enter or park.
- Any hazards that may exist for persons accessing the place by foot.
- Any relevant matter contained in Councils Road Management Plan prepared pursuant to the Road Management Act 2004 (Vic).

It was the consensus of the group that existing access and egress routes were sufficient to allow anticipated potential numbers of people to move to and from the site and for CFA and other emergency services to attend the site for asset and personal protection activities. Roads within the immediate area are sealed and unsealed dual access roads, maintained to a

good standard with some roadside vegetation that would not pose an unacceptable risk of harm to those seeking access to the potential NSP from within the township.

The group also agreed that existing parking adjacent to the site and in nearby streets was adequate and suitably separate from the site to ensure pedestrian safety. No hazards were identified for people accessing the site on foot.

#### Opening of the NSP

As the potential site is an Open Space NSP, this is not deemed to be relevant.

#### Defendable Space

The site is deemed to have sufficient defendable space.

#### **Defendability of Buildings**

Not applicable as this is an Open Space potential NSP.

#### <u>Signage</u>

There is sufficient space to erect general NSP signage. A signage location map is provided in Appendix C.

#### Maintenance and Maintainability

Some costs would be incurred by Council in establishing and maintaining the site. Two landholder agreements have been entered into, one on the east side is a grazing property, with the landholder agreeing to maintain the site to the agreed standard. The west side is two vacant house blocks, owned by an elderly couple, the council has agreed to help the owners manage the site as part of the current slashing program.

#### Disabled Access

Suitable parking is currently available adjacent to the site.

#### Separation and Demarcation of Area

The potential NSP site has clear boundaries, however the group did mention that signage may have some effect on other uses of the reserve, such as markets. The other issue is that there are power lines running through the reserve, and during the original assessment by the group they made comment that it may be necessary to erect a barrier to stop people congregating under the line. Since this original assessment by the group the size of the NSP was reduced so that the park buildings and power line was not included, the demarcation of the area with the NSP signage would have people assemble in an area clear of the line.

#### Other Conflicting Uses

There are no known current uses of the site that would conflict with the site being used as a NSP. However it was discovered that the site is partly owned by VicRoads. A licence

agreement was entered into for VicRoads to give permission for council to use and manage the site for this purpose (See Appendix D).

#### Communication with the Community

The group agreed that it would be possible though a range of media to communicate the location of the NSP to the community and that this communication should include the risks that relate to the use of the NSP and the risks associated with travelling to the NSP in the event of a bushfire.

#### 8. Recommendations

As per the Emergency Service Legislation Bill 2009, municipal councils must identify and designate places as neighbourhood safer places within their municipal district. In regards to this designation the Council must only designate sites that have passed the CFA Assessment Guideline and may have regard to its Municipal Neighbourhood Safer Places Plan.

Having successfully passed all current NSP criteria established by the State Government , CFA, MAV and the Colac Otway Shire, it is recommended that:

 The Colac Otway Shire endorse the area as described and detailed within the NSP Site Assessment Report which is located within the Rex Norman Reserve, Gellibrand as a designated Neighbourhood Safer Place.

#### On passing the recommendation above it is further recommended:

- The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of the Office of the Emergency Services Commissioner.
- The Council provides to the CFA information on the NSP designation of the site within the Rex Norman Reserve, Gellibrand.
- The MFMPC and the MEMPC include this site within a list of NSPs within their respective plans.
- The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.
- The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the NSP Plan and the CFA assessment guidelines.

- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officers undertake routine inspections of the NSP site prior to and during the fire danger period.
- That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

## Appendix A

# **CFA Assessment Criteria Compliant Confirmation**



## Neighbourhood Safer Places – Places of Last Resort



Location Details: Obtain location details fo	Signature Pa	.90
CRM ID Number	1000011790	
Municipality	Colac Otway Shire	_
Main Location	GELLIBRAND REX NORM	AN RESERVE
Sub Location		
Address	Colac Lavers Hill Rd	
Township	GELLIBRAND	Postcode - 3239
GPS Coordinates (optional)	Latitude - 38.311604	Longitude - 143,322074
Location Type	Building	Open Space - YES
Best Access to Site	Colac Lavers Hill Rd	***************************************
Brief Description of Use	Public open Space	
Preliminary Site As	sessment Officer Details:	
Name	Phillip Wall	
Contact Number	0418 315 324	
Date	31 July 2014	
Signature	Pulitral	
Assessment Result	is a second	
COMPLIANT	PRESCRIPTIONS OF MA COMPLIANCY (Option for	NAGEMENT TO BE SECURED FOR or Grassland areas ONLY)
Review Reassess	ment - Site Unchanged (Option for Design	gnated NSP ONLY, where applicable)
NON-COMPLIAN	VT	
Endorsement Detail	is:	
11	Manager Community Safety	Operations Manager
Name	J. Hakey	DEAN MANSON
Name Date	J. Haley	DEAN MAN

CFA Preliminary Site Assessment Form - May 2014 Neighbourhood Safer Places - Places of Last Resort

Signature



As fermal

For Site Located at: Rex Norman Reserve Gellibrand - North Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 38

Flame Angle (degree): 85

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 2.1

Overall Fuel Load (t/ha): 2.1 Vegetation Height (m): .2 Fire Danger Index: 120 Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 16926

Transmissivity: .798 Flame Length (m): 4.9

Radiant Heat Flux (kW/m²): 5.14

Category of Attack: Low

Level of Construction Required: No Requirement





& hearing

For Site Located at: Rex Norman Reserve Gellibrand - East Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0
Distance(m): 58

Flame Angle (degree): 86

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 2.1

Overall Fuel Load (t/ha): 2.1 Vegetation Height (m): .2 Fire Danger Index: 120 Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 16926

Transmissivity: .768
Flame Length (m): 4.9
Radiant Heat Flux (kW/m²): 2.79
Category of Attack: Low

Level of Construction Required: No Requirement

Date Assessed: Thursday, 31 July 2014 Assessed By:



with fuel management to 2 kmm

For Site Located at: Rex Norman Reserve Gellibrand - East Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 65

Flame Angle (degree): 87

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 1.5

Overall Fuel Load (t/ha): 1.5

Vegetation Height (m): .1

Fire Danger Index: 120

Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 12090

Transmissivity: .76

Flame Length (m): 4.14

Radiant Heat Flux (kW/m²): 1.96

Category of Attack: Low

Level of Construction Required: No Requirement



For Site Located at: Rex Norman Reserve Gellibrand - West Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 28

Flame Angle (degree): 85

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 1.5

Overall Fuel Load (t/ha): 1.5 Vegetation Height (m): .1 Fire Danger Index: 120 Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 12090

Transmissivity: .819
Flame Length (m): 4.14
Radiant Heat Flux (kW/m²): 6.41

Category of Attack: Low

Level of Construction Required: No Requirement



With fuel management to < 100ml.

For Site Located at: Rex Norman Reserve Gellibrand - West Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0
Distance(m): 65

Flame Angle (degree): 87

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 1.5

Overall Fuel Load (t/ha): 1.5 Vegetation Height (m): .1 Fire Danger Index: 120 Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 12090

Transmissivity: .76

Flame Length (m): 4.14

Radiant Heat Flux (kW/m²): 1.96

Category of Attack: Low

Level of Construction Required: No Requirement



With fuel management to < 100ml.

For Site Located at: Rex Norman Reserve Gellibrand - West Aspect

#### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0
Distance(m): 65

Flame Angle (degree): 87

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

#### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 1.5

Overall Fuel Load (t/ha): 1.5 Vegetation Height (m): .1 Fire Danger Index: 120 Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation Modelling Atmosphere Attenuation: Yes

#### 3. Output

Rate of Fire Spread (km/h): 15.6 Fire Intensity (kW/m): 12090

Transmissivity: .76

Flame Length (m): 4.14

Radiant Heat Flux (kW/m²): 1.96

Category of Attack: Low

Level of Construction Required: No Requirement

CRM Ref: 1000011790 PHILLIP WALL

Tuesday, 28 October 2014



Wendie Fox Colac Otway Shire PO Box 283 COLAC 3250

Dear Wendie

#### NSP GRASSLAND PRESCRIPTION - REX NORMAN RESERVE GELLIBRAND

CRM Reference.: 1000011790

Site Name: REX NORMAN RESERVE GELLIBRAND Address: Colac Lavers Hill Road, GELLIBRAND

Find below the grassland prescription for the above proposed NSP/PLR site following an assessment of the site on 28 July 2014.

