



## **COUNCIL MEETING**

# **AGENDA**

**Wednesday 25 August 2021**

**at 4:00 PM**

**By videoconference**

**Next Council Meeting: 22 September 2021**



# COLAC OTWAY SHIRE COUNCIL MEETING

Wednesday 25 August 2021

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## COLAC OTWAY SHIRE COUNCIL MEETING

NOTICE is hereby given that the next **COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held by videoconference on Wednesday 25 August 2021 at 4:00 PM.

### AGENDA

#### **1 DECLARATION OF OPENING OF MEETING**

##### **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 AND LEAVES OF ABSENCE**

#### **4 WELCOME AND ACKNOWLEDGEMENT OF COUNTRY**

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

##### **RECORDING AND PUBLICATION OF MEETINGS**

Please note: All Council and Committee meetings will be live streamed and recorded (where it is practicably possible to do so), and the meeting location has the required equipment and internet capability. This includes the public participation sections of the meetings. However, matters identified as confidential items in the Agenda will not be live streamed or recorded.

By participating in open Council meetings, individuals consent to the use and disclosure of the information they share at the meeting (including any personal and/or sensitive information).

As soon as practicable following each open Council meeting, the live stream recording will be accessible on Council's website. Audio recordings are also taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy. Live stream and audio recordings will be retained by Council for a period of four years.

As stated in the Governance Rules, other than an official Council recording, no video or audio recording of proceedings of Council Meetings will be permitted without specific approval by resolution of the relevant Council Meeting.

## **5 QUESTION TIME**

A maximum of 30 minutes is allowed for question time. Please note that this meeting is being held by videoconference. Any person wishing to participate in public question time will need to register their intention to do so by contacting the shire prior to 5:00pm on Monday 23 August 2021. Question time is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting.
2. Questions from the floor by prior arrangement (by videoconference).

## **6 TABLING OF RESPONSES TO QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING**

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

## **7 PETITIONS / JOINT LETTERS**

Nil

## **8 DECLARATIONS OF INTEREST**

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

## **9 CONFIRMATION OF MINUTES**

- Council Meeting held on 28 July 2021.

### **Recommendation**

***That Council confirm the minutes of the Council Meeting held on 28 July 2021.***

Item: 10.1

## Draft Social Housing Plan - Consideration of Submissions

<b>OFFICER</b>	Doug McNeill
<b>GENERAL MANAGER</b>	Ian Seuren
<b>DIVISION</b>	Development & Community Services
<b>ATTACHMENTS</b>	1. Draft Colac Otway Shire Social Housing Plan May 2021 [ <b>10.1.1</b> - 25 pages]
<b>PURPOSE</b>	To consider submissions received in relation to the draft Colac Otway Social Housing Plan and seek Council resolution to adopt the Plan.

### 1. EXECUTIVE SUMMARY

Council is participating in the G21 Regional Social Housing Project which aims to develop individual Council plans that can be aggregated to a regional strategy (the *G21 Regional Social Housing Strategy*). The draft *Colac Otway Shire Social Housing Plan* (the Plan) has been prepared as a key deliverable of the project and will be instrumental in shaping social housing initiatives in our municipality into the future.

The draft Plan was exhibited for 6 weeks, with the submission period closing on 9 July 2021. Two submissions were received. This report provides an overview of the key issues raised by the submitters, and a detailed response to each. Both submissions are generally supportive of the Plan, but express concerns that the plan does not go far enough in the achievement of metrics around timing, funding and target demographics. A response to each submission is provided in the report.

It is concluded that the draft Plan is fit for its intended purpose, and that no changes are required prior to adoption.

### 2. RECOMMENDATION

***That Council:***

- 1. Considers the submissions raised in relation to the draft Colac Otway Social Housing Plan.***
- 2. Adopts the final Colac Otway Social Housing Plan as attached.***
- 3. Writes to the submitters thanking them for their submission and advising of the outcome.***

### 3. KEY INFORMATION

#### **Background**

Through a resolution of Council, it is acknowledged that Colac Otway Shire is facing an affordable housing crisis. The data gathered through the course of preparing the Plan shows that the current supply is meeting less than half the community's need for subsidised, social housing. Currently there are 290 social housing dwellings in the municipality with an additional 344 required to meet the need within the community. The Plan notes that:

- Some 282 households within Colac Otway Shire are living on very modest income and are already spending more than 30% of that income of housing – these households are having to meet all other costs of living (bills, food, clothing etc.) with the remaining income.
- There are at least 62 people in the municipality who are identified as homeless, which is a very conservative estimate.
- There are only 290 social housing properties in the municipality at present.
- Combining these figures reveals that the unmet need for additional social housing is at least 344 homes.

Existing social housing stock is also in many cases unfit for purpose and in need of renewal. It is acknowledged that investment in social housing has not kept pace with demand, particularly in the context of rapidly rising housing costs, coupled with stagnant wages and incomes. This Plan attempts to support Council in undertaking actions that would begin to bridge that gap and ensure that consideration of social housing is embedded into Council decision making where possible.

Council is not responsible for the funding or supply of social housing, however the Plan sets out a number of different opportunity areas where Council can have a role in leadership and advocacy. This is an important distinction to make. The State Government will continue to be the responsible level of Government for the detailed planning and financial investment. While Council will not be directly involved in the provision or management of social housing, there are clear opportunities for Council to be proactive in advocating to relevant agencies with the intention of facilitating social housing outcomes. One such opportunity is that presented by the State Government's \$5.3 billion Big Housing Build (BHB) program. If the Plan is adopted, our municipality will be well-supported by the necessary strategic justification when relevant organisations are seeking funding under future rounds of the BHB (or equivalent programs).

As noted above, Council is currently participating in a regional project being delivered by G21 to complete a regional Social Housing Strategy. The project is funded via philanthropic grants from Percy Baxter Trust and the Anthony Costa Foundation with an 18-month time frame. This work is based on the strong foundation of the City of Greater Geelong Social Housing Plan, which outlines a clear case for significant investment in social housing. The work of the G21 Region Social Housing Project to complete this Regional Social Housing Strategy continues.

#### **The Plan**

The Plan sets out the framework under which, if adopted, Council will proceed to advocate for increased investment and provision of social housing in the municipality. The key component of the Plan is the Action Plan, which has the purpose to *recognise, acknowledge and address disadvantage in the community through the provision of increased safe, secure and affordable housing*, and sets out the role for Council within the social housing governance space. Specific actions for Council to implement and build on are summarised within this section, with the full version of the Plan being attached as Attachment 1.

The Plan sees the following roles for Council in seeking more social housing:

**Stewardship** – Council will advocate for social housing in the areas of public policy, government investment and community participation.

**Partnership** – Council will support regional partnerships with all levels of government and collaborate with housing agencies on key projects.

**Planning** – Within the scope of Council’s planning functions it will negotiate for the inclusion of social housing in new residential developments.

**Capacity** – Council will continue to develop capacity within the organisation around social housing and promote awareness within the community of the need for, and acceptance of social housing.

A summary of the commitments as set out in the proposed action plan include:

- A commitment to making the best use of all Council owned properties for the long-term benefit of the community. Part of this commitment will involve identifying opportunities for inclusion of social housing on land owned by Council.
- Council to work alongside any community groups who may seek to develop their land for social housing and community use.
- Council to work with Homes Victoria to assess, plan and develop underutilised state-owned land.
- Council to work with Homes Victoria to assess the current suitability and amenity of the existing public housing in the Shire. It is of a view that the renewal of existing public housing should be an urgent State Government priority.
- A commitment to negotiate with property developers for the provision of social housing as part of new developments. The action plan identifies 4.7% of housing as social housing, as a suitable benchmark around which to commence negotiations. This would be an objective to be achieved for land in areas rezoned to residential in future, and would not necessarily be sought in existing zoned areas where subdivision can occur via a permit process and Council does not have leverage to negotiate these outcomes as it would before commencing a planning scheme amendment process.
- Council to embed social housing considerations across its plans and strategies within the organisation.
- Council to maintain a register of “opportunities”. The register would be an evolving document which identifies potential housing sites, opportunities and constraints, and further actions in relation to planning and implementation.

The implementation of the Plan will be a whole-of-organisation effort and is intended to guide and support Council to embed social housing considerations across its plans and policies. Whilst the State Government’s Big Housing Build is a once-in-a-generation funding opportunity, the intent of this social housing plan is that it will continue to shape social housing considerations beyond the conclusion of the BHB program.

#### **Council is already acting on the above commitments**

Given the critical shortage of housing, Council is currently making significant progress in many of the above areas, with examples including:

- 36-52 Bruce Street Colac – Council has recently sought Expressions of Interest (Eoi) to develop a Council owned parcel of residential zoned land, with the criteria for assessment of proposals having been developed in association with an affordable and social housing consultant. The

Eol preferences developers who commit to providing as a guide a minimum of 15% of housing on the land as social housing.

- Working with private (community) landowners to facilitate outcomes, including arranging meetings and coordinating planning and agency advice.
- Identifying suitable sites for social housing development. Where the sites are owned by the State Government, Council is advocating to Homes Victoria for them to be developed for social housing under the Big Housing Build program.
- Campaigning for renewal of existing social housing properties, particularly in Colac West.
- Direct approaches to Community Land Trust agencies.

Adoption of this Plan will ensure that the actions are undertaken in a coordinated way and will strengthen Council's position in advocating for significant funding – building on the already significant body of work currently being undertaken.

### **Review of submissions**

A total of two (2) submissions were received, and were generally supportive. Each submission is summarised below, and a comment provided.

#### **Submission 1**

The key points of this submission are:

- Support for the plan's evidence base, and inclusion of a target.
- Concern that there is no timeframe expressed for achievement of the target.
- No budget commitment, particularly commitment of land.
- No differentiation between Colac and the coastal towns.
- The plan does not contain actions to create livable and affordable coastal communities.

#### **Comment:**

The Plan is focused on improving access for housing for those at greatest risk of housing stress, that is, those on the lowest incomes (typically receiving government income support payments as a sole income source) and consequently those at most risk of homelessness. The submission supports greater action around affordable housing on the coast, including for people who are working in those communities. The needs of key workers are beyond the scope of this social housing plan – typically they are not eligible for social housing, but some form of subsidised affordable housing is necessary in many cases where market rents are outstripping wages. Further work in the area of key worker housing is being undertaken, building on the existing work done to date, to deliver affordable housing for this segment of the community.

The Plan is silent on timeframes and funding as both of these are outside of the control of Council. The Plan will be enacted and reviewed on an ongoing basis but is dependent on external factors such as funding opportunities or private developers undertaking land development. Council owns relatively little land with suitability for development. Therefore, land commitments do not form a significant part of the Plan.

The evidence produced in the making of the report shows that the greatest need for social housing is in Colac. Notwithstanding, opportunities for social housing within Apollo Bay will continue to be explored, and one of the actions of the plan is to monitor for potential sites. Provision of social housing is by no means limited to Colac. Provision on new social housing along the coast however is largely

constrained due to an absence of government owned land which would be available for housing development.

#### **Submission 2**

Supports the Social Housing Plan, in conjunction with a strategy to address 'key worker' housing. This submission is from a local business and the majority of the submission's content is around the key worker housing issue.

#### Comment:

Whilst key worker housing is a critical issue in the Shire, the Social Housing Plan is focused on increasing the supply of subsidised social housing. Although housing supply and affordability more broadly is beyond the scope of the Plan, any increase in housing supply, including social housing will result in a net positive impact on overall supply.

#### **Concluding comment**

Both the submissions are supportive of the Plan but refer to the need to address affordability and supply more broadly. Although social and affordable housing are related issues, it is important not to conflate the key worker housing with social housing. Key worker housing is beyond the scope of this plan, but Council will continue to lobby for greater investment in housing for key workers, recognising that there is a critical and urgent need. In this respect Council is participating in a regional project part funded by participating Councils and Regional Development Australia, with a focus on short term options for housing of workers in Apollo Bay over the coming summer. Although this Social Housing Plan prioritises social housing, Community Housing Trusts also have a role to play in the supply of affordable housing – that is, housing that is rented at a profit, but that is capped at a percentage of the tenant's income. This style of housing is typically targeted at workers on lower incomes. It is expected that engagement of Community Housing Trusts through this plan, would see increased provision of both social and affordable housing.

## **4. COMMUNITY CONSULTATION & ENGAGEMENT**

The draft Plan was placed on public exhibition for a period of 6 weeks, concluding on 9 July 2021. Public notice was undertaken on Council's website, social media, Colac Herald, Apollo Bay News, Otway Light, Birregurra Mail and Forrest Post. Key agencies were also informed of the Plan the opportunity to provide feedback.

## **5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES**

#### **Alignment to Council Plan 2017-2021:**

The Council Plan, under 'Our Prosperity', contains a goal to: *"1. Plan Infrastructure, assets and land use with a long-term vision for economic growth"*. Under this Strategy is an action to: *"Conduct a review of the housing stock in Colac and establish a Residential Housing Strategy to ensure current and future stock is suitable to attract new residents."*

The Social Housing Plan assists Council in understanding housing needs within the Shire and provides direction on how the Shire might work with other stakeholders to achieve improved housing outcomes, particularly in the area of social housing.

## 6. CONSIDERATIONS

### ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The data made available by the G21 Region Social Housing Project has provided Council with a clear goal. There is an unmet need for additional social housing in our Shire. By taking the lead to advocate for our community and shaping initiatives within the Big Housing Build, Council will be shaping community and publicly owned assets, creating jobs in construction and supporting families and individuals on very modest incomes to live in safe, secure and affordable housing.

### LEGAL & RISK

There is no risk associated with consideration of this report.

### FINANCIAL & BUDGETARY

The G21 Social Housing Strategy, including preparation of the Colac Otway Shire specific plan, is being funded by G21 utilising funds secured from the Percy Baxter Trust in conjunction with Sirrovilla. There has been no Council contribution to the Strategy or our specific plan to date. A \$2,000 contribution has been committed in 2021/22 to enable extension of the G21 project officer role for a further 12 months.

## 7. IMPLEMENTATION STRATEGY

### COMMUNICATION

Council's resolution will be communicated in the media and to key agencies as required.

### TIMELINE

Council will continue to work with G21 in the preparation of the Regional Social Housing Strategy. It is expected that the Regional Strategy will form the basis for which the region's Councils (including Colac Otway Shire) will continue to campaign for further investment in our region.

## 8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.





# SOCIAL HOUSING PLAN

## COLAC OTWAY SHIRE

2021-2024



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## ACKNOWLEDGEMENTS

This project and plan would not have been possible without the timely involvement of **Sirovilla**, a community group which had the initiative to secure funds from the Percy Baxter Trust and the Anthony Costa Foundation to make this project possible.

Thank you to the **Percy Baxter Trust** and the **Anthony Costa Foundation** for ongoing engagement and generous support in the shared vision to generate additional housing options for people on modest incomes across the G21 region. Everyone has a right to safe, secure and affordable housing.

Colac Otway Shire acknowledges G21 - Geelong Region Alliance which has assisted with the development of this plan via the G21 Region Social Housing Project.

## 1.0 Executive summary

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Housing is big business.

Across the G21 region around 4,400 new dwellings, valued at around \$1.6 billion, were commenced in 2017/18. The number and value of houses has been growing, as the population of the region has expanded.

A small percentage of these dwellings are affordable for households on moderate incomes; either to rent or buy.

This social housing plan focusses on a group of households who are living on very modest incomes and are currently spending more than 30% of that income on unaffordable housing, usually private rental.

Spending more than 30% of available household income on housing is said to trigger 'housing stress' as all other living costs: food, bills, clothing, must be covered with the remaining household budget. In reality, for individuals and families in this situation, there is not enough money left each week to meet even basic needs. Choices are made between bills or food; between a new school uniform or tyres for the car. Housing stress, over time, directly affects the health and wellbeing of household members, through any combination of poor diet, limited social connections, anxiety or depression and reduced access to services, including health services. Poverty in our communities is real and the root cause is usually housing stress.

The solution to the problems of housing stress for households on very modest income is social housing.

There are many forms and models of social housing but the common factor is a subsidy, primarily from a government (usually state or commonwealth government), that has been used to support the costs of building and maintenance so that rental can be capped, usually at 25% of household income.

Across the G21 region there are more than 3,600 subsidised social housing dwellings, where tenants pay no more than 25% of household income, even if that income is minimal. This system of housing is highly regulated, both for the tenants and also the government departments and community groups who own or manage these properties and support the clients.

This plan outlines the need for many more subsidised social housing properties.

In the Colac Otway Shire there are 290 social housing properties at present and there is an unmet demand for an additional 344 homes.

This unmet demand has been recognised by the state government through an initiative called the Big Housing Build, where \$5.3 billion has been allocated over four years to build thousands of new dwellings and update existing social housing across our state.

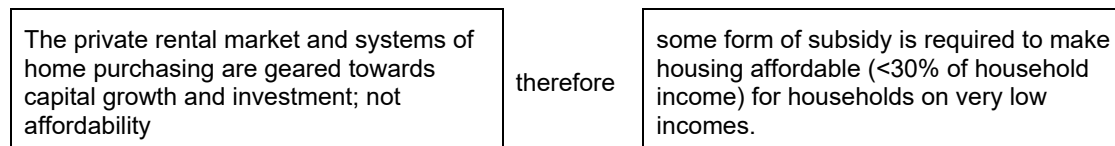
Whilst Colac Otway Shire has not been identified as a growth council area, with an identified 'guaranteed minimum spend', there are several elements of the Big Housing Build which may enable significant progress to meeting the target of additional housing.

This plan concludes with a series of commitments to seek and develop opportunities to close the gap between the current level of social housing (around 3.3% of all households) and the demand to house those people who are homeless in addition to those people in severe rental stress living on very modest incomes – a further 4.7% of all households. What social housing remains the primary responsibility of state and commonwealth government, this plan outlines clear roles for Council.

The plan outlines positive working relationships between our council, other councils in the G21 region and the state government to work toward the shared goals of driving economic recovery, building jobs and addressing disadvantage.

## 2.0 Housing explained

The principles of social housing are very simple:



Government policies that encourage rising housing prices are great for owners, landlords and investors but continually drive up the cost of rental. Housing and rental costs in our region have increased significantly, particularly when compared with very low growth in income from salaries and benefits. So, the gap between rising costs and not-so-quickly rising income has widened over the past few decades.

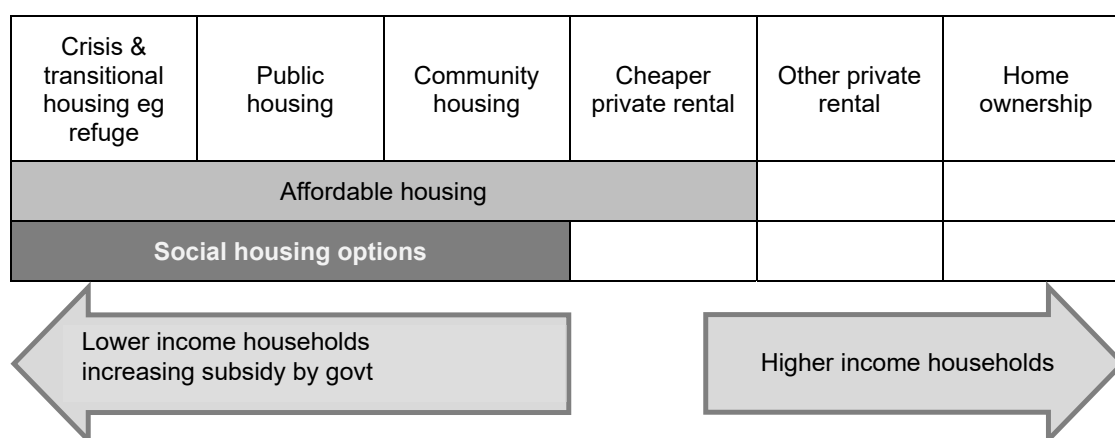
Subsidised housing arrangements are used around the world to ensure that people on very modest incomes are not living in poverty because they are forced to spend more than 30% of income for the roof over their head.

In the Netherlands some 38% of all housing is subsidised social housing. Across many developed countries the percentage range of 15 to 20% of all housing is typical. In Australia, during the decades after the Second World War, 16% of all houses constructed were subsidised public housing. At present only 4.8% of all houses in Australia are social housing, some 3.8% in Victoria.

The current arrangements to govern 'social housing' have their roots in the Housing Act of 1983, which created a structure to enable community groups to receive grants and build subsidised housing. This approach was to supplement the long standing public housing stock, which is owned and managed directly by the state. So, by definition, social housing included any form of housing which was subsidised so that rent could be affordable for households on very modest income.

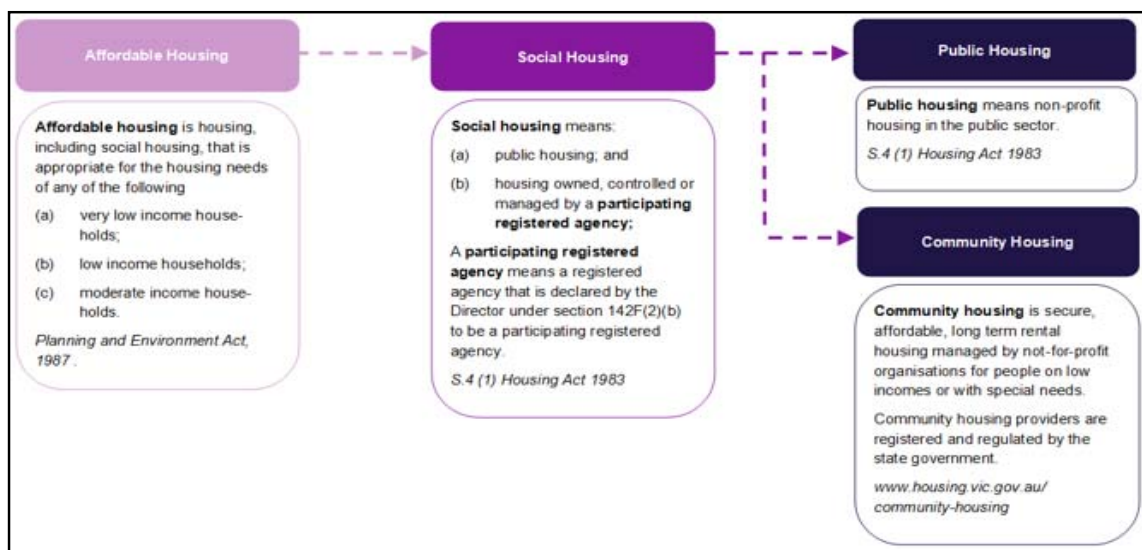
Over the past decades the state system of social housing, based on the Housing Act 1993, has evolved into a highly regulated structure where people seeking subsidised housing apply to a central waiting list and the organisations receiving funding to build social housing are monitored to ensure probity and value to the tax payer.

The terms relating to housing such as affordable, public, community and social have well established definitions. The following diagram looks at all forms of housing and identifies housing on a continuum:





The state government uses the following definition to specify the relationship between social housing and its types: community housing and public housing.



Source: Victorian Government DHHS, *Affordable Housing voluntary contributions: Public Housing as an Affordable Housing contribution*, June 2018

In either case, public or community housing is regulated to ensure access to housing at less than 30% of income in a rental agreement that provides security of tenure.

All public housing is owned and managed by the state government and the tenants have a lease directly with the government.

All community housing is owned or managed by not-for-profit community groups who are regulated by the Housing Registrar and called Housing Agencies. They are registered under the Housing Act 1983 as either housing associations or housing providers.

To be eligible for registration as a Housing Agency, a not-for-profit organisation must be a company limited by shares or guarantee, an incorporated association, or a co-operative. As at 1 January 2020, there were 39 registered agencies consisting of ten housing associations and 29 housing providers.

Registered housing agencies:

- may own, manage and develop affordable rental housing
- may provide a range of housing support and assistance to clients
- are viable businesses partnering with both government and the community
- have met registration criteria, and continue to meet ongoing compliance requirements as well as demonstrate continuous improvement

Housing managed by registered agencies is primarily long term and/or transitional (up to six months) but some agencies also provide crisis housing and other forms of housing such as disability shared accommodation.

Some agencies have now incorporated real estate agent business arms to enable them to manage private rental market housing.

For more details refer to the Housing Registrar's web page: <http://www.housingregistrar.vic.gov.au>

The social housing system involves ensuring that those Victorians most in need of affordable housing have access. Prospective tenants are eligible to register on a waiting list if the household income fits within a set of three thresholds, calculated from time to time by the state government for both metropolitan and regional Victoria. At present those thresholds for Regional Victoria (including the G21 region) are defined as:

	VERY LOW INCOME RANGE (ANNUAL)	LOW INCOME RANGE (ANNUAL)	MODERATE INCOME RANGE (ANNUAL)
Single Adult	Up to \$18,380	\$18,381 - \$29,400	\$29,401 - \$44,100
Couple, no dependents	Up to \$27,560	\$27,561 - \$44,100	\$44,101 - \$66,160
Family (one or two parents and dependent children)	Up to \$38,590	\$38,591 - \$61,750	\$61,751 - \$92,610

Source: Victorian Government Gazette, 29 May 2018.

Those eligible for the waiting list due to income levels are also assessed according to their circumstances, for example needs arising from domestic violence or mental ill health. An assessment is undertaken to determine priority on the list.

Those housing agencies fill vacancies by contacting tenants via the central register and must take a percentage of tenants who have been assessed as high and / or urgent need.

This system of social housing across Victoria has been designed to ensure access for those most in need within a structure to ensure: safety and security of tenure, quality of homes, access to support services and value for the taxpayer.

This social housing plan is built on a strong foundation of prudent management of social housing across the state. The challenge for Victoria has not been to manage and govern social housing; it has been to build enough social housing properties to meet the demand.

The state government has recognised the urgent need to build many more social housing properties and has allocated funds and deployed a new government department to deliver a program called the Victorian Big Housing Build.

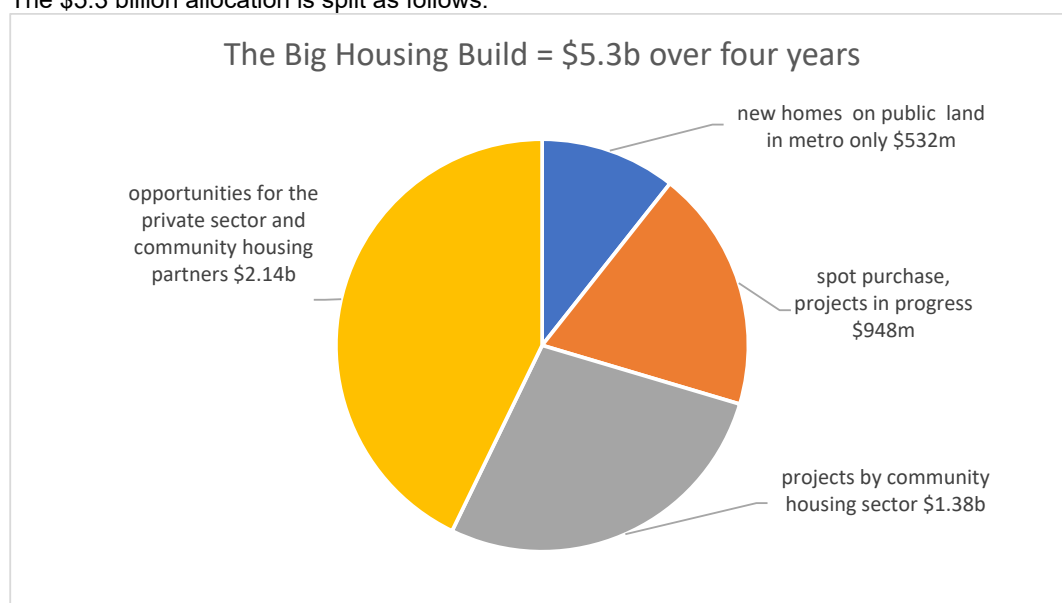
## 3.0 Big Housing Build explained

The state government has developed a new department, Homes Victoria, to deliver the Big Housing Build, which has a budget of \$5.3 billion over the next four years.

Homes Victoria manages four streams of funding, which are described on their web site as follows:

- \$532 million - constructing new homes on public land
  - Homes Victoria land across Melbourne is the ideal asset to convert to social and affordable housing at a time when we need to build big and build quickly. Work has already commenced at 6 Homes Victoria sites, and they are now ready for regeneration. [NB: this funding is tagged for metropolitan projects]
- \$948 million - working with the private sector to spot-purchase homes, projects in progress or ready to build
  - To ensure we can add to our supply of social and affordable housing quickly, we'll be working with developers and construction firms, to identify appropriate, existing housing developments we can acquire, provided they are up to a suitable standard and well located. This may also include working with the private sector to identify suitable developments that may be partially complete, or which may not otherwise progress.
- \$1.38 billion - funding for projects by the community housing sector
  - The community housing sector is uniquely placed to lend its expertise and experience to Victoria's Big Housing Build. The Social Housing Growth Fund will invite proposals from community housing providers for new social and affordable housing developments to add to the available supply and help provide more homes for more Victorians.
- \$2.14 billion - funding for new opportunities with private sector and community housing partners
  - As the Big Housing Build rolls out, we want to maximise opportunities for the best value and best outcomes for Victoria. Homes Victoria will explore building on Victorian government land sites; as well as engaging with the market to identify new sites, new ideas, new opportunities and ways to build more homes. This will occur through the remainder of 2020 and into next year. We will pursue opportunities to partner with industry, community housing providers, local government and institutional investors to identify new projects that deliver homes across Victoria.

The \$5.3 billion allocation is split as follows:



- \$498 million - new construction, upgrades and maintenance to existing housing
  - We've committed a record amount of money to maintain, refurbish, repair and build new public housing across Victoria. Work has already begun, and when we're finished, more than 23,000 social housing dwellings will be significantly improved.
- \$185 million - replacing old public housing with new dwellings
  - The Public Housing Renewal Program is underway with the task of replacing 7 major public estates with completely new, modern, attractive and energy efficient dwellings. It will generate \$1.29 billion in construction and economic activity.

**4 years of new home commencements**

Period	Commencements
20/21	1,100
21/22	5,000
22/23	5,000
23/24	1,200

**4 years of job creation across Victoria**

Period	Jobs Created
20/21	2,000
21/22	11,480
22/23	18,800
23/24	11,600

In addition, Homes Victoria has recognised the need to avoid historical problems for rapidly growing communities by identifying a 'guaranteed minimum spend' in key growth municipalities. In the G21 region these have been identified as:

- Allocations for Colac Otway Shire and the Borough of Queenscliffe have not been specified in this way.

Homes Victoria has also acknowledged a need to clarify working relationships with local government. The Homes Victoria website explains this arrangement as follows:

*In implementing this change, we recognise that local governments rely on revenue certainty to deliver the services their communities need and we will work with councils to ensure that changes are able to be revenue neutral and phased in over time where necessary. In this new relationship we will provide a new annual payment to the relevant local government area, set at a proportion of current rates.*

*This change reflects the public benefit that access to safe, secure and affordable housing brings to local communities.*

This social housing plan is based on the assumption that the Big Housing Build will have an impact on every municipality in the G21 region and that Colac Otway Shire Council must play a key role in 'shaping' the spend by understanding the unmet need for additional housing and advocating on behalf of the community.



## 4.0 Regional picture: demand for social housing

Estimating the unmet demand for social housing is critical to developing ideas for solutions.

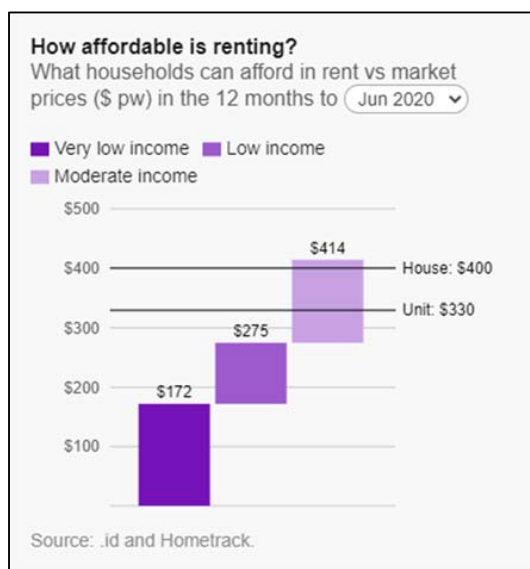
Estimating unmet demand involves adding the number of homeless people to the number of households with the twin characteristics of very modest income (to fit the eligibility criteria) and already spending more than 30% of that modest household income on rental.

Whilst this sounds simple, the calculation for 'bracketing' the Australian Bureau of Statistics estimates for income and rental is complex.

G21 and the City of Greater Geelong have purchased an online data set which accurately describes the unmet demand for social housing.

The regional profile, called Housing Monitor, can be found on the G21 website at <https://g21.com.au/g21-region/social-economic-profiling/> along with a range of other data profiles.

The following data has been extracted from the online Housing Monitor.



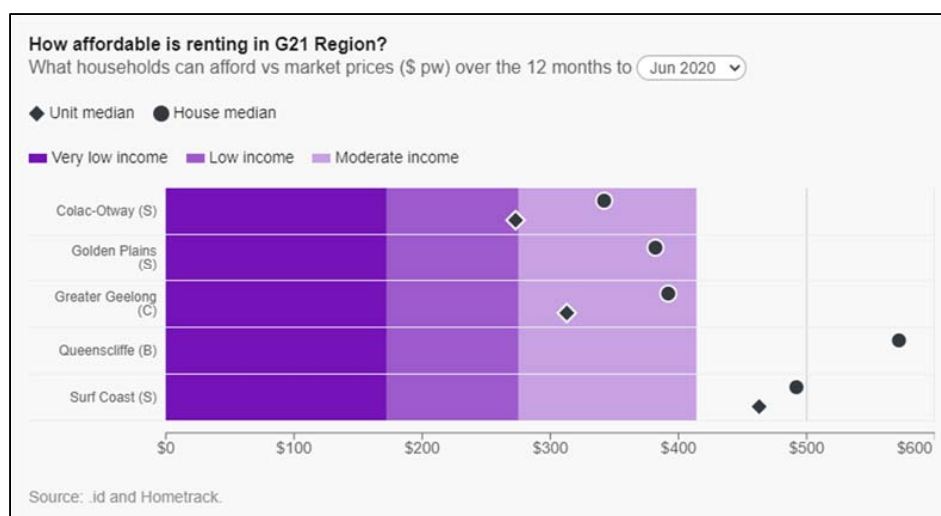
As discussed in the previous chapter, eligibility for social housing is based on income, classified as 'very low', 'low' and 'moderate'.