The Rex Norman reserve is currently being managed in a minimal fuel condition ie < 100 grass height.

A number of private properties adjacent to the NSP along Colac Lavers Hill Rd and Old Beech Forest Rd have areas of what would be considered unmanaged grassland. All areas of unmanaged grassland within approx. 65 mts of the outer perimeter of the NSP shall be maintained in a minimal fuel condition ie < 100mm for the duration of the FDP.

If you wish to discuss this matter in more detail, please do not hesitate to contact Phillip Wall, Fire Safety Officer, on 5240 2736.

Yours sincerely

Phillip Wall Delegated Officer

CFA Barwon South West Region / District 7 Headquarters

BARWON SOUTH WEST REGION

District 7 61-63 Separation Street, North Geelong Vic 3215 PO Box 586, North Geelong Vic 3215 Telephone: (03) 5240 2700 Fax: (03) 5277 1515

www.cfa.vic.gov.au

REX NORMAN RESERVE GELLIBRAND- PRESCRIPTION VEGETATION MANAGEMENT PLAN - July 2014



CFA Region: Barwon South West

Telephone: 5420 2700 Fax: 5277 1515

19 AUG 2014

Colac-Otway Shire 2-6 Rae Street Colac 3250

Dear Wendie Fox

Neighbourhood Safer Places - Places of Last Resort Assessment for 1000011790 Gellibrand Rex Norman Reserve Colac Lavers Hill Road Gellibrand 3239

The CFA ACT 1958, Sect 50G (5 a and b), sets out obligations for CFA as follows; (5) On receiving a request (for assessment from Municipal Council), the Authority must-

- (a) assess the place; and
- (b) if the place meets the criteria set out in the CFA Assessment Guidelines, certify in writing that the place meets those criteria.

This letter and the attached report are designed to meet these obligations and provide assistance to Council in its further decision-making for potential Neighbourhood Safer Places - Places of Last Resort.

CFA developed criteria to assist Council in determining the suitability of potential sites for Neighbourhood Safer Places - Places of Last Resort. These criteria have been developed as part of a consultative process, involving other fire agencies, emergency services and stakeholders.

This site assessment has been based on the quantity of vegetation determined at the time of this inspection and under section 50I of the CFA ACT 1958, it is council responsibility to maintain all Neighbourhood Safer Places.

The 1000011790 Gellibrand Rex Norman Reserve Colac Lavers Hill Road Gellibrand 3239 has been determined as Compliant with the CFA Guidelines, provided that prescriptions of management of grassland over the fire danger period are secured by agreed terms entered into by the landholder. This written agreement must refer to the specific treatments and prescriptions as stated in attached CFA Assessment Criteria Report, be signed by the landowner and attached to the NSP Online Business System on designation of this potential NSP site or confirming designation as part of Review.

CFA understands that it is Council's responsibility to designate this site as a Neighbourhood Safer Place - Place of Last Resort and that Council may wish to engage with other Agencies and stakeholders, including CFA as part of any final approval process before a final decision is made.

CFA hopes you find this information of benefit in the final designation process. If you require further assistance on this matter, please contact Phillip Wall at 0418 315 324.

Yours faithfully

(Refer to attached file for authorisation signature)

Operations Manager Barwon South West



## NEIGHBOURHOOD SAFER PLACES Places of Last Resort

#### **CFA ASSESSMENT CRITERIA REPORT**

Neighbourhood Safer Place Site Name and Address:

1000011790 Gellibrand Rex Norman Reserve

Colac Lavers Hill Road Gellibrand 3239

_						
The	SITE	15	255	ess	ed	as

#### Criteria

#### 1) Setback Distances and Radiant Heat Measures

Neighbourhood Safer Places should provide protection to people from lethal levels of radiant heat by providing an appropriate separation distance between fire hazards, particularly vegetation and the site of the Neighbourhood Safer Place.

If a Neighbourhood Safer Place is an open space, the appropriate separation distance should be greater than 310 metres from the outer edge of the NSP to the fire hazard, or should be prescribed to ensure a maximum potential heat impacting on the site of no more than 2kw/m².

If a Neighbourhood Safer Place is a building, the appropriate separation distance greater than 140 metres from the outer edge of the building to the fire hazard or should be prescribed to ensure that the maximum potential heat impacting on the building is no more than 10kw/m².

		North Aspect	East Aspect	South Aspect	West Aspect
Setback distance (m)	Actual	38	58	NA	28
	Prescribed (Grassland Only)	65	65	NA	65
Radiant Heat (Kw/ m²)	Actual	5.14	2.79	NA	6.41
	Prescribed (Grassland Only)	1.96	1.96	NA	1,96

## 2) The following is only to be completed if grassland areas require further and specified management over the fire danger period

Recommendation	Y/N
There must be prescriptions for management of the grassland over the fire danger period, secured by agreed terms entered into by the landholder. This written agreement must refer to the specific treatments and prescriptions as stated below, be signed by the landowner and attached to the NSP Online Business System on designation of this potential NSP site or confirming designation as part of Review.	Y
The identified treatment of the grassland be included within the MFPP or MFMP (whichever is relevant) and is the responsibility of Council to facilitate and if required enforce the treatment during the fire danger period.	Y

#### Treatments and Prescriptions:

All areas of unmanaged grassland (as per attached plan) withi approx 65 mts of the outer perimeter of the NSP shall maintained in a minimal fuel condition ie < 100 mm for the duration of the FDP

PRINT CFA OFFICER NAME: Phillip Wall DATE: 28.07.2014



#### CFA Neighbourhood Safer Places Assessment Summary Report

NSP ID: 1000011790 Municipality: Colac-Otway Shire

Location: Gellibrand Rex Norman Reserve
Address: Colac Lavers Hill Road Gellibrand 3239

Location Type: Open Space CFA Region: Barwon SW Assessment Date: 28.07.2014 Assessed By: Phillip Wall

Result: Compliant provided prescriptions are met

Assessment Factors	North Aspect	East Aspect	South Aspect	West Aspect	
Vegetation Type		AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland	No Classified Vegetation Type / BAA N/A	AS3959 Grassland / BAA Grassland
Separation Distance to Vegetation (m)	Actual	38	58	NA	28
vegetation (iii)	Prescribed (Grassland areas only)	65	65	NA	65
Vegetation Height (m)	1 5/10/	.2	.2	NA	.1
Effective Slope (°)		0	0	0	0
Site Slope (°)		0	0	0	0
Prescribed or Deemed to Satisfy Requirements for distance achie (Distance equal to or greater than 140M space)	ved -	N	N	Y	N
Deemed to Satisfy Requirements for slope achieved - (Effective Slope less than 20 degrees)		Υ	Y	Y	Y
Deemed to Satisfy (DtS) Requirements Achieved		N	N	Y	N
(If DtS not achieved) Calculated Heat Flux (kW/m2)	Actual	5.14	2.79	NA	6.41
(To be no greater than 2kw for open space or 10kw for a building)	Prescribed (Grassland areas only)	1.96	1.96	NA	1,96
Treatments & Prescriptions (For Grassland areas ONLY)		of the outer perim		per attached plan) i Il maintained in a mir DP	
Overall NSP Criteria Achieved		Y	Υ	Υ	Y
Result		Meeting t manage secured written a prescrip and atta designa part of r Non Complian	the assessment crite ement of grassland of by agreed terms en agreement must refe tions as stated above ached to the NSP Or tion of this potential review)	t criteria on the day of the provided that pre- over the fire danger patered into by the lander to specific treatment, be signed by the haline Business Syste NSP site or confirming	scriptions of eriod are dholder. (This nts and landowner m on ng designation as

### Appendix B

# Agreement for private landholder works to meet CFA specifications

#### Partnership Agreement

This document is a formal agreement between Michael Elton and Colac Otway Shire for the management of two areas of grass identified in yellow on the attached map, for the purpose of meeting the CFA requirements to use the Rex Norman Reserve Gellibrand as a Neighbourhood Safer Place.