This chart maps the average weekly cost of private rental as: house \$400 per week and unit \$330 per week. The columns indicate the level of income available for the three income categories.

Clearly all households on very low and low income bands are most unlikely to find affordable rental and are highly likely to be paying more than 30% on rent.

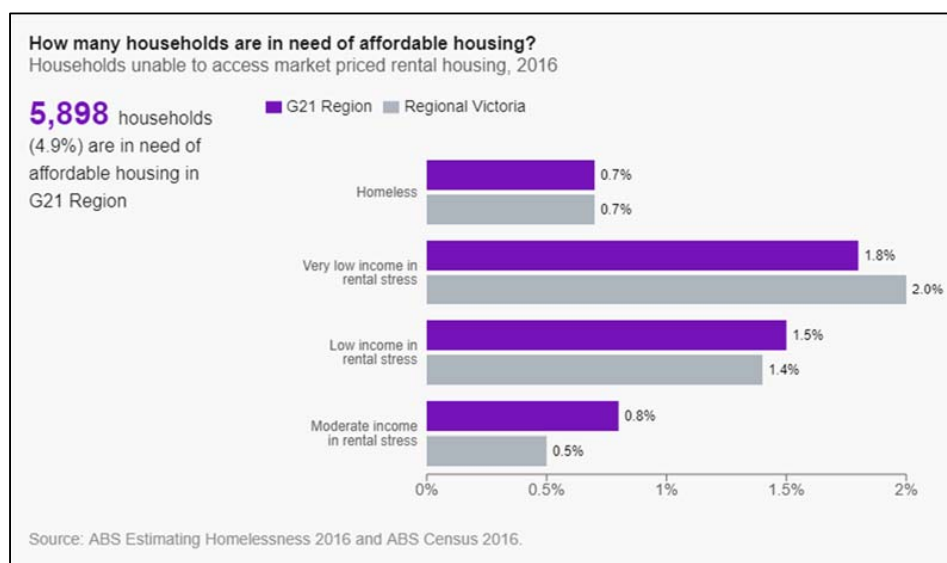


Another indicator is the supply of affordable rentals in the area. Over the past 12 months, just 0.4% of all rental listings would have been affordable to a household on a very low income.



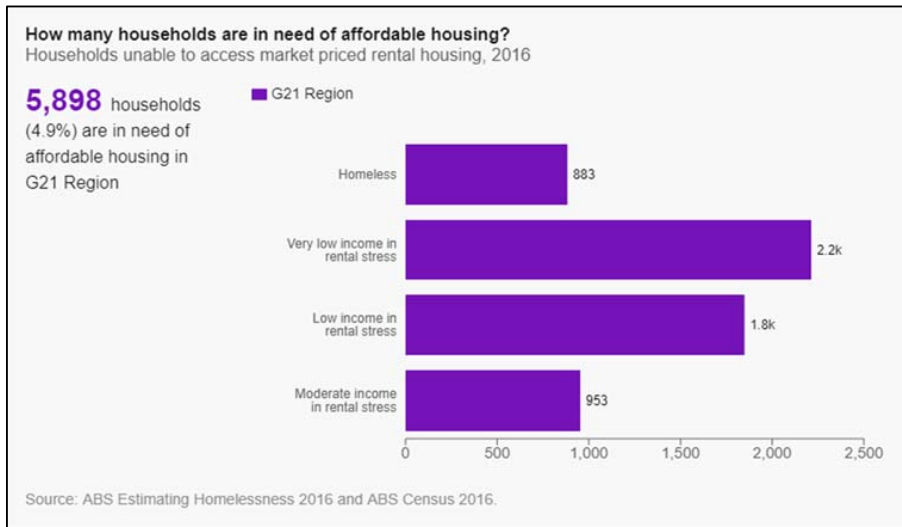
The table above compares the five municipalities of the region. The black circles and diamonds mark the median costs of rental. This table reinforces that households on very low and low income bands are most likely only able to secure a rental property by paying more than 30% of their income.

The table below consider the proportion of households across the income bands and compares that need with regional Victoria.

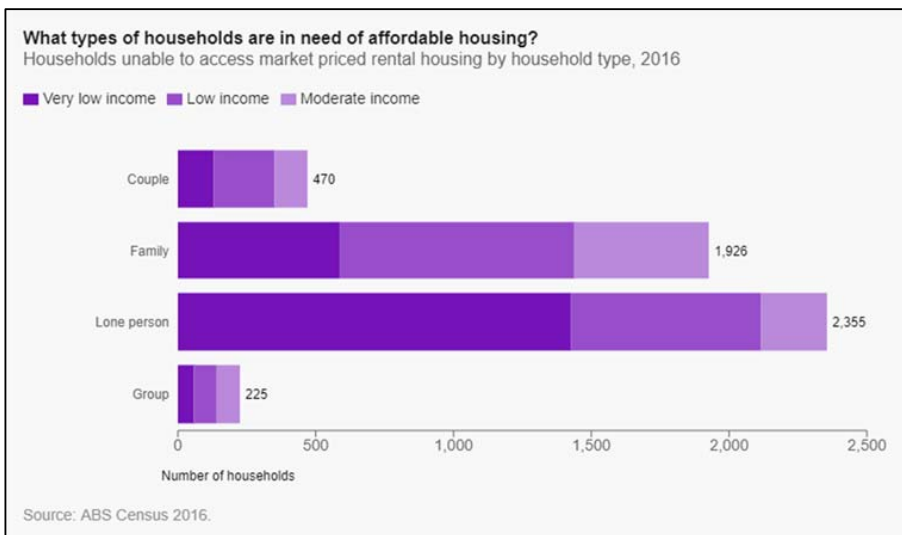


Whilst the table above explores the proportion of households in rental stress, the table below outlines numbers of households across the G21 region.

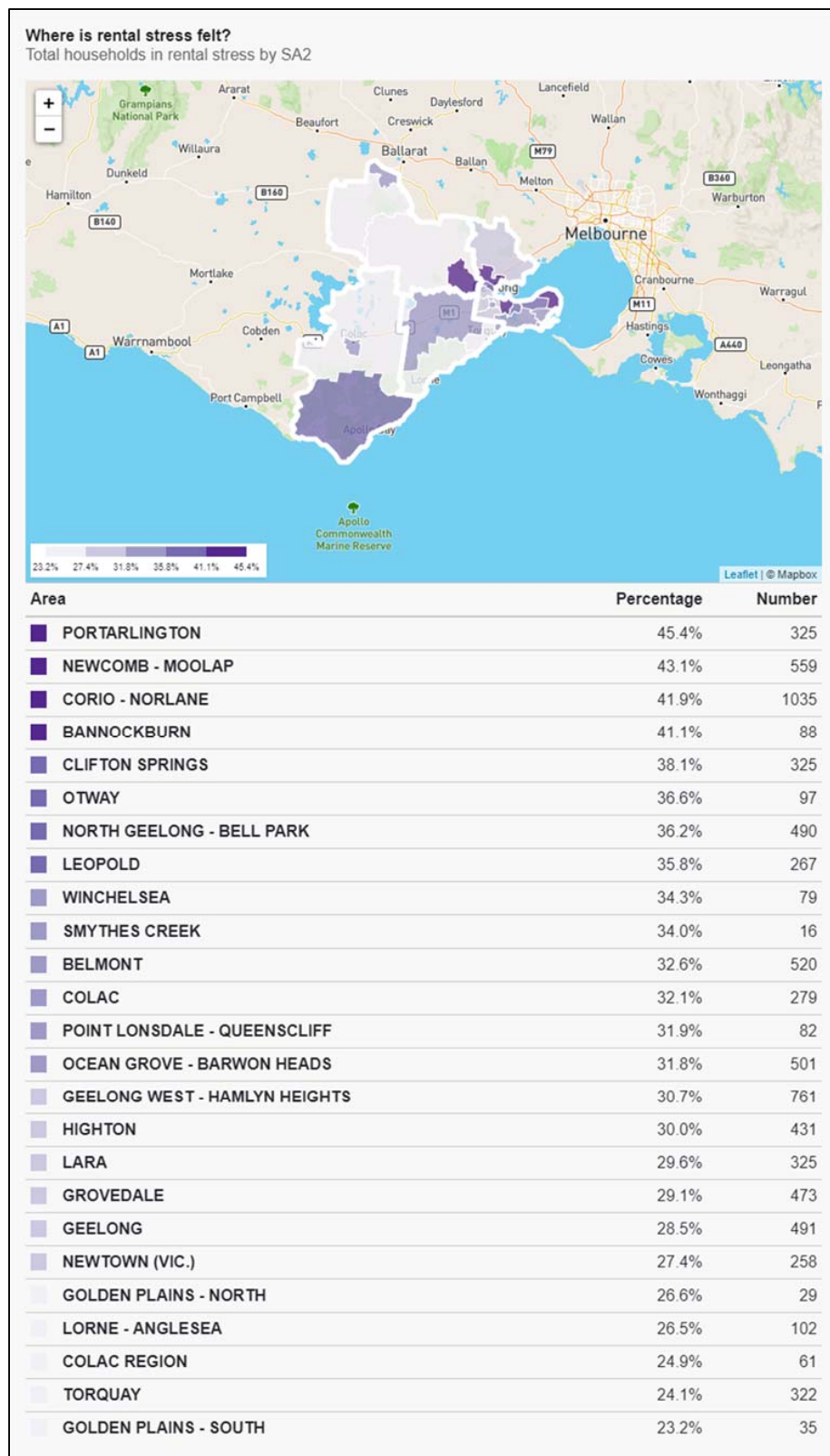
Some 883 people noted as homeless and a further 5,000 households who are known to be on very modest income and currently paying more than 30% of that income on rental. The 2,200 households on 'very low' income are of particular concern.



The online data also reveals that, across the region, families and lone persons are the most common types of households in need of affordable housing.



The following 'heat map' compares areas (at SA2 level) across the region. A table ranking areas of greatest need is also provided.



More detailed data used to calculate the charts above has also been provided. This data assists in the comparison between the five municipalities of the G21 region:

	CoGG	COS	GPS	BoQ	SCS	G21
Very low income in rental stress	1,906	158	36	17	96	2,213
Low income in rental stress	1,592	101	42	17	97	1,849
Moderate income in rental stress	811	23	18	7	94	953
Total homeless persons	750	62	17	6	48	883
<b>Total affordable housing need</b>	<b>5,059</b>	<b>344</b>	<b>113</b>	<b>47</b>	<b>335</b>	<b>5,898</b>

This table identifies that around 6,000 additional homes are required to meet the demand for social housing across our region. This figure is acknowledged as being very conservative for several reasons:

- The figures are based on the 2016 Census and do not take into account the rapid growth in population in our communities
- The ABS acknowledges the difficulties of estimating the numbers of people who are homeless on census night and that the numbers provided are clearly an underestimate
- There are several techniques used by social planners and this approach is said to be deliberately cautious
- The negative effects of the pandemic-based recession on our region are not known – however, it is assumed that households on low incomes are being affected and will be for some time – this reinforces the conclusion that the figures above are conservative.

The overall figures, even if they are conservative, relay a challenging story: there is an urgent need to build additional social housing in our region, in every municipality.

Finally, it is possible to construct a broader picture of regional demand for social housing by considering the data above along side a range of other measures such as an index of disadvantage – see the table below:

	COS	COGG	GPS	BOQ	SCS	G21
SIEFA INDEX	961.0	994.0	1,035.0	1,075.0	1,077.0	1,003.3
<b>HOUSEHOLDS</b>						
Total households (number)	8,198	87,931	7,252	1,234	10,457	115,072
Total renting households (number)	1,837	24,381	637	224	2,168	29,283
Median weekly rental payments	\$220	\$286	\$261	\$296	\$367	\$285
<b>SOCIAL HOUSING CURRENT</b>						
Households renting social housing (number)	290	3,305	8	11	62	3,676
Households renting social housing (% of all households)	3.3%	3.6%	0.1%	0.8%	0.6%	3.1%
<b>RENTAL STRESS</b>						
Rental stress all income levels (number)	537	8,066	191	73	510	9,377
Rental stress all income levels (% of all rental properties)	28.7%	33.1%	30%	32%	23.5%	32.0%
Rental stress with moderate, low or very low income levels (number)	282	4,309	96	41	287	5,015
<b>HOMELESS</b>						
Number of homeless people (number)	62	750	17	6	48	883
Percentage of total households homeless (% of all households)	0.7%	0.8%	0.2%	0.5%	0.4%	0.7%
<b>SOCIAL HOUSING REQUIRED</b>						
Unmet demand for social housing (% of all households)	4.0%	5.5%	1.5%	3.6%	3.1%	4.9%
Social housing properties required to meet the need (number)	344	5,059	113	47	335	5,898
KEY	COS Colac Otway Shire BOQ Borough of Queenscliffe	COGG City of Greater Geelong SCS Surf Coast Shire	GPS Golden Plains Shire			

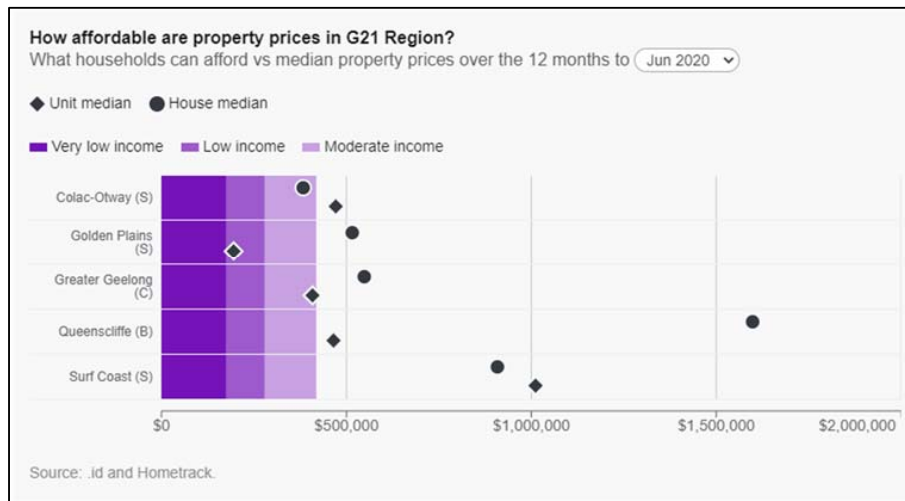
This table below is based on ABS census data from 2016. Of note is:

- Socio-Economic Indexes for Areas (**SEIFA**) ranks areas according to relative socio-economic advantage and disadvantage using ABS census data. A higher rating indicates a lower level of disadvantage.
- **Median weekly rental payments** can broadly indicate affordability.
- **Rental stress** is when a household spends more than 30% of all their income on rental payments. It is represented as a number of households and percentage of households.
- **Unmet demand for social housing** is calculated using the number of households in rental stress with moderate, low or very low income levels plus the number of homeless households. It is represented first as a percentage of all households and finally as a number of units of housing estimated to be required to meet the demand for social housing.

The table above demonstrates the relationship between income, disadvantage and rental costs. The table also includes the number of social housing units currently across each municipality, totalling 3,676 across the region. This indicates that, regionally, there should be around 10,000 social housing dwellings.

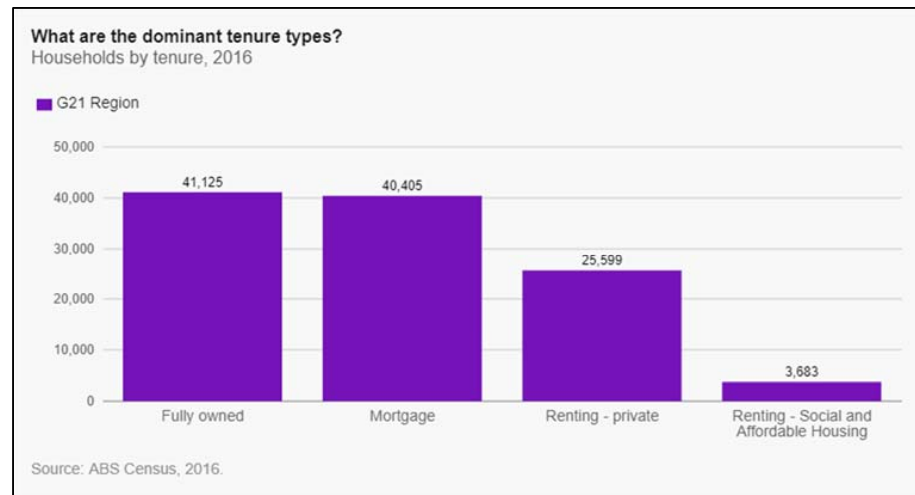
This social housing plan is focused on the immediate needs of people who are on very modest incomes and known to be in rental stress.

In addition, there are broader issues relating to the overall costs of affordable house purchase.

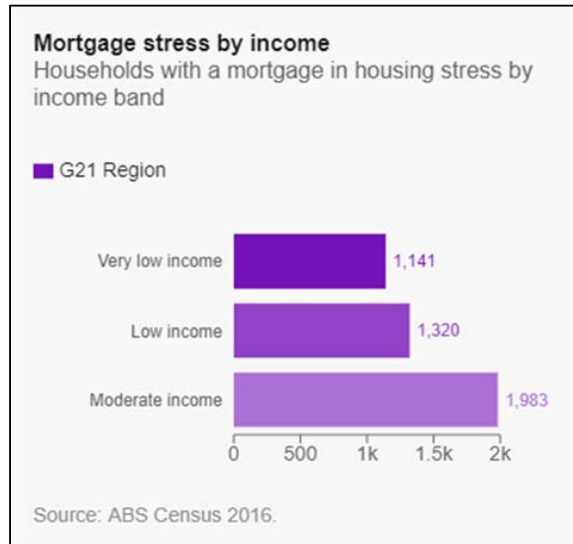


This table graphically represents the level of affordability across the G21 region for those households on very modest income who are seeking to purchase a home.

Overall, across the region, the majority of households are privately owned, either fully or under mortgage.



Given the concern regarding the effects of the pandemic-based recession, it is reasonable to assume that, despite historically low interest rates, the number of households under mortgage and in housing stress will increase.



This table indicates that, across the region, some 4,400 of all households on a very modest income were paying more than 30% of that income on mortgage repayments.

There is a risk that mortgages may become unsustainable for some of these households if there was an increase in interest rates or any long term negative recessionary downturn. If houses were sold, there would be an increased demand for rental properties, and therefore a likely increase cost in rental.

Note that these figures all relate to the 2016 ABS Census and are very likely an underestimate given rising population and housing prices in many areas of our region.

The importance of affordable (including social) housing is recognised by the Victorian Public Health and Wellbeing Plan 2019-23:

*“Liveable communities provide a basis for good health and wellbeing for all age groups and can contribute to reducing health inequalities. A liveable place has been defined as a place that is safe, attractive, socially cohesive/inclusive and environmentally sustainable, with affordable and diverse housing linked to employment, education, public open space, local shops, health and community services, and leisure and cultural opportunities via convenient public transport, walking and cycling infrastructure.” (Victorian Public Health and Wellbeing Plan 2019-23)*

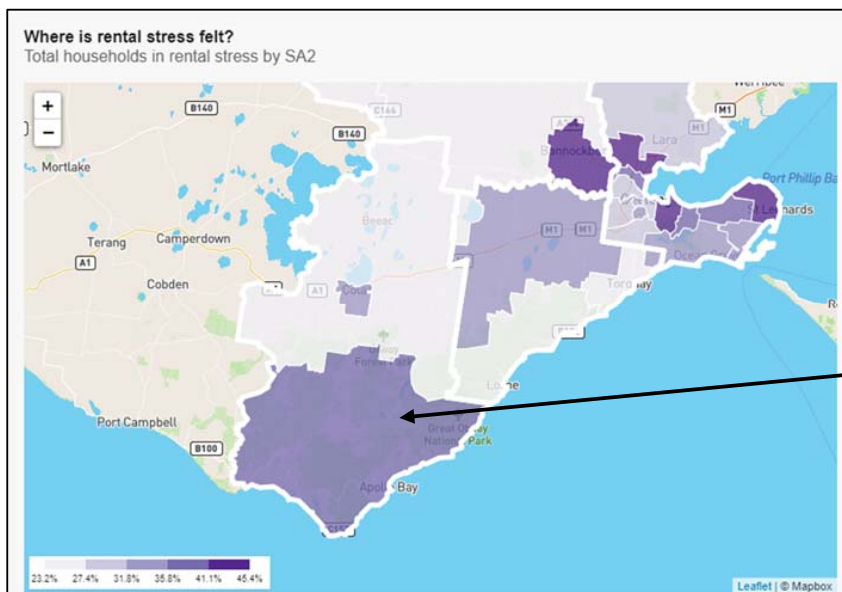
The absence of local, affordable housing also acts as a drag on economic prosperity as workforce vacancies become harder (and thus more expensive) to fill. This is particularly the case for low to moderate income positions for whom local home ownership or expensive (and very limited) rental properties are already out of reach.

Councils may choose to address affordable housing challenges, beyond the scope of this plan, in additional strategies or plans.



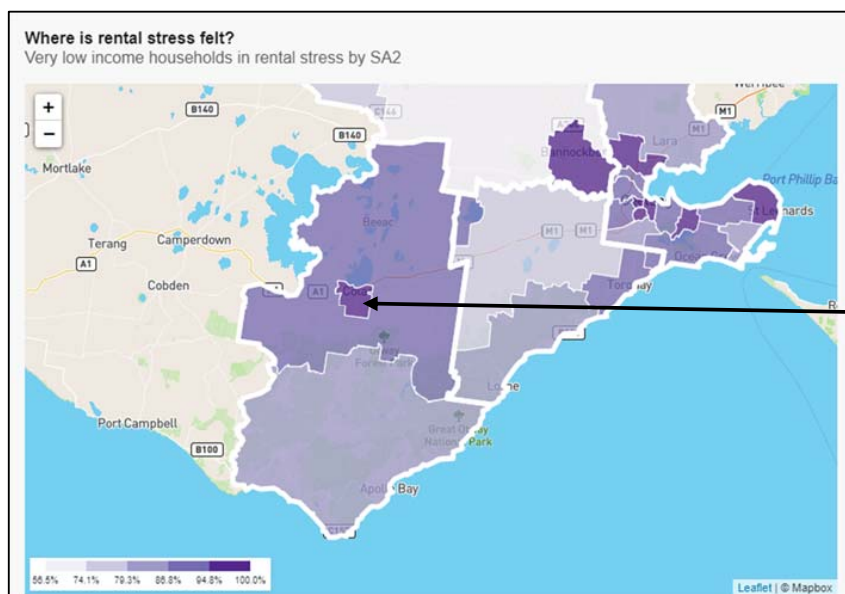
## 5.0 Local demand

Using the online data available for the project, it is possible to explore some further information relating to our Council. The following 'heat maps' provide some indication of local levels of rental stress for the range of income bands. The shaded areas are ABS areas called SA2, which is the lowest level at which this data is available. The boundaries, do not, in many situations, align with municipal boundaries exactly. There are three SA2 areas in this municipality, called 'Colac Region' surrounding the town, 'Colac' and 'Otway' to the south.



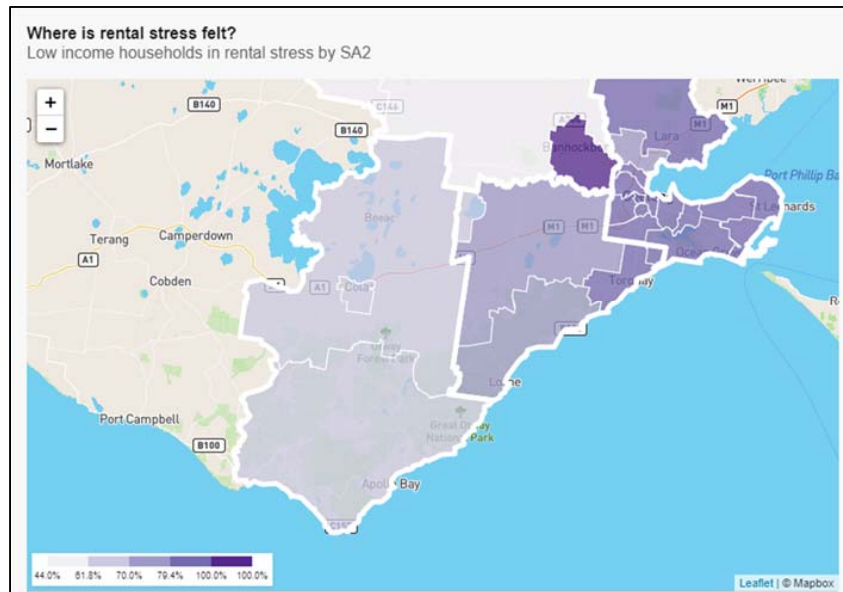
The heat maps relate to the proportion of households both on very modest income and already paying more than 30% of that income on rent.

Firstly, the OVERALL proportion of households on very modest income is highest in the Otway area

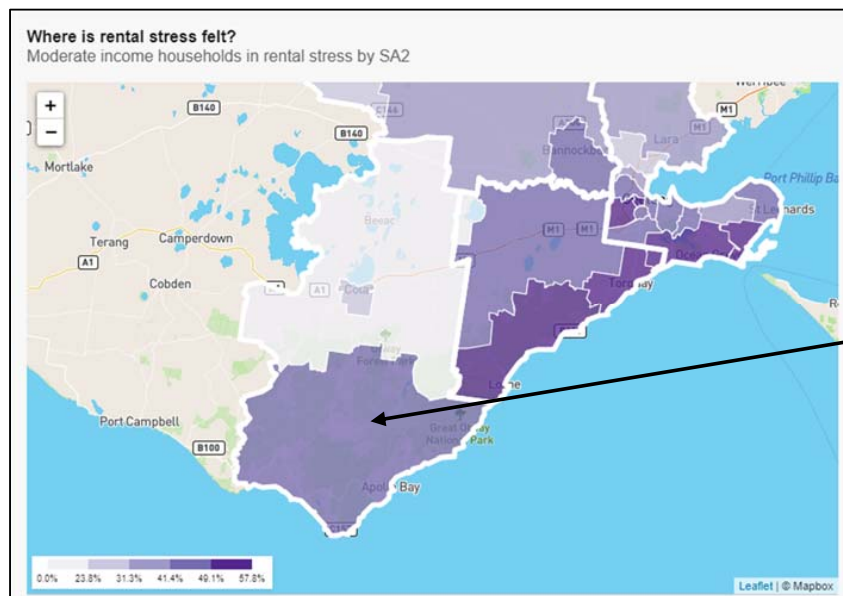


The VERY LOW income band is perhaps the greatest concern.

The Colac area is the highest proportion for this income band.



The LOW income band is evenly distributed across the municipality.



Finally, the MODERATE income band is most noticeable in the Otway area.

Using these maps and the data from the online Housing Monitor it is also possible to map the numbers of households, in the three areas, identified as 'unmet demand'.

**Numbers of households by income band and location (SA2)**

	Colac Region	Colac	Otway
Very low income	21	125	35
Low income	34	105	37
Moderate income	6	49	25

In tables on the previous pages the unmet demand has been calculated at 344. The figures above do not necessarily add up to figure (given boundary issues) but indicate overall demand in numbers of household.

The table below, for our Shire is based on background data used to calculate the heat maps, again with SA2 level data. The purpose of this table is to explore the types of families experiencing rental stress across the Colac Otway Shire.

Household type and income	Income band	Number of households in rental stress
<b>Lone person household</b>	Very low	41
	Low	112
	Moderate	76
	<b>Total</b>	<b>229</b>
<b>Couple family no children</b>	Very low	9
	Low	13
	Moderate	11
	<b>Total</b>	<b>33</b>
<b>Couple family with children</b>	Very low	15
	Low	13
	Moderate	4
	<b>Total</b>	<b>32</b>
<b>One parent family</b>	Very low	100
	Low	38
	Moderate	0
	<b>Total</b>	<b>138</b>

Whilst it is not possible to correlate the family types with locations, the table above demonstrates that all family types are represented as experiencing housing stress.

Lone persons are the most predominant family type. Of the one parent families, the significant majority is in the lowest income band.

Overall, the data relating to the Colac Otway Shire enables some broad interpretation:

- Rental stress for people on very modest income is distributed across the municipality
- The township of Colac has the greatest number of households in rental stress, however, there are significant numbers of households notes in the southern area
- The most concerning income group, the very low income bracket, is concentrated in Colac
- Lone persons and one parent families are the most predominant family type experiencing rental stress; of the one parent families, the majority are in the lowest income bracket
- The index of disadvantage for the shire indicates the highest level of disadvantage in the G21 region
- The median weekly rental payments, however, is the lowest in the region
- There are currently 290 social housing properties within the Shire
- There is an unmet demand for an additional 344 homes.

The data included in this plan relates specifically to social housing and indicates the significant need for investment in over 340 new homes to address immediate identified needs for households on very modest income.

There is a further housing issue across the Shire, which is connected to the overall cost and availability of housing. At present there are genuine concerns that people who are being offered jobs in the Shire are unable to take up these positions due to both the shortage and cost of housing.

Employment growth is a significant priority for Council to strengthen the overall economy and drive further recovery from the pandemic. Council and businesses in the municipality have worked hard to grow employment across a range of jobs in manufacturing, processing, tourism and service industries. These jobs vary from relatively low paid roles to higher paid positions – often ongoing, permanent jobs. These are the jobs that build our community because people can settle in the Shire, have families, use schools and shops and access all the natural resources of the region.

At time of writing, there are two critical pressure points where key and essential workers are unable to take up positions due to housing cost and availability:

1. The Chamber of Commerce in Apollo Bay has been tracking a growing trend where recruitment to positions in teaching, nursing and several service industries has been made almost impossible due to the cost of housing, where it is available. This includes arrangements to rent and / or buy. There are concerns that leaving these positions vacant would not only detrimentally affect services to the community but also affect the overall population of the town, over time. Being unable to fill these positions may contribute to a downward spiral of population if there is not urgent intervention to create affordable housing specially for key and essential workers.
2. The economic wellbeing of the Colac township and immediate area has been strengthened in the past two decades, given growth in manufacturing, processing, service industries and agriculture. There are current concerns that limited availability of housing, particularly in the rental market, is inhibiting further growth as ongoing positions are becoming more difficult to fill. Council is concerned that work over decades to support and enable significant industries in the township is in jeopardy without significant intervention.

Council understands that the link between employment and housing is a component of the Big Housing Build but would content that additional resources, specifically targeting the housing needs of key and essential workers, is urgently required to address this situation.

## 6.0 Action plan

This Colac Otway Shire Social Housing Plan is part of a suite of plans in the G21 region, which in turn have been used as the foundation for a *G21 Region Social Housing Plan*.

By taking a regional approach, the five Councils of the G21 region see clear advantages in mutually supporting each council to share ideas, information and expertise that will deliver the best outcomes through the Big Housing Build.

The councils all acknowledge a clear leadership and advocacy role and have developed an agreed framework to productively shape social housing initiatives across the region.

G21 SOCIAL HOUSING REGIONAL FRAMEWORK			
Economic recovery, building jobs & addressing disadvantage			
Purpose			
Recognise, acknowledge and address disadvantage in the community through the provision of increased safe, secure and affordable social housing			
Council roles			
<b>STEWARDSHIP</b> Advocate for public policy, government investment and community participation in the development of social housing initiatives	<b>PARTNERSHIP</b> Support regional partnerships with government regarding investments and collaborations with housing agencies on key projects	<b>PLANNING</b> Negotiate the inclusion of social housing in new private developments where rezoning and planning approvals add value to land	<b>CAPACITY</b> Continue to develop capacity within Council and awareness within the community to sustainably implement this Social Housing Plan
Council strategies			
Continue to participate in the G21 regional, collaborative approach to the planning and development of increased social housing stock			
Use tools such as the Municipal Strategic Statement and the Municipal Health and Wellbeing Plan to link social housing with Council strategies			
Identify and consider the suitability of Council and other Government owned land that may be suitable for social housing initiatives			
Provide information and support to parties seeking to develop opportunities for increased social housing in the municipality			

The commitments within this plan are based on the regional framework above.