Colac Otway Shire and Michael Elton agree to work collaboratively to help achieve the fuel management standards as set by the CFA to enable the Rex Norman Reserve to be officially used as a Neighbourhood Safer Place – Place of Last resort.

Michael agrees to maintain the areas outlined in the attached map to a minimal fuel condition (generally having the grass below 100mm) for the duration of the Fire Danger Period. It is understood that for the most part this will be managed through the use of stock.

If a situation arises where it becomes difficult to meet this requirement, then the two parties will negotiate a solution in good faith.

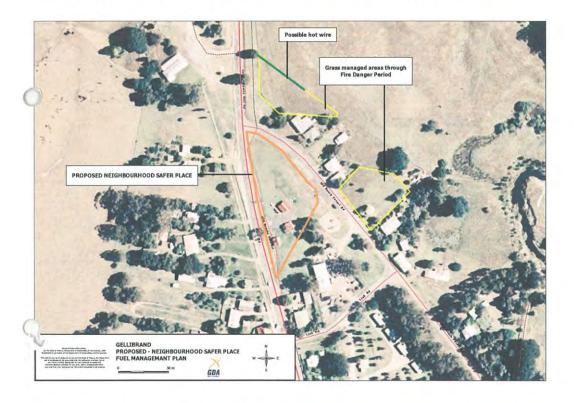
ach party reserves the right to re-negotiate after each fire season and after the annual CFA inspection of the

Neighbourhood Safer Place.

Stewart Anderson Colac Otway Shire

Manager Environment and Community Safety

Michael Elton 1-5 Brough St Springvale VIC 3171





Our Ref: TRIM Number Typists initials Your Ref: RECIPIENT'S REFERENCE

Bob Jenkins 2 Main Road Gellibrand 3239 30/10/2014

Dear Bob,

Subject: Grass Slashing on your property over the Fire Danger Period

Following on from a conversation you had with Peter Ashton on the 30th of October, about the grass in the vacant blocks you own either side of your house and the need to keep them cut low over the fire danger period. This grass maintenance is necessary to meet the CFA requirements of the Neighbourhood Safer Place in the Rex Norman Reserve. Peter has confirm to me that you are comfortable for the paddocks to be kept cut low each summer, and that you would be happy for any assistance from the Colac Otway Shire.

The shire is happy to give you some assistance with the slashing and will organise for the grass cutting in the 2 vacant blocks to enable the requirements set by the CFA to be met. The Municipal Fire Prevention Officer will work with you to make the necessary arrangements for the work to be undertaken.

If you have any inquiries concerning this matter please contact me on 5232 9414

Yours Sincerely

Stewart Anderson

Manager Environment and Community Safety

Colac Otwey Shire
PO Box 263
Colac Victoria 3250
E: Ing@colacotway.vic.gov.au
www.colacotway.vic.gov.au

Customer Service Centre Colac: 2-6 Rae Street Apollo Bay: 69-71 Nelson Street P. (03) 5232 9400 F. (03) 5232 9586



## **Appendix C**

## **Signage Locations Map**



## **Appendix D**

# Rex Norman Reserve, Gellibrand Vic Roads Licence Agreement

## vicroads VICROADS ROAD WORKS AGREEMENT

(& Company if applicable)			10/11/2014			
Address	2-6 Rae Street (PO Box 283)	VicRoads Reference: QD:2727540				
City / Town	Colac	Applicant's Reference:				
State	VIC	Postcode: 3250				
Contact Person	Peter Ashton Emergency Management (fire) Co-ordinator  Telephone (BH):  (03) 5					
email address	pashton@surfcoast.vic.gov.au					
Name & address of Works Manager*	Colac Otway Shire	Pioblici	0429 391 333			
* Refer to Section 3 of Road M	Management Act 2004 for the definition of a 'Works Manager	and 'Infrastructure'	Manager'.			
Road Name	Colac Lavers Hill Road, Gellibrand (Rex Norman	Reserve)				
Works		H	Septime Mile			
(e.g. address). Also attach a map or plan -see			Magazinian  1 796  Magazinian  1			
Works (e.g. address). Also attach a map or plan -see Attachments.  Brief Description of Works	Occupation & use of the site as a Designated within the meaning of the Country Fire Authority					
(e.g. address). Also attach a map or plan -see Attachments.  Brief Description of Works  Brief Description of Non-Road Infrastructure						
(e.g. address). Also attach a map or plan -see Attachments.  Brief Description of Works  Brief Description of Non-Road Infrastructure being installed  Other Roads or Infrastructure affected by the Works	within the meaning of the Country Fire Authorit					
(e.g. address). Also attach a map or plan -see Attachments.  Brief Description of Works  Brief Description of Non-Road Infrastructure being installed  Other Roads or Infrastructure affected	within the meaning of the Country Fire Authorit  Nil  N/A	ry Act 1958 (Vic	)			
(e.g. address). Also attach a map or plan -see Attachments.  Brief Description of Works  Brief Description of Non-Road Infrastructure being installed  Other Roads or Infrastructure affected by the Works Planning Permit Ref. (If appl.)—also see	within the meaning of the Country Fire Authorit  Nil  Nil	ble for maintena	ance of the NSP			

Document ID: 2727540 Gellibrand Neighbourhood Safer Place Formal Road Works Agreement

VicRoads consents to the works and grants a licence for the use of the road reserve, subject to the Applicant agreeing to, and complying at all times with, the terms and conditions set out on the reverse side of this form and any Special Conditions. Without limiting its rights under the Act, VicRoads may, by written notice given to the applicant, immediately cancel this Agreement, or suspend any or all of the rights conferred by it, if the applicant fails to comply with any of its terms or conditions. This Agreement is made under clause 18 of Schedule 7 of the Act. The Applicant enters into this Agreement as agent for the Works Manager and/or Infrastructure Manager and has authority to bind each of them to this Agreement.

[Signature of Applicant]

Signature of Works Manager]

[VicRoads Regional Director]

Peter Ashton

Stewart Anderson

SOUTH WEST RECOW

[Print name here]

[Print name here]

[VicRoads Region]

13/11/2014

13/11/2014

18/11/14

[Date]

Signed copies to be given to:
1. The Applicant 2. Works Manager 3. VicRoads: Regional Director

## **Appendix E**

# Rex Norman Reserve, Gellibrand NSPP Criteria Audit Report



# Neighbourhood Safer Places Plan Criteria – Auditing Tool

Location: Date:

Location: Rex Norman Reserve – Gellibrand

21/06/2010

Date: 21/06/2010 Time: 10.30pm

### NSP PLAN CRITERIA – ASSESSMENT TOOL

Potential NSP: Rex Norman Reserve

Address: Colac Lavers Hill Road, Gellibrand

**Map Reference:** 

#### **ASSESSMENT TEAM MEMBERS**

Name	Position	Agency	Phone	Email
Stewart Anderson	Manager Environment & Community Safety	Colac Otway Shire	0427542653	Stewart.Anderson@colacotway.vic.gov.au
Wendie Fox	Municipal Emergency Management Coordinator	Colac Otway Shire	0447 587 797	Wendie.fox@colacotway.vic.gov.au
Dean Manson	Operations Officer – Otway Catchment	CFA	0429 172 433	d.manson@cfa.vic.gov.au
Stephanie Ryan	District Fire Manager – Otway District	DSE	0429 172 433	Stephanie.ryan@depi.vic.gov.au
Tim Gazzard	Fire Operations Officer	Parks Victoria	0437 943 681	tgazzard@paks.vic.gov.au
David Hand	Sergeant & Deputy MERC	Victoria Police	5237 6750	david.hand@police.vic.gov.au
David Larson	Captain Gellibrand CFA	CFA	5235 8218	readthisdave@gmail.com

#### **OWNERSHIP DETAILS**

SITE OWNERSHIP DETAILS	Yes/No	Name	Address	Phone	Email
Site Owner		Colac Otway Shire	5 Lavers Hill – Colac Road Gellibrand		
Private Landholder					
Is the land Leased	No				

Occupier/Tenant Details					
-------------------------	--	--	--	--	--

CONSENTS AND RIGHTS OF ACCESS – DEED OF CONSENT					
Yes / No / Highly likely Comments					
Consent to use site as NSP	Highly likely				
Consent to access the site and surrounding area for maintenance	Highly likely				
Consent to erect signage at site	Highly likely				
Consent to erect signage on Private Land	N/A				

#### SITE DETAILS

#### POTENTIAL NSP VEGETATION SEPARATION DISTANCE

Open Space – Greate	er than 310 metres			Building - Grea	ter than 140 metre	es	
North	East	South	West	North	East	South	West
Yes	Marginally	Yes	Yes	Metres	Metres	Metres	Metres

**Comments:** Overall this site appears to comply with the required distance from, designated risk vegetation types.

#### **OPENING OF BUILDING**

Is it practicable to make the potential NSP available for use on a 24 hour basis during the declared FDP?	Comments: N/A - Open Space NSP
Is there potential for damage to the NSP during times that it is open and available for use, but not being used as a NSP?	Comments: N/A - Open Space NSP
Is there the possibility that the NSP could be used for unintended purposes, such as a refuge?	Comments: N/A - Open Space NSP

Estimated potential cost to Council in making the NSP available on a 24 hours basis?		Comments: N/A - Open Space NSP			
Are these costs reasonable and capable of being borne by Council?		Comments: N/A - Open Space NSP			
DEFENDABILITY	DEFENDABILITY				
Is there sufficient open space to enable CFA to conduct asset protection and fire suppression activities?		Comments: N/A - Open Space NSP			
Has Council sought expert advice from CFA to determine whether the building is likely to be subject to extreme ember attack?		Comments: N/A - Open Space NSP			
Can this risk be safely managed?		Comments: N/A - Open Space NSP			
SURROUNDING OPEN SPACE					
Is the surrounding open space free of obstacles (eg. fences, buildings, other)?	YES	Comments: However there are powerlines that run through the centre of the reserve and also a timber picnic shelter			
Is there adequate parking available at the site?		Comments:			
Are there any hazards that may exist for persons accessing the place by foot?	NO	Comments: No obvious hazards identified by the group			
SIGNAGE					
Can appropriate signage be erected at the entry to the potential NSP?	YES	Location: 2 x formal entrances to the reserve Comment:			
Can appropriate signage be erected in the vicinity?	YES	Location: Information display board at reserve.  Comment: There is an information board at the station masters office at the reserve and at the local shop a short distance away.			
MAINTENANCE & MAINTAINABILITY					
Is the potential NSP capable of being maintained to	YES	Comments:			

ensure continuing compliance with CFAs Assessment Guidelines?		
Is the potential NSP capable of being maintained to ensure continuing compliance with Council's NSPP Criteria?	YES	Comments: Council's Cosworks staff currently maintain the reserve to a high standard.
Would adjoining landowners be required to provide a level of maintenance to their land to achieve compliance?	YES	Comments:

DISABLED ACCESS				
Is there clear means of access to the potential NSP for disabled and mobility impaired persons?	YES	Comments:		
Is there clear vehicle access to drop of people with disabilities?	YES	Comments: Car park or drop off next to reserve		
SEPARATION & DEMARCATION OF AREA				
If the potential NSP is located in an open area is it possible to demarcate the boundaries of the potential NSP?	YES	Comments: This may have an effect on other uses of the reserve, markets and other functions.		
Is it necessary to erect barriers around or within the potential NSP?	YES	Comments: It was felt by the group that a barrier would need to be erected to stop congregating under the powerlines.		
COMMUNITY COMMUNICATION				
Will it be possible to ensure that there will be good community awareness of the location of the potential NSP?	YES	Comments:		
Will it be possible to ensure that there will be good community awareness of the risks associated with using the potential NSP?	YES	Comments:		

#### **ACCESS & EGRESS**

Council must assess whether there is sufficient access to the potential NSP which will allow:

• Anticipated potential numbers of people to move to and from the place; and

CFA and other emergency services to attend the place for asset and personal protection activities and operations.					
ACCESS ROADS					
Road Name: Lavers Hill – Colac Road F		Road O	Road Owner: Vic Roads		
* *		Type & Amount of Vegetation: Highly modified vegetation – mown grass & sparse shrubs directly abut the road.			
Estimated Surface Fuel Load:		Estimated Elevated Fuel Load:			
Estimated Bark Hazard:		Estimated Overall Fuel Load:			
Capacity of Road to accommodate potential large numbers of vehicles, and to accommodate potential vehicle breakdowns	NO		Comments: Whilst the road has the capacity to cater for large numbers of vehicles it may not accommodate potential vehicle breakdowns easily		

Road Name: Gellibrand East Road		Road Owner: Council			
Surface Condition/Type: Narrow sealed winding road		Type & Amount of Vegetation: Refer to comments below			
Estimated Surface Fuel Load:		Estimat	Estimated Elevated Fuel Load:		
Estimated Bark Hazard:		Estimated Overall Fuel Load:			
Capacity of Road to accommodate potential large	N/A		Comments: This road was identified as being outside the township		
numbers of vehicles, and to accommodate potential			residential zone and as such not assessed.		
vehicle breakdowns					
Road Name: Old Beech Forrest Road		Road Owner: Council			
Surface Condition/Type: Narrow gravel road		Type & Amount of Vegetation: Refer to comments below			
Estimated Surface Fuel Load:		Estimated Elevated Fuel Load:			
Estimated Bark Hazard:		Estimated Overall Fuel Load:			
Estimated Bark Hazard:	İ	Estimat	ed Overall Fuel Load:		
Estimated Bark Hazard: Capacity of Road to accommodate potential large	N/A	Estimat	ed Overall Fuel Load:  Comments: This road was identified as being outside the township residential		
	N/A	Estimat			



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Assembly	/ Details:				
Date:				13 / 11 / 20	)14
Time:				7.30 pm	
	Location: Cola CC, Colac Otway Shire Of			es – Nelson Street, Apollo Ba	у
In Attendar	nce:				
Councillors:	Cr Woodcroft	/		/	
		/		/	
Officer/s:	Greg Anderton	/		/	
		/	/	/	
Matter/s Discus	ssed: See Attached	d Minutes			
xx Pascoe Street, Ap	sion s with property owner collo Bay, Council Plan st	eering committee wi	th Councillors and offi	cation No. xxxx re proposed cers.)	development at No.
Councillors:		/	//	//	
		/	//		
Officer/s:		/	/	/	
		/			
Left meeting at	:				
Completed by:	Kristy Cochrane				

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## MINUTES of meeting of Friends of Colac Botanic Gardens Thurs 13th November 2014 At Colac Botanic Café at 7:30pm

**PRESENT**: Anne Mercer(AM) Chair, Jen Todorovic (JT) Acting Secretary, Chris Bell (CB) Treasurer, Mary Eaton (ME), Pauline Maunsell(PM), Jan McMahon(JM), Helen Paatsch (HP), Chris Smith (CS)

IN ATTENDANCE: Cr Terry Woodcroft (TW), Greg Anderton (GA)

APOLOGIES: Gwenyth Knox, Ros Scanlan, Margot Fitzpatrick, Laurence Towers

MINUTES OF PREVIOUS MEETING 1. JM 2. CS Carried -Minutes accepted

#### Business arising:

Thanks to all who assisted with calendar sales and setting up at recent festivals and garden shows.