Colac Otway Shire Social Housing Plan	
COMMITMENTS	
Area	Action
<b>Council owned land</b>	<p>Council is committed to making the best use of all Council owned properties for the long term benefit of the community.</p> <p>Where there are clear opportunities to develop sustainable and supportive social housing on Council land, the Council will undertake a rigorous planning, assessment and consultation process before finalising any proposal.</p> <p>The assessment process will be based on the following principles:</p> <ul style="list-style-type: none"> <li>• Council will respect all previous commitments to the community and overlays / planning controls</li> <li>• Council will not act to reduce open space within the municipality, unless there is a compelling case</li> <li>• Council will carefully balance the identified need for social housing with the capacity of support services to ensure that tenancies are viable and supported</li> </ul>
<b>Community owned land</b>	<p>Council will work alongside any community group seeking to develop underutilised land as social housing and community use.</p> <p>Council will support the involvement of Homes Victoria in formulating, finalising and delivering any plans to develop social housing on community owned land, in accordance with policies and procedures of Homes Victoria.</p>
<b>State government owned land</b>	<p>Council is committed to working with Homes Victoria to assess, plan and develop underutilised state owned land.</p> <p>The availability of underutilised state owned land is a key finding of this social housing plan, as the township of Colac has a range of state owned sites that are well located (eg close to assets such as shops, schools and so forth) and highly adaptable to use as housing.</p> <p>Council acknowledges the Victorian Government Landholding Policy and Guidelines plus the associated Transactions Policy and Crown Land Assessment Policy which is used to shape the management of all state owned land, some 40% of all land in Victoria. Council recognises the stated principles of 'public value' within the policy:</p> <ul style="list-style-type: none"> <li>• <b>"Intergenerational:</b> By considering how land use decisions made today benefit current and future generations, including Traditional Owners who use the land to pass down their culture to younger generations</li> <li>• <b>Social:</b> Equity of access to health, housing, education and recreational space, and improved local amenity and social inclusion. For Traditional Owner groups access to land is an integral part of their future sustainability, self-reliance and community prosperity</li> <li>• <b>Economic:</b> Access to employment, and benefits for business and industry</li> <li>• <b>Environmental:</b> Improve resource use and sustainability, reduce contamination emissions and waste, improve ecosystems and biodiversity and manage the impacts of climate change."</li> </ul> <p>Council is committed to working with Homes Victoria to establish the public value of adapting state owned land to social housing in our Shire.</p>

<b>Development of existing social housing</b>	<p>This plan has identified the number of existing social housing properties as 290 homes. It is assumed that most of those properties are located in Colac township and are in the form of public housing.</p> <p>Council is committed to working with Homes Victoria to assess the current suitability and amenity of the existing public housing in the Shire. At this point, it is assumed that much of this stock is in poor repair and often located in poorly planned developments.</p> <p>Council has a view that there has been a significant under-investment in the maintenance and development of these properties and applauds the acknowledgement, within the Big Housing Build, that the renewal of existing public housing is an urgent state government priority.</p> <p>Council would welcome any opportunity to engage in robust, community grounded planning to improve existing social housing resources in the Shire.</p>
<b>Development on greenfield sites</b>	<p>One long term mechanism to potentially meet demand and possibly avoid slipping further behind is to consider opportunities for social housing in all future greenfield development sites.</p> <p>Data within this plan reveals the unmet demand for social housing as both a raw number of housing units and also a percentage of all housing units. By adding these percentages Council has arrived at a target for discussion of a range of strategies:</p> <ul style="list-style-type: none"> <li>➤ The percentage of current social housing is 3.3%</li> <li>➤ The percentage of homeless households is estimated as 0.7%</li> <li>➤ The percentage of housing units identified as 'unmet demand for social housing' is 4.0%</li> <li>➤ These figures total 8.0%</li> </ul> <p>Council has, therefore, identified a need to increase the overall percentage of housing from the current 3.3% to around 8.0%, over time. It seems reasonable to set 4.7% as a benchmark for discussion around any potential new greenfield site development with a view to closing the gap between the current 3.3% and the total of 8.0%.</p> <p>Council has developed a 'Social Housing Planning Assessment Tool' to guide conversation between developers and Council staff regarding greenfield development sites where social housing may be appropriate. The assessment tool also highlights situations where sites may not be viable.</p> <p>By working with developers on the assumption that all greenfield sites should be carefully assessed as opportunities for additional social housing, Council is committed to exploring opportunities to use social housing as a tool to drive economic development, build jobs and address disadvantage.</p>
<b>Planning integration</b>	<p>This Social Housing Plan has highlighted the breadth and extent of disadvantage relating to housing stress, particularly for households on very modest incomes. It is clear that rental stress plays a significant role in over 340 households across the Shire.</p> <p>In the light of this data, Council is committed to considering housing affordability generally, and social housing in particular, across all facets of social and land use planning in the future.</p> <p>Across all forms of planning, Council will acknowledge that rental stress is a factor in the economic life of our community and that services and amenities may not be accessible for those families where rental stress significantly restricts disposable income.</p>



<b>Opportunity analysis</b>	<p>Council understands that meeting the identified need to build many more social housing units in the Shire is a long term task that will require funding and persistence.</p> <p>Council is committed to maintaining a register of 'opportunities', which identifies promising development sites, provides an overview of the opportunities and constraints and notes potential strategic action. This will be a public, living document, appended to this plan.</p>
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## Recommendations

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- R1 That Council acknowledge the need for social housing for vulnerable groups within the community and the role that developing social housing would play in building economic and social capacity across the municipality.
- R2 That Council acknowledge the opportunities of the Big Housing Build, which will enable a sustained focus on building new social housing stock over the next four years
- R3 That Council adopt the G21 Social Housing Regional Framework as an approach to collaboration across the G21 region on the development of social housing.
- R4 That Council work towards targets and commitments that increase availability of social housing by supporting initiatives within the municipality.
- R5 That Council adopt the Colac Otway Shire Social Housing Plan.



*G21 and the Colac Otway Shire respectfully acknowledges the traditional custodians of this land - Gulidjan and Gadubanud peoples of the Eastern Maar Nation Ancestors and Elders, past, present and emerging.*

## Item: 10.2

# Council Policy Review - 20.1 Environmental Sustainability Policy

<b>OFFICER</b>	Dora Novak
<b>GENERAL MANAGER</b>	Tony McGann
<b>DIVISION</b>	Environment & Infrastructure Services
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Environmental- Sustainability - Colac Otway (current) 20210813 [<b>10.2.1</b> - 4 pages]</li> <li>2. Environmental Sustainability Policy - Colac Otway - Reviewed - Final - 20210813(6) [<b>10.2.2</b> - 4 pages]</li> <li>3. Environmental Sustainability Framework - Colac Otway - Final - 2021 [<b>10.2.3</b> - 1 page]</li> </ol>
<b>PURPOSE</b>	To seek Council consideration and approval to release for public consultation the amended and updated Council Policy 20.1 - <i>Environmental Sustainability</i> and related Environmental Sustainability Framework.

## 1. EXECUTIVE SUMMARY

The purpose of the Colac Otway Shire Council Environmental Sustainability Policy is to describe and affirm Council's commitment to environmental sustainability. The policy informs decision-making and the development of all policy, strategy and plans as well as the delivery of Council's services, operations and the actions of contractors, volunteers and staff alike.

The Colac Otway Shire Council Environmental Sustainability Policy was endorsed and adopted by Council in June 2012 and has not been reviewed since.

The review undertaken reformats the original policy document in line with the current approved Council Policy template and more explicitly highlights Council's commitment and actions to combat the impacts of climate change through mitigation and adaptation.

The amended policy was presented to the Audit and Risk Committee on 12 August 2020 where it was generally supported and noted, with no changes requested.

In April 2021 Council was briefed about the reviewed policy. Council requested that the Environmental Sustainability Framework be developed to provide a practical reference framework which provides guidance, approaches and strategic pathways through which Council will implement the reviewed and

updated Colac Otway Shire Environmental Sustainability Policy. This framework has been developed and is attached.

## 2. RECOMMENDATION

***That Council:***

- 1. Considers the reviewed and amended Colac Otway Council Policy 20.1 - Environmental Sustainability and related Environmental Sustainability Framework;***
- 2. Releases the reviewed and amended Colac Otway Council Policy 20.1 - Environmental Sustainability and related Environmental Sustainability Framework for a six-week public consultation period, in line with Council's Community Engagement Policy; and***
- 3. Considers any feedback from the exhibition and consultation period at a future Councillor Briefing and Council meeting.***

## 3. KEY INFORMATION

The reviewed Colac Otway Shire (COS) Environmental Sustainability Policy represents a high-level commitment to sustainability and refreshes and consolidates our organisational approach. It will establish a common understanding of sustainability within Council and will help us to focus on actions leading to enhanced environmental outcomes. Understanding the issues and using this to inform decision making will assist in achieving a long lasting and integrated approach to improved environmental responsibility. Leadership, innovation and commitment are keys to a sustainable future.

In February 2010, Council adopted the COS Environment Strategy designed to promote sustainability and environmental best practice across all areas of Council's operations, advocacy with regional stakeholders and the boarder community.

One of the targets in the Environment Strategy was to:

*"Develop and implement a Council Environmental Sustainability Policy to direct Council's programs, projects, processes and services by 2012 and undertake audits to ensure compliance."*

The Environmental Sustainability Policy forms a documented organisational commitment to addressing sustainability in all Council operations and services. It is a 'Statement of Intent' that can be used to communicate to staff and the community a commitment to continually improving environmental sustainability over time.

The COS Environmental Sustainability Policy was formally adopted by Council on 27 June 2012 after comprehensive staff consultation and public exhibition of the policy. The policy has not been reviewed since.

The review undertaken reformats the original policy document in line with the current approved Council Policy template and more explicitly highlights Council's commitment and actions to combat the impacts of climate change through mitigation and adaptation.

Attachment 1 is the current Environmental Sustainability Policy and Attachment 2 is the reviewed and revised Policy draft.

The amended Policy was presented to the Audit Committee on 12 August 2020 where it was generally supported and noted with no changes requested. In April 2021 council was briefed about the reviewed policy. Council requested that the Environmental Sustainability Framework be developed to provide a practical reference framework which provides guidance, approaches and strategic pathways through which Council will implement the reviewed and updated Colac Otway Shire Environmental Sustainability Policy. This framework has been developed and is attached provided with this briefing report (Attachment 3).

## 4. COMMUNITY CONSULTATION & ENGAGEMENT

Following Council endorsement of the Draft Environmental Sustainability Policy and Framework and resolves to proceed to public consultation, a copy of the draft policy will be made available for download via a dedicated webpage on Council's website for a 6-week period. The consultation period and access to the webpage will be advertised in the Colac Herald, Apollo Bay News, Birre Mail and on Facebook. Feedback will be open to be received via email, mail or phone via the customer assist number, with calls directed to the Environment Co-ordinator.

Upon the completion of the public consultation period, Council will consider any feedback from the exhibition and consultation period and any changes to be made to the policy based upon that feedback at a future Councillor Briefing and Council meeting prior to endorsing and adopting the reviewed Policy 20.1.

## 5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

### **Alignment to Council Plan 2017-2021:**

#### **Theme 1 - Our Prosperity**

2. Support a thriving economy and industries.

#### **Theme 2 - Our Places**

4. Leadership in natural environment through good management practices.

#### **Theme 4 - Our Leadership & Management**

2. Openness and accountability in decision making.

- Environment Strategy 2010-2018
- Carbon Neutral Target 2020
- Carbon Neutral Roadmap 2013-2020
- Climate Change Adaptation Plan 2017-2027
- COS Procurement Policy 2020
- Resource Recovery and Waste Management Strategy 2021-2030 (DRAFT)

## 6. CONSIDERATIONS

### **ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC**

There are no environmental concerns related to this Policy and outcomes of the policy will only enhance and improve Council's environmental performance.

## LEGAL & RISK

There are no concerns associated with the proposal in this report. Conversely the adoption and adherence to the Policy will help to minimise risks associated with Council breaching relevant environmental legislation.

## FINANCIAL & BUDGETARY

The majority of the proposed Policy's principles can be addressed within current funding and resource constraints. The Environmental Sustainability Policy provides a policy basis for seeking extra sustainability related grant funding that would add value to budgeted activities.

## 7. IMPLEMENTATION STRATEGY

The Policy is already in place, so any amendment will be effective immediately upon adoption. When the amended COS Environmental Sustainability Policy is endorsed/adopted by Council, the Policy is to be programmed for review every two years going forward.

## COMMUNICATION

The Colac Otway Shire Environmental Sustainability Policy is to be posted on the Council website.

## TIMELINE

<b>OCM:</b>	August 2021
<b>Public Consultation:</b>	September- October 2021
<b>3<sup>rd</sup> Council Briefing:</b>	Early November 2021
<b>Council endorsement and adoption of Policy:</b>	November OCM

## 8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



## COUNCIL POLICY

<b>Council Policy Title:</b>	<b>Environmental Sustainability</b>
<b>Council Policy ref. no:</b>	20.1
<b>Responsible Department:</b>	Sustainable Planning and Development
<b>Date of adoption/review:</b>	24 July 2013

### 1. INTRODUCTION

This Council **Sustainability Policy** formally adopts a way of thinking and a process that will help us work towards implementing the Colac Otway Shire Environment Strategy. The Environment Strategy states that Council aims to be a leader and champion of sustainability.

In February 2010, the Council adopted the Environment Strategy designed to promote environmental sustainability and best practice across all areas of Council's operations, advocacy with regional stakeholders and the broader community. An Environmental Action Plan was completed in September 2010 to detail and monitor our progress against targets.

This Policy renews a high-level commitment to environmental sustainability and refreshes and consolidates our corporate approach. It will establish a common understanding of sustainability within Council and will help us to focus on actions leading to enhanced environmental outcomes. Understanding the issues and using this to inform decision making will assist in achieving a long lasting and integrated corporate approach to improved environmental responsibility.

### 2. OBJECTIVES

The objectives of the Environmental Sustainability Policy are:

- To demonstrate Council's commitment to establishing, promoting and maintaining a culture of sustainability and environmental responsibility by councillors and staff;
- To provide clear direction for Council to incorporate environmental sustainability into all elements of its business;
- To support improvement measures and targets identified in Council's Environment Strategy and Environment Action Plan;
- To protect and enhance the natural environment, to conserve natural resources, protect biodiversity, to be waste wise, to reduce our greenhouse footprint, to travel smarter and to conserve our water resources and other natural assets; and
- To raise awareness of environmental sustainability and increase community participation.

### 3. FOCUS AREAS

To enable an effective and realistic response we have identified four target areas to make sustainability easier to promote, interpret and implement. These areas are where we will place our initial focus: Council Managed Land, Planning & Regulations, Physical Works & General Services, Education & Awareness Raising.

Specifically we will look at:

- Resource efficiency, saving energy & water and reducing waste.
- Sustainable land use planning, transport & mobility and other human impacts on the environment.
- Biodiversity conservation, protecting and enhancing biodiversity, natural areas, coasts and waterways.
- Adapting to climate change and becoming a more resilient municipality.
- Environmental/green procurement with waste avoidance and reduction in environmental impacts.

### 4. OUTCOMES

The major outcomes of the Policy are:

- Sustainability embedded in the organisation's work.
- All employees gained clear and shared understanding about what sustainability means and how they can apply it to their daily tasks.
- Management support, cross-program integration, corporate systems and new 'tools' developed to assist staff in their decision making.
- Continuous learning about sustainability and application of the best available sustainable technologies.
- Practical and realistic performance indicators established to measure and report on Council's progress with sustainability and meeting targets set in the Environment Strategy.

### 5. COUNCIL POLICY STATEMENT

The overarching Council Policy statement is:

"Colac Otway Shire Council commits to applying the principles of sustainability to all of our decision-making, our services and activities.

Sustainability principles will influence our decisions to maintain and enhance our quality of life now and in the future. It requires an integrated consideration of economic, environmental and community factors."

## 6. CORPORATE POLICY STATEMENT

The Corporate Policy statement is:

“Colac Otway Shire commits to undertake its business in an environmentally sustainable manner.

Colac Otway Shire Executive Team is committed to working towards environmental sustainability.

Colac Otway Shire commitment to environmental sustainability will be specifically supported in all Council plans, strategies and services.

Colac Otway Shire strives to exceed the requirements of environmental laws and regulations.

Colac Otway Shire will lead by example and become an inspiration to the Colac Otway community and the region.”

## 7. POLICY IMPLEMENTATION

It is ultimately the responsibility of the Chief Executive Officer and the Executive Management Team to develop a culture and values that enhance decision making processes to ensure sustainability is embedded in the work environment.

The Chief Executive Officer, together with the GM Sustainable Planning & Development is responsible for reviewing and updating the policy; Promoting the policy among staff to ensure it is implemented throughout Council; and Ensuring that new staff are informed of the policy during induction.

It is the responsibility of all Councillors, staff, contractors and volunteers to understand the concept and principles of sustainability outlined in this policy and to apply these principles in all planning, decision-making, activities and reporting.

This policy will be incorporated into key decision making processes of Council and the planning and reporting process with Managers, Co-ordinators and Team Leaders being responsible for educating their staff on the policy.

The Sustainability Working Group and Environment Unit is responsible for monitoring, reporting and coordinating implementation of this policy. The Sustainability fund can be used to support this coordination.

Council will develop tools to assist staff, contractors, volunteers and Councillors in their sustainable decision-making and competence in the application of sustainability principles. An ‘Operational Procedures’ document will be developed to provide a transparent and universal approach to implementing the policy and thereby addressing environmental sustainability considerations in all council projects, operations and services.

All Council staff are required to consider environment, economic and social outcomes and impacts in their work. Non-compliance of this policy will affect the quality of life for current and future generations of the Municipality.



## 8. DEFINITIONS

**Biodiversity** The variety of all life forms: the different plants, animals and micro-organisms, the genes they contain and the ecosystems they form. It is a concept that emphasises the inter-relatedness of the biological world. It is often considered at three levels: genetic diversity, species diversity and ecosystem diversity.

**Community engagement** The involvement of people, businesses and stakeholders in decision making. There is a spectrum of ways in which we can involve people - from informing and consulting them, to collaborating and partnering with them.

**Integration** In this context, integration means bringing together multiple, sometimes conflicting, objectives and considerations – as well as time (short and long-term) and space (local, regional, global). It requires an understanding of how different objectives and systems are linked and affect each other.

**Natural resources** All the resources that are produced by the Earth's natural processes including mineral deposits, fossil fuels, soil, air, water, plants and animals and are used by people for agriculture, industry and other purposes.

**Quality of life** The level of enjoyment and fulfilment derived by humans from the life they live within their local economic, cultural, social and environmental conditions.

**Principles** To determine if a decision or action is likely to make a positive contribution to sustainability, we need a basic understanding of the key considerations or criteria of sustainability. They provide a set of core issues for consideration and broad objectives to be pursued as part of our decisions.

### ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 June 2012	Adopted by Council
24 July 2013	Review



## Council Policy

### 20.1 ENVIRONMENTAL SUSTAINABILITY POLICY

#### PURPOSE

The purpose of this policy is to describe and confirm Council's commitment to environmental sustainability.

#### SCOPE

This policy informs Council's decision-making and the development of all policy, strategy and plans as well as the delivery of services, operations and the actions of contractors, volunteers and staff alike.

#### DEFINITIONS

**Biodiversity** - The variety of all life forms: the different plants, animals and micro-organisms, the genes they contain and the ecosystems they form. It is a concept that emphasises the inter-relatedness of the biological world. It is often considered at three levels: genetic diversity, species diversity and ecosystem diversity.

**Community engagement** - The involvement of people, businesses and stakeholders in decision making. There is a spectrum of ways in which we can involve people - from informing and consulting them, to collaborating and partnering with them.

**Environmental sustainability** - acting in a way that ensures future generations have the natural resources available to live an equal, if not better, way of life as current generations.<sup>1</sup>

**Integration** - In this context, integration means bringing together multiple, sometimes conflicting, objectives and considerations - as well as time (short and long-term) and space (local, regional, global). It requires an understanding of how different objectives and systems are linked and affect each other.

**Natural resources** - All the resources that are produced by the Earth's natural processes including mineral deposits, fossil fuels, soil, air, water, plants and animals and are used by people for agriculture, industry and other purposes.

**Quality of life** - The level of enjoyment and fulfilment derived by humans from the life they live within their local economic, cultural, social and environmental conditions.

**Principles** - To determine if a decision or action is likely to make a positive contribution to sustainability, we need a basic understanding of the key considerations or criteria of environmental sustainability. They provide a set of core issues for consideration and broad objectives to be pursued as part of our decisions.

**Waste management hierarchy** - a hierarchy, which sets out an order of preference for how waste should be managed to help achieve the best possible environmental outcomes. From most preferred to least preferred - AVOID; REDUCE; REUSE; RECYCLE; RECOVER; TREAT; DISPOSE.

#### REFERENCES

- Colac Otway Shire Environment Policy 2010-2018 (currently under review)

<sup>1</sup> United Nations (UN) World Commission on Environment and Development,

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- Colac Otway Shire Council Carbon Neutral Roadmap 2013
- Colac Otway Shire Council Climate Adaptation Plan 2017-2027

## STATEMENT OF POLICY

Council is committed to demonstrating environmental best practice in its operations, fostering environmentally responsible behaviour in its Councillors, staff and contractors and using its experience and influence to promote actions towards sustainability in the wider community.

Colac Otway Shire is well known for its green and blue panoramic vistas that are made up of rich productive rural landscapes, forests, rivers, lakes, oceans, mountains and unique biodiversity. The quality and beauty of our landscapes are fundamental to our community's quality of life, businesses income, the food we eat and recreation we enjoy.

This Council **Environmental Sustainability Policy** formally adopts a way of thinking and a process that will help us work towards implementing the Colac Otway Shire Environment Strategy. The Environment Strategy states that Council aims to be a leader and champion of sustainability.

The Council Policy statement is:

"Colac Otway Shire Council commits to applying the principles of environmental sustainability to all of our decision-making, our services and activities.

Environmental sustainability principles will influence our decisions to maintain and enhance our quality of life now and in the future. It requires an integrated consideration of economic, environmental and community factors.

Colac Otway Shire commitment to environmental sustainability will be specifically supported in all Council plans, strategies and services.

Colac Otway Shire will lead by example and become an inspiration to the Colac Otway community and the region."

This Policy represents a high-level commitment to environmental sustainability and guides and consolidates our corporate approach. It establishes a common understanding of sustainability within Council and helps us to focus on actions leading to enhanced environmental and sustainability outcomes. Understanding the issues and using this to inform decision making will assist in achieving a long lasting and integrated corporate approach to improved environmental responsibility.

## PRINCIPLES

The achievement of Council's environmental sustainability objectives requires leadership from Council and collaborative engagement and support from all sectors of the municipality. Council's management, staff and Councillors are committed to:

- Protecting and enhancing the natural environment, taking due care to avoid serious or irreversible environmental harm.
- Integrating the principles of sustainability and sustainable development and climate change resilience into decision making, considering both short-term and long-term perspectives.
- Encouraging sustainable procurement.
- Reducing resource consumption, particularly energy and water.
- Capturing renewable resources to generate energy, such as solar, wind and water.
- Considering the waste management hierarchy when procuring, using and disposing of resources and materials.
- Operating in a sustainable manner and reporting its sustainability performance transparently.

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- Encouraging and inspiring the community to live sustainable lifestyles and build their resilience to future climate change.

## OBJECTIVES

The objectives of the Environmental Sustainability Policy are:

- To demonstrate Council's commitment to establishing, promoting and maintaining a culture of sustainability and environmental responsibility by councillors and staff;
- To provide clear direction for Council to incorporate environmental sustainability into all elements of its business;
- To support improvement measures and targets identified in Council's Environment Strategy and Environment Action Plan;
- To protect and enhance the natural environment, to conserve natural resources, protect biodiversity, to be waste wise, to reduce our greenhouse footprint, to travel smarter and to conserve our water resources and other natural assets; and
- To raise awareness of environmental sustainability and increase community participation.

## FOCUS AREAS

To enable an effective and realistic response we have identified focus areas to make sustainability easier to promote, interpret and implement. These areas are where we will place our focus:

- **Natural Environment** - A healthy and connected natural environment where indigenous landscapes are protected, valued and accessible. A healthy environment that enhances natural ecosystems, public health and livability.
- **Built Environment** - Sustainable, resilient, and accessible facilities, towns and settlements.
- **Greenhouse Gas Reduction** – Council and its community is energy efficient and rapidly moving towards a zero carbon future for a safe climate.
- **Climate Change Adaptation** - Council and its community is adaptive and resilient to changes in short and long-term climatic conditions
- **Water** - A water sensitive shire with healthy waterways with focus on integrated water management, water sensitive urban design, reduced reliance on potable water and minimum urban impacts to waterways.
- **Waste** - A clean and safe Council and shire that minimises waste generation and maximises reuse and recycling.

## OUTCOMES

The expected outcomes of the Policy are:

- Intergenerational decision-making.
- Sustainability embedded in all facets of the organisation's work.
- All employees gained clear and shared understanding about what sustainability means and how they can apply it to their daily tasks.
- Management support, cross-program integration, corporate systems and new 'tools' developed to assist staff in their decision making.
- Continuous learning about sustainability and application of the best available sustainable technologies.

## ROLES AND RESPONSIBILITIES

These management positions are responsible for the implementation, communication and compliance monitoring of the policy in their work areas:

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Party / Parties	Roles and Responsibilities
Chief Executive	Ensure overall corporate compliance with the policy.
Environment & Infrastructure General Manager	Overall responsibility for the policy implementation.
General Managers	Ensure compliance with the policy by all Council Officers under their supervision.
Managers	Ensure compliance with the policy by all Council Officers under their supervision.
Coordinator Environment	Responsible for reviewing, updating and implementing policy. Together with the Environment Unit, primary source for environmental sustainability advice, training and guidance.

### POLICY IMPLEMENTATION

All Council staff are required to consider environment, economic and social outcomes and impacts in their work. Non-compliance of this policy will affect the quality of life for current and future generations of the Municipality. It is the responsibility of all Councillors, staff, contractors and volunteers to understand the concept and principles of sustainability outlined in this policy and to apply these principles in all planning, decision-making, activities and reporting.

Council will develop tools to assist staff, contractors, volunteers and Councillors in their sustainable decision-making and competence in the application of sustainability principles. Environmental Sustainability Framework document will be developed to provide a transparent and universal approach to implementing the policy and thereby addressing environmental sustainability considerations in all council projects, operations and services.

### RELATED DOCUMENTS

Colac Otway Shire Environment Strategy 2010-2018 (currently under review)

Colac Otway Shire Council Carbon Neutral Roadmap 2013

Colac Otway Shire Council Climate Adaptation Plan 2017-2027

Colac Otway Shire Council Procurement Policy 2019

Colac Otway Shire Council Waste Management Strategy 2021

### DOCUMENT CONTROL

Policy owner	Manager, Environment & Community Safety	Division	Environment & Infrastructure
Adopted by council	27 June 2012	Policy Number	20.1
File Number		Review date	

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CM reference		Date of adoption	
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# Environmental Sustainability Framework

*The Environmental Sustainability Framework is the practical reference framework through which Council implements the Colac Otway Shire Environmental Sustainability Policy.*

## Sustainability Principles

- **Protecting and enhancing the natural environment**, taking due care to avoid serious or irreversible environmental harm.
- **Integrating the principles of sustainability and sustainable development and climate change resilience into decision making.**
- Encouraging **sustainable procurement**.
- **Reducing resource consumption**, particularly energy and water.
- Capturing **renewable resources to generate energy**, such as solar.
- **Considering the waste hierarchy** when procuring, using and disposing of resources and materials.
- Operating in a sustainable manner and **reporting sustainability performance transparently**.
- **Encouraging and inspiring the community to live sustainable lifestyles** and build their resilience to future climate change.

## Focus Areas

- **Natural Environment**
- **Built Environment**
- **Greenhouse Gas Reduction**
- **Climate Change Adaptation**
- **Water**
- **Waste & Pollution**

## Sustainability Priorities

	Natural Environment	Built Environment	Greenhouse Gas Reduction	Climate Change Adaptation	Water	Waste & Pollution
<b>Vision</b>	A healthy and connected natural environment where indigenous landscapes are protected, valued and accessible.	Sustainable, resilient, and accessible towns and communities	A municipality that is energy efficient and rapidly moving towards a zero carbon future for a safe climate	A municipality that is adaptive and resilient to changes in short and long-term climatic conditions	A water sensitive municipality with healthy waterways	A healthy, clean and safe municipality that enhances natural ecosystems, public health and livability & minimises waste generation and maximises reuse and recycling
<b>Approaches &amp; Outcomes</b>	<ul style="list-style-type: none"> <li>• Biodiversity protection and conservation</li> <li>• Adaptive environmental management</li> <li>• Connected natural systems</li> <li>• Engage and educate the community</li> <li>• Promote sustainable eco-tourism</li> </ul>	<ul style="list-style-type: none"> <li>• Urban Greening</li> <li>• Environmentally Sustainable Design</li> <li>• Building resilience and livability</li> <li>• Urban connectivity and active transport</li> <li>• Sustainable land use planning</li> </ul>	<ul style="list-style-type: none"> <li>• Improve and embed energy efficiency</li> <li>• Promote and utilise renewable energy</li> <li>• Environmentally Sustainable Design</li> <li>• Electrification of council fleet</li> </ul>	<ul style="list-style-type: none"> <li>• Climate risk management</li> <li>• Enhanced Emergency Management</li> <li>• Asset resilience and livability</li> </ul>	<ul style="list-style-type: none"> <li>• Integrated water management</li> <li>• Water sensitive urban design</li> <li>• Reduce reliance on potable water</li> <li>• Minimise urban impacts to waterways</li> </ul>	<ul style="list-style-type: none"> <li>• Resource Efficiency</li> <li>• Reduce, reuse and recycle</li> <li>• Litter management</li> <li>• Environmental risk management</li> </ul>
<b>Strategic Path</b>	<ul style="list-style-type: none"> <li>• Colac Otway Environment Strategy</li> <li>• Colac Otway Planning Scheme</li> <li>• Regulatory compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Colac Otway Environment Strategy</li> <li>• Colac Otway Planning Scheme</li> <li>• Active Transport Strategy</li> <li>• Colac 2050 Growth Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Colac Otway Environment Strategy</li> <li>• Colac Otway Carbon</li> <li>• Neutral Roadmap</li> </ul>	<ul style="list-style-type: none"> <li>• Colac Otway Environment Strategy</li> <li>• Colac Otway Climate Change Adaptation Plan</li> <li>• Health and Well Being Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Colac Otway Environment Strategy</li> <li>• Colac Stormwater Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Colac Otway Waste Management Strategy</li> <li>• Regulatory compliance</li> </ul>



Item: 10.3

## Barwon South West Climate Alliance

<b>OFFICER</b>	Dora Novak
<b>GENERAL MANAGER</b>	Tony McGann
<b>DIVISION</b>	Environment & Infrastructure
<b>ATTACHMENTS</b>	Nil
<b>PURPOSE</b>	The purpose of this report is to outline the project to establish a formal Climate Alliance of local governments and relevant agencies in the Barwon South West region; provide an update on the project's progress to date; and to seek Council's endorsement to become a founding member of the Barwon South West Climate Alliance.

### 1. EXECUTIVE SUMMARY

- Across Victoria, regional climate partnerships work on behalf of their member councils and government agencies to deliver high profile climate change initiatives that deliver shared benefits across their region.
- The Barwon South West Region does not have a formal Climate Alliance or Greenhouse Alliance.
- The Department of Environment, Land, Water & Planning have funded a project to establish a formal alliance for the region.
- Warrnambool City Council is leading the project on behalf of the regional partners.
- The proposed Barwon South West Climate Alliance (BSWCA) will be a formal partnership between councils and other agencies to work together on joint projects, share knowledge and gain benefits from becoming a part of the larger cohort of regional climate alliances in Victoria.
- The BSWCA is now inviting nominations for Founding Members to formalise the Rules/Constitution and enable the group to register for incorporation with Consumer Affairs Victoria. Following this, all partner councils and organisations will be invited to become paying members of the Alliance.
- Benefits to council include opportunities to demonstrate climate leadership; cost savings; regional progress on greenhouse gas emissions reduction; collaboration on procurement and projects; access to grant funding; advocacy at regional, state and national levels; access to regional climate risk data and communications; and networking and training opportunities.

## 2. RECOMMENDATION

***That Council:***

- 1. Agrees to becomes a Founding Member of the Barwon South West Climate Alliance to assist in establishing the structure and governance of the alliance; and***
- 2. Notes that it will receive a future report that will inform Council of the final structure and membership arrangements of the Barwon South West Climate Alliance prior to Council considering financial membership.***

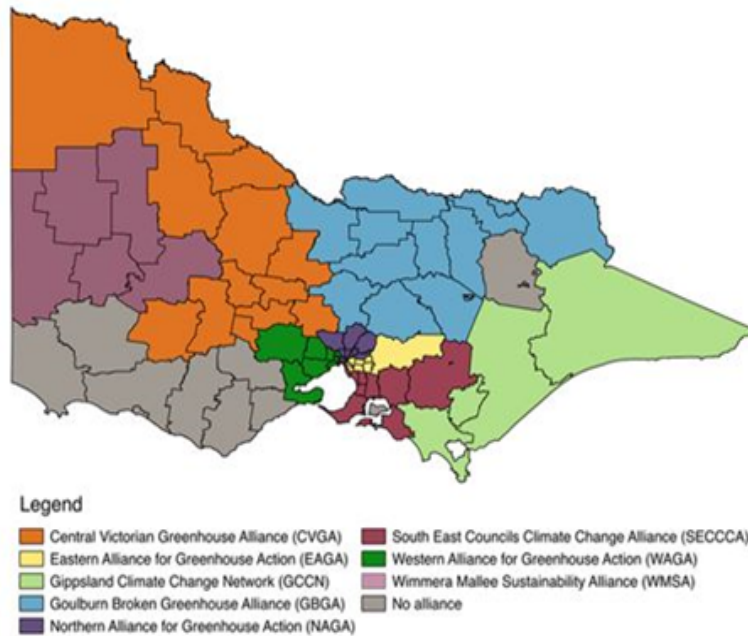
## 3. KEY INFORMATION

At the completion of the Climate Resilient Communities Project in 2017, the 10 Barwon South West (BSW) local government and agency partners' project representatives expressed interest in continuing to work together under the banner of the Victorian Greenhouse Alliances. With no Climate Alliance or its equivalent in the region, the proposed BSW Climate Alliance will be a formal partnership between councils and other agencies to work together on joint projects, share knowledge and gain benefits from becoming a part of the larger cohort of regional climate alliances in Victoria.

The Department of Environment, Land, Water & Planning (DELWP) provided funding to support the establishment of an alliance in the region. \$120,000 has been provided for the establishment of a formal climate alliance between the 10 councils of the BSW region, Water Authorities, CMAs and other relevant organisations. This also includes the delivery of the first project being a community and health services forum. The alliance will support knowledge sharing, coordinate advocacy and deliver a range of mutually beneficial and collaborative climate change adaptation and mitigation projects across the region. Warrnambool City Council is leading the project on behalf of the regional partners.

Across Victoria, regional climate partnerships work on behalf of their member councils and government agencies to deliver high profile climate change initiatives that deliver shared benefits across their region. Alliance driven projects benefit from joint effort, expertise and shared knowledge. They access larger pools of funding and focus on reducing emissions, increasing efficiency, and delivering savings to members and their communities. There are 8 other climate alliances in Victoria, collectively called the Victorian Greenhouse Alliances.

The map of Victoria below shows the regions of the 8 other Greenhouse Alliances in colour. The Barwon South West region, pictured in grey, is the only region that does not have a climate alliance. Out of the 79 Local Government areas in Victoria, 70 councils are currently members of a Victorian climate alliance. The 9 outstanding councils are in the Barwon South West region.



The Barwon South West Climate Alliance will provide collaborative opportunities for councils and partner agencies to move towards best practice, reduce emissions, share knowledge and scale up the delivery of a range of mutually beneficial climate change and mitigation projects across the region.

The Barwon South West region includes the following Local Government areas:

- City of Greater Geelong
- Borough of Queenscliffe
- Surf Coast Shire
- Colac Otway Shire Council
- Golden Plains Shire
- Corangamite Shire
- Warrnambool City Council
- Moyne Shire
- Glenelg Shire
- Southern Grampians Shire.

Other agencies interested in partnering in this project are:

- Barwon Water
- Wannon Water
- Corangamite Catchment Management Authority
- Glenelg Hopkins Catchment Management Authority
- Department of Environment, Land, Water and Planning.

The project of establishing a Barwon South West Climate Alliance is reaching its final stages. A formal, regional partnership on climate in the Barwon South West region is the missing piece on the map of Victoria. Gaining the partnership of all councils in the Barwon South West region as well as other agencies and authorities, is the main objective of this establishment project.

Planning to become a member of the BSW Climate Alliance is recommended by Council officers, as this partnership will contribute to regional adaptation, equitable transition, emissions reduction and actively support local governments becoming more effective in meeting their obligations and commitments. The design of governance structure, membership types and funding model will ensure long term viability of the Alliance.

Like the other existing Victorian Climate/Greenhouse Alliances, BSWCA brings councils and other organisations together to work on projects, share knowledge, and advocate for action on climate change, to build resilience in our local communities and region. The Alliance will be a formalised partnership and its formation is considered crucial to driving and coordinating existing and future investments (big or small) on climate change initiatives across the BSW.

While the Department of Environment, Land, Water and Planning (DELWP) has provided funding to employ an Establishment Officer for the BSWCA, once established, the group will be self-funded through membership fees and opportunities for grant funding. The expected membership fee for councils is \$15,000 annually (to be confirmed by Founding Members).

Benefits of membership:

- Cost savings to Council through increased efficiencies and joint projects (i.e. benefits of full-time Alliance Coordinator/Executive Officer assisting with funding applications, project planning, management and delivery; savings relating to electricity and gas consumption costs; savings relating to emissions offsetting costs).
- Opportunity to partner with industry and community on climate adaptation and mitigation projects.
- Reducing emissions and transitioning to net zero – including exploring regional carbon offset projects.
- Opportunity to lead large-scale action on climate change, as has been demonstrated by other Victorian Climate/Greenhouse Alliances. (i.e. Lighting the Regions; VECO; Electricity Distribution Price Review Project; Charging the Regions).
- Regional view of climate risk, including access to data and shared communications.
- Opportunities for collaborative procurement (i.e. street lighting, EV chargers), energy monitoring systems, policy development, etc.
- Networking, knowledge sharing and training opportunities.
- Collaborative grant applications.
- Advocacy for climate leadership at regional, state and national levels.
- Additional resource (BSWCA Executive Officer) to support the work of Council.

Some examples of the savings and benefits to other existing climate/greenhouse alliance members in other parts of Victoria are outlined on pages 7-9 of Appendix 2, which also includes summaries of recent independent Impact Evaluations of two existing alliances, CVGA and EAGA, which showed that the ratio between benefits and membership fees to be 21:1 and 7:1 respectively.

### **Becoming a Founding member**

A Colac Otway Shire Council officer is a member of the Project Control Group (PCG) for the BSWCA Establishment Project. The PCG has developed recommendations for the BSWCA's objectives, legal entity, governance structure and membership structure. Chief Executive Officers/General Managers from all partner organisations are now invited to nominate as Founding Members to formally establish the Alliance. Being a Founding Member will enable council to have final input into the Alliance structures, and demonstrate climate leadership. No financial commitments are required at this point.

Being a Founding member is not a requirement for membership and does not require any fees. Annual fees will be payable after the alliance is formally established. Founding Members will play a significant role in shaping the Alliance and its rules and constitution.

### **The Value and Benefit of being a Founding Member**

Founding members will have the opportunity to shape the rules of the Alliance, refine its governance and membership structure, and form its legal purpose. They will review the recommendations the establishment group has refined over the past 8 months.

Founding Members will have the power to make critical decisions about the organisation, including setting strategic directions, membership rights and obligations. While it is possible to amend the rules at a later stage, it is difficult for a member who subsequently joins to have the same level of input into the overall rules and governance documents. They will also consider and decide upon the inclusion of the form and scale of input from and participation by elected members and community groups (i.e. non-voting membership, advisory/consultative committees).

Founding members will form the Management Committee, which is the governing body of the Alliance. Founding member organisations will elect one representative to enact its tasks. Any person who is involved will influence key decisions that affect the operations and future direction of the Alliance.

## **4. COMMUNITY CONSULTATION & ENGAGEMENT**

Over the years, extensive community consultation has revealed strong interest in environmental issues. Considerable engagement occurred during the development of the Environment Strategy in 2010, which led to the setting of the Carbon Neutral Target. In February 2020, a petition containing 3,249 signatures was submitted, calling on Council to acknowledge a Climate Emergency.

Community support for environmental issues has been evident during the recent Colac Otway Community Vision 2050 community engagement survey, demonstrating that the local community remains strongly supportive of tackling climate change and addressing a wide range of environmental concerns.

### **Colac Otway Community Vision 2050 Community Survey Findings:**

The Top 3 priorities from the community for Council to include in a 2050 Community Vision were:

1. Our environment and concerns for living sustainably
2. Planning for our Future
3. Looking after our local community

### **Second question - "What makes Colac Otway Shire unique?"**

- 42% of responses related to 'Natural Environment' - pristine natural environment in the Otway Ranges & Coast; the wonderful lakes and scenery; Ocean, Otways, nature; different geographical areas

### **Third question – "What could we be doing better to create a positive future?"**

- 47% - Protect the environment, reduce energy and support sustainability
- 37% - Plan for sustainable population growth
- 34% - Maintain infrastructure & provide walking and cycling paths

### **Fourth question – "What three priorities should Council include in a 2050 Community Vision?"**

- 22% of all responses related to the Environment - living more sustainably, clean energy, net zero emissions, plan for climate change

- 18% of all responses related to more Social support/initiatives Support our community's health & wellbeing, encourage young people to stay in the district, community events, better facilities for our elderly)
- 17% of all responses related to the Planning for the Future (Planned growth, housing supply/shortages, town presentation, eco facilities, population growth, aged care facilities, entrances)

### **Council services – Top 3 priorities**

As part of the survey the following questions were asked.

By 2050, to protect our environment and address future climate challenges, what would you like to see? The three most common responses were:

- (1) Planning for resilience, (2) Advocate for renewables, (3) Reduce waste to landfill

The Victorian Health and Wellbeing Plan outlines 10 priorities for our community's health and wellbeing. Of those areas outlined below, which three areas would you like to see Council focus on? The three most common responses were:

- (1) Mental wellbeing, (2) preventing violence, (3) tackling climate change and its impact on health

## **5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES**

### **Alignment to Council Plan 2017-2021:**

#### **Theme 1 - Our Prosperity**

- 3. Strengthen partnerships with key stakeholders to benefit the whole community.

#### **Theme 2 - Our Places**

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

### **2019-20 Corporate Plan & Business Plan Strategy:**

- **2.2.1 Our places are managed for long term sustainability**
  - Action 2.2.1.1 Ensure best practice guides planning and management of the natural environment and associated assets.
- **2.4.1 Leadership in natural environment through good management practices.**
  - Action 2.4.1.1 Ensure best practice guides planning and management of the natural environment and associated assets, and Council's response to climate change.
  - Action 2.4.1.5 Implement emission reduction programs for Council operations.

## **6. CONSIDERATIONS**

### **ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC**

Commitment to the BSW Climate Alliance and the projects it delivers would demonstrate and affirm Council's long-standing commitment to environmental sustainability, themes that have come through strongly in the recent Colac Vision 2050 community engagement survey.

Joining the BSWCA will demonstrate Council's commitment to leadership and to mitigate and plan for climate change risks, with consideration for the economic, social and environmental sustainability of the municipality and region.



## LEGAL & RISK

The *Local Government Act 2020* became law in Victoria on 24 March 2020, strengthening the mandate for considerations of climate change risk in Council decision-making processes. Several of the overarching governance principles create obligations for Councils in the context of climate change, including:

- Under 9(2)(b) Councils are required to give priority to achieving the best outcomes for the municipal community, including future generations.
- Under 9(2)(c) Councils are required to promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks.
- Under 9(2)(h) regional, state, and national plans and policies are to be taken into account during Council's strategic planning.

"There is now a clear expectation that decision-making is supported by robust and transparent practices, and that the long-term adverse consequences of climate change for future generations are incorporated into council planning, decisions and actions." (Source: Attachment 3 - Local Government Climate Change Adaptation Roles and Responsibilities under Victorian legislation - Guidance for local government decision-makers, DELWP 2020).

The legislative context for addressing climate change at a regional and Local Government level is now strong, requiring extra resilience, new measures and collaborative work to ensure no sector, region, community, locale, industry or individual is isolated during this important time of emissions reduction and climate adaptation.

The Climate Change Bill was passed by the Victorian Parliament to create a new Climate Change Act in 2017, driving action on climate change across government and economy. This provides Victoria with a legislative foundation to manage climate change risks, maximise the opportunities and drive Victoria's transition to net zero emissions. The Victorian Government has clear emissions reduction targets and guiding principles recently updated in the Climate Change Bill 2020.

The Climate Change Act set the long-term target of net zero greenhouse gas emissions by 2050. To ensure Victoria remains on track, 5 yearly interim targets have been set. These will commence in the 2021-2025 period and are the responsibility of each Council to set, adhere to and report on.

The Climate Change Act also provides a policy framework aimed at increasing economic and community resilience by driving innovation and investment towards sustainability. Some important highlights of this legislation include:

- Victoria is transitioning to a zero-carbon emissions future.
- Climate change is now embedded into decision making and guiding principles of governments and authorities.
- 2021 is the first year of emissions reduction targets that will continue every 5 years.
- Each sector will be impacted and needs to prepare with systems-based adaptation and action plans.

## FINANCIAL & BUDGETARY

Membership to the BSWCA will incur an annual fee, which is yet to be fully determined by Foundation members, but is likely to be \$10,000-\$15,000 for COS.

Additional annual costs in the order of \$5,000 - \$5,500 relating to alliance meetings attendance, annual forum attendance (if one is organised) and project related work by officers. These costs will be

covered within existing officer EFTs and minimised where possible by utilising flexible on-line delivery/attendance options.

## 7. IMPLEMENTATION STRATEGY

### COMMUNICATION

The recommended proposal for joining the BSWCA, along with meeting our 2020 Carbon Neutral Target, offers many benefits and provides a great narrative for communication with Shire residents and across the region.

Communication will not be required if Council nominates as Founding Members, but upon joining as paid members, Council's role in the BSWCA and involvement in regional projects will be communicated to our community, including sharing knowledge and opportunities to help them respond to our changing climate, through a media release, social media and promotion on Council's website.

### TIMELINE

- Council meeting - 25 August 2021.
- Nominations of Founding Members due – end of August 2021.
- First meeting of Founding Members – mid September (Informal meeting to discuss alliance structure, Office bearer roles, and the Rules / Constitution).
- Alliance Incorporation meeting: end of September/early October (Founding Members meet to formally endorse the Rules, assign Office Bearer positions and formally establish).
- After this meeting the Barwon South West Climate Alliance will be formally registered as Incorporated with Consumer Affairs Victoria.
- Then another meeting will endorse administrative issues such as an ABN, bank account etc., and invoices will be sent to all partners, adding members once paid.
- Formal establishment of the BSWCA – October/November 2021 (Membership confirmation and payment required).

## 8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

## Item: 10.4

# Memorial Square Public Toilet Redevelopment - Concept Plans for Public Consultation

<b>OFFICER</b>	Madeleine Bisits
<b>GENERAL MANAGER</b>	Tony McGann
<b>DIVISION</b>	Environment & Infrastructure Services
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. For Consultation - Memorial Square Public Toilet Redevelopment - Proposed Public Toilet Layout Plan [10.4.1 - 1 page]</li> <li>2. For Consultation - Memorial Square Public Toilet redevelopment - Proposed Parking and Pedestrian Con [10.4.2 - 1 page]</li> </ol>
<b>PURPOSE</b>	To present concept designs for the Memorial Square Public Toilet Redevelopment for endorsement to go on public exhibition.

## 1. EXECUTIVE SUMMARY

Concept designs and cost estimates for the redevelopment of the Memorial Square toilets and the incorporation of Changing Places Facility for Colac have been prepared for public consultation. A range of design options were developed over the past 8 months, including consideration of different locations within Memorial Square for the new toilets and potential new parking and access arrangements to the facility.

Preliminary consultation has been undertaken with key stakeholder groups including nearby businesses, bus and taxi companies and the Colac and Surrounds Special Needs Support Group. As a result of the discussions and following formal feedback received from the Colac Special Needs group, the design for the Memorial Square Public Toilets was revised to incorporate a Changing Places Facility, whereas previously the direction had been to explore a facility at Hesse Street Comfort station.

The estimated cost of the Memorial Square Toilet redevelopment (inclusive of detailed design, demolition of the existing facility, parking and pavement upgrades, landscaping, and contingencies) is \$1.16 million. A number of external funding opportunities are currently being explored for the development.

The draft concept designs are proposed to be placed on public exhibition for a period of 6 weeks. Following consideration of public feedback, revised designs and final costs will be prepared for Council endorsement in November. The final plans will be used as a basis for further detailed design and construction of the facility and may assist in attracting external funding towards the development.

## 2. RECOMMENDATION

***That Council:***

- 1. Approves placing the Memorial Square Public Toilet Redevelopment Draft Concept Plans on public exhibition for a six-week period, in line with Council's Community Engagement Policy.***
- 2. Considers any feedback from the exhibition and consultation period at a future Council Briefing and Council meeting.***

## 3. KEY INFORMATION

### **Background**

The Memorial Square public toilets are Council's most heavily used public toilet facility (with the exception of the COPACC toilets). Counters were placed at the entries to the toilets in 2019 (prior to the COVID outbreak) to inform the toilet design. This work showed that approximately 1000 people use the toilets on average per day, with up to 226 in one hour during the most extreme peak times, when up to 4 tour buses arrive at once.

The facility is cleaned/serviced 5 times per day but Council receives periodic complaints about the quality and cleanliness of the facility. This is partially due to the high level of use but also the outdated and poor condition of the internal fit out.

The building itself is in fair condition and does not contain asbestos, however the size of the facility does not cater to demand with regular queues of people waiting to use the toilets during holiday peak times (pre-COVID). The cubicles and internal design of both facilities do not meet current accessibility compliance standards or building code requirements for circulation and ventilation. They also do not meet the requirements of Crime Prevention Through Environmental Design (CPTED) principles, with entries having limited levels of surveillance and dark interiors that make people feel unsafe and uncomfortable and deter usage. The Hesse Street Comfort Station accessible toilet and parking also does not meet DDA requirements.

The replacement of the current facility at Memorial Square was identified as a priority action in the ***Memorial Square Masterplan 2017*** and feedback from disability groups at the time led to the recommendation to incorporate a Changing Places facility at the Hesse Street Comfort Station nearby.

### **Design Process**

Council allocated \$65,000 in 2019/20 to complete concept designs and cost estimates for the Memorial Square public toilets and Hesse Street Changing Places facility.

Experienced community facility planners, Brand Architects, were engaged to undertake the design with sub consultants in traffic engineering and accessibility planning. The scope of services included preparation of concept plans and cost estimates for both facilities including improvements to pedestrian access and parking arrangements that service the facilities, with a particular focus on

ensuring compliant disabled access, minimising congestion from tour buses and other visitor traffic and maximising parking for Memorial Square.

In December 2020 Councillors were provided with a verbal update on the progress of the designs. A further, more detailed, report was requested so that cost implications for construction of these two facilities could be better understood, prior to going on public exhibition with the draft designs.

Designs for both facilities were progressed to 'draft concept' for Memorial Square and 'preliminary concept' for Hesse Street. Cost estimates were also prepared for both. A preferred location for the Memorial Square public toilet facility was determined following an analysis of 6 options and a traffic and parking analysis and improvement plan was undertaken. The proposed Memorial Square toilet location and improvements to parking and pedestrian connectivity were discussed with local businesses, taxi and bus companies with overall support and some minor changes to be explored.

The estimated cost of the Memorial Square Public Toilets based on the initial concept design (not including a Changing Places facility) was \$982,000 ex GST inclusive of all contingencies, escalations, further detailed design and tender documentation and project management.

Four options for Hesse Street were developed with a range of cost implications.

1. Incorporate Changing Places facility within existing waiting area – \$375,000
2. Incorporate Changing Places facility within existing building and refurbish current toilets to meet compliance - \$525,000
3. Fully refurbish current building to meet compliance and improve safety. Extend facility to incorporate Changing Places - \$716,000
4. Rebuild the facility to include Changing Places and Parent Room and meet full compliance and improve safety - \$845,000.

Advantages and disadvantages of each were explored with the determination in May 2021 to pursue alternative, more cost-effective options for the Changing Places facility.

Standalone modular facilities were investigated with a range of suppliers. Costs ranged from \$115,000 to \$165,000 for supply and install only. Total project costs, including demolition costs for the current Hesse Street Comfort Station, associated parking modifications and wayfinding signage, rectification of the surrounding land/ pathways etc, project management costs and contingencies are estimated to be between \$194,000 to \$249,000. These options would cost less than the incorporation of the facility within the current building footprint and therefore present a cost-effective option, however some customisation of the designs would be required to comply with the design overlay and associated planning controls in the precinct. The costs are also greater than the estimate to incorporate the Changing Places Facility at Memorial Square.

Officers met with representatives of the Colac and Surrounds Special Needs Support Group on the 10 June 2021. As a result of the discussion and following formal feedback from the group, the design for the Memorial Square Public Toilets was revised to incorporate a Changing Places Facility and improve the accessible parking within the location.

This option is currently considered to be a cost-effective way of delivering a Changing Places Facility for Colac.

### **Changing Places or Adult Change Facility?**

Accessible Adult Change Facilities (AACF) include an adult size changing bench, mechanical hoist and other features to support toileting by adults with special needs.

A Changing Places Facility (CPF) is a type of AACF. It is not required under any Australian Standards or Codes and is a voluntary initiative. A CPF is slightly more expensive than an AACF.

They have the same dimensions and almost the same fixtures and fittings, however the CPF is often recommended because of the MLAK key that is registered to users. This ensures the facility is accredited by an assessor, protected from misuse or vandalism and more accessible to registered users on a national mapping system. Both facilities can also be included on the National Public Toilet mapping database.

Research has shown that Changing Places Facilities (CPFs) or Accessible Adult Change facilities (AACFs) are best located within a high use area, such as a shopping precinct or regional open space, and AACFs are a requirement in new buildings of a certain class such as galleries, museums, performing arts centres or sports stadiums. They are almost always accessed by car as part of a pre-planned trip.



**Image 1** Example of a Changing Places Facility

Memorial Square is considered to be an ideal location for a Changing Places facility within Colac as it is central to the business district and easily accessible by car and foot. There are currently few facilities in the region, with the nearest being 2 in Warrnambool, 1 in Port Campbell, 1 in Winchelsea and 1 in Anglesea. Refer map below (note the Port Campbell facility is not yet shown on the National Map below).





**Map 1:** Changing Places Facility locations in the south-west region (not including Port Campbell)

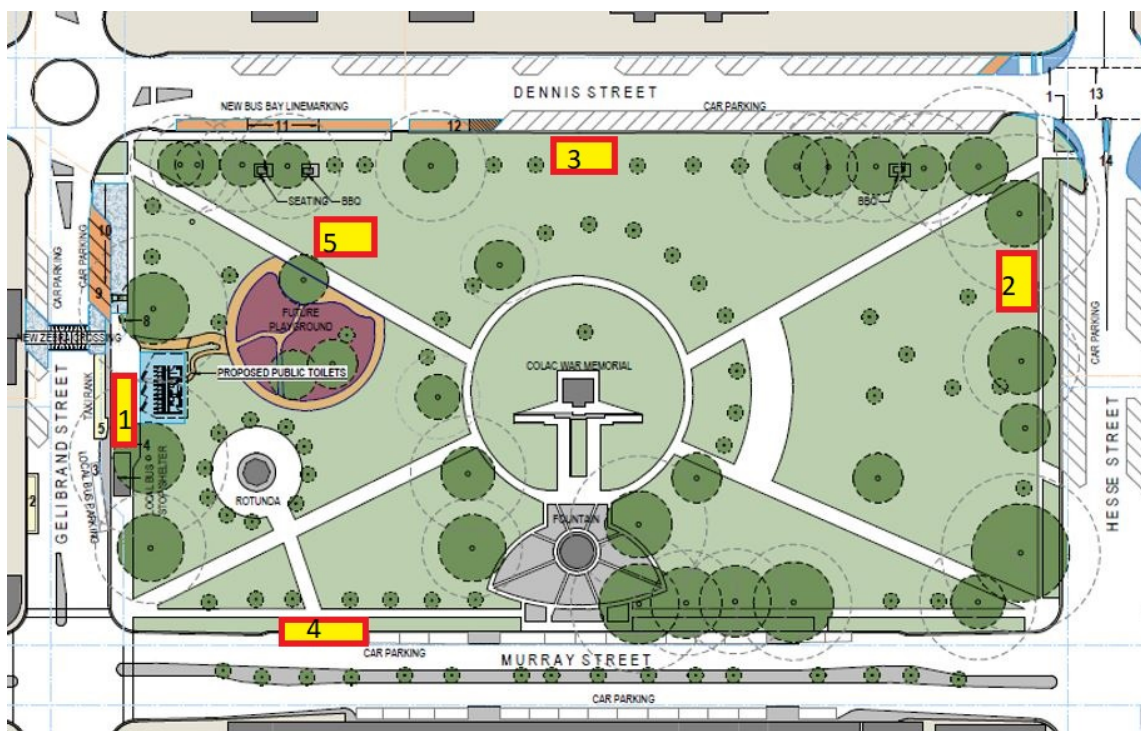
## **Memorial Square Facility Design Considerations**

### **Location Options Assessment**

Six location options were explored for the Memorial Square toilet. Key considerations and guiding principles included:

- Complies with the requirements of the Heritage Overlay (H308), in particular: maintain an open public park character and conserve the historic Elm trees.
- Does not interrupt views into the reserve from key vantage points, particularly Murray Street.
- Does not impact the views to or setting of the cenotaph.
- Is sited in a way that encourages visitors to access nearby shops.
- Considers accessibility for visitors arriving by bus or long vehicle, disability access and proximity to parking.
- Preferably in close proximity to the playspace as a key destination within the reserve.
- Preferably in close proximity to existing services (sewer, water, power).
- Preferably retain the existing facility during construction.

Benefits and disadvantages of each option are summarised in the table following, with the preferred option being Option 6 shown in blue on the plan at image 2.



**Image 2** Toilet location options 1 to 5 and preferred (6<sup>th</sup>) location shown in blue.

Location Option	Positives	Negatives
Option 1 – New toilet in existing location	<ul style="list-style-type: none"> <li>- No need for additional services</li> <li>- Potential to combine bus and toilet shelter</li> </ul>	<ul style="list-style-type: none"> <li>- Toilets unavailable during construction (additional cost)</li> <li>- Limited opportunity to improve and maximise parking access on Gellibrand Street</li> </ul>
Option 2 – Hesse Street end	<ul style="list-style-type: none"> <li>- Existing sewer connection in proximity</li> <li>- May encourage more use of the eastern end of park</li> <li>- Would service events (note: temp toilets for events are brought in as needed)</li> <li>- Existing toilets available during construction</li> </ul>	<ul style="list-style-type: none"> <li>- Far from playspace and main shopping precinct</li> <li>- Reduction in parking</li> <li>- Hard to see when passing by</li> <li>- Far from bus parking</li> <li>- May encourage traffic turning at Hesse St off Murray (intersection not designed for increased turning/ unlikely to be supported by Regional Roads Victoria)</li> <li>- Requires parking re-configuration</li> </ul>
Option 3 – Within reserve at Dennis Street end	<ul style="list-style-type: none"> <li>- Central to reserve</li> <li>- Existing toilets available during construction</li> <li>- Allows for additional, reconfigured parking on Gellibrand St and clear footpath access</li> </ul>	<ul style="list-style-type: none"> <li>- Impacts views to cenotaph (in background from Murray St)</li> <li>- Further from shops</li> <li>- New service connections required</li> </ul>

Location Option	Positives	Negatives
		<ul style="list-style-type: none"> <li>- Would not encourage visitors to go to nearby shops (easy to just get on and off bus)</li> </ul>
Option 4 – Within reserve at Murray Street frontage	<ul style="list-style-type: none"> <li>- Close to shops</li> <li>- Existing toilets available during construction</li> </ul>	<ul style="list-style-type: none"> <li>- Impedes views into reserve</li> <li>- Impacts views to cenotaph from west direction along Murray St</li> <li>- New service connections required</li> </ul>
Option 5 – Within the Square north of the playspace	<ul style="list-style-type: none"> <li>- Close to playspace and bus parking</li> <li>- Allows for additional, reconfigured parking on Gellibrand St and clear footpath access</li> <li>- Existing toilets available during construction</li> </ul>	<ul style="list-style-type: none"> <li>- Further from shops</li> <li>- Disability access inconvenience (further from parking)</li> <li>- Additional servicing needed</li> <li>- Impacts to playspace users if toilets are busy</li> <li>- Impacts open park character</li> </ul>
Option 6 – Set back within reserve at Gellibrand Street (Preferred)	<ul style="list-style-type: none"> <li>- Close to playspace, shops, parking and bus parking</li> <li>- Allows for additional, reconfigured parking on Gellibrand St and clear footpath access with dedicated connection to shops</li> <li>- Close to services</li> <li>- Existing toilets available during construction</li> </ul>	<ul style="list-style-type: none"> <li>- Need careful management during construction due to proximity to existing elms</li> </ul>

**Table 1** – Options comparison Memorial Square Toilets location

### Size and layout

The proposed toilet block contains a bank of 10 unisex cubicles, separate urinal, family and baby change room, accessible cubicle, Changing Places Facility, servicing corridor and storage with hand basins external to the cubicles for space efficiency and to reduce queuing times. Refer to Attachment 1. A comparison of the current and proposed facility provision is shown at table 2 below.

Provision	Current	Proposed
Female cubicles	2	0
Male cubicles	1	0
Gender neutral cubicles	0	10
Urinals	2.5m	2.5m
Family – baby change, adult and junior toilet	0	1 (inc. 2 toilet pans)
Changing Places Facility	0	1 gender neutral
Accessible	2 (1 male/1female)	1 gender neutral
<b>Total toilet pans (excluding urinals)</b>	<b>5</b>	<b>14</b>

**Table 2** – Comparison of current and proposed toilet provision

The proposed design accommodates a significant increase in service provision, with an additional 9 toilet pans, with very little increase in the building footprint compared to the current facility. The

current facility is 63.9 m<sup>2</sup> and the proposed facility is 64.5m<sup>2</sup> (not including roof area), representing a far more efficient use of space and resources.

The new design follows best practice in universal and inclusive design with gender neutral cubicles rather than separate male and female toilets, provision for families and carers with children of different ages, and provision for people with mobility impairment or other special needs in line with DDA (Disability Discrimination Act) requirements.

#### **Determination of cubicle numbers/ provision**

Data collected from counters placed on the entry to the male and female toilets at Memorial Square over a 7-month period in 2019 (from June to December) indicates a unique pattern of usage, primarily influenced by tourist buses.

Data showed that the number of male and female users is an approximate 40:60 ratio. Usage is high throughout the week with Saturday and Sunday consistently showing the highest number of visitors. Visitation is most common between 7am and 7pm on all days of the week and throughout all months, however tour buses pull in to use the toilets between the hours of midnight and 5am on Saturdays and Sundays as part of return trips to Melbourne.

During the day (between 7am and 7pm) the average number of people using the toilets (male and female combined) in one hour is 85. If the toilets were designed to cater to these average numbers, presuming demand is spread out over the course of an hour (eg not arriving at once on a tour bus), the proposed number of unisex cubicles would be 4 to ensure no waiting time or 1 minute waiting time on average during busy periods and up to 4 minutes during the busiest times.

This model of calculation cannot be applied to the Memorial Square toilets because of the nature of the visitation by tour buses. The current toilets reach capacity quickly when multiple tour buses arrive at once, causing long queues to develop in a short period (refer image 6 below). At peak times, 2,3 or occasionally 4 x 56 seat tour buses arrive at one time, with up to 226 people needing to use the toilet at the same time. The 4 bus scenario does not happen often (once in 6 months) with the more common occurrence being 1 or 2 buses at one time (56- 112 people).

The National Construction Guidelines (NCC) do not provide occupancy numbers or toilet cubicle calculations for public toilets in parks, so cubicle numbers have been calculated to be able to serve the average peak, being 1 x 56 seat tour bus in one hour. It is assumed that approximately 30 additional users will need the toilets throughout the hour but that this would be spread across the hour. The current design of 10 unisex cubicles, family room, accessible cubicle and urinals is estimated to result in a maximum wait time of 7 minutes when 1 tour bus arrives.

If the facility were designed to cater to 2 buses at once, with a maximum waiting time of 7 minutes, an additional 8 cubicles would be required. It was determined that the spatial and cost implications of that size of facility is not warranted and limits location options.





**Image 3** – Queuing at Memorial Square toilets

In addition to the increase in unisex cubicle provision, the new design incorporates a 2.5m long (3 person) separate urinal, external wash basins and a family room to reduce overall waiting times. The idea is that hand washing and caring for children can lead to longer cubicle occupancy rates and urinals allow for quick turnaround.

### **Architectural Design**

In addition to compliance requirements under the Building Code of Australia, the design brief for the architect included:

- Create a visually recessive design that is sensitive to the heritage character and significance of Memorial Square.
- Use colours and materials that complement the current palette.
- Maximise surveillance to entries from all sides, in line with Crime Prevention (CPTED) principles.
- Incorporate a wayfinding map to promote nearby attractions and walking routes.
- Incorporate lighting, signage with universal symbols and braille, and simple layout for ease of navigation for a range of users, abilities and nationalities.
- Incorporate shelter/ undercover areas.
- Simple construction method and easily sourced materials to reduce construction costs eg no curves.
- Materials and fit out to minimise ongoing maintenance and management of the facility.

3D renders of the current concept design are shown at Attachment 1.

### **Traffic and parking analysis**

Current traffic movements and parking arrangements that service the Memorial Square facility were reviewed, to ensure that compliant parking provision was achieved and options for improving parking could be explored. A further consideration during the analysis was the recommendation in the Colac Entrances and CBD Strategy to create a pedestrian shared zone on Gellibrand Street, between Dennis and Murray Streets. Feedback from local businesses indicated strong opposition to this proposal,

however the idea of creating a dedicated, raised pedestrian crossing connecting the Square and shops and slowing traffic was supported.

Consultation has been undertaken with local businesses affected by this proposal and their feedback is summarised in section 4 below. The map at Attachment 2, shows the proposed parking and pedestrian connectivity amendments following consideration of feedback.

A minor modification may be possible to create compliant parking at Memorial Square with the other changes undertaken at a different time to the toilet development. It is recommended however that all changes are undertaken at the same time to limit disruption in the shopping precinct and achieve the optimal outcome. In particular, the Memorial Square facility is seen as a key arrival point to Colac and all effort should be made to encourage exploration of the local area and shopping precinct through wayfinding maps, improved and more direct pedestrian connections, and more efficient parking.

### **Cost estimate**

The preliminary estimate provided by the architect for this facility was \$982,000 ex GST (without a Changing Places Facility). The revised estimate including a Changing Places Facility and all parking and pedestrian improvements is \$1.16 million ex. GST.

This includes all construction costs, demolition of the existing toilet, pavements, signage and landscaping, contingencies, cost escalation, project management, detailed design and tender documentation.

The estimate for the proposed parking and pedestrian connection improvements on their own (not including design or contingency) is \$114,000 ex. GST. This amount is included in the above figure.

## **4. COMMUNITY CONSULTATION & ENGAGEMENT**

Feedback on the Memorial Square public toilets was initially received from the community during the Memorial Square Masterplan development in 2017. The key direction (recommendation) in the Masterplan was to *“construct new amenities (toilet facility) on Gellibrand Street” (Recommendation 17)*. Feedback from disability groups during the master plan process, indicated a strong preference for a Changing Places facility that was not co-located with the new Memorial Square toilets and Hesse Street was identified as the preferred location.

Officers met with representatives of a local disability group, Colac and Surrounds Special Needs Support Group, on the 10 June 2021. As a result of the discussion and following formal feedback received from the group, the design for the Memorial Square Public Toilets was revised to incorporate a Changing Places Facility and improve the accessible parking within the location.

Between January and May 2021, the local bus company, taxi company and eight businesses in the Gellibrand Street precinct were consulted regarding proposed changes to parking and pedestrian connections. They were also consulted on the proposed location of the toilet at Memorial Square.

Four local businesses and groups in the precinct were unable to be contacted.

A range of comments were provided. Unanimously the traders supported the following elements of the proposal:

- No impact to current parking provision and additional parking wherever possible.

- Remove the loading zone adjacent to SLM (all businesses currently load from the rear).
- Minimise impacts during construction – no road or lane closures.
- Relocate taxis out of the Dennis to Murray Street block.

There was overall support for the central, raised pedestrian crossing as long as parking provision was not impacted and the location and colour scheme for the toilets was supported. Some businesses also requested shorter parking times and allowance for longer trade vehicles eg with trailers to be able to pull in easily to grab a coffee or food and move on.

Alternative taxi rank locations were explored at the Union Hotel, Commonwealth Bank corners and adjacent to SLM Law (to replace the existing loading bays). These options were supported by the taxi company as long as a minimum of three spaces is provided in one location. The Union corner does not allow for this but would provide an additional taxi drop off and pick up point for hotel patrons. The Union Hotel prefer that the current loading zone is turned into a taxi zone or parking, as they are concerned about damage to their awning from delivery vehicles in that location.

### **Next steps**

It is proposed that designs shown at Attachment 1 and 2 are placed on public exhibition for a period of six weeks.

Both plans will be made available for viewing and download on Council's website, with hard-copies provided to directly affected business or emailed to key stakeholders involved in the preliminary consultation.

Supporting information regarding the proposed location, design, Changing Places Facility and parking improvements will be provided on the website. Feedback will be provided via an online form.

The website information will be promoted via local media, radio and Council's Facebook page. Signage showing the proposed design and directing people to the website, will also be erected at the existing toilets inviting feedback.

## **5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES**

### **Alignment to Council Plan 2017-2021:**

#### **Theme 1 - Our Prosperity**

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.
2. Support a thriving economy and industries.
3. Strengthen partnerships with key stakeholders to benefit the whole community.