#### **CORRESPONDENCE**

#### Out:

 Members were notified of the General Meeting to amend item 13(b) of the Constitution re the bank or financial institution which the Friends may use. Copy attached.

#### In:

- Alowyn Gardens, Yarra Glen promotional flyers to table and share Colac Otway Shire acknowledging Australia Day nomination
- AAFBG newsletter, Campsis. Forwarded to those on email list. Includes reports from the conference in August
- Correspondence received 1. CM 2. ME Carried

#### Business arising from correspondence: Nil

#### TREASURER'S REPORT

Balance at 30/10/14 \$12,607.94

Account for rose arch has not yet been received.

* HP to request an account from Richard Francis for half his costs to date.

CB Moved that accounts be paid & that report be accepted. 2 CS, Carried

#### GARDENER'S REPORT

L Towers is on leave. His report was tabled.

GA advised that staff have been reviewing the master plan.

GA also advised that \$20,000 is available to build a large lockable shed with a covered area for equipment. AM advised the Friends have been offered \$10,000 towards the Friends & gardeners' shed. This is to be confirmed.

CS moved that there be a site meeting to discuss building options. 2 JT, Carried

*Meeting 26th November at 10am at the Gardeners' Compound.

#### POTTING REPORT

JM Rose & Marion potted seedlings of *Doryanthes palmeri* donated by LT. They also continued readying of plants for the autumn sale. The stock of plants have been sold. Many plants were lost when glass house overheated. TW mentioned the cost effectiveness of an automatic ventilator.

*Friends to purchase. 1 CS, 2 CB, Carried

#### **GENERAL BUSINESS**

*HP moved that the Friends review the master plan & prioritise recommendations for action & submit these to council. 2 ME, Carried.

#### Australia Day plans:

Friends will be conducting the children's parade in costume. Costumes will have a 'magic garden' theme. The Friends will also play a public assistance role. CB

150th celebration Children's Picnic Day – to include a bike race around the gardens and a decorated bike competition. The Bike Shop will provide the prize for the decorated bike.

MF through ME submitted a draft proposal for the day. To be discussed further.

Bush Play – Glastonbury have indicated a proposal to conduct a Bush Play session during 150th Celebrations. *CB to discuss with Glastonbury.

Plant Sale will be on Saturday 21st March 2015.

Rose Arbour Opening - Promotion of the event & suitable person to perform the opening was discussed.

Calendar - sales have totalled \$350.

Book – Four chapters have been completely edited & a further three are with the editor.

The title will be "For the Pleasure of the People".

The magazine "Geelong Surf Coast Living" conducted an interview with HP for an article on the Gardens.

Prints – There will be 3 different, A3 sized, framed prints to be sold for \$200 each. There will also be 4 copies of these prints, unframed to be sold for \$30 each.

#### OTHER BUSINESS

Meriba wishes to donate a seat to the Gardens.

HP queried whether the fire brigade track is still being used & if so whether the fences either side of could be replaced with removable fencing.

RAFFLE PM

MEETING CLOSED: 8:50pm

NEXT MEETING: Thursday 11th December at 7:30pm - Bring a plate of supper to share.



# **Councillor Workshop**

Wednesday, 19 November 2014 COPACC Meeting Room 1.30 pm to 3.35 pm

### ATTENDEES:

Cr Lyn Russell, Cr Stephen Hart, Cr Frank Buchanan, Cr Terry Woodcroft, Cr Michael Delahunty, Cr Brian Crook

Sue Wilkinson (CEO)
Doug McNeill (A/GM, Sustainable Planning & Development)
Colin Hayman (GM, Corporate & Community Services)
Phil Corluka (GM, Infrastructure & Services)

### Apology:

	Agenda Topics	
1.30 pm	Declaration of Interest	
1.30pm – 1.45pm	General Business	
1.45pm – 2.00pm	CBD & Entrances Project	Doug McNeill/Paula Gardiner
2.00pm – 2.10pm	Pascoe Street Carpark & Vic Roads Bypass	
2.10pm – 3.35pm	2050 – Project Scope workshop	Doug McNeill/Tony White/Blaithin Butler



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Assembly Details:				
Date:			21 / 11 / 2014	
Time:			9.00 am	
Assembly L	ocation: .Cola	ic Regional Selling Cei	ntre	
(some e.g's. COPACC	, Colac Otway Shire Offi	ces, 2 - 6 Rae Street, Colac, S	Shire Offices – Nelson Stre	et, Apollo Bay
In Attendan	ce:			
Councillors:	Cr Buchanan	1	·	
		/	/	
Officer/s:	Phil Corluka	/ Greg Anderton	/ Adam Lehmann	/ Graeme Riches
	Kristy Cochrane	/	¹	/
Matter/s Discuss	sed:Colac Regio	onal Selling Centre ope	erations & future dire	ections, including:
Safety at the Saleayrds, Missing Livestock – incident analysis, Update Roofing Contract, Development of the Business Plan for the Colac Regional Saleyards, Position with Directions Paper, Priority List for Works/Improvements, External Promotion of the Colac Regional Saleyards, Update – Regional Livestock Selling Centres Discussions, Operating Report – Saleyards Throughput Figures, Other Business, General Business. (some e.g's. Discussions with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)				
Conflict of I	nterest Disclo	OSUTES: (refer page 5	5)	
Councillors:		/	/	/
		/	/	
Officer/s:			<i>/</i>	
		/	<i>/</i>	/
Left meeting at:				
Completed by: Kristy Cochrane				
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## **Councillor Briefing Session**

### Wednesday, 26 November 2014

### Venue - Senior Citizen's Centre, Apollo Bay

### **ATTENDEES:**

Cr. Frank Buchanan (Mayor)

Cr. Brian Crook

Cr. Stephen Hart

Cr. Michael Delahunty

Cr Terry Woodcroft

Sue Wilkinson, CEO

Colin Hayman, General Manager, Corporate & Community Services

Phil Corluka, General Manager, Infrastructure & Services

Doug McNeill, A/General Manager, Sustainable Planning & Development

Tony White, Manager, Economic Development

Rhonda Deigan, Executive Officer

### **APOLOGIES:**

Cr. Lyn Russell

### **Conflicts of Interest:**

Cr Delahunty:	OM142611-10 Planning Scheme Amendment C74 (Apollo Bay
	Settlement Boundary & Urban Design Review) Consideration of
	Panel Report
Nature of	Direct
Disclosure:	
Nature of Interest:	Owns property in commercial district of Apollo Bay

Cr Woodcroft:	OM142611-18 2015 Australia Day Award Nominations (In-
	Committee)
Nature of	Indirect
Disclosure:	
Type of Indirect	78B
Interest:	
Nature of Interest:	Membership on a particular committee and that may be seen to
	compromising impartiality

3.00 pm	Birregurra Pathway – Tony White Cr Delahunty declared a conflict of interest during discussion on a proposed gazebo in Apollo Bay and left the meeting between 3.25pm – 3.27pm.	
3.15 pm	Councillor Briefing Session/Meeting Preparation OM142611-10 Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary & Urban Design Review) Consideration of Panel Report  Having declared a conflict of interest in this item, Cr Delahunty left the meeting from 4.16pm to 4.19pm.	
	Cr Delahunty: OM142611-10 Planning Scheme Amendment C74 (Apollo Bay Settlement Boundary & Urban Design Review) Consideration of Panel Report Nature of Direct Disclosure:  Nature of Owns property in commercial district of Apollo Interest: Bay  OM142611-14 Colac Community Library & Learning Centre	
	Cr Delahunty declared a conflict of interest during discussions involving the Colac Secondary College and left the meeting between 4.21pm and 4.23pm.  320 Mooleric Road – Proposed Quarry  Cr Delahunty declared a conflict of interest in this item and left the meeting at 4.34pm.	