#### **Theme 2 - Our Places**

1. Assets and infrastructure meet community needs.
3. Towns and places are welcoming and attractive.

#### **Theme 3 - Our Community**

1. Increase social connection opportunities and community safety.
5. Foster an inclusive community.

#### **Theme 4 - Our Leadership & Management**

2. Openness and accountability in decision making.



### **Memorial Square Masterplan 2017**

The key recommendation which relates to the Memorial Square public toilets in the Masterplan is to *“construct new amenities (toilet facility) on Gellibrand Street” (Recommendation 17)*. This was a high priority action identified in the masterplan which provided a timeframe of implementation of 1-4 years. The masterplan provided cost estimates by way of ‘opinion of probable costs’ based on 2017 prices. The cost estimate to construct new amenities including design, demolition of the existing toilet block and termination of services, and the construction of 6 cubicle unisex toilets plus two disable toilets and two baby change rooms (10 in total) was \$1.4 million. The masterplan supported that more up to date toilets are required if the Square is to continue to be utilised more and hold more events in the future. Toilet capacity cannot cater for the high intensity of use when one or more tour buses arrive at the square and shops for a rest period. *“The Memorial Square Master Plan supports the implementation of the Colac Otway Shire – Colac CBD and Entrances Final Report’s actions relating to the redevelopment and construction of new amenities (toilet facility)”*.

## **6. CONSIDERATIONS**

### **ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC**

Public toilets provide an essential piece of community infrastructure which contribute to the enjoyment and amenity of a place. If designed correctly, they cater to all people: residents, workers, visitors, and those experiencing homelessness. They can support increased use of open space, and increased participation in local social, economic and physical activity.

Public toilets also play an important role in tourism. Research has shown that toilets are one of the most important aspects of a holiday experience, particularly for road trips. The location of Colac in relation to its distance from the Great Ocean Road, Melbourne and Warrnambool, and the prominence of Memorial Square in the Colac CBD, lends itself to being an important stop for visitors to our region. People may remember Colac from their public toilet experience which influences future decisions to stop and spend money in Colac.

Regardless of the destination, the need for public toilets is present for all travellers, and the provision of safe, clean and accessible toilets can greatly contribute to positive perceptions of an area among visitors, and even attract new ones.

The Memorial Square public toilets receive high volume of visitors which poses its own challenges. Facilities need to be well designed, well maintained, and well located to have a ‘flow on effect’ for the local economy.

Local disability groups consulted during the Masterplan process expressed that the lack of provision of an adult changing facility within the Colac Otway Shire is a form of discrimination, preventing certain members of the community from enjoying public places and conducting regular daily activities. People’s ability to access public places and spaces throughout the Colac Otway Shire is influenced by the built environment and whilst it is not a legal requirement to provide these facilities, Council should strive to meet universal access standards for all public places and facilities as a matter of social equity.

### **LEGAL & RISK**

There is little risk to Council associated with this project. There is a reputational risk to Council if Memorial Square public toilet facility is not upgraded, as the need was first identified in 2017 during the Memorial Square Masterplan process.

## FINANCIAL & BUDGETARY

\$95,000 was allocated in 2018/19 for the design of the Memorial Square and Hesse Street facilities. These funds were carried forward to 2019/20 and split to finalise concept plans and progress the public toilet strategy. \$65,000 was allocated to the toilet designs and \$30,000 allocated to the toilet strategy, in recognition that the full design of both facilities (to tender documentation) would be in excess of the budget, and the \$20,000 allocated to the public toilet strategy in 2018/19 was insufficient to complete the project.

### Cost estimate

The architect's estimate based on the current design is \$1.16 million. This includes all construction costs, demolition of the existing toilet, pavements, signage and landscaping, contingencies, cost escalation, project management, detailed design and tender documentation.

The estimate for the proposed parking and pedestrian connection improvements is \$114,000 ex GST and is included in the estimate above.

Following adoption of the concept design, Council will be in a strong position to advocate for funding for the new toilet facility. The Changing Places facility may attract funding for accessibility improvement for public facilities from a range of sources.

A capital works allocation for construction of the facilities was not included in the business case process for the 21/22 budget as costs were unknown and a preferred option for the Changing Places facility was yet to be determined.

Further detailed design and tender documentation is required prior to construction of the redevelopment. These costs are included within the project cost estimate however there is currently no budget allocation in the 21/22 budget for this work. The detailed design component of the project could be funded as part of an external funding contribution and will take approximately 3 – 5 months to complete.

## 7. IMPLEMENTATION STRATEGY

### COMMUNICATION

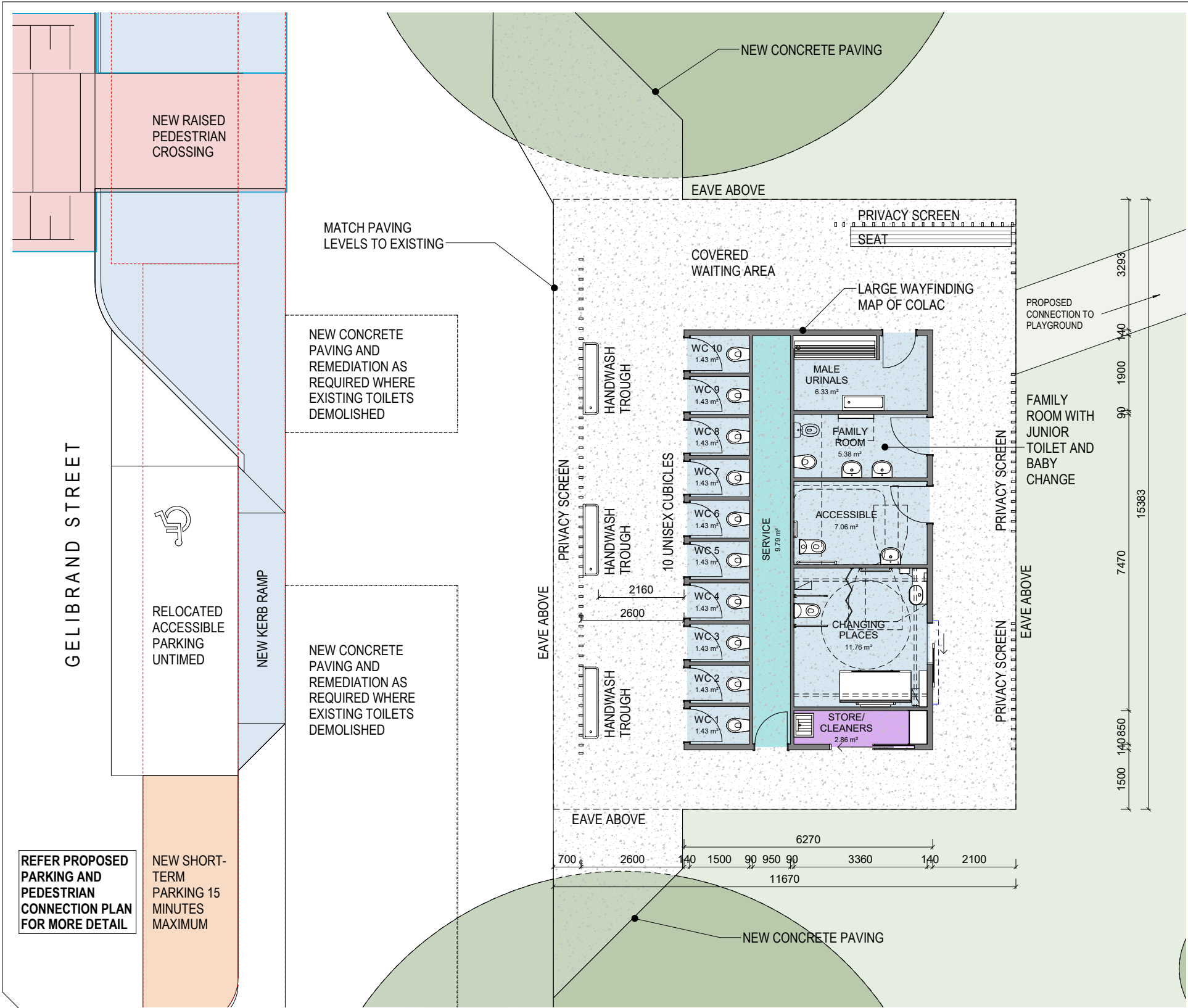
Refer to Section 4 and table below.

### TIMELINE

Action	Complete by
Present and endorse draft designs for consultation	August Council meeting
6 week's exhibition period	30 August – 11 October 2021
Updates to designs based on feedback and report to Council with proposed final designs and cost estimates for adoption	November Council meeting 2021
Prepare tender documentation and detailed cost plans based on adopted concepts	3- 5 months subject to funding
Seek external funding contributions and prepare business cases	From December 2021

## 8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



VIEW FROM THE GELIBRAND STREET FOOTPATH  
LOOKING TOWARDS THE ROTUNDA











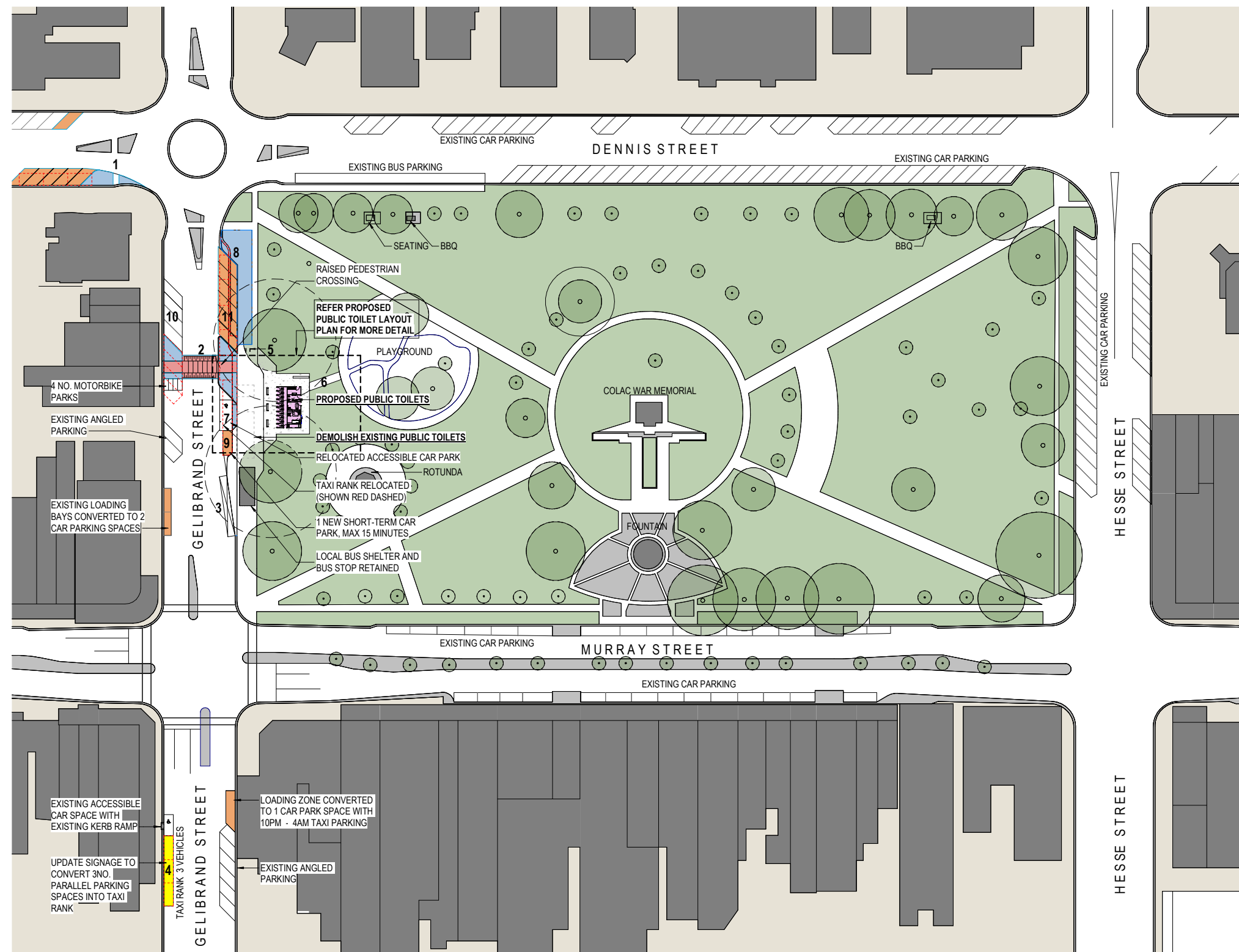
VIEW FROM ACROSS GELIBRAND STREET WITH  
NEW RAISED PEDESTRIAN CROSSING



VIEW UNDER VERANDAH SHOWING UNISEX  
TOILET CUBICLES AND WAYFINDING MAP

- LEGEND**

  -  EXISTING KERB
  -  EXISTING BUILDING
  -  ALTERED CAR OR TAXI PARKING
  -  NEW CAR PARKING SPACES
  -  NEW KERB AND FOOTPATH
  -  NEW RAISED PEDESTRIAN CROSSING
  -  RELOCATED TAXI RANK
  -  NEW PUBLIC TOILETS



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DATE: 14/07/2021

## CONCEPT PLAN FOR CONSULTATION



Item: 10.5

## Community Nominees for Mooleric Road Quarry Consultative Committee

<b>OFFICER</b>	Doug McNeill
<b>GENERAL MANAGER</b>	Ian Seuren
<b>DIVISION</b>	Development & Community Services
<b>ATTACHMENTS</b>	Nil
<b>PURPOSE</b>	To select a community representative for the Mooleric Road Ombersley Quarry Consultative Committee.

### 1. EXECUTIVE SUMMARY

Nominations have been sought to fill a vacant community representative position on the Mooleric Road, Ombersley Quarry Consultative Committee. The Committee performs a key role under the planning permit issued for the quarry in ensuring that there is an on-going relationship between the quarry operator, regulators and the community concerning the operation of the quarry. One of the two community members has resigned their position, and a Council resolution is required to appoint a replacement. Two applications were received. It is recommended that one be appointed to fill the vacancy, and that the second be appointed as a reserve member.

### 2. RECOMMENDATION

*That Council resolves:*

- 1. To accept the nomination of Daryl Collins to be a Community Representative of the Mooleric Road, Ombersley Quarry Consultative Committee.*
- 2. To appoint Tim Holt as a reserve Community Representative of the Mooleric Road, Ombersley Quarry Consultative Committee, to be invited to attend Committee meetings in circumstances when either of the two community representatives cannot attend.*
- 3. That the reserve member of the Committee will be accepted as an on-going member of the Committee should either of the two community representatives resign their position.*

### 3. KEY INFORMATION

Birregurra Quarries P/L have operated a stone quarry at 320 Mooleric Road, Ombersley since early in 2020. A planning permit (reference PP169/2014-1) was issued by Council in 2017 after the permit application had been called in by the Planning Minister for a decision, and direction was given to grant an approval by the State Governor in Council.

Condition 74 of the planning permit requires that a Consultative Committee be formed to assist with the harmonious operation of the quarry. Its primary function is to review the operator's environmental performance and enhance communication between the quarry operator, Council, government agencies and the community. The role of the Committee is one of consultation and not one of a decision making forum. The Committee cannot approve a Work Plan, amend a planning permit or discharge any other legislated authority. Recommendations from the Committee can assist the regulating agencies including the Council in the enforcement of work authority and planning permit conditions, assessment of proposed changes to the operation, and can influence the operator in its management of the quarry's operation.

The membership of the Committee is:

- Colac Otway Shire Councillor (Chair) - currently Cr Jamie Bell;
- Colac Otway Shire Manager Planning, Building and Health, or his/her delegate;
- Two representatives of the Permit Holder/Quarry Operator;
- One representative of the Department of the Environment, Land, Water and Planning (DELWP);
- One representative of Southern Rural Water;
- One representative of the Department of Jobs, Precincts and Regions (DJPR, or any successor government body);
- Two representatives of local residents/landowners; and
- Other relevant representatives if deemed appropriate by the Responsible Authority (i.e. Council).

The two community representatives were elected to this role in February 2018 following nomination to the permit holder and approval of Council; these were Duncan Barber and Maryjane Crabtree.

The Terms of Reference indicate that community representatives need not have a technical background but should ideally have strong links with the local community, and should be neighbours or amongst those living close to the quarry. As a group, the community representatives should geographically represent all areas local to the quarry, not just a single location.

The Terms of Reference also state that a community representative should have the following qualities:

- An interest in the activities at the quarry site;
- A willingness to contribute positively to meetings;
- An ability and willingness to represent community interests and to provide feedback to members of the community;
- An ability to look beyond personal interests; and
- A willingness to work together on a common challenge.

The Committee meets twice a year, approximately every 6 months.



One of the current community members, Duncan Barber, has found that he is unable to attend due to other commitments and has resigned his position. Council has therefore sought expressions of interest from community members to nominate for this vacant community representative role.

Two nominations were received. Appended in a confidential attachment is a summary of the information provided by the two candidates. Both candidates could reasonably be considered for the Committee role given both own and reside on properties close to the site, and have some direct interest in the quarry operations whether this be from an amenity or groundwater perspective.

Council is asked to resolve on a preferred community representative for the Committee. Given the potential for representatives to on occasion be unable to attend meetings, it is considered appropriate to appoint a reserve member who would attend in such circumstances, and who could also move into the regular representative position should a further member of the Committee resign over time.

## 4. COMMUNITY CONSULTATION & ENGAGEMENT

The nomination process was conducted over a 4 week period with applications sought by 23 July 2021. Local land holders within a radius of 2km of the quarry were notified in writing, and advertisements were placed in the Colac Herald and the Birregurra Mail, Facebook and via media release. Officers attended a meeting of the Birregurra Community Group during this period and promoted the opportunity.

## 5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

**Alignment to Council Plan 2017-2021:**

**Theme 1 - Our Prosperity**

2. Support a thriving economy and industries.

**Theme 2 - Our Places**

1. Assets and infrastructure meet community needs.

**Theme 4 - Our Leadership & Management**

2. Openness and accountability in decision making.

As stated earlier, the planning permit for the quarry dictates that the Consultative Committee be formed, and that it comprises membership of two community representatives. The Terms of Reference guides the operation of the group.

## 6. CONSIDERATIONS

**ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC**

The community representatives of the Committee play a key role in expressing any concerns of the community concerning the operation of the quarry.

## **LEGAL & RISK**

There is a legal obligation for the Committee to operate (under the planning permit).

## **FINANCIAL & BUDGETARY**

There are no budgetary implications of this report. Council staff assist with the administration of the Committee as part of its statutory planning responsibilities.

## **7. IMPLEMENTATION STRATEGY**

The appointed nominee will commence membership of the Committee.

## **COMMUNICATION**

Officers will advise all nominees of the outcome of the decision.

## **TIMELINE**

Immediately upon resolution by Council.

## **8. OFFICER DIRECT OR INDIRECT INTEREST**

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

Item: 10.6

## Special Delegation - Urgent Works - Bass Crescent Stormwater Renewal Contract 2201

<b>OFFICER</b>	Maddy Bisits
<b>GENERAL MANAGER</b>	Tony McGann
<b>DIVISION</b>	Environment & Infrastructure
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Bass Crescent Concept Design - Cardno May 2020 - OCM Attachment [<b>10.6.1</b> - 2 pages]</li><li>2. Bass Cres Drainage Outfall AS Miner Group Landslip Report Final [<b>10.6.2</b> - 20 pages]</li></ol>
<b>PURPOSE</b>	To seek pre approval for the Chief Executive Officer to award a contract for upgrade works to the drainage outfall at Skenes Creek.

### 1. EXECUTIVE SUMMARY

Council officers have been progressing design work for the reconstruction of the stormwater outlet at the eastern end of Bass Crescent, Skenes Creek, adjacent to the Great Ocean Road. This project has received \$500,000 under Round 2 of the Local Roads and Community Infrastructure (LRCI) program.

The works were identified as a high priority as part of functional design work commissioned by Department of Environment, Land Water and Planning (DELWP) for Kennett River and Skenes Creek in 2020 and in the AS Miner Geotechnical Consulting Engineers Landslip report prepared in 2020, which identified erosion at the outlet extending under the road barrier on the Great Ocean Road. Since that time erosion has continued at the outlet and is extending under the shoulder of the Great Ocean Road.

The works have been deemed urgent by Council staff, based on observations of continual erosion at the outlet and a report and risk assessment recently prepared by AS Miner Geotechnical Consulting Engineers that confirmed that the level of risk to the infrastructure and users of the Great Ocean Road warrants urgent attention (refer Attachment 1). The Department of Transport (DoT) and DELWP have also acknowledged the urgency of the works.

The urgency of this matter raises two issues requiring Council consideration to expedite this project:

1. Taking action which is not in accordance with the adopted Procurement Policy; and

2. Provision of an increased delegation amount to the Chief Executive Officer (CEO) in relation to awarding a Contract.

The available project budget is \$500,000 which includes preliminary investigations, approvals and design work. Early and recent estimates for the works vary between \$200,000 and \$400,000 ex GST. It is anticipated that the value of the works may fall between the two estimates, following further design revisions. As there is a chance that the value of the works may exceed the CEO's current financial delegation of \$300,000 inc GST, and due to the urgent nature of the works, officers are recommending a pre-authorisation for the CEO to award a contract in this instance. It is also recommended that a quotation process be adopted rather than an open tender process.

Council officers have made enquiries with three qualified suppliers who have indicated their interest and availability to start urgent works. It is recommended that those suppliers are invited to provide a quotation (RFQ) for the works, within a reduced timeframe, rather than a formal public tender process being undertaken.

## 2. RECOMMENDATION

***That Council:***

1. ***Acknowledges the urgent nature of the works required on the Bass Crescent, Skenes Creek stormwater outlet.***
2. ***Notes that interim risk management actions are being implemented in accordance with the recommendations of the geotechnical engineer.***
3. ***Approves a Request for Quotation process for CON2201, due the urgent nature of the works, noting that this is inconsistent with Council's adopted Procurement Policy.***
4. ***Delegates the Chief Executive Officer (CEO) the power to award a contract for the Bass Crescent Stormwater Renewal Contract CON2201 in the event that the preferred quotation exceeds the S5 Delegation to the CEO subject to:***
  - a. ***the awarded contract being within the approved project budget; and***
  - b. ***Council receiving a report from the CEO at a subsequent Council Meeting detailing the procurement and contract award processes.***
5. ***Authorises the CEO to enter into a contract for the Bass Crescent Stormwater Renewal Contract CON2201 on Council's behalf.***
6. ***Authorises the CEO to perform all roles of the Principal.***
7. ***Requests that the CEO ensures the contract price is listed on Council's website.***

## 3. KEY INFORMATION

### **Detail of works**

Using the original work commissioned by DELWP (refer Attachment 2), officers engaged the engineering consultant, SMEC, to provide a detailed design for the construction of a renewed stormwater outlet. The construction works are proposed to include:

- Replacement of the damaged pipes under the Great Ocean Road which collect and carry stormwater from the township.

- Kerb and channel construction to prevent uncontrolled water flow over the embankment edge, and to direct water from the roadway.
- Construction of drainage pits.
- Retaining wall construction to support the outlet and prevent future erosion.
- Water dissipation control measures (rock beaching).

## Financial

Initial design work and estimates have been prepared which give Officers a high level of confidence that the project will be able to be completed within the available budget. The initial cost estimate prepared with the concept design developed by Cardno on behalf of DELWP was \$407,000 (ex GST) and is well considered in regard to the scope of the works.

As per the previous direction of Council, the Chief Executive Officer wrote to the acting Regional Director of Department of Transport (DoT) Barwon South-West in June 2021, requesting a financial contribution to this project. A verbal response received indicates that DoT will not be contributing to the cost of the project. The road forms approximately 5% of the catchment area in question.

## Procurement Policy

In accordance with section 3.18 of the Procurement Policy (Policy) any procurements valued over \$250,000 including GST must go through a complexity assessment to determine what type of market engagement is required. Based on the specification of these works, this procurement would be considered "Focused" and require a request for tender to be undertaken with a minimum of four weeks advertising.

An exemption to the Market Engagement Methods and procedures may be requested in matters of emergency including public health, security or safety as a result of an unforeseen event or occurrence. For exemptions that exceed the financial delegation of the Chief Executive Officer approval must be obtained from Council by way of a Council report at an approved Council meeting (Section 3.21 of the Policy).

The exemption sought from Council is to allow the Chief Executive Officer to award a contract over the current delegation for this particular contract, if necessary, and to seek quotes from contractors able to make an urgent start to the works. The proposal is that we would then proceed to a direct appointment of the preferred contractor to allow works to commence and limit the continued damage being caused to the Great Ocean Road as soon as possible.

## Justification for the Exemption

The report prepared by AS Miner Geotechnical Consulting Engineers in 2020 recommended Council ***“contact RRV immediately and arrange for joint inspection and assessment of damage. Undertake remedial works as appropriate”***

The erosion in this location continues to undermine the road shoulder and temporary risk mitigation works previously undertaken (road barrier) are becoming ineffective, with a more permanent solution required. Officers are concerned about the rate of deterioration since the initial assessment in 2020, with recent images below showing that undermining has continued beneath the road barrier and into the road shoulder.



**Photo** – October 2020 from Tony Miner Landslip report for Colac Otway Shire



**Photo** – May 2021 erosion under roadway at the stormwater outlet. Erosion has deteriorated to the point that the guard rail posts are no longer supported, making them an ineffective road safety treatment.





**Photo** – May 2021 showing the proximity of the erosion to the traffic lane.



**Photo** – May 2021 showing the disturbed outlet point which is contributing to the erosion.

A further inspection and report were commissioned from AS Miner Geotechnical Consulting Engineers in August, 2021 and is attached as a confidential item at Attachment 1. The report has identified that



the severity of the erosion around the stormwater outlet has increased since 2020 and that a cavity continues to extend along the pipe under the road shoulder. CCTV investigation of the pipe was recommended, and is currently underway, to better understand potential damage below the road. The report identifies the two main risks, being:

1. potential failure of the road surface and shoulder affecting the users of the Great Ocean Road (this risk was rated as moderate – high), and
2. potential failure to infrastructure elements of the road/shoulder, guardrails and the stormwater pipes and outlet, including potential impacts to functionality of the stormwater network (this risk was rated as high – very high).

The report recommends that immediate protective treatments are put in place (this is currently being arranged) and upgrade works are carried out in the immediate to short term to minimise the risks. These upgrade works are the subject of the design and the proposed quotation process.



**Photo** – Tony Miner Report - August 2021



**Photo** – Tony Miner Report - August 2021

### **Proposed Procurement Process**

Due to the urgency of the situation, it is recommended that Council consider a direct appointment to allow the works to be commenced as soon as possible. Council officers have made enquiries with suitable contractors to understand their interest and availability in beginning these works imminently. At least three suppliers have been identified who have indicated that the anticipated scope of works is within their abilities and are able to start within weeks. Those suppliers will be invited to provide a quotation for the works, rather than a formal public tender process being undertaken.

Council's appointed designer, SMEC, will liaise with DoT/Regional Roads Victoria (RRV) once officers have approved the final detailed design. Once an approved design has been agreed to, Officers will send out RFQs to the identified suppliers, with a shortened response time of one week, in acknowledgement of the urgency of the work required. Contractors have already been contacted and have indicated that they can meet this timeframe for provision of a response.

Council's project manager has prepared a detailed project schedule. This has identified that if a standard tender process was followed with a Contract Award report being presented to Council after a 4–5 week tender period, it is unlikely that the works could commence prior to 20 December and would be unlikely to be completed by the end of January 2021.

Advice from Council's Geotechnical Engineer is that it is necessary to commence works with greater urgency than this.

If the recommendations of this report are adopted then works could potentially commence during October, or even late September, allowing for a potential completion date of early-mid December, which would protect the Great Ocean Road and its users and ensure continued transportation connections are maintained. The proposed works will require a lane closure of the GOR for the duration of the works.

## **4. COMMUNITY CONSULTATION & ENGAGEMENT**

Not applicable.

## **5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES**

**Alignment to Council Plan 2017-2021:**

**Theme 2 - Our Places**

1. Assets and infrastructure meet community needs.

## **6. CONSIDERATIONS**

### **ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC**

The current situation with stormwater being discharged in this location in an uncontrolled fashion is posing both an environmental risk to the coastal environment and a potential economic risk should the road be impacted further and traffic need to be diverted or managed in an alternative manner.

Like all coastal areas there are cultural sensitivities which need to be observed and officers have engaged with Eastern Maar Aboriginal Corporation early and throughout the process to ensure that our investigative and proposed works are carried out sensitively and appropriately. This engagement will continue to be a requirement as we move into the construction phase of the project.

Residents of the area would also be impacted should this section of the Great Ocean Road become unusable, with either increased travel times being expected, or the detouring of traffic through residential streets.

## LEGAL & RISK

Should the current situation be left untreated and allowed to deteriorate further the most imminent risks would be:

- Public Safety – risk posed to travelling motorists if the road was to fail whilst being driven on, as well as the potential risk to pedestrians if they were walking on the southern side of the Great Ocean Road and the affected section of shoulder was to give way underneath them. The impacts are considered to be significant should this occur, however, acting quickly would reduce this risk significantly
- Economic Impacts – should the road surface become unable to be travelled on, and the traffic need to be diverted, even for a single lane, the impacts on traffic would likely be a relatively minor detour for light vehicles through residential streets, however, these streets would not be suitable for an ongoing heavy vehicle detour, which would require substantial inland travelling detours and add time and cost to deliveries between the affected areas.

In addition, in accordance with section 109(1) of the *Local Government Act 2020* a Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works. Council has provisions under its Policy for handling exemptions from the market engagement process.

The urgent declaration, along with the replacement/reinstatement of existing infrastructure nature of the works has allowed for a Planning Permit exemption to be applied, however, other permits are still required and have been obtained, as follows:

- Marine and Coastal Act approval and Flora and Fauna Approval – DELWP
- Cultural Heritage Contingency Plan – EMAC

## FINANCIAL & BUDGETARY

The funding agreement with the Department of Infrastructure, Transport, Regional Developments and Communities provides for \$500,000 for this project and requires that the projects being delivered under Phase 2 of LRCI funding are completed by 31 December 2021.

Account details	Budget	Current Balance	Final Balance
<b>LRCI Phase 2 funding amount WO 37051</b>	\$500,000	\$460,000 approx including current commitments and expenditure to date.	\$460,000 It is not expected that the project will exceed the available budget
*Note – all figures are excluding GST			

## 7. IMPLEMENTATION STRATEGY

### COMMUNICATION

Communication is not required as this stage of the project, but will be managed as the construction phase approaches/continues.

### TIMELINE

Initial draft detailed designs have been received with internal reviews underway. At the finalisation of the detailed design phase in the coming weeks, the design consultant will liaise with DoT and RRV to obtain agreement and consent on the design or incorporate modifications as required to satisfy the responsible authorities.

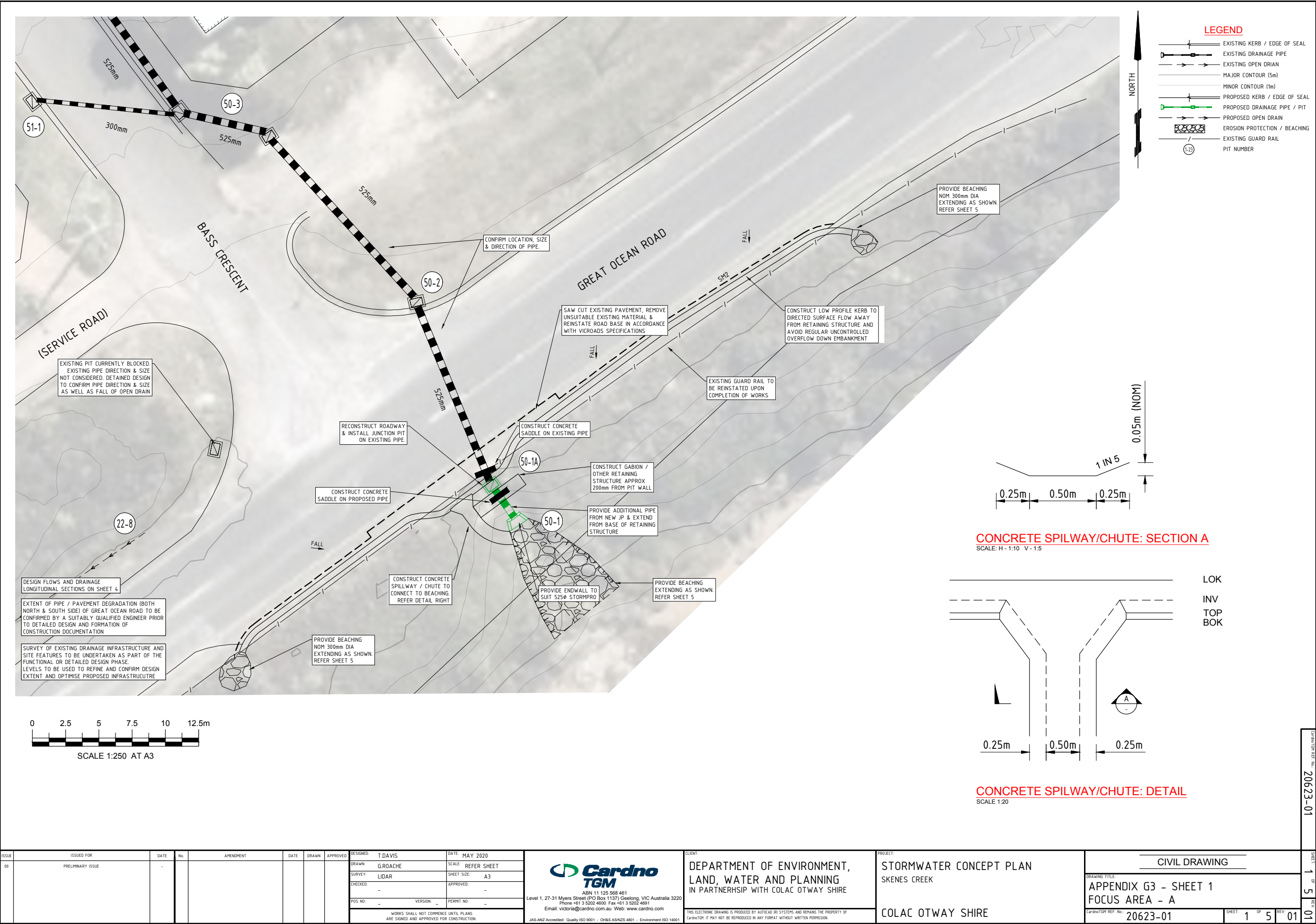
RFQs will be invited as soon as the design is finalised and approved by DOT/RRV, with a one week turn around period.

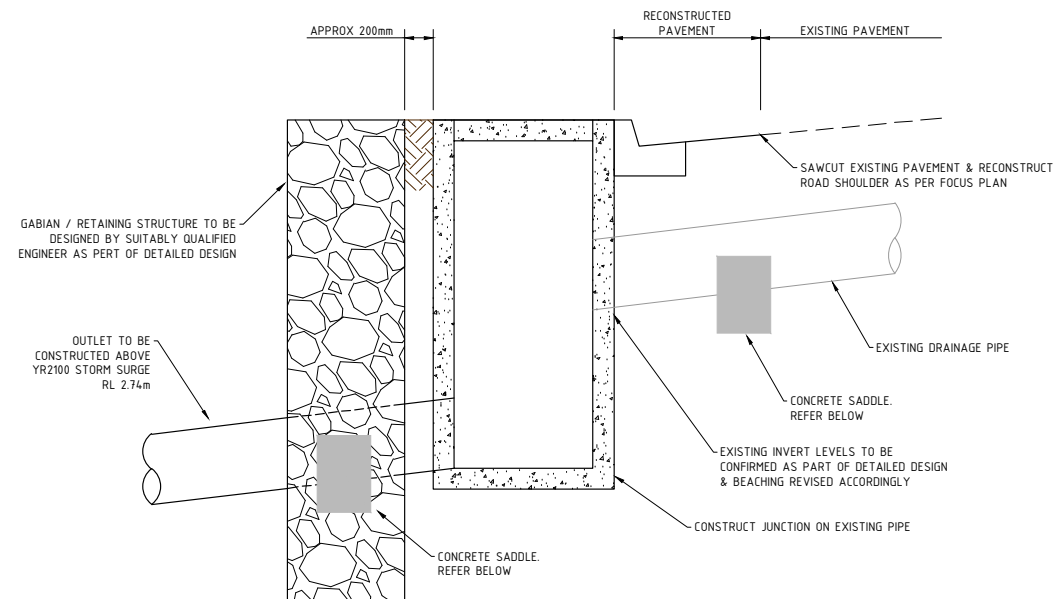
The current proposal reduces the time required for procurement considerably and potentially allows works to commence during late September or October.

## 8. OFFICER DIRECT OR INDIRECT INTEREST

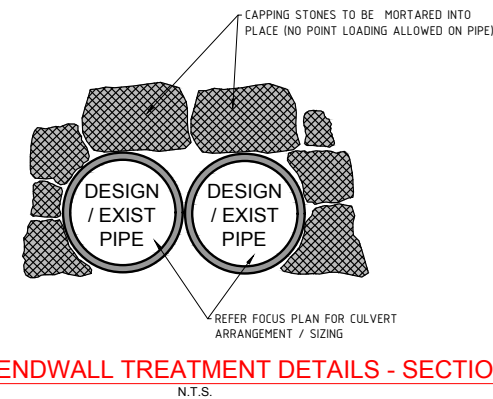
No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



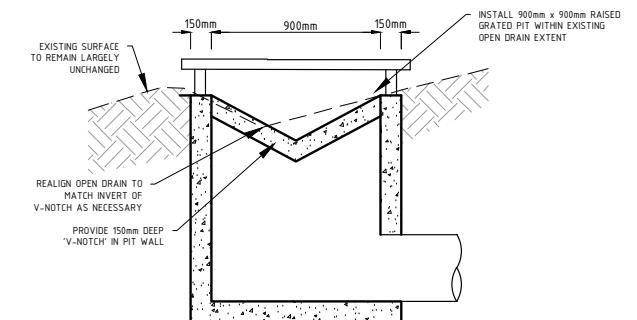




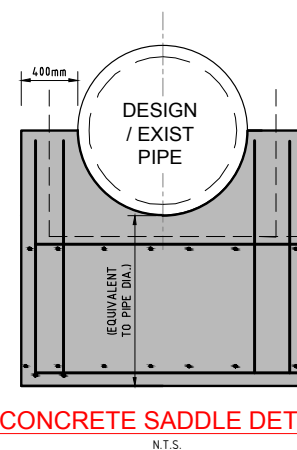
**BASS CRESCENT OUTLET RECONSTRUCITON DETAIL**  
N.T.S.



### HEADWALL/ENDWALL TREATMENT DETAILS - SECTION C



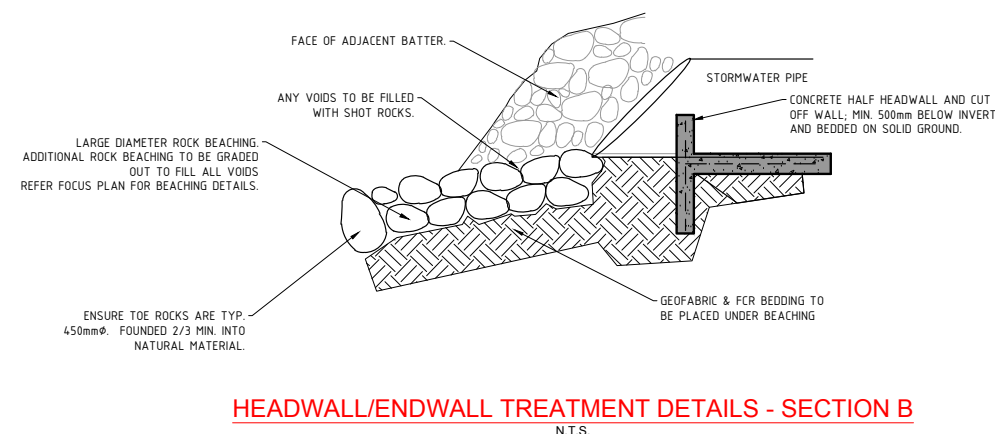
RAISED GRATED PIT DETAIL (PIT 1-2) - SECTION D



### CONCRETE SADDLE DETAIL

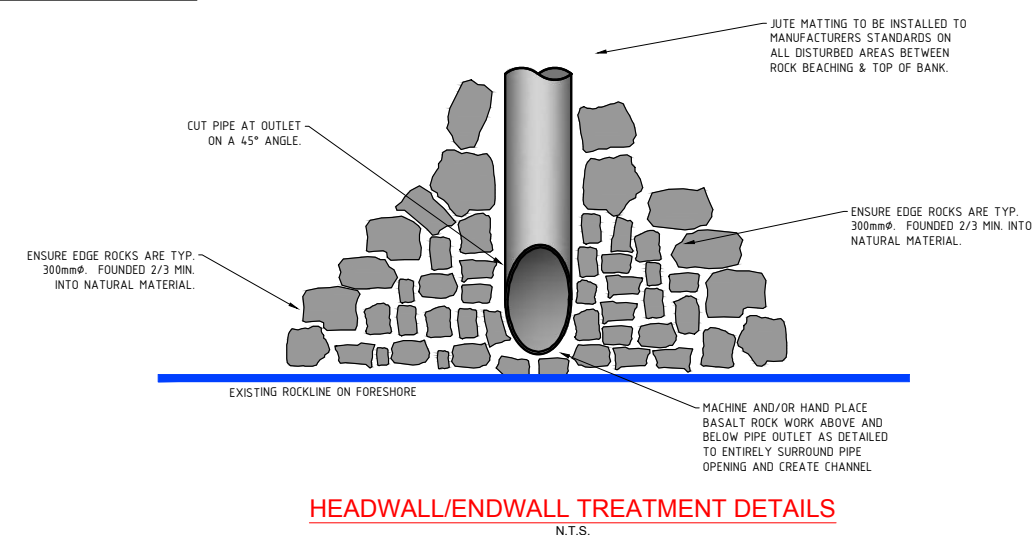
NOTES:

1. DRAWINGS AND DETAILS ARE CONCEPTUAL ONLY AND SUBJECT TO DETAILED DESIGN
2. A QUALIFIED GEOTECHNICAL ENGINEER IS REQUIRED TO DESIGN ALL RETAILING STRUCTURES
3. A QUALIFIED GEOTECHNICAL ENGINEER IS REQUIRED FOR DESIGN INPUT ON ALL BEACHING SPECIFICATIONS AND SPECIFICATION OF GEOTECHNICAL FABRICS AND FILTERS

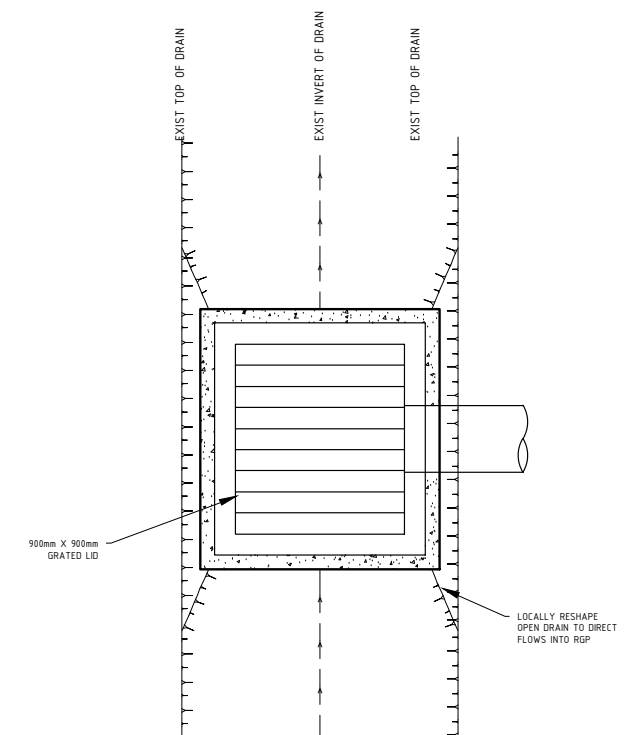


### HEADWALL/ENDWALL TREATMENT DETAILS - SECTION B

CONFIRMATION OF ROCK BEACHING  
DETAILS IN ADDITION TO A  
DETAILED COASTAL EROSION  
ASSESSMENT TO BE UNDERTAKEN  
AT ALL OCEAN OUTLETS AS PART  
OF DETAIL DESIGN



### HEADWALL/ENDWALL TREATMENT DETAILS



RAISED GRATED PIT DETAIL (PIT 1-2)

ISSUE	ISSUED FOR	DATE	No.	AMENDMENT	DATE	DRAWN	APPROVED	DESIGNED:	T.DAVIS	DATE:	MAY 2020	<div></div> <div>Level 1, 27-31 Myers Street (PO Box 1137) Geelong, VIC Australia 3220 Phone +61 3 5202 4600 Fax +61 3 5202 4691 Email: victoria@cardno.com.au Web: www.cardno.com</div> <div>ABN 11 125 588 461 JAS-ANZ Accredited: Quality ISO 9001 - CH&amp;S AS/NZS 4801 - Environment ISO 14001</div>	CLIENT:	DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING IN PARTNERSHIP WITH COLAC OTWAY SHIRE	PROJECT:	STORMWATER CONCEPT PLAN SKENES CREEK	<div>DRAWING TITLE:</div> <div>APPENDIX G3 - SHEET 5 TYPICAL DETAILS</div> <div>CardnoTGM Ref. No: 20623-01</div> <div>SHEET 5 OF 5 REV: 01</div>
00	PRELIMINARY ISSUE	-	01	BEACHING AND OUTLET DETAILS AMENDED	10/11/2020	TD	<div>DRAWN:</div> <div>G.ROACHE</div> <div>SURVEY:</div> <div>LIDAR</div> <div>CHECKED:</div> <div>-</div> <div>POS NO:</div> <div>-</div> <div>VERSION:</div> <div>-</div> <div>PERMIT NO:</div> <div>-</div>	<div>SCALE:</div> <div>REFER SHEET</div> <div>SHEET SIZE:</div> <div>A3</div> <div>APPROVED:</div> <div>-</div>	<div>THIS ELECTRONIC DRAWING IS PRODUCED BY AUTOCAD (R) SYSTEMS AND REMAINS THE PROPERTY OF CardnoTGM. IF IT MAY NOT BE REPRODUCED IN ANY FORMAT WITHOUT WRITTEN PERMISSION.</div>	COLAC OTWAY SHIRE							
WORKS SHALL NOT COMMENCE UNTIL PLANS ARE SIGNED AND APPROVED FOR CONSTRUCTION.																	



14<sup>th</sup> August 2021

Ms Madeleine Bisits  
Manger Assets and Infrastructure  
Colac Otway Shire  
70 Rae Street  
Colac VIC 3250

**Re: Inspection Note Erosion and Embankment Slide below the Great Ocean Road  
Opposite Bass Crescent, Skenes Creek  
Ref 1281/01/21- FINAL Draft Version 2.0**

Dear Madeleine

A.S. Miner Geotechnical (ASMG) was commissioned by Colac Otway Shire (COS) to undertake an inspection at the site of an erosion cavity and embankment failure below the Great Ocean Road opposite Bass Crescent in Skenes Creek (see Figure 1). The site is the location of a significant stormwater drainage outlet for the eastern section of the township.

This inspection note records site observations, undertakes an assessment of risks and provides comments and recommendations moving forward.

## **1. Background**

A study aimed at building the capacity and capability of Council to prepare for, response to and minimize the consequences of emergency events in the township of Skenes Creek was conducted in 2019 by Golder Associates in conjunction with ASMG. The project specifically looked at a range of key infrastructure aspects of the township including condition of publicly accessible retaining structures and drainage infrastructure.

As a result of this study, erosion and slope instability was observed at the main stormwater outlet on the south side of the Great Ocean Road opposite Bass Crescent. At this time it was already noted that the instability had undermined the road shoulder and as a result a temporary traffic / safety barrier had been placed directly adjacent to the affected area.

It was recommended that a drainage review be undertaken for Skenes Creek with one of the key focus areas being the outlet opposite Bass Crescent with further outcomes aimed at preparing advice for maintenance of existing drainage provisions and developing appropriate erosion control measures for key locations such as the outlet opposite Bass Crescent.

It is understood a review of the Skenes Creek drainage scheme may have been undertaken following the 2019 study although no details are known to ASMG.

Following heavy and intense regional rainfall in early October 2020, ASMG undertook a series of inspections of a number of landslides which had occurred throughout the COS local government area. The previous site of the erosion and slope instability opposite Bass Crescent was included amongst these inspections.



Further degradation of the site was noted during this inspection with increased erosion and slope instability undermining the shoulder of the road. It was postulated that there may have been some separation of stormwater pipes at this time which was contributing to the active regression of the site. It was recommended that Rural Road Victoria (RRV) be contacted immediately and that a joint inspection with COS be conducted to assess damage and undertake remedial works as appropriate.

ASMG was requested to take a further inspection of the site in October 2021 as a result of continuing concerns expressed by COS regarding the ongoing stability of the site and the timeframe for implementation of the previously identified remedial works the aim of the inspection was to compare the current condition with previous observations and to undertake a risk assessment to inform future management actions.



*Figure 1 Location plan. The stormwater outlet is located on the south side of the Great Ocean Road opposite Bass Crescent. A failure within the embankment is also evident below the road.*

## 2. Site Observations

A site inspection was undertaken on the afternoon of Wednesday 11<sup>th</sup> August 2021. The weather was cold and rainy with significant flow within the stormwater system. In addition surface runoff on roads and within roadside drains was also prevalent.

The erosion cavity and slope instability is centered on the stormwater outlet opposite Bass Crescent. The affected area is approximately 5 metres wide immediately adjacent to the guardrail but widens further down the slope.

The western scarp of the affected area is approximately 1.0 m in depth but deepens to approximately 2.0 m directly adjacent to the large diameter stormwater pipe. The affected area is a complex combination of slope instability (of the form a translational type slide within the road embankment) and an erosion feature caused by uncontrolled discharge from the stormwater pipe as well as some surface flows from the road pavement to the south west.

The main erosion cavity was noted to exist on both side of the stormwater pipe and extends in under the road shoulder. The surface expression of the cavity has now reached the rear side of the orange safety barrier and is only 1.4 m from the white line on the outer lane, however the overall footprint of the cavity may extend even further as the lower section of the cavity reaches further inland as the cavity is concave or bowl shaped.

The nature of the exposed materials in the scrap/cavity wall was difficult to determine but appears to be a matrix of road pavement and silty clay fill underlain by brown/grey silty /clayey colluvium. No rock was noted in the rear profile of the affected area although there is possibly a rock platform directly under the outlet of the stormwater pipe at a depth of around 2.0 m.

The rear of the exposed cavity was observed to be moist to wet suggesting some longer term seepage under the road. However the orange bedding material around the outside of the pipe was noted to be relatively intact and did not suggest piping or flow of water is occurring around the pipe.

The stormwater pipe is possibly 800 to 1000 mm in diameter and the end of the pipe does not appear to be connected to the headwall as discharge occurs before and below the headwall. The condition of the last section of pipe was unable to be viewed but may have been displaced or damaged. The last length of the exposed stormwater pipe is being progressively undermined as the erosion cavity increases in size.

Natural, fresh blue grey sandstone was noted on the shore platform at beach level and observations of the drainage channel beyond the outlet suggests rock in the base for much of its length. A number of large displaced blocks of grey clayey colluvium were noted at beach level indicating previous significant slope instability at this location.

Observations from both above the site and from beach level indicate a larger embankment failure has occurred at this location (see Site Photo 12) The failure is typified by a concave depression centered around the stormwater outlet and the channel below and is geomorphically quite different to the steeper slopes either side of the outlet which are comprised of colluvium over intact fresh sandstone dipping gently towards the south. The affected area is now further characterized by browned off/ dead vegetation which is in many cases a sign of significant disturbance to a plant root system through slope movements.

Generally the road pavement directly above the outlet showed no signs of tension cracks, depressions or distortion. The guardrail however was noted to be tilting downslope slightly indicating movement in the slope below. An area immediately adjacent to the south west scrap was also noted to be slightly subsided and may indicate further extension of the overall slide area is occurring

Site observations and features are detailed on a site plan provided as Attachment 1 to this report. In addition, a series of site photos are also included as Attachment 2 and provide more details of the site observations made during the site inspection.

### 3. Historical Site Observation Comparison

As discussed, a number of previous site inspections have been conducted by ASMG at this site, most notably in 2019 and 2020.

Details of observations are provided in the table below and indicate a clear and ongoing progression in size and impact of the erosion and slope instability at the site with no indication of any implementation of previously recommended remedial works.

### 4. Risk Assessment

A preliminary risk assessment was undertaken at the site in order to assess the current levels of risk from the erosion cavity and embankment failure observed at the site during the current inspection. The following discussion provides a description and results of that assessment.

*Scope Definition:* To undertake a limited risk assessment associated with further movement and regression of the current erosion and embankment failure which could impact the stormwater infrastructure and users of the Great Ocean Road.

*Nature of the Hazard:* The initial hazard (H1) being considered is regression of the current erosion cavity and slide which would result in further undermining and loss of the road shoulder. If left untreated, there is also a potential of a further hazard (H2) whereby the stormwater pipes are increasingly undermined and damaged further inland under the outer lane of the Great Ocean Road. This could result in further damage to the pipes and/or separation of joints under the road and the subsequent formation of an essentially “hidden” cavity which could then significantly undermine the outer lane.

*Likelihood of the Hazard:* As a result of the observed progression of erosion and slope instability over the past two years and the onset of a predicted “higher than average” wet Spring, the likelihood of further regression of the existing cavity and slide at the location of the existing stormwater outlet is considered **Almost Certain**.

If the immediate cavity and slide are left untreated, given the probability of oncoming wet weather during Spring, the likelihood of further undermining to the pipes and the formation of a cavity under the main road pavement at some point in the future (possibly only of the order of weeks to months) is considered **Possible**. It is acknowledged that the current condition of the stormwater pipes under the Great Ocean Road is not known but irrespective of their current status, it is conceivable the condition could deteriorate relatively quickly if further significant undermining occurs which may not be immediately obvious from above.

*Elements at Risk:* The main elements at risk to be considered in this preliminary assessment are users of the Great Ocean Road, the road (including the road shoulder and outer lane) and the drainage infrastructure

*Discussion of Consequence and Impact:* Further immediate regression of the existing erosion cavity and slide could be expected to have a number of consequences including:

- Loss of the road shoulder and potential for injury and/or loss of life if a vehicle impacts a void and runs off the road at this location
- Further damage to the guardrail
- Loss of the end section of the stormwater pipe and headwall.
- Possible widespread reactivation of previous slides within the road embankment

:





Date	Site Photo	Comments
		An initial inspection of the site was undertaken in late October 2019 as part of a broader study of the Skenes Creek Township (Photo A). At this time, erosion and instability in the road embankment below the Great Ocean Road were noted. An orange safety barrier had previously been placed here by VicRoads/RRV in recognition of the instability.
		The site was revisited in early October 2020 after significant regional rainfall which resulted in a number of landslides through the area (Photo B). The extent of the erosion and the overall size of the cavity in and around the stormwater pipe was noted to have increased with the guardrail increasingly compromised.
		The current inspection undertaken on the 11 <sup>th</sup> August 2021, noted further increase in the amount of erosion around the stormwater outlet (Photo C). The extent of the backscarp of the cavity at the surface has now reached the rear side of the barrier with further deeper undermining probable below the barrier. Significantly, vegetation die-off was more prominent possibly as a result of ongoing slope movement and disturbance to plant root systems. The discharge from the stormwater pipe does not correspond with the outlet in the headwall but occurs before this structure possibly due to damage at the end of the pipe, and is probably driving the retrogression of the erosion cavity/slide. Surface flows from the west discharging over the edge of the cavity are also contributing factor for further retrogression.

Table 1- Summary of previous observations

The second potential hazard involving a larger hidden cavity under the outer lane could be expected to have the following impacts:

- Potential significant damage to road (including the road shoulder and outer lane) and potential for injury and loss of life due to vehicle impacting a void and/or running down the embankment.
- Significant disruption to drainage provisions for significant part of township
- Reactivation of previous embankment slides as a result of increased slope saturation from disrupted drainage provisions.

*Estimation of Risk:* Two different approaches have been used to assess risk to life and risk to infrastructure/property.

A modified risk to life assessment approach using an adaptation of the RTA/RMS Version 3.1/4.0 *Guide to Slope Risk Analysis* was used in this limited assessment as it provides a documentable process for risk estimation.

Risk to property was assessed using the principles of the *AGS (2007) Landslide Risk Assessments Guidelines*.

Details of the risk assessment are contained in the table below.

<b>Risk Analysis – Risk to Life</b>		
Hazard/ Failure Mechanism	H1	H2
Hazard Type	Retrogression of existing erosion and slide at current location	Retrogression of existing erosion and slide under the outer lane
Element at Risk	Users of GOR (on shoulder only)	Users of GOR (on outer lane)
<b>Failure Dynamics Rating</b>		
Scale of Failure Rating(S1-S5)	S5	S4
Velocity of Failure Rating (R1-R5)	R4	R4
Likelihood (P(d))	L1	L4
Likelihood (P(t))	L2	L2
Likelihood Rating (L1-L6)	L2	L5
<b>Consequence Class Ratings</b>		
Temporal Probability (T1-T5)	T5	T2
Vulnerability (V1-V5)	V2	V1
Consequence Class for Life (C1-C5)	C4	C1
<b>Risk Analysis Rating</b>		
Event Magnitude (M1-M5)	M5	M4
Hazard Classification (H1-H5)	H4	H5
<b>Assessed Risk Level (ARL1-ARL5)</b>	ARL3	ARL3

Table 2- Adapted RTA/RMS Risk to Life Assessment for Bass Crescent Stormwater Outlet

<b>Risk Analysis - Risk to Property</b>				
Hazard/Failure Mechanism	H1	H1	H2	H2
<b>Hazard Type</b>	Retrogression of existing erosion and slide at current location	Retrogression of existing erosion and slide at current location	Retrogression of existing erosion and slide under the outer lane	Retrogression of existing erosion and slide under the outer lane
Element at Risk	Drainage infrastructure including pipes and headwall	Guardrail and road shoulder	Drainage infrastructure including pipes and headwall	Guardrail, road shoulder and outer lane
Likelihood including spatial consideration	Almost Certain	Almost Certain to Very Likely	Possible to Unlikely	Possible to Unlikely
Consequence	Medium	Medium	Major	Major
<b>Assessed Risk To Property</b>	Very High	High to Very High	Moderate to High	Moderate to High

Table 3- Adapted AGS2007 Risk to Property assessment for Bass Crescent Stormwater Outlet

*Comments on Risk Levels:* Risk to life levels are considered MODERATE (ARL3) for both hazard scenarios due to a much lower likelihood of vehicle users being on the shoulder in preference to being on the outer lane and the lower likelihood of a more significant regression under the road. Risk implications are commensurate with COS's own risk acceptance criterion but such risk levels as generally *seen as Tolerable* but with a commitment to site management to further reduce such levels to as low as reasonably practical (known as ALARP).

Risk to property are assessed as ranging from MODERATE/HIGH to VERY HIGH. Impacts are highest for infrastructure including stormwater pipes, guardrails and the road shoulder itself immediately adjacent to an expected imminent regression of the current erosion cavity and slide. Risk implications are again dependent on COS's own risk acceptance criteria but would generally be seen as *Unacceptable* and requiring immediate to short term management to protect these assets.

## 5. Comments and Management Recommendations

Based on ASMG's general understanding of site conditions and the levels of risk, the following comments can be made:

- The current erosion cavity and embankment failure is associated with a complex combination of factors including:
  - Poor quality foundation soils (colluvium) and embankment fill materials
  - The presence of previous failures within the embankment
  - Saturation of the embankment materials due to uncontrolled flows from the stormwater outlet and from road surface flows.
  - Possible damage to the last section of the stormwater system
- The erosion cavity and slide were initially observed in late October of 2019 at which time a recommendation was made to undertake a township drainage review and where appropriate implement erosion control measures.



- Further regression of the erosion cavity and slide was then noted after heavy and intense rainfall in early October 2020. It was recommended that RRV be contacted immediately to arrange a joint assessment between COS and RRV and to undertake remedial measures as appropriate.
- The current inspection has noted further ongoing regression of the erosion cavity and slide with increased undermining of the stormwater pipe and headwall. In addition, observed vegetation die- back may be an indicator that the overall embankment instability may also have reactivated in recent times.
- The edge of the cavity at the surface is now only 1.4 m away from the outer white line of the outer lane.
- There is potential for future regression of the erosion cavity further inland which could further compromise the shoulder of the Great Ocean Road and possibly the outer lane.
- Whilst risk to life levels are considered moderate, the principle of reducing risk to as low as reasonably practical (ALARP) is strongly recommended given the longevity of the issue and ever increasing nature of the hazards
- Risks to infrastructure are considered moderate/high to very high and require immediate action.
- Overall, the hazards have been observed to be increasing in severity over a two year period. Previous recommendations relating to the need for remedial measures have not been acted upon and it is now strongly recommended that immediate to short term action be undertaken.

## **6. Immediate to Short term Management/Response Recommendations**

Based on the site observations and the potential for damage and harm to various elements at risk including infrastructure and users of the road, it is recommended that the following immediate actions are now taken

- A temporary earthen bund should be immediately constructed to shed water away from the slip area.
- An immediate CCTV survey of the main stormwater pipe /culvert that crosses the Great Ocean Road from Bass Crescent should be immediately undertaken to ascertain the condition of the pipe and in particular the condition of joints and the end of the pipe at the outlet
- The site should now be inspected weekly for any significant changes leading up to the implementation of appropriate remedial works.
- Inspections should include the condition of the road pavement including any tension cracks and areas of subsidence, the spatial extent of the backscarp of the erosion cavity/ slide, the shape, size and “footprint on the surface” of the cavity and amount of undermining to the last section of the pipe and the headwall.
- It is understood that remedial works have been partially assessed for the site and it is strongly recommended that such works be implemented as soon as possible given the extended period of inaction at the site, the increasing nature of the hazards and the prospect of a wet Spring period as forecast by the Bureau of Meteorology.
- Remedial works must include a redesign of the existing stormwater pipes and the outlet. Any previous assessments of stormwater drainage provision within the township of Skenes Creek should be reviewed and integrated into these remedial works.
- Remedial works must also include full treatment to the road embankment taking account of the extent and nature of the existing slide, the presence of colluvium and the nature of past slides.
- Drainage provisions on the Great Ocean Road should also be included in any review of the overall drainage requirements

*Implications for the Operation of the Great Ocean Road*

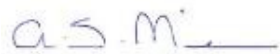
Given the obvious interaction between Council assets and the Great Ocean Road, it is again recommended that a joint site inspection by RRV and COS works engineers be held as soon as practical to review the situation and assess the risks against both organization's own risk acceptance criteria.

Based on the currently available information and observations, it is recommended that access to the road shoulder be immediately restricted through the use of appropriate roadside bollards, barriers and warning signs. The area of access restriction should be extended at least 10 m either side of the affected area centered around the stormwater outlet.

The closing of the outer lane is not considered necessary at this time based on the available information at this time including signs of distress to the pavement and the current understanding of the spatial extent of erosion cavity. However review of CCTV information in relation to the condition of the stormwater pipe under the road will require a reassessment of the situation and the nature of the hazard could be expected to continue to change under further adverse conditions.

It must be noted that any final decision on road closures must be in accordance with the responsible authority's own risk and management procedures.

Regards

A handwritten signature in blue ink, appearing to read 'A.S. Miner', followed by a horizontal line.

Tony Miner  
Principal Geotechnical Engineer

## **Information about this report**

### ***Important Disclaimer***

This document has been prepared for use by Colac Otway Shire by A.S. Miner Geotechnical and has been compiled by using the consultants' expert knowledge, due care and professional expertise. A.S. Miner Geotechnical do not guarantee that the publication is without flaw of any kind or is wholly appropriate for every purpose for which it may be used. No reliance or actions must therefore be made on the information contained within this report without seeking prior expert professional, scientific and technical advice.

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1. supersedes any previous report or communications (whether interim or otherwise) dealing with any matter that is the subject of this document; and
2. takes no account of any matters coming to the notice of A.S. Miner Geotechnical after the date of this document (including any matters that existed at that date but which were not known to A.S. Miner Geotechnical until subsequently).

We believe that the conclusions and recommendations contained herein were reasonable at the time of issue of the report. However, the user is cautioned that fundamental input assumptions upon which this report is based may change with time. It is the user's responsibility to ensure that input assumptions remain valid.