# **Councillor Workshop**

Wednesday, 3 December 2014 COPACC Meeting Room 1.00pm to 4.10 pm

### ATTENDEES:

Cr Stephen Hart, Cr Frank Buchanan, Cr Terry Woodcroft, Cr Brian Crook

Sue Wilkinson (CEO)
Colin Hayman (GM, Corporate & Community Services)
Doug McNeill (A/GM, Sustainable Planning & Development)
Phil Corluka (GM, Infrastructure & Services)

Part: Stewart Anderson

Apology: Cr Lyn Russell, Cr Michael Delahunty,

### **Agenda Topics** 1.00 pm **Declaration of Interest** 1.00pm - 1.15pm **G21 AFL Barwon Strategy** Colin Hayman 1.15pm - 2.00pm **General Business** 2.00pm - 2.30pm **Community Chef Presentation** Community Chef Jo Ciccarone 2.30pm - 2.40pm Break 2.40pm - 2.45pm **Anzac Day** Colin Hayman 2.45pm - 3.00pm Library Annex Colin Hayman **General Business** 3.00pm - 3.10pm 3.10pm - 4.00pm **Emergency Management Update** Stewart Anderson 4.00pm - 4.10pm **General Business**



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Assembly	/ Details:
Date:	3 December 2014
Time:	5:15pm – 5:45pm
Assembly I	Location: Central Reserve – Hockey Rooms
In Attendar	nce:
Councillors:	Cr Brian Crook
Officer/s:	Ian Seuren – Manager Recreation, Arts and Culture
Matter/s Discus	ssed: See attached meeting agenda.
	sion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. pollo 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	t: At conclusion of the meeting at 5:45pm
Completed by:	lan Seuren – Manager, Recreation, Arts and Culture



**Central Reserve Advisory Committee** 

Colac Hockey Rooms

## **AGENDA**

1.	ATTENDEES Ian Seuren (Colac Otway Shire) Cr Brian Crook (Colac Otway Shire) Matthew Gibson (Colac Football & Netball Club Inc.) Andrea Graham (Colac Netball Club Inc.) Graham Tevelein (Colac Youth & Recreation Club) Rob Oborne (Colac & District Cricket Association Inc.) Peter Lucas (Colac & District Football Netball League) Val Russell (Colac & District F/L Netball Association Inc.) Sam McDonald (Colac Auskick) Matthew Walsh – (Little Athletics Colac)	
	Terry Stephens (Colac & District Dog Obedience Club)	
	Simon Dewar (Colac Secondary College) John Clarke (Colac Otway Rovers)	
	Steve Cheater (City Bowls Club Colac)	
2.	APOLOGIES	
3.	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING	Cr Crook
4.	FACILITIES AND GROUNDS MAINTENANCE REPORTS	lan Seuren
5.	<ul> <li>MASTER PLAN IMPLEMENTATION UPDATE</li> <li>Advocacy strategy</li> <li>Outcome of the State election</li> <li>Where to from here</li> <li>Community engagement for project</li> <li>Community contribution</li> </ul>	Cr Crook
6.	BLUEWATER FITNESS CENTRE REDEVELOPMENT	lan Seuren
7.	UPDATE FROM USER GROUPS	All
8.	GENERAL BUSINESS	All
9.	ITEMS FOR FUTURE MEETINGS	All
10.	NEXT MEETING  • Wednesday 4 February 2015	* 23 9

XYZ Meeting - 00/00/2013



# Minutes YO

# COLAC OTWAY SHIRE YOUTH COUNCIL

6 October 2014 4.00pm – 5.00pm Conference Room

1. 1. ATTENDEES:

Youth Councillors:, Rachael Richardson, Emma McMaster (Chair), Georgia Cahill, Spencer Cochrane

Mentors: Lyn Russell (from 3.12pm), Rhonda Deigan, Shobie Luff Office Bearers – please sit with your Adult Mentor Visitor:

1.	CALL MEETING TO ORDER	
	CALL FOR APOLOGIES:, Terry Woodcroft , Laura Ladhams (Chair), Nicholas Lenehan-Anderson, Emily Beale,	Laura
2.	Minutes of Previous Meeting – 8 September 2014	Laura
2.2	Moved: Rachael Richardson Seconded/: Spencer Cochrane Carried	
3.	CORRESPONDENCE: In: Nil Out: Nil	
4.	Youth Council Events/Activities 2014  1. Service Station at Colac East (deferred) – no update	
	2. Street Art - no update	All
	3. <b>Awareness of the Homeless (Sleepout) –</b> Youth Councillors to indicate preferred dates for sleep-out at next Youth Council meeting. Proposed dates are between 23-27 November or 7–14 December 2014.	Emma
5.	Youth Council Charter – signed forms to be returned to Rhonda     Anzac Day 2015 Committee     Public meeting held to consider Anzac Day celebrations for 2015.     RSL to take lead role in organising the event.     Youth Councillor invited to be on committee established to oversee planning for the event.     Twelve organisations represented on committee.     Commitment for membership of committee from Octobr 2014 to April 2015.	All
	<ul> <li>Youth councillors asked to consider nominating for a position on the committee.</li> <li>Mayoral Function         <ul> <li>all Youth Councillors invited to attend the dinner which will be held on 19 November 2014 from 6.00pm at</li> </ul> </li> </ul>	CHOOL

COPACC		
Mental Health W	eek – Youth Health Hub	
o Event to b	be held on 23 October 2014 from 12.30pm to	
2.30pm.		Shobie
o Youth Co	uncillors invited to represent their schools at	
this event		
	sic and other activities planned.	
	uncillors to indicate at the next meeting if	
	e attending.	
	s event is also being held on19 October	
	9.00am to 2.00pm at Memorial Square	Shobie
Parkour Event		0110210
	bling and diving	
	Pizza in the Park event – 12-25 year olds	
welcome		
	d on 22 November 2014 from 1.00pm –	
4.00pm a	t Memorial Square. Pizza to follow at the	
	sful, future events/training will be offered.	
FreeZa Role	sidi, luture events/training will be offered.	
	ion of the group now lies with Colac Area	
Health (S	<b>9</b> ,	
	y meetings held every second Tuesday from	
	t Youth Health Hub.	
	uncillors welcome to attend the next meeting	
	cheduled for 14 October 2014.	
Youth Councillor	Reports	
o Spencer I	nas invited Sarah Henderson to attend the	
next mee	ting of Youth Council - 20 October 2014.	
Meeting closed at 4.37pt	n	
NEXT MEETING – 20 Oc	toher 2014	
NEXT MEETING - 20 OC	TONOI EVIT	
**Please bring pen and p	paper**	



# COLAC OTWAY SHIRE YOUTH COUNCIL

20 October 2014 4.00pm – 5.00pm Conference Room

## **Minutes**

1. ATTENDEES:

**Youth Councillors:**, Emma McMaster, Georgia Cahill, Spencer Cochrane, Laura Ladhams (Chair), Nicholas Lenehan-Anderson, Emily Beale,

Mentors: Lyn Russell, Rhonda Deigan, Terry Woodcroft (4.13pm)

Office Bearers - please sit with your Adult Mentor

Visitor:

1.	CALL MEETING TO ORDER	
	CALL FOR APOLOGIES: Shobie Luff	Laura
2.	Minutes of Previous Meeting – 6 October 2014	Laura
2.2	Moved Emma McMaster Seconded Spencer Cochrane Carried	
4.	In:      Email from COS Building Maintenance Officer – Confirming removal of graffiti from shed at Lake Colac foreshore     Letter of appreciation – L2P Program – donation of two new tyres for L2P vehicle     Invitation to L2P event  Out:     Letter to L2P Program offering to donate two new tyres for L2P vehicle.  Moved Spencer Cochrane Second Georgia Cahill Carried  Youth Council Events/Activities 2014 1. Service Station at Colac East     An idea to organise a meeting with owners of the service station. Have a look at what could be done for this project. All youth councillors are in support of this idea.     Date to be next Monday, 27 th October. 4-5pm. Meet at Council offices.  2. Street Art	All
	Terry's daughter has been told by Will Butler that he is unavailable to work on it at the moment due to University commitments.  3. Awareness of the Homeless (Sleepout)  To be conducted when school finishes. Wednesday 10  December 2014 is the date agreed to. To start at 7pm and finish at 8 am. Report food allergies to Rhonda. At Memorial Square near the rotunda. Bring a friend.	Emma
5.	Other Business	