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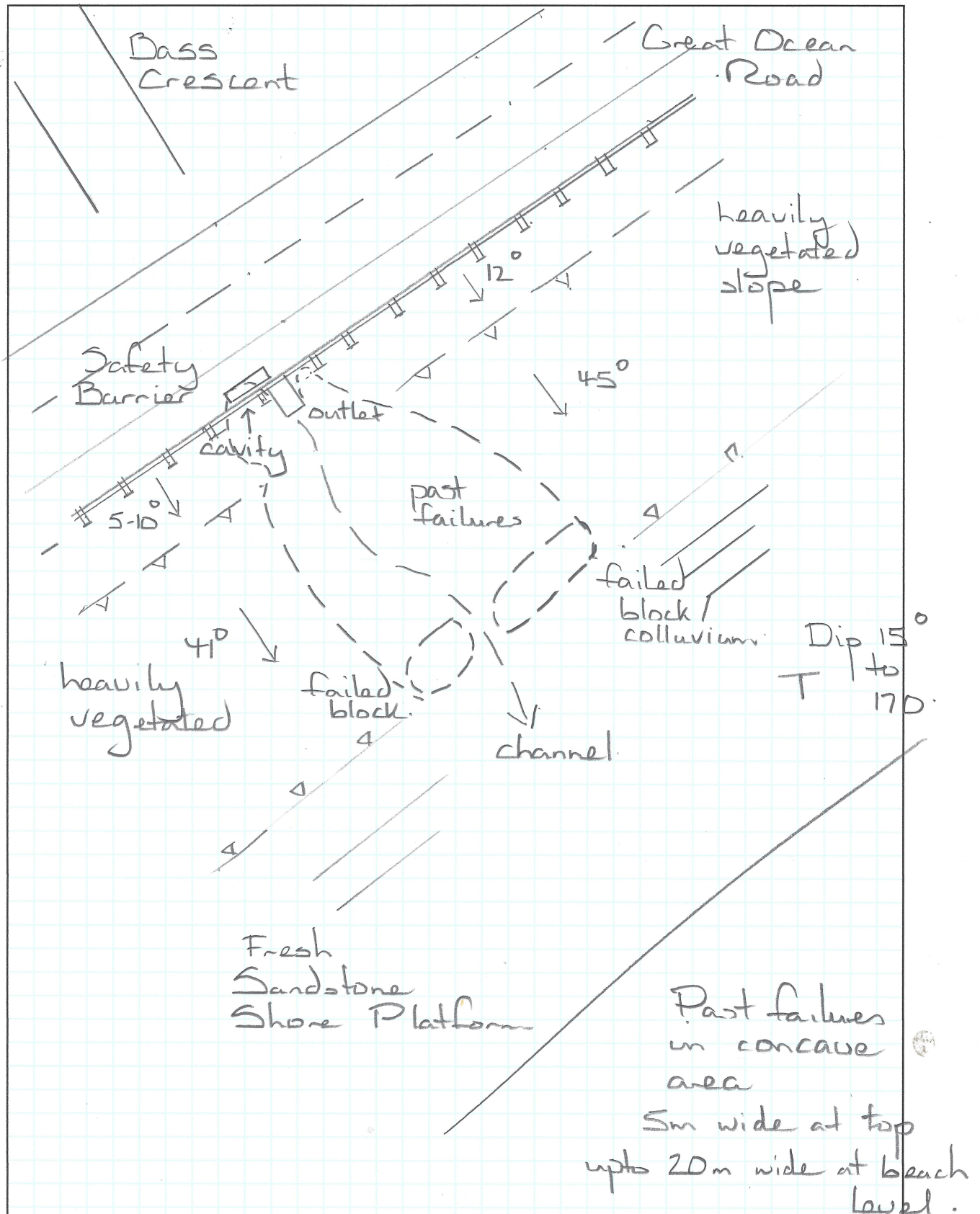
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**Appendix A Site Plan**

## Site Plan

**a.s.miner geotechnical****consulting engineers**

50 Calder St Manifold Hts

Geelong VIC 3218

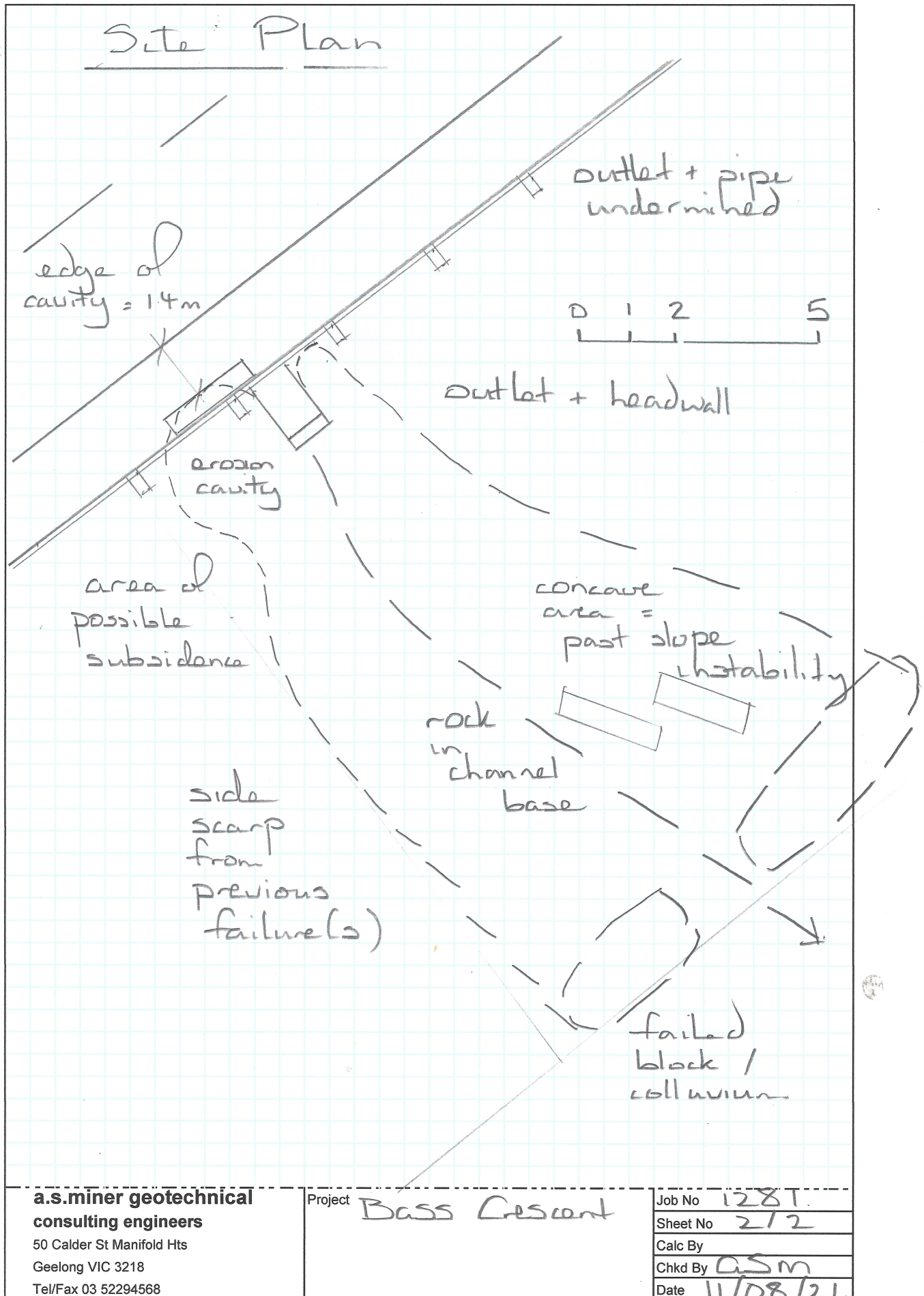
Tel/Fax 03 52294568

Project **Bass Crescent**Job No **1281**Sheet No **1/2**

Calc By

Chkd By **ASm**Date **11/08/21**







**Attachment 2. Site Photos from Current Inspection in August 2021.**



*Photo 1 View of the location of the slip on Great Ocean Road opposite the end of Bass Crescent, Skenes Creek. Note the orange safety barrier is positioned above part of the slip only*



*Photo 2 View looking west along Great Ocean Road. Note flow of surface water on the outer side of the road flowing downhill towards the failed area and exiting over the edge. Note the barrier is now leaning further seaward as further distortion of the guardrail and supporting ground is occurring.*

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*Photo 3      Alternate view of surface water travelling downslope to the failed area. Generally no signs of distress in road pavement above the slip area*



*Photo 4      Western extent of the slip with surface water flowing over the backscarp of the slip*





*Photo5      Surface water flowing over the edge of the slip at the western end of the failure.*



*Photo 6      Edge or backscarp of the slide at the western extent has retrogressed under the orange safety barrier*





*Photo 7 View of the western extent of the slide< the failed area has retrogressed under the barrier as far as the rear side of the barrier at the surface. The extent of the lower cavity extends a further approximately 200 mm beyond the rear of the barrier when viewed in plan.*



*Photo 8 View of the eastern extent of the slide which extends beyond the safety barrier. The stormwater pipe is located within the center of the slide and can be seen protruding into the slide area opposite the end of the barrier (see site plan).*

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*Photo 9 View of the stormwater pipe and end headwall (center of the photo) extending into the slip area. The pipe and headwall are located within the center of the overall slide area (see site plan).*



*Photo 10 The stormwater pipe is approximately 800 to 1000 mm in diameter and appears to be still intact at the rear of the cavity. Although the outlet for the pipe was not able to be observed, it clearly does not now correspond with the headwall outlet as significant flows were noted discharging before and below the headwall .*





*Photo 11 View of the slide area from the beach below looking north towards Bass Crescent The slide area is defined by browned off/dead vegetation. Colluvium and previously failed landslide debris is evident at beach level on both sides of the outlet channel.*



*Photo 12 Overall view of slide area. Note failed landslide debris on left hand side of the photo. The channel appears to have a sandstone base although other rock revetment and concrete slabs are evident within the channel possibly indicating previous attempts to stabilize the area.*

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Item: 10.7

## Quarterly Performance Report 2020/21 - April to June 2021

<b>OFFICER</b>	Melanie Duve
<b>CHIEF EXECUTIVE</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	1. Fourth Quarter Performance Report - 1 April to 30 June 2021 - Final [ <b>10.7.1</b> - 28 pages]
<b>PURPOSE</b>	To provide Council with the fourth Quarterly Performance Report for 2020/21 - April to June 2021.

### 1. EXECUTIVE SUMMARY

This report provides information to Council and the community on the progress of Council Plan actions, and Planning activities for the final quarter of 2020/21.

The Capital Works and Major Projects and the status of Council's finances for the financial year are currently under review with Council's internal auditor; and will be presented in the 2020/21 Annual Report.

The quarterly report for 1 April to 30 June 2021 contains an update on operational information only.

### 2. RECOMMENDATION

***That Council notes the Quarterly Performance Report 2020/21 for the period of 1 April to 30 June 2021.***

### 3. KEY INFORMATION

The Quarterly Performance Report April to June 2021 provides Council with a progress report as at 30 June and is structured in several sections as follows:

- Introduction, Council's strategic direction, Council Plan 2017-2021 themes, source and application of Council funds
- Chief Executive Report - highlights and challenges for the quarter
- Council Plan Performance Report

- Planning and Building Performance Report

This is the final quarterly report for the Council Plan 2017-2021.

## 4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable.

## 5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

**Alignment to Council Plan 2017-2021:**

**Theme 4 - Our Leadership & Management**

1. Effectively manage financial resources.
3. Organisational development and legislative compliance.
4. Provide value for money services for our community.

## 6. CONSIDERATIONS

**ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC**

Not applicable.

**LEGAL & RISK**

Not applicable.

**FINANCIAL & BUDGETARY**

Not applicable.

## 7. IMPLEMENTATION STRATEGY

**COMMUNICATION**

Not applicable.

**TIMELINE**

Not applicable.

## 8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



# Quarterly Performance Report 2020/21

**Fourth Quarter**

**1 April - 30 June 2021**



**Colac Otway**  
SHIRE



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## Acknowledgment

The Colac Otway Shire proudly acknowledges the Gulidjan and Gadubanud peoples as the traditional custodians of the Colac Otway Region.

We pay our respects to their Ancestors and Elders, past, present and emerging. We recognise and respect their unique cultural heritage, beliefs and relationship to their traditional lands, which continue to be important to them today and into the future.



# Introduction

## How to read this report

This Council Plan Quarterly Performance Report assesses our progress against the *Council Plan 2017-2021*. The activities and initiatives in the Council Plan are Council's strategies for achieving our community outcomes (Themes) and goals as we work toward our strategic vision.

## Measuring Our Progress

The *Council Plan 2017-2021* comprises four key areas of focus: Our Prosperity, Our Places, Our Community and Our Leadership & Management. Each area of focus has desired goals, actions and measures that guide what we want to achieve for Colac Otway Shire, all of which require assessment and reporting of progress.

## Council Direction set in the Council Plan 2017-2021

The Council Plan is Council's overarching strategic document responding to the issues faced by our community. It sets out our goals, key actions and performance measures for the four years.

The key issues faced by our community have informed the choice of major projects/activities that Council has identified as its highest priority. Council has committed to complete these projects over the life of this plan, supporting the achievement of our stated goals. The Council Plan does not contain the detail of day-to-day operational activities, short term projects or recurrent work programs.

## Community Engagement in the Development of the Council Plan

Our Council Plan was directly informed by a significant community engagement program, which sought input from the community about their aspirations for the Shire.

Consultation included letters to more than 900 community groups, businesses and progress associations, an online and paper-based survey, feedback from Community Conversation sessions held around the Shire and pop-up listening posts that were held in Colac and Apollo Bay. These sessions were well attended and we received invaluable feedback on the draft Council Plan and various other matters of interest to the community.

The development of the new Council Plan, social and cultural implications were carefully considered along with attention to the funding available to carry out the many projects contained in the plan. The Council Plan was adopted on 28 June 2017.

## Draft Council Plan 2021-2025

Colac Otway Shire Council's draft 2050 Community Vision and Draft Council Plan 2021-2025 (incorporating the Municipal Health and Wellbeing Plan) is currently on public exhibition. The document are available on Council's website under the 'Have Your Say' tab; [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au).

Feedback on the draft plans can be emailed to [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) or mailed to Council at 2-6 Rae Street, Colac Vic 3250

Submissions close on Friday, 10 September 2021.

## Strategic Vision

**'Towards a prosperous future'**  
**The Councillors of Colac Otway Shire commit to plan for growth in business and employment for our towns and settlements; the delivery of high quality services that meet community needs and demonstrate value for money; and to be leaders and work together as a team with the community and the organisation to achieve our goals for the Shire.**

# Chief Executive Report

Colac Otway Shire Council adopted its 2021–2022 Budget with a focus on services, sustainability and growth in six key initiatives identified by Council as priorities for the 2021–2022 financial year. A number of community infrastructure projects will be funded with \$13.7 million allocated to the Capital Works Program.

Opening up land for residential and economic growth, implementation of sustainable waste collection services, construction of an Early Year's Hub in Apollo Bay and ongoing COVID-19 response and recovery are among initiatives to be addressed by Council over the next 12 months.

Council and the community have identified a strong need for additional affordable housing in our shire and Council has been working with the G21 councils to develop a municipal social housing plan. A Draft Social Housing Strategy, based on a Geelong model, was put out for community consultation. Council are also working with other G21 councils to seek State funding from the Big Build campaign to be guided on advocating for investment in social housing. Opportunities through planning scheme amendments may also offer solutions in providing social housing.

Housing Choices, a social housing provider, presented their innovative practices to the G21 Board which met in Colac in May. The ideas presented will be useful for Colac Otway Shire Council as we progress in the sale of the Bruce Street, Colac land and look at how we can open up other residential land in the west of Colac.

The Expression of Interest (EOI) process in conjunction with statutory sale of land processes are underway for the sale of the Bruce Street, Colac land. This land is a 4 hectare site zoned General Residential which sits alongside the old landfill site. An environmental audit has been conducted on the site. The EOI process invites offers from developers and Community Housing Trusts that would result in at least 15% of land made available for affordable housing.

The Draft Waste Management Strategy went to Council before being presented to the community to provide feedback. The strategy aims to guide how Council can improve our current processes to increase recycling and composting. The strategy also covered the roll-out of the fourth 'purple' bin for glass recycling and a proposed hard waste collection.



COVID-19 restrictions continued to impact Council operations with a circuit breaker lockdown in June closing businesses, schools and Council's public-facing services.

Development of the 2050 Community Vision and Council Plan continued assisted by the Colac Otway community participating in a comprehensive engagement process. The data collected provided good direction about the priorities the community are seeking Council to focus on.

24 community members participated in a deliberative panel to refine the data collected through the community engagement process, members of the panel presented their recommendations to Council at the June meeting. The panel were engaged and put forward ideas to Council which were well aligned with results gathered through the community engagement. The draft Vision and Council Plan will go to the July Council meeting for Councillors to vote on releasing the drafts for community feedback.

Following Council's adoption of a recommendation allowing to allow us to reach the Carbon neutral Target by the end of this financial year, we became the first municipality in rural Victoria to achieve this outcome.

Council has a strong commitment to meeting the carbon neutral target along with environmental concerns generally. These concerns are also coming through from the community in responses received from engagement for the Council Plan and Vision. Council agreed to transfer money from street lighting toward a heat pump at Bluewater which will reduce greenhouse gas emissions, with a view to allocate further funds in the budget for the heat pump at Bluewater to ensure full project completion.

The draft development agreement and lease for the Apollo Bay Early years Hub was presented to Councillors. Council have committed \$350,000 toward the project which will provide a new 66-place, two room kindergarten facility and Maternal & Child Health consulting space at the Apollo Bay P-12 College site.

Council attended the Great South Coast group of councils meeting. This group, which includes councils located all the way to the South Australian border, is currently preparing its advocacy priorities for the rest of the year. Many of groups priorities align with Colac Otway Shire Council's, particularly regarding the Princes Highway, the Great Ocean Road and agricultural industry. Council are seeking to advocate to obtain better rail services to south-west Victoria, this would cover infrastructure upgrades that will enable the next step to securing an adequate rail service to meet community needs and expectations with a commitment for new, reliable trains and a more frequent timetable.

Council continues to seek support from DELWP and the Great Ocean Road Coast and Parks Authority for infrastructure improvements along the Apollo Bay foreshore and towns along the coast. Council is conducting ongoing discussions with related agencies and working with the Department of Transport to consider if a one-way traffic system in Apollo Bay is feasible by diverting northbound traffic to Pascoe Street. We hope to get a draft plan to Council in the next three to four months.

As part of a program to better engage with our smaller Colac Otway communities, the Mayor, Councillors and staff participated in a community conversation with Cressy residents at the local bowls club. The Cressy community provided Council with information and feedback on improvements that might be made in their community and an action plan was put into place. It is important for Council to provide opportunities for small communities to engage with Council and importantly provide support for what they, as a community, could do to make improvements.

Councillors were briefed by BCYF regarding their intention to cease providing childcare at Wydinia Kindergarten and Childcare Centre from the end of this year (kindergarten services will continue); BCYF lease the Wydinia building from Council. Council are aware the childcare market in Colac is tight and Council aims to ramp up family day care options to attempt to expand that service.

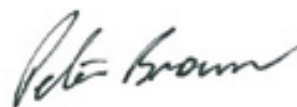
Service & Operations worked closely with Council, DEWLP and stakeholders to find a solution to the Grey Headed Flying Fox (GHFF) issue in the Botanic Gardens. GHFFs are important to the eco-system however they have also caused damage to heritage trees in the Gardens. A model was created and carried out in an attempt to move the GHFF to other, more robust trees closer to the lake foreshore for longer term cohabitation. The GHFF have left the gardens, and it probably won't be until later in the year before we can judge the success, or otherwise, of our attempts to date.

The Victoria Grants commission made a presentation to Council; the commission contributes about \$7 million to our budget annually. While the formula used to calculate the amounts that each Council gets is very complex, it is important for Councillors to understand the process. Council took the opportunity to present to the Grants Commission on various issues that we have in Colac Otway.

Mayor Kate Hanson along with Councillors Marg White, Chris Potter and General Manager Development and Community Services Ian Seuren attended the Australian Local Government Association's National General Assembly in Canberra in June. The conference provided an opportunity for meetings with Federal MPs and engagement and discussion with other Councils.

Anne Howard was appointed the new CEO by Special Council Meeting held in June. Anne will start at Colac Otway Shire on 16 August.

As this is my final quarterly report, I'd like to thank Councillors and the people of Colac Otway for their work toward building and growing their community during my time as Chief Executive. It has been a pleasure to serve the Colac Otway community. I would particularly like to acknowledge the hard work and good humour of the staff of the Colac Otway Shire who don't always get the recognition they should.



**Peter Brown**

Chief Executive

Colac Otway Shire Council

# Council Plan Strategic Themes

The Council Plan 2017-2021 includes strategic themes (long term community outcomes), goals and actions for achieving these for the four year period. The Council Plan also contains strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan. The following are the four outcomes detailed in the Council Plan.

## ***Our Prosperity***

Colac Otway Shire has a diverse economy, much of it built on the natural environmental values of the area. The area has enjoyed successful dairy and food processing industries for many decades; supports the timber industry; has a growing tourism industry built on both a striking coastline and the forests of the Otway's; small, specialist food producers, many forming the Colac Otway food trail; plus, a host of local retail businesses, arts and crafts enterprises; and health and education services.

The Shire has two larger towns of Colac and Apollo Bay, and a number of smaller towns. Each of these has unique attractions and supports local cultures and communities. The Shire is strategically placed halfway between Geelong and Warrnambool which provides opportunities for economic development and a growing population supported by access to work.

## ***Our Places***

Infrastructure assets such as roads, drainage and footpaths are important because they help deliver services to the community. Roads and footpaths provide the ability for people to access work, education and recreation. Drainage provides protection to properties and allows for safe transport.

It is important for us to manage assets in a rational way so that we can ensure they are sustainable over the long term so that those services are provided to future generations.

## ***Our Community***

Colac Otway Shire sustains a mixed population of tourists, businesses, farmers, retirees and families, some of whom settled in the Shire recently and some who can trace their families' history back to European settlement, whilst our population of Aboriginal people dates back tens of thousands of years. The land of the Shire sustains different ways of living, from affordable housing options in the towns, to spectacular properties with views of the forest and the sea. Potential for population growth in the Shire will increase due to highway improvements and proximity to the larger centres of Geelong and Warrnambool. The Shire enjoys good services and infrastructure, supporting families to connect and live well at all life stages. While the Shire is well resourced compared with many other semi-rural shires, with the potential of continued growth there needs to be good planning to have the right infrastructure and services in place.

## ***Our Leadership & Management***

There are many demands on the resources of Colac Otway Shire. The major source of income, ratepayer funds, has been constrained through the introduction of rate capping by the State government and an increasing challenge for the community to continue to afford rate increases.

The environment of the shire is attractive and well-recognised. Its' diversity also results in involvement by many authorities and stakeholders, creating the need for partnerships and clarity about the role of the shire. Recently experienced incidents such as bushfire and floods impact on the community and draw a significant amount of organisational resources, both in emergency response but also in longer term planning and support to the community. It is expected that such events will be more common as climate change accelerates.





# Progress Against Council Plan Actions



# Our Prosperity

## Action

1.1.1. Provide direction on how growth across the shire should proceed and ensure adequate land is provided for industrial and residential use.

Recruitment is being finalised for a staff resource to commence the preparation of an Outline Development Plan for the Deans Creek growth area to facilitate rezoning and release of further residential land. Officers have lodged applications for State Government grant funding to assist with progression of this work. Officers have also been liaising with land owners concerning two rezoning proposals at Elliminyt to finalise draft Development Plans and shared infrastructure contribution agreements in advance of exhibition of planning scheme amendments later in 2021. Officers have finalised a draft Development Plan for existing residential zoned land abutting the former Colac High School site which will allow land to be subdivided for housing. Officers are also progressing technical assessments for industrially zoned land east of Forest Street in Colac for a Development Plan that aims to facilitate future industrial development.

## Action

1.1.2 Implement a Colac Otway Economic Development Strategy.

At the start of the 2020/21 financial year, focus shifted from direct delivery of the Economic Development Strategy to delivery of COVID-19 business support initiatives. At the end of the financial year, this shifted back to a mix of COVID-19 support and strategy delivery. As at 30 June 2021, ten actions from the strategy are complete and fully implemented. Numerous other actions are ongoing in nature.

## Action

1.1.3 Conduct a review of the housing stock in Colac and establish a Residential Housing Strategy to ensure current and future stock is suitable to attract new residents.

Council has not yet funded a specific review of housing stock in Colac, but strategic planning has occurred to facilitate development of land adjacent to the former Colac High School through preparation of a Development Plan, and funding is being sought externally to initiate an Outline Development Plan for the Deans Creek growth area. Officers have also worked with other Great Ocean Road councils to secure Regional Development Australia funding to undertake a Key Worker Housing project that seeks to advance actions to overcome housing availability constraints for workers in Apollo Bay, and have liaised with Apollo Bay businesses and other stakeholders to highlight the urgent need for State/Federal assistance. Officers are participating in a G21 Regional Social Housing Study and have prepared a draft Social Housing Plan for Colac Otway Shire which has been publicly exhibited. The Strategy identifies housing needs across the Shire for the most vulnerable residents and establishes strategies to address this.

## Action

1.1.4 Identify and improve tourism assets across the Shire.

Officers continue to progress the Forrest Mountain Bike Revitalisation Project, which was identified as a key tourism asset within the region. During the last quarter of 2020/21, trail works began to upgrade 'Red Carpet' one of the networks signature trails. The progression of the City Deal projects continued during the last quarter.

## Action

1.1.5 Prepare an Infrastructure Master Plan for Apollo Bay and Coastal Townships, covering categories including roads, car parking, bus parking, footpaths and storm water drainage.

Officers have been engaging with Regional Roads Victoria (RRV) and Department of Environment, Land, Water and Planning (DELWP) concerning key elements of the draft Community Infrastructure Plan being prepared for Apollo Bay, Marengo and Skenes Creek. A Movement and Place Assessment was completed by consultants at the request of RRV to analyse the proposed traffic management changes for the Great Ocean Road, and officers are seeking to gain DELWP support for initiatives relating to foreshore land. Work is continuing with the aim of reporting the draft CIP to the September 2021 Council meeting.

# Our Prosperity

## Action

1.1.6 Attract investment to implement key master plans that will drive economic growth such as the Lake Colac Foreshore Master Plan.

Council continues to seek funding opportunities that will help realise the objectives set out in key strategies including the Lake Colac Foreshore Masterplan. \$2.37 million has been attracted for implementation of the Forrest Mountain Bike Detailed Design Plan including \$500K from Regional Development Victoria, \$250K from Council and \$1.67 million from DELWP. As at 30 June 2021, trail construction works have begun for implementation of Forrest Mountain Bike Revitalisation Project.

## Action

1.1.7 Remove unnecessary planning triggers to streamline planning processes.

Amendment C90 has been submitted to the Planning Minister for approval. This amendment will remove planning permit requirements associated with building works in flood prone areas where they are constructed above the nominated flood level. Officers have also prepared an amendment to Heritage Overlay provisions in the Murray Street heritage precinct of Colac to remove requirements for minor building works, following a Council resolution at the September 2020 meeting. Officers have also finalised a review of Erosion Management Overlay provisions which will result in reduced mapping of the overlay and reduced planning requirements; this will be reported to Council mid to late 2021.

## Action

1.1.8 Strengthen partnerships with employers in the Shire, and continue to participate in and support the Designated Area of Migration Agreement and associated projects.

Council officers have maintained direct contact with employers, and also maintained contact with employer representative bodies such as the Chamber of Commerce and the 'Keeping Colac Safe' business leaders group. Council officers continue to work with the Warrnambool City Council to support the designated area migration agreement.

## Action

1.2.9 Identify and promote Tourism pathways between attractions across the whole shire.

Funding from Council is required to progress this initiative.

## Action

1.2.10 Identify and support employment in tourism.

Council is working with the Apollo Bay Affordable Worker Housing Group to workshop and identify short term and longer term housing solutions to meet the demand for worker housing. Specifically the group is focusing on a potential staff shortage for the 2021/22 summer season.

## Action

1.2.11 Explore options to facilitate new tourism accommodation

An assessment of accommodation opportunities for Colac has been undertaken, which will provide a basis for Council to pursue investment from the private sector.

## Our Prosperity

### Action

1.2.12 Review Planning controls for the coastal hinterland and support establishment of tourist accommodation.

Funding from Council is required to progress this initiative.

### Action

1.2.13 Review the Shire Events Strategy and partner with event organisers to assist them preserve the amenity of residents while running successful events.

Action completed in 2019/20.

### Action

1.2.14 Facilitate the attraction of investment in the development of high standard accommodation in Colac and Apollo Bay, complemented by high yielding nature based experiences.

An assessment of accommodation opportunities for Colac has been completed, which provides a basis for Council to pursue investment from the private sector.

### Action

1.2.15 Encourage and support existing owners of accommodation to upgrade, refurbish and develop new infrastructure to meet visitor demand.

Due to COVID-19, this action has been temporarily put on hold to respect the financial difficulties our accommodation sector is experiencing. However, investigations continue into securing opportunities to expand Colac and Apollo Bay's accommodation offerings more broadly.

### Action

1.2.16 Review the Great Ocean Road Closure Policy.

The Policy has been reviewed and endorsed by Council at its June 2020 OCM.

### Action

1.3.17 Seek regional funds from State and Federal Governments.

Grant applications are being maximised through the proactive management and reporting on grants. Council has received significant funding from other levels of government for a range of projects and initiatives. In this reporting period, some examples of funding Council has received include the Birregurra Recreation Reserve Lighting Upgrade, Lake Oval Colac Electronic Scoreboard, Digital Transformation Project, Colac Otway Sports Lighting Upgrades across six sites, Community Vibrancy Event Fund, Transfer Station Upgrade and Birregurra Flood Overlay Planning Scheme Amendment to name a few.

### Action

1.3.18 Develop and maintain regional partnerships and joint advocacy.

Council continues to be involved with all regional bodies, including G21, Barwon Regional Partnership, the Regional Development Australia Barwon South West committee and the Great South Coast Group. Council has been involved in a number of joint advocacy plans with each of these groups.

## Our Prosperity

### Action

1.3.19 Seek to influence education providers to match local job opportunities with available skills training.

Council officers presented at the Colac Otway Careers and Teachers Network quarterly meeting on the topic of job sectors and skill spread within the region, as well as areas of skill/worker shortages to help align education and career development with current market shortfalls.

### Action

1.3.20 Support programs to reduce youth unemployment and promote employment for disadvantaged groups in partnership with employers, G21 and the GROW initiative.

Council has ongoing participation in the GROW initiatives and their rollout relevant to the Colac Otway Shire. In the final quarter of the 2020/21 financial year Council allocated funding towards the infrastructure to hold a careers and jobs fair in the 2021/22 financial year.

### Action

1.4.21 Maintaining connections with the Great Ocean Road Authority and provide input into social, economic and environmental values.

Council continues to attend all forums and respond to all questionnaires and requests for information. Council has maintained an ongoing relationship during the interim management arrangements and has jointly progressed planning for the handover of assets.

## Our Places



### Action

#### 2.1.1 Develop and implement a Property Strategy.

A Draft Strategy is in progress with completion expected by end of 2021.

### Action

#### 2.1.2 Develop and maintain constructive partnerships to access appropriate levels of funding, coordination, infrastructure and services.

Council officers are monitoring Federal and State governments to ensure that all grant opportunities are considered and able to be realised where appropriate. We continue to have a good success rate with grant applications.

### Action

#### 2.1.3 Conduct an ongoing program of service reviews to guide planning for infrastructure

These could take the form of Council staff and the community engaging on a range of services, for example; playgrounds, footpath provision or street lighting. This work has been partially undertaken, via the Road Management Plan but there is a lot of work to do. We anticipate that as the Asset Management Plans are developed in their first generation these will provide a basis for discussions with the community.

### Action

#### 2.1.4 Council to work with key stakeholders such as the Otway Coast Committee, the Apollo Bay Chamber of Commerce and Council with the aim of aligning strategic planning and advocacy efforts for Apollo Bay

Council officers continue to meet with representatives of coastal communities with a focus on the community infrastructure plan for Apollo Bay and implementation of the City Deal. Council officers have liaised directly with the Apollo Bay Chamber of Commerce in relation to responses to the COVID-19 pandemic. Council continues to meet with key organisations on a monthly basis.

### Action

#### 2.2.5 Update the Planning Scheme to reflect changing community needs and priorities.

A range of planning scheme amendments are in various stages of progress, aiming to remove unnecessary planning controls from overlays. A Flood Study has been completed for Birregurra, and Council has resolved to initiate a planning scheme amendment to reflect the new flood mapping in the Planning Scheme. The planning scheme amendments to enable advertising signage for a proposed service station at Colac East was finalised and gazetted, and an amendment supporting future expansion of the Red Rock Art Gallery in Cororooke has been progressed.

### Action

#### 2.2.6 Ensure best practice guides planning and management of the natural environment and associated assets.

Environmental advice has been provided to the Planning Department on statutory and strategic planning matters and Infrastructure on capital works projects to ensure they have minimal impact on the natural environment and compliance with the environmental aspects of the Planning and Environment Act.



## Our Places



### Action

#### 2.3.7 Enhance the attractiveness of towns in the shire for both residents and tourists/visitors.

Townships within the shire receive beautification and general maintenance activities from Service and Operations in conjunction with Working for Victoria (WV). Designs have been completed for new township entry signs to Colac on the Princes Highway, subject to Regional Roads Victoria approval. Advocacy with Regional Roads has occurred to improve the maintenance and presentation of landscape treatments on the Princes Highway.

### Action

#### 2.3.8 Advocate for improvements to public open space where the State Government is the land owner/manager.

Ongoing discussions are held with the Great Ocean Road Coast and Parks Authority, which is the management authority for much of the open space in our coastal areas. Site specific discussions include the development of the Apollo Bay Recreation Reserve and Camping Ground Master Plan.

### Action

#### 2.3.9 Develop and implement a prioritised program to review and implement master plans, community infrastructure plans and structure plans for small towns across the shire, including the City Deal project.

Funding for this project was not included in the 2021/22 budget. A business case will be included in the 2022/23 budget process for funding of a Settlement Strategy for the Shire that would review planning for small towns in the Shire. A draft Community Infrastructure Plan is being finalized for Apollo Bay, Marengo and Skenes Creek.

### Action

#### 2.3.10 Incorporate treatments into infrastructure standards that enhance community perceptions of safety.

Crime Prevention Through Environmental Design principles are applied in all design work as industry best practice. This requirement is incorporated into all design briefs.

### Action

#### 2.3.11 Maintain parks and gardens, sports reserves and streetscapes.

A program of works has been scheduled for all parks, reserves open space, trees and streetscapes. This program is based on a three scale service level 1-3. Where 1 is the highest standard and 3 is the lowest service standard.

Routine cleaning of the CBD footpaths in Colac is now undertaken and implemented.

Apollo Bay CBD footpaths are cleaned bi-annually and by exception throughout the year. Paths were cleaned in December 2020 prior to the tourist influx and this activity is now provided by Services and Operations with specialised equipment to improve quality and cost effectiveness. Prior to Easter Services and Operations delivered the second annual clean in Apollo Bay.

## Our Places



### Action

2.3.12 Support enjoyment of outdoor experiences through the provision of a network of quality open spaces, including paths and trails.

Progressing and completing projects successful in receiving funding continues. Completed projects include the Elliminyt Recreation Reserve velodrome resurfacing and the Central Reserve Oval Lighting and Netball Courts Redevelopment. Works continue to develop the documentation required to implement and commence onsite construction for the Memorial Square Playspace and Cororooke Open Space Path and Playspace. Funding applications have been submitted to SRV for consideration, including Colac Otway Cricket Pitch Upgrades, Colac Otway Sports Lighting Upgrades across six sites (Colac Lawn Tennis Club, Lake Oval (Colac Cricket Ground), Irrewillipe Recreation Reserve, Alvie Recreation Reserve, Warrowie Recreation Reserve and Gellibrand Recreation Reserve) and a lighting upgrade for the Birregurra Recreation Reserve oval. Old Beechy Rail Trail (OBRT) landowner licence agreements have been signed and executed, and returned to landowners for nine of the eleven landowners where the OBRT traverses private land. Agreements include new insurance terms covering landowners.

### Action

2.3.13 Develop a prioritised program of works to support physical activity and active transport, and advocate for funding to continue to implement actions identified in the Active Transport Strategy.

New footpath projects across the Shire have been identified and prioritized based on the Active Transport Strategy recommendations and strategic footpath connections. New footpaths/shared paths are constructed where funding allocations allow. A number of new footpaths have been constructed through the Local Roads and Community Infrastructure funding allocation.

### Action

2.3.14 Evaluate the feasibility of a regional wet waste facility to manage waste from road and drainage maintenance.

Under a new formal agreement with landholders, recovered material from road side collection is now repurposed with land owners. This practice has been introduced as an alternative to a wet waste facility.

### Action

2.3.15 Continue to support the Apollo Bay community's advocacy for the development of a public indoor heated swimming pool in Apollo Bay.

Action completed in 2019/20.

### Action

2.3.16 Work with our community to protect amenity values in our places through strategic compliance action and animal management that is focused on ensuring education, safety and livability.

The Local Laws and Community Safety Team has had to adjust to the challenges faced under COVID-19 restrictions. More focus has been placed on animal management, free camping areas and facilitating outdoor dining rather than timed parking.

### Action

2.4.17 Ensure best practice guides planning and management of the natural environment and associated assets, and Council's response to climate change.

Environmental advice has been provided to various areas of Council to ensure that their programs consider the impacts of climate change. A recent project was completed looking at landslip risk in coastal towns. The project incorporated climate change modelling to assess the risk under different scenarios.

## Our Places



### Action

2.4.18 Advocate and drive discussion to minimise coastal erosion in partnership with other stakeholders, implement measures to assist climate adaptation and protection of the Great Ocean Road.

Council continues to advocate for more action to be taken to manage the coastal erosion issues in Apollo Bay and Marengo. The State Government allocated funding to enable further investigations to be undertaken by Department of Environment, Land, Water and Planning and works are planned for 2021/22. It is anticipated that these works will help manage the erosion in the medium term, but further works will be required to achieve a long term solution. Accordingly, upon completion of the planned works Council will continue to advocate for further funding to be provided to realise a long term solution.