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<ul> <li>Anzac Day 2015 Committee – Youth Council representation         Emily has volunteered to be on this committee.</li> <li>Mayoral Function – 19 November 2014         Emma, Georgia and Emily are available to attend.</li> <li>Mental Health Week – Youth Health Hub – 23 October 2014         Terry, Georgia and Emily are to go. Apology from Lyn.</li> <li>Parkour Event – 22 November 2014         Terry and Spencer interested in attending</li> <li>Youth Councillor Reports         Nick - BBQ at Mitre 10 on Saturday, 25 October 2014. Youth Council unable to support given the short notice.</li> <li>YGender Event – 7 November 2014 (referred to next meeting) Youth Councillers invited to attend.</li> <li>Meeting Closed 4.37pm</li> </ul>	All Shobie Shobie
Meeting Closed 4.37pm	
NEXT MEETING – 3 November 2014	
**Please bring pen and paper**	



# COLAC OTWAY SHIRE YOUTH COUNCIL

## **Minutes**

3 November 2014 4.00pm – 5.00pm Conference Room

1. 1. ATTENDEES:

Youth Councillors:, Emma McMaster, Spencer Cochrane (Chair), Emily Beale,

Mentors: Lyn Russell, Rhonda Deigan, , Terry Woodcroft Office Bearers – please sit with your Adult Mentor Visitor: Lyndal Redford, Acting Risk & OHS Coordinator

CALL MEETING TO ORDER 1. CALL FOR APOLOGIES: Laura Ladhams (Chair), Nicholas Lenehan-Anderson, Rachael Richardson, Georgia Cahill, Shobie Luff 2. Minutes of Previous Meeting - 20 October 2014 2.2 Moved - Emily Seconded - Emma Carried 3. CORRESPONDENCE: In: Victorian Rural Youth Service - Youth Advisory Group Out: Moved - Emily Seconded - Emma Carried **Youth Council Events/Activities 2014** 4. **Service Station at Colac East** Lyndal briefed Youth Council on the potential risks associated with the proposed project which included: ΑII Traffic management Asbestos Safety around height Chemicals in soil Live electrical wiring Vermin Drug paraphernalia. Youth Council to consider whether the cost of addressing the potential risks is worth the anticipated benefits the project might provide at its next meeting. Street Art Deferred to later time: Terry to follow up with his daughter Hilary Suggestion that Youth Councillors do some "artwork" on boards at the "sleepout" for installing on the doors at the shed at the Colac Lake Foreshore. Material needed could include: **Boards** 

	<ul> <li>Tarpaulins</li> <li>Protective clothing</li> <li>Balloons</li> <li>Paint</li> <li>Gloves</li> <li>Paint syringes</li> <li>Tent pegs.</li> </ul>	
	<ul> <li>3. Awareness of the Homeless (Sleepout – 10 December 2014)</li> <li>Lyn advised that Youth councillors would have a choice of: <ul> <li>Toasties</li> <li>Tea/coffee/hot chocolate</li> <li>smoothies</li> <li>hash browns.</li> </ul> </li> </ul>	
5.	Mayoral Function – 19 November 2014	All
	NEXT MEETING – 17 November 2014  Meeting closed at 5pm  **Please bring pen and paper**	



# COLAC OTWAY SHIRE YOUTH COUNCIL

17 November 2014 4.00pm – 5.00pm Conference Room

		4.00pm – 5.00pm Conference Room
1.	ATTENDEES:     Youth Councillors:, Rachael Richardson, Emma McMaster, Spencer Cochrane (Chair), Nicholas Lenehan-Anderson, Emily Beale (departed 4.28)	e, Laura Ladhams
	Mentors: Lyn Russell, Rhonda Deigan, Shobie Luff (4.07), Terry Woodcroft Office Bearers – please sit with your Adult Mentor Visitor: Lyndall Redford (OH&S Coordinator)	
1.	CALL MEETING TO ORDER 4.05  CALL FOR APOLOGIES:, Georgia Cahill	Laura
2.	Minutes of Previous Meeting – 3 November 2014	Laura
2.2	Moved – Spencer Cochrane Seconded – Emily Beale Carried	
3.	CORRESPONDENCE:	
	In:     Youth Affairs Council Victoria – Election Forum     Response from Colac Otway Shire re Street Art at Eastern Reserve.     Invoice for tyres Out:	
	Moved – Spencer Cochrane Second – Emma McMaster Carried	
4.	Youth Council Events/Activities 2014  1. Service Station at Colac East – Lyndal Redford  • Asbestos audit will be needed. \$2,000 to be checked.  • Traffic management companies may be needed to control traffic out the front.  • Chemicals in soil can give diseases.  • Officers may be able to help out with project. Moved - Rachael Second – Laura That Youth Council to abandon the Colac East service station at project. Carried  2. Street Art  • Terry has contacted daughter as a possible artist for street art on Art Boards to be hung on doors on lake shed.	All Emma
	Hilary is happy with the idea to help out youth council. Still waiting to hear from Will Butler re the design for the dugout at the Eastern Reserve.  Awareness of the Homeless (Sleep out – 10 December 2014)  Breakfast organised. Syringes and balloons organised for paint. Plan to create artwork as an activity on the night. Terry has been to Mitre 10 to check prices of goods. Colours of paints – Red, Pink, Purple, Yellow Green, Orange. Approval for lake doors artwork by YC will need to be	

18/11/14

<ul> <li>Mayoral Function – 19 November 2014 Neat casual COPACC foyer at 6pm. Laura and Georgia are apologies. Nick, Rachael, Spencer, Emma, Emily and Laura to attend. Shobie, Terry, Rhonda and Lyn also.</li> <li>Parkour Event Spencer (friend), Terry to attend.</li> <li>FreeZa end of year event – 13 December 2014 Tyler Lunn will be performing at COPACC. Tickets are \$12 and all YC's are invited and to also bring a friend.</li> <li>Youth Councillor Reports Spencer – YC should write a letter of support for the Colac Area Health Youth Develpoment worker to Minister for Youth</li> </ul>		requested.  Other activities – Invite a friend (or two), Monopoly, Chinese Checkers, Hide and Seek, Bocce,  Lyndel – Risks – Weather, insects, crowd.  Contact "Youth off the Streets" for risk assessment.  Shobie to organise Colac Herald interview with Emma pre event.	
moved – Spencer Seconded – Laura Carried. 5.09  NEXT MEETING – 1 December 2014  **Please bring pen and paper**	5.	Neat casual COPACC foyer at 6pm. Laura and Georgia are apologies. Nick, Rachael, Spencer, Emma, Emily and Laura to attend. Shobie, Terry, Rhonda and Lyn also.  Parkour Event Spencer (friend), Terry to attend.  FreeZa end of year event – 13 December 2014 Tyler Lunn will be performing at COPACC. Tickets are \$12 and all YC's are invited and to also bring a friend.  Youth Councillor Reports Spencer – YC should write a letter of support for the Colac Area Health Youth Develpoment worker to Minister for Youth and Community Affairs, Ryan Smith.  Moved – Spencer Seconded – Laura Carried. 5.09  NEXT MEETING – 1 December 2014	All



### Old Beechy Rail Trail Committee Meeting

Meeting Venue: Meeting Room 1, COPACC

6 October 2014 Time: 10.00am to 12.30pm

### **MINUTES**

	ITEMS & ACTIONS	RESPONSIBLE OFFICER	ACTION DUE DATE
1.	ATTENDEES Chris Smith (Chair), Cyril Marriner, Noel Barry, Tony Grogan, John Wilson (COS), Craig Woodbridge (DEPI), Tricia Jukes, Anthony Zappelli, Bernard Jordan, Phil Dandy, Craig Woodbridge (DEPI), Russell Whiteford. Minutes: Vicki Jeffrey (COS)		
2.	APOLOGIES Christine Humphris, Jodie Fincham (COS),		
3.	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING Agreed as Read  Minutes taken as read.  Moved – Anthony Zappelli Seconded – Tony Grogan Carried		
4.	Lisa Loughnane (Recreation Officer) will mail the completion report to the Department of State Development Business & Innovation (Regional Development Victoria) next Wednesday.     Tony Grogan and Cr Chris Smith attended the Community Sports & Recreation Award where the OBRT won the Innovation in Facility Design. The award was presented by Minister Damian Drum. Tony thanked the government, local government, landowners, the Friends of the OBRT. Special mention was made of the Signage along the trail and landowner permission.		
5.	<ul> <li>CORRESPONDENCE IN</li> <li>Email from Tony Grogan about the change of the award application to "Innovation in Facility Design".</li> <li>Nominated from the Beech Forest Progress Association for Anthony Zappelli to represent them on the OBRT committee.</li> <li>Nomination – 2014 Outdoor Active Recreation Initiative.</li> <li>Email 18 September 2014 to advise that Sport and Recreation Victoria has selected the OBRT as one of three finalists.</li> <li>Email from Cr Stephen Hart querying the \$25,000 part of the overall capital costs.</li> </ul>	Jodie Fincham	



6.	Correspondence to Anthony Zappelli with historical information on the	
	death of Doris Foley in 1916.	
7.	Works Report – Capital Works Co-ordinator (John Wilson)	
	<ol> <li>The contractor working on the Mercy Place / Colac Rail Yard section is aiming to bitumen seal this construction later this week (weather permitting). Fencing through the Colac Rail Yard is scheduled to occur the following week.</li> </ol>	
	<ol><li>The contractor arranged to construct the Dinmont to Ditchley section has advised that he hopes to be able to complete this work by the end of this month (October, weather permitting).</li></ol>	
	<ol> <li>Emergency Markers – a representative from ESTA has arranged to visit after October 22 to perform collection of additional spatial data prior to the installation of EM Alpha code plates, ie. prior to the EM's becoming "official".</li> </ol>	
	<ol> <li>A staff member from the Gellibrand depot has done a comprehensive inspection of the full length of the Trail, on 25/09/2014. I list of defects has been prepared including both major and minor items.</li> <li>Lovat shelter – I have prepared the bulk of a submission to VicRoads for permission to perform works within the (VicRoads) road reserve. Upon payment of the fee I believe VicRoad's processing of the application should be pretty much a formality. The application requires advice about community consultation – I have written a letter to the adjacent owner, with no objection to the proposal being forthcoming. Further advice from Council's Building Surveyor confirms that a Building Permit is notrequired. The recommendations from Gamcorp will be discussed with "The Friends" Noel Barry prior to any works occurring at the Lovat site.</li> </ol>	
	<ol><li>The contractor at Mercy Place has uncovered a short length of railway line, approx. 1m long. Is there any interest in this relic? Council cannot confirm where this railway line originates from.</li></ol>	
	7. In my report to the meeting 2 months ago I reported that fallen timber had caused some damage to Trail facilities, such as barrier fences and bridge hand rails. These items are being progressively repaired by Cosworks.	
	8. The ceremony to "Open" the new sections of Trail, earlier set for September / October 2014 was to be held at VicRoad's Beech Forest stack site location opposite Cliff Young Park. Now that the ceremony has been delayed until possibly February 2015 Council cannot at this stage confirm it will remain available. I have communicated with my VicRoad's contact that should they wish to use the stack site they should do so. At a time nearer to the date of the ceremony I will endeavour to inspect the stack site to check its condition, if it is vacant I can again request access for the ceremony, if the site is occupied we will need to re-locate the ceremony, possibly to Cliff Young Park or other nearby location as	
	ceremony, possibly to Cliff Young Park or other hearby location as	The state of the s



d	eemed suitable.	
8 GEN	ERAL BUSINESS	
	T Friends Report	
•	Lovat Shelter. Small sign made 'Lovat' and photograph passed around to show what has been completed. This is a temporary sign which will be attached to the Beechy sign. The new shelter will be erected February next year and will take 2 days.  Buchanan sign – It was agreed that this sign be erected before the official opening in January.	
Gold	en Gumboot Report	
•	Barongarook to Kawarren was a great success and targeted lots of small children. Activity sheets were a great idea.  The next 2 weeks of the Hunt will be geared towards adults.  Families were very excited to find a gold Gumboot.  As a result of the Hunt for the Golden Gumboot, Tricia suggests that in 2015 that the Friends look at their identity. Perhaps a dedicated email address. There is no real structure for the Friends group. Do we promote OBRT or run other events? Organise a single post office box.	
•	Tricia presented invoices to be paid. Colac Herald \$1351; Otway Light \$36; Printing \$97; 3CS \$770; OCR FM \$100; Nature Stamps \$68.64, Stationery \$82.10; Spray Paint \$21 and BBQ \$400.	
	Otway Shire.	
Offic	ial Opening of new Section of the trail	
•	Possibly February 2015. Discuss further at the December Meeting. For the opening of the new section, should some of the existing pedestrian counters be moved to the new section. It was suggested that 3 new pedestrian counters could be purchased. Further	
• F-i	Tricia Jukes for banking.	
+rien	Discuss for 2015 about what the Friends of the OBRT would like to achieve in 2015. Development Plans. Discuss funding.	
Othe	r Items	L KY
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to all members electronically.

Dinmont Section into Ferguson. William Wills saved the train in 1919.
 Marker required.

### **Beechy Train**

 Cr Chris Smith advised that the train will operate again shortly if the committee votes to go ahead. Cr Smith left the room whilst the matter was discussed.

Discussion included the following:

- · Annual Risk Assessment required.
- · Up to 10 trips planned, but not on weekends.
- Disabled and elderly people only.
- Train trip duration 1 ½ hours to Dinmont, 30 45 at Dinmont and 1 ½ hours return. Approximately about 3 ½ hours in total.

Motion – Old Beechy Rail Trail Committee members agree that the train should run again in 2014/15 as detailed above. The train will complete 10 trips maximum and provide a current risk assessment which is updated yearly.

Moved – Bernard Jordan 2nd – Tricia Jukes Carried.

Chris Smith re – entered the room and was advised of the outcome of the decision.

9. Executive Officer Report – Presented by Russell Whiteford on behalf of Jodie Fincham

### RIDF Funding (Regional Infrastructure Development Funding)

- A project report was submitted to funding body (excluding financials) within requested period to assist with progressing the claim for final instalment payment for project.
- External audit process to commence following submission of all invoices from contractors.
- After discussions with funding body, it was agreed that the official opening would take place after the State Government election. In light of this falling so close to Christmas, it was decided to hold the opening in February 2015. This will provide further times to plan accordingly.

### **OBRT Brochure**

 Distribution has been organised to locations as identified at last meeting – Colac station and to Rail Trails Australia.

### **Event**

 Chase the dog event – no vehicles on the trail, however many cyclists will be riding.

Russell Whiteford



- 150 cyclists using the Old Beechy Rail trail. Sections to be used: Kawarren tennis courts to Rex Norman park – Gellibrand Cliff Young park – beech Forest to Ferguson tennis Court
- Information about this event needs to be provided to VIC's, Rail Trails
   Australia and Bicycle network to advise users that the trail will be in
   use. (Events Officer, Emma Clark to organise web site information
   upload.)

### **Miscellaneous**

 Special thanks to Noel Barry for his time spent assisting me with selecting photographic images of the trail as part of the funding reporting requirements.

Meeting closed 12.30pm.

Next meeting – Monday, 1 December 2014, 10am to 12.30pm.