### Action

2.4.19 Improve the health and sustainability of the natural environment through structured planning with our partners.

Council continues to work with multiple agencies (e.g. DEWLP, Barwon Water, Corangamite Catchment Management Authority (CCMA) etc) through various forums (e.g. G21 Environmental Pillar, IWM Network, CCMA Partnership Network etc) to enable joint planning and collaboration on regional projects.

### Action

2.4.20 Deliver localised planning to communities to reduce fire risk.

Council continues to work with high risk communities to develop local plans that help the local community reduce the threat of fire. Face-to-face work was restricted due to COVID-19, however with restrictions easing meetings can be scheduled in late 2021 to enable township planning to continue in Forrest and Gellibrand. Council continues to work with high risk communities to develop local plans that help the local community reduce the threat of fire. Council's Fire Awareness Officer, works closely with land owners to reduce fuel loads and elevate risk of fire on the land. Face to face work was restricted due to COVID-19, however with restrictions easing meetings can be scheduled in early 2021 to enable township planning to continue in Forrest and Gellibrand.

### Action

2.4.21 Implement emission reduction programs for Council operations.

Council has allocated funding to replace the current gas boilers at Bluewater to electric heat pumps. The replacement of these boilers aim to further reduce Council's carbon emissions.

### Action

2.4.22 Enhance the level of resource recycling and reuse across the shire.

Council has enhanced the use of recovered or reusable materials. Wood chips from tree maintenance are used to garden beds and surplus amounts are made available to community groups for mulching. Road materials recovered from asphalt renewal projects is repurposed in high maintenance areas on gravel roads. Recovered bitumens material from Regional Roads Victoria is also used by Colac Otway Shire on local roads. Colac Otway Shire also collect printer cartridges, mobile phones, CDs, DVDs for recycling. E-waste is also gathered for recycling.

## Our Places



### Action

#### 2.4.23 Enhance and protect biodiversity through weed control and revegetation.

All funds associated with Community Combatting Weeds Project have been allocated and weed control programs on public land have been issued for works on Boxthorn, Ragwort and Blackberry.

### Action

#### 2.4.24 Implement Council's Climate Adaption Strategy.

Work has been undertaken in partnership with DELWP to help make the coastal towns of Kennett River, Gray River and Skenes Creek more resilient to extreme climate events. The work undertaken provides a list of actions for Council to seek funding in order to make the towns more resilient to bushfire, flood and landslips. Importantly, the project incorporated climate change modelling to assess the risk under different scenarios. Council is in the process of updating the Environment Strategy ensuring alignment with Government and community expectation.

### Action

#### 2.5.25 Develop a system of capital allocations based on Asset Management Plans.

A Draft Capital Funds Allocation Policy and Capital Projects Prioritisation Policy have been prepared and will be presented to Audit committee in August 2021.

### Action

#### 2.5.26 Develop a project management framework, covering proposals, planning and delivery.

Project Delivery Procedure Manual developed as a framework for guiding project proposals, planning and delivery. CAMMS Project implemented to track progress against individual projects.

### Action

#### 2.5.27 Develop a capital works reporting framework.

Project Delivery Procedure Manual developed as a framework for guiding project proposals, planning and delivery. CAMMS Project implemented to track progress against individual projects.

### Action

#### 2.5.28 Deliver the annual capital works program.

All projects have commenced and the forecast completion of capital works for 2020/21 is 65% of the Program. Significant delays have been caused by constraints associated with the COVID pandemic and projects in progress will be brought forward for completion in the 2021/22 financial year.

### Action

#### 2.6.29 Community based planning to build local understanding and preparedness for emergency events.

Council continues to work with high risk communities to develop local plans that help the local community reduce the threat of fire. Face-to-face work was restricted due to COVID-19, however with restrictions easing meetings can be scheduled in early 2021 to enable township planning to continue in Forrest and Gellibrand.

## Our Places

### Action

2.6.30 Education, joint planning and preparations undertaken to prepare for climate related threats and emergencies.

Council continues to work with a range of organisations (e.g. DELWP, CFA, SES, DFFH) through a range of forums (Municipal Fire Management Planning Committee, Regional Emergency Management Committee) to prepare for extreme weather events. Although COVID-19 restricted face to face meetings numerous virtual meetings were held and virtual training sessions run to ensure joint planning and training continued



## Our Community

### Action

#### 3.1.1 Support community organisations through the community grants program.

The 2020/21 Community Grants program is fully allocated. Applications to the 2021/22 Community Grants program were considered by Council at its June 2021 OCM.

### Action

#### 3.1.2 Support community clubs, groups and associations to provide welcoming and inclusive environments for all members of our community within council facilities.

Several additional local groups have received CASI funding from Council for community connectedness initiatives. Meanwhile, a grants program to support social connection in our small towns via our hall committees is currently in development, to utilise the remainder of our CASI funding. Ongoing support has been provided to our local sporting clubs and community groups to help them to adapt to the various and frequently changing COVID-19 restrictions.

### Action

#### 3.2.3 Provide grant programs to involve local people in activities that facilitate their health, wellbeing and enjoyment.

The 2020/21 Community Grants program is fully allocated. There are many projects that have been funded which encourage and facilitate health and wellbeing outcomes.

### Action

#### 3.2.4 Supports community activities through information dissemination and planning information.

Officers continue to work with Leisure Networks and State Sporting Associations to provide support and necessary information for our local organisations supporting our community. External funding opportunities are distributed to Council's Recreation Database as grants become available.

### Action

#### 3.3.5 Provide opportunities for lifelong learning and community connections through library programs.

Transition to the Geelong Regional Library Corporation (GRLC) is complete. Launch events and small community celebrations have been held to mark Colac Otway's entry into the GRLC. A considerable amount of time and money has been invested in upgrading technology at both libraries as part of the transition to make the facilities more user friendly.

### Action

#### 3.3.6 Support for community groups.

Whilst it was disappointing, our local clubs and community groups are well-practiced at pivoting in and out of COVID-19 restrictions. Council provides advice and assistance wherever required.

## Our Community

### Action

3.4.7 Deliver programs through the Bluewater Centre that promote physical activity in the shire.

Visitation and memberships at the centre had been slowly growing since the reopening of the facility in October 2020, reaching almost 1,900 members in April 2021. Also in April, the Bluewater Swim School program reached an all-time high of 487 enrolled students which is a significant achievement. On 27 May 2021, the Bluewater facility had to close once again due to COVID-19 restrictions. The facility was closed for a period of 13 days and reopened on 12 June 2021. However, under COVID-19 restrictions, Group Fitness and Aquatic Classes didn't recommence until 15 June, with class caps of 10 patrons. Swim School Classes did not recommence until 21 June 2021.

### Action

3.4.8 Build capacity of local sports groups in promoting healthy eating and physical activity.

No new work has commenced with this action in quarter four.

### Action

3.4.9 Encourage more people to participate and be inclusive of others.

Multicultural Group participation continues. Council interviewed members of the group as part of its key stakeholder engagement for the development of the Council Plan and Municipal Health and Wellbeing Plan. Council's deliberative community panel also achieved great cultural diversity.

### Action

3.4.10 Participate in the G21 Healthy Eating and Active Living regional priority project.

HEAL participation continues, with partners discussing ways to embed HEAL objectives into new Council Plans and Municipal Health and Wellbeing Plans.

### Action

3.4.11 Consider health of the community when formulating policy for Council's Property Strategy.

A Draft Strategy is in progress with completion expected by end of 2021.

### Action

3.5.12 Increase advocacy in partnership with our community to enhance cultural awareness, inclusiveness, safety and health, community, family and education.

Council was well represented at the Safe Our Way forum organised by the Gathering Place. Council's contribution to the Beginning Steps was showcased as part of the forum.

### Action

3.6.1.1 Update social infrastructure planning on a continuing basis to guide asset planning

Early Years Infrastructure Strategy is close to being complete. All engagement is complete except for the Department of Education, which will come after the draft is finalised. It will be difficult to progress work on Social Infrastructure Strategy without funding support for a resource to undertake the project.

## Our Leadership & Management



### Action

#### 4.1.1 Manage the short and long-term financial sustainability of the shire through prudent financial management.

Annual budgets are prepared in a manner to ensure Council's working capital is maintained.  
The incoming Council has been briefed on Council's current financial sustainability challenges.  
Council has reviewed and discussed the 2021/22 draft budget at a workshop on 17 March. This will be presented to Council in April.  
Council will review current services and levels provided to the community as part of the 10-year Financial Plan.  
As a matter of prudent financial management officers advocate for revenue increases to line with rate cap to ensure Council costs do not continue to outstrip increased revenue.  
The budget is prepared and monitored according to Council's Budget Development and Management Policy.

### Action

#### 4.1.2 Maintain the 10 year long term financial plan (LTFP).

CT Management have presented Council with a first cut LTFP and have provided their observations and recommendations. The Executive Management Team has commenced work to provide Council with answers to the recommendations.

### Action

#### 4.1.3 Identify new income opportunities.

Grant applications are being maximised through the proactive management and reporting on grants.

### Action

#### 4.1.4 Maintain low risk audit rating for financial sustainability.

The Victorian Auditor General no longer provides an overall risk rating in relation to financial sustainability. Council's results for 2019/20 show that four of the seven financial indicators published by the Victorian Auditor General to be low, with Internal Financing and Capital Replacement being medium risk and adjusted underlying result being high risk.

### Action

#### 4.2.5 Ensure where ever possible decisions are debated and made in open Council meetings.

Council held five closed session Council Meetings for the quarter, all matters were of a personal nature and in accordance with section 3(1)(f) of the Act.

### Action

#### 4.2.6 Develop and implement a program of regular reporting on key activities to ensure they are focused on implementing priorities.

Council will produce a fourth quarter performance report for April to June 2021. Previously the fourth quarter report was incorporated into the annual report, however a review of the annual report highlighted the need to report on the fourth quarter separately.

## Our Leadership & Management

### Action

#### 4.2.7 Organisational development and legislative compliance

- Wide Area Network (WAN) project is almost completed with the remaining site being the Port of Apollo office. The current NBN service does not have sufficient bandwidth, as a result, an FTTP technology change application has been submitted to NBN Co. NBN works is on-hold pending Cultural Assessment for Port Site changeover. Any future changes and Improvements to ICT infrastructure at Whelan Street site will be made in consultation with Apollo Bay Community Groups.
- A Disaster recovery (DR) Plan was presented to EMT, SLT and then to Audit and Risk Committee in February 2021.
- Citrix Virtualization Environment has been completed and updated to cater for secure way for Staff to WFH due to COVID-19. Additional hardware has now been installed to allow for key staff to access Citrix Environment secure remote service in event of Disaster Recovery scenario.
- Online Infringements Payments facility for the community has been completed and available.
- Procure to pay project has commenced and target implementation date has moved to next financial year, due to further vendor development required to resolve issues with software.
- Development of Online facility to register new animals (Cats and Dogs) has entered testing phase.
- Upgrade project of key ICT infrastructure – Cloud Email Server been completed, migration of staff mailboxes from legacy server to new Cloud Server has started.
- Implemented a Managed Cyber Security Service with 24/7 Monitoring, detection and response, along with Cyber Awareness training to Staff.
- Implemented Web Security to reduce risk of Phishing attacks.
- Upgraded AV Video Conference facilities to allow for online Council meetings and remote business meetings to be held.
- GIS shared service team work is ongoing with a new approved 2 year MOU agreement with Brimbank City Council for GIS Services.
- GIS Software replacement software Spatial Spectrum Analyst (SSA) project has been completed. Future enhancements to the solution will be based on Staff feedback. Training sessions have been held for Staff.
- A new Online GIS Public Maps and Overlays facility has been implemented on the Colac Otway Shire Website.
- Implementation of Victorian Protective Data Security Standards (VPDSS) commenced – Awaiting 21/22 Business Case commencement in order to complete Step 3, security risk assessment report.
- Information Asset Register (IAR) data collection work has been completed.
- Shared Network Drive restrictions completed – exemptions identified & migration of records commenced.
- Teamware Library software closure commenced in order to decommission legacy software – in-house script developed for record migration.
- Electronic document and records management system upgrade project has been completed at end of February 2021.

### Action

#### 4.3.8 Support organisational development to ensure key organisational capability areas support the organisation to deliver on Council priorities.

Through engagement with the organisation, the People and Culture team identify organisational and cultural activities to support all employees. This is delivered through staff surveys, annual performance management cycle and review of policy and procedure all which are well underway for the 2020/21 cycle. The implementation of the new values and behaviours are providing a strong platform to drive the culture of the organisation and set standards and expectations of behaviours. The implementation of the e-learning program has allowed an accessible and effective way to support the training and awareness of compliance functions in the organisation. The organisation has commenced the development of a Workforce Plan and a Gender Equity plan to guide decision making and respond to the needs of Council and the Community.

## Our Leadership & Management



### Action

4.3.9 Manage our risk exposure, including providing a safe working environment where "Work Health and Safety is everyone's business"

The OHS and Risk team continue to work with the organisation to ensure a high focus on the safety of employees and the community. Support is provided through up to date policies, advice and risk management processes. This includes health awareness and education, wellbeing and a comprehensive approach to injury or illness in the organisation. There has been an increased focus on risk and the development and implementation of new policies including, Sun Protection, Drug and Alcohol and a heat procedure.

### Action

4.4.10 Implement a program of ongoing service reviews to ensure our services are efficient and effective and are valued by the community

The 2021/22 budget has been adopted and includes provision for service reviews of Service and Operations and the Saleyards.

### Action

4.4.11 Enhance opportunities for increased local spending of Council expenditure.

Analysis is almost complete on Council's local expenditure for the 2020/21 financial year. This data will form the basis to put forward a recommendation to Council in regard to its local content weighting in its procurement policy.

### Action

4.4.12 Develop partnerships to procure services and materials on a regional basis.

Due to COVID-19, this action has been temporarily put on hold. A supplier breakfast had been arranged for the 21 July 2021 but was put off due to the COVID-19 measures in place. The supplier breakfast has been rescheduled for September 2021.

### Action

4.5.13 Review the Community Engagement Policy to guide council decision making

Review of the Community Engagement Policy has been undertaken. Successful deliberative engagement process rolled out to support development of the Council Plan and Municipal Public Health and Wellbeing Plan, in line with adopted policy and framework.





# Planning & Building Performance Report

# Planning Performance

The following is a brief of the performance and level of activity in Planning

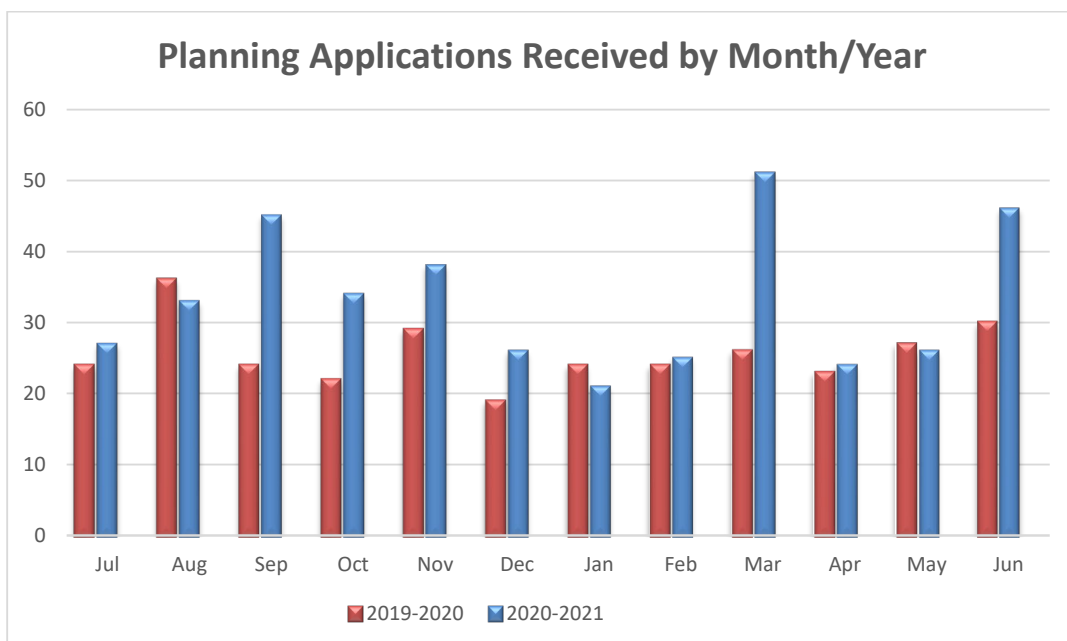
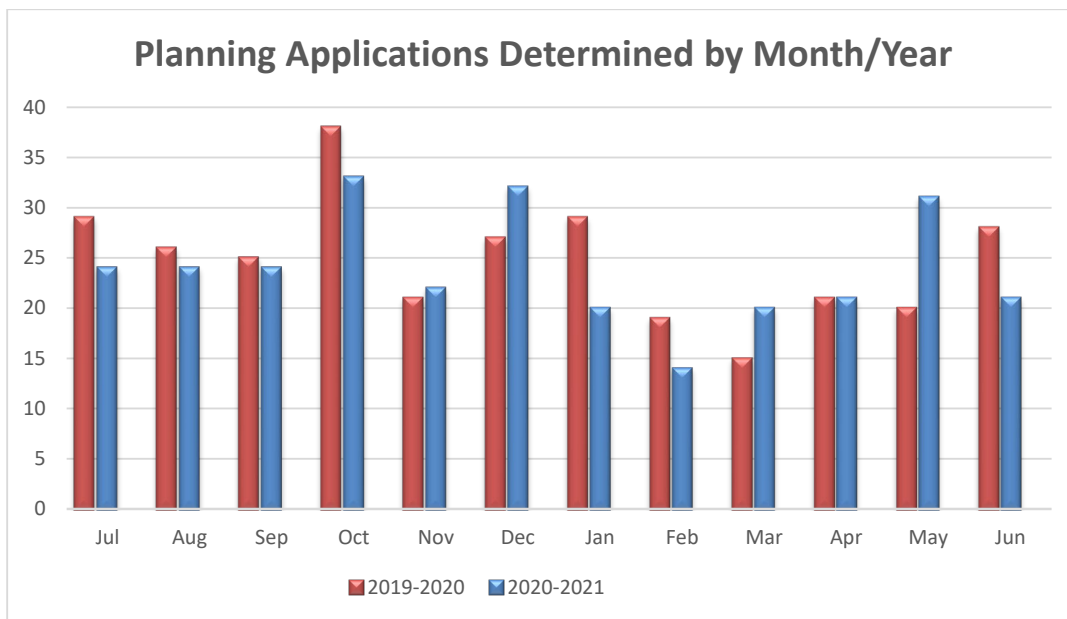
A near record 46 planning applications were received in June, up from the 26 received in May and the 30 received in June 2020. It continues the trend of a significant increase in planning permit activity, with 397 applications received for the financial year, up 29% on the number received in 2019/20.

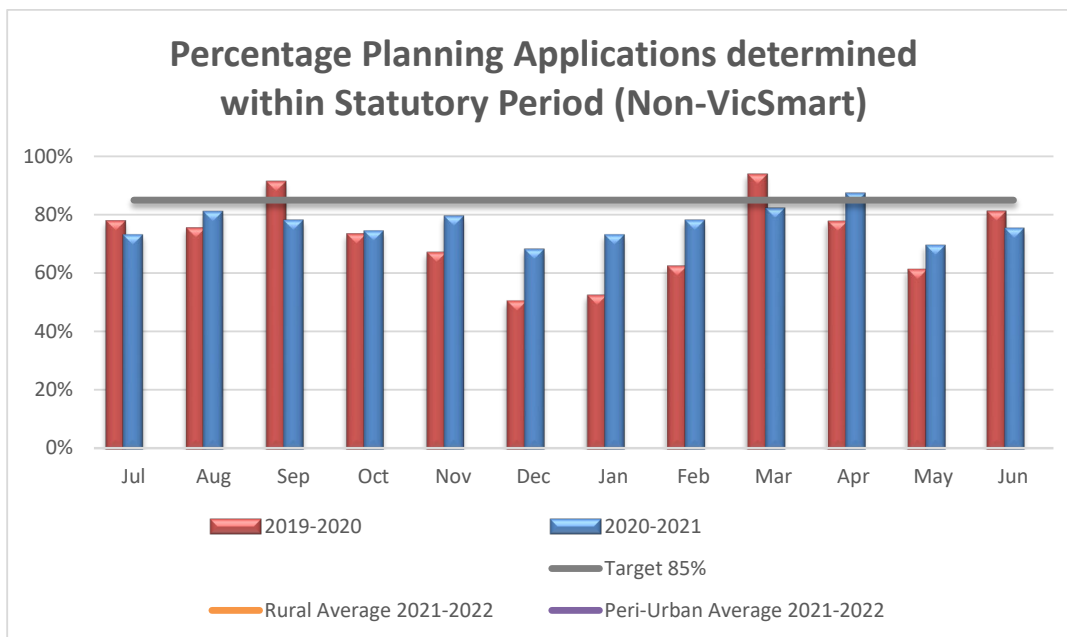
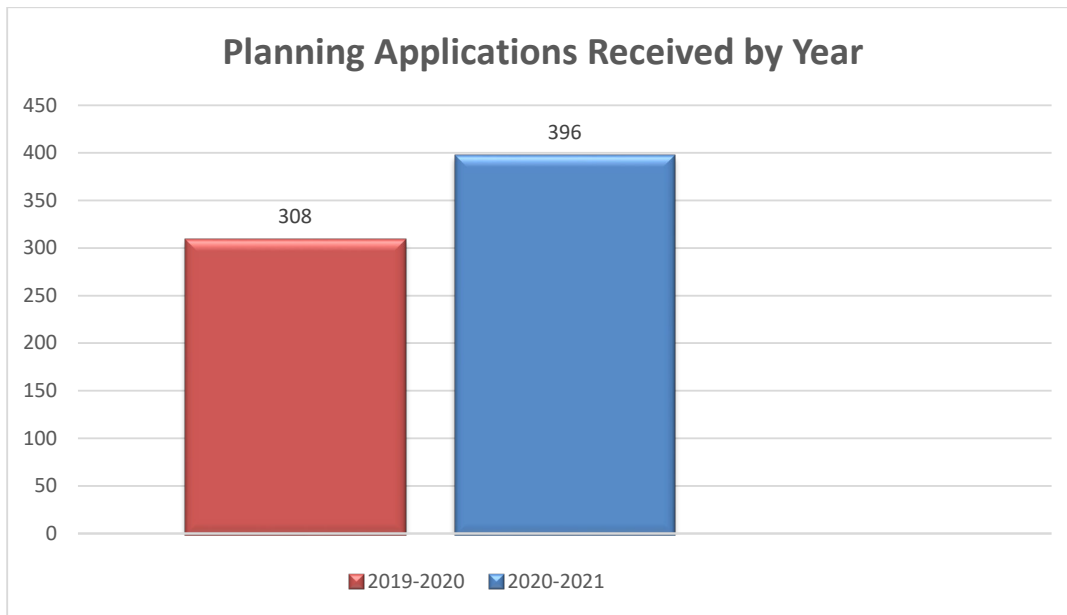
The number determined in June 2021 was close to average, but down on the 31 determined in May.

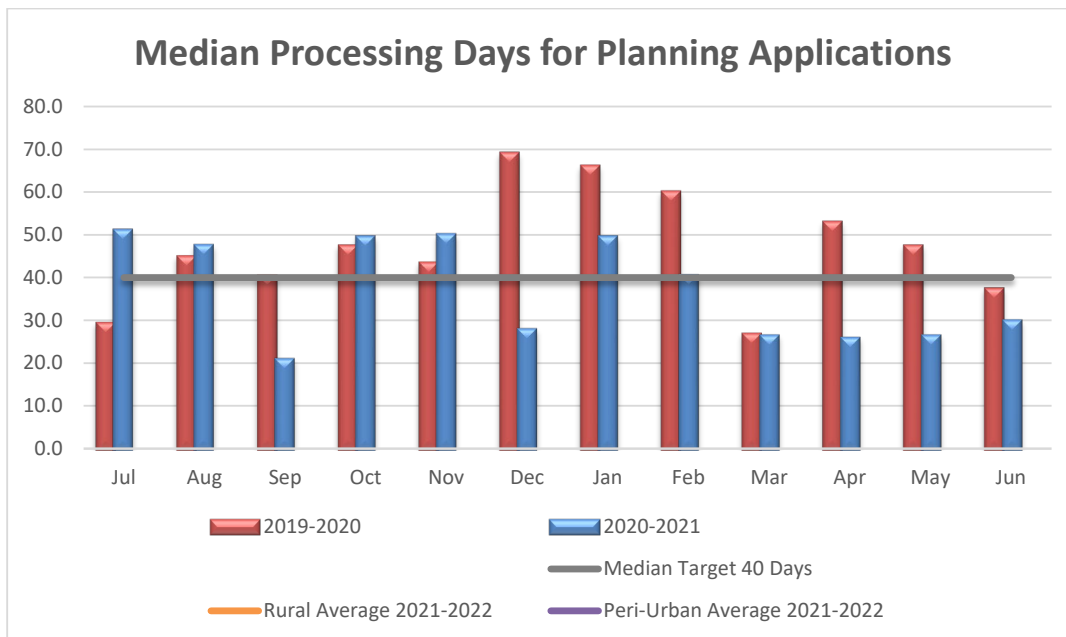
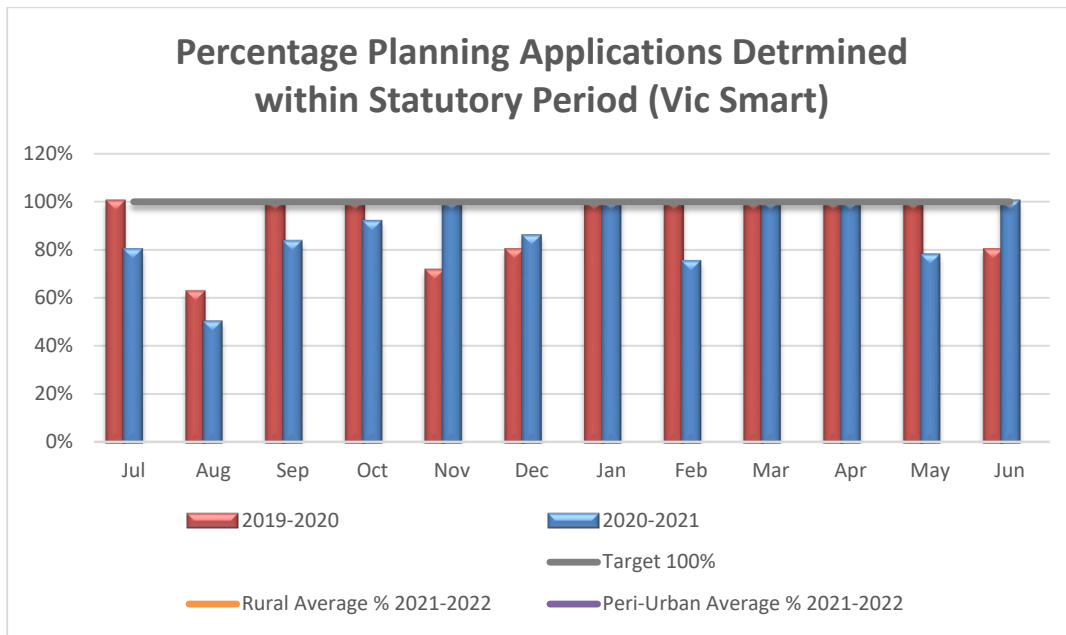
75% of applications were determined in the 60 day statutory period, up from 69% the previous month. 100% of VicSmart applications were determined in the 10 business day statutory time frame.

The median days to determine an application was 30 days in June, less than the 40 day aspirational target, continuing a positive trend since March.

It remains a positive outcome that the processing times have been good despite the high levels of activity, but staff are being supported by consultant planners to assist with permit processing and keep up with demand.









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Colac Otway  
S H I R E

## Item: 10.8

# Council Policy - Draft Capital Project Prioritisation Policy and Draft Capital Funds Allocation Policy

<b>OFFICER</b>	Maddy Bisits
<b>GENERAL MANAGER</b>	Tony McGann
<b>DIVISION</b>	Environment & Infrastructure
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>16 11 Council Policy Capital Funds Allocation Policy Draft For Consultation [<b>10.8.1</b> - 7 pages]</li> <li>16 12 Council Policy Capital Project Prioritisation Policy Draft for consultatio [<b>10.8.2</b> - 3 pages]</li> </ol>
<b>PURPOSE</b>	To present two new draft policies for public consultation.

## 1. EXECUTIVE SUMMARY

Council has developed a strong commitment to improving asset management processes for assets under Council's control. In 2018 Council adopted an Asset Management Policy, which provides support for improving asset management at Council. Council has around \$473 million of assets under its control. Council has adopted the 2021-22 Budget and proposes to invest \$13.6 million into capital renewal, upgrade, new and expansion projects.

In 2018 Crowe Howarth conducted an audit relating to Council's Capital Works Management system. Several recommendations were provided to Council and the development of these attached policies respond to key recommendations.

Two policies have been developed to provide guidance for Council in relation to capital investment into assets.

The first Policy, **16.11 Capital Funds Allocation Policy** (refer Attachment 1) aims to ensure that Council endeavours to provide sufficient capital funds each year to meet the renewal requirements outlined in the Asset Management Plans for each asset portfolio. It also outlines a project pre-assessment process to ensure funds are allocated to projects that have been adequately scoped and where risks and operational cost implications are understood prior to investment.

The second policy, **16.12 Capital Project Prioritisation Policy** (refer Attachment 2) provides an assessment framework for capital projects, which are defined as upgrade, new or expansion expenditure. The framework seeks to assess and prioritise projects proposed for the inclusion in the

Capital Works Program (CWP) using defined criteria. It seeks to improve transparency of assessment and supports financial sustainability.

## 2. RECOMMENDATION

*That Council;*

- a) Endorses the Draft Capital Funds Allocation Policy and Draft Capital Projects Prioritisation Policy to be placed on public exhibition for a six week period.*
- b) Considers any feedback from the exhibition and consultation period at a future Council Briefing and Council meeting.*
- c) Considers adoption of the Policies at a future Council Meeting.*

## 3. KEY INFORMATION

Council's Audit and Risk Committee considered an audit report from Crowe Howarth in 2018 relating to Council's Capital Works Management system and several recommendations were made to Council from that audit. Development of these two policies respond to recommendations made concerning capital works proposals and evaluation and represent best practice in this field.

The first policy – **Capital Funds Allocation Policy**, seeks to ensure that Council's limited funds available for capital expenditure are utilised as efficiently as possible in accordance with the principles of best practice asset management. Funding priority will continue to be directed towards asset renewal. Annual funding will endeavour be allocated to levels recommended in Council's asset management plans.

Remaining funds available for upgrades, new or expansion will likely be limited. Projects under these expenditure definitions will be prioritised using the Capital Projects Prioritisation Policy.

The second policy - **Capital Project Prioritisation Policy**, provides a framework for the assessment and prioritisation of projects nominated for the Capital Works Program. The policy defines a series of criteria that forms the basis of an assessment framework which allows projects to be evaluated and prioritised for consideration by Council.

## 4. COMMUNITY CONSULTATION & ENGAGEMENT

There has been no formal community consultation or engagement to date in the development of these policies, however outcomes from the deliberative community panel sessions conducted as part of the development of the Council Plan have informed the criteria in the Capital Project Prioritisation Policy. It is recommended that the two policies are placed on public exhibition seeking feedback from the community.

The method of consultation will involve making copies of the policies available for download via a dedicated webpage on Council's website. The consultation period of six weeks and access to the webpage will be advertised in the Colac Herald, Apollo Bay News, Birre Mail and on Facebook. Feedback will be received via email, mail or phone.

## 5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

### Alignment to Council Plan 2017-2021:

#### Theme 1 - Our Prosperity

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

#### Theme 2 - Our Places

1. Assets and infrastructure meet community needs.
5. Delivery of our capital works program.

#### Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.

## 6. CONSIDERATIONS

### ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The long-term sustainability of Council's operations is underpinned by the need to effectively manage the assets which are required to support the services Council provides. Support for investment into asset renewal is essential. Capital funding for asset upgrade, new assets or expanded assets should be prioritised to maximise the benefit to the community using a transparent and accountable framework.

### LEGAL & RISK

Improving the process of capital project prioritisation and developing policy to support asset renewal have been identified as key recommendations from the 2018 audit into capital works management. These policies respond to those recommendations.

### FINANCIAL & BUDGETARY

Each year Council adopts a budget which includes capital expenditure in the order of \$11-13 million per annum. The policies aim to increase alignment with best asset management practice and increase transparency with the selection and prioritisation of projects to be funded.

## 7. IMPLEMENTATION STRATEGY

### COMMUNICATION

The method of engagement with community relating to the policies has been outlined in section 4. Following adoption of the policies information will be uploaded onto Council's Policy register and the documents available on Council's website.

### TIMELINE

Following endorsement by Council the policies will be placed on public exhibition for a 6-week period. Considering feedback from the exhibition period, updates may be made to the draft documents and final versions will be presented for adoption at a future Council meeting.

## 8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



## Council Policy

### 16.11 CAPITAL FUNDS ALLOCATION POLICY

#### PURPOSE

The purpose of this policy is to ensure that Council's limited funds available for capital expenditure are utilised as effectively as possible and are allocated in accordance with the principles of best practice asset management.

#### SCOPE

This policy applies to all Capital Works undertaken to deliver Renewal, Upgrade, New or Expansion of Council assets. This includes projects approved within Colac Otway's Year 1 CWP and 10 Year indicative CWP. The Policy does not apply to maintenance works.

#### DEFINITIONS

Capital Works – physical works to Council owned assets and property delivered by or on behalf of the Colac Otway Shire Council.

CWP - Capital Works Program is a proposed program of capital projects to be constructed in a given year

1 Year CWP – Capital Works Program developed annually as part of budget process

10 Year Indicative CWP –forecast capital investment over the next 10 years

Asset Renewal – Expenditure on an existing asset or on replacing an existing asset that returns the service potential and extends the life of the asset beyond that which it had originally.

Asset Upgrade – Expenditure which enhances an existing asset to provide a higher level of service.

Asset New - Expenditure which creates a new asset that does not currently exist to meet additional service levels.

Asset Expansion – Expenditure that extends the capacity of an existing asset at the same service level.

EMT – Council's Executive Management Team

Project – A project involving the renewal, improvement, upgrade or creation of an asset. The scope of a Project for the purposes of this policy includes any preliminary scoping studies and design work associated with Capital Works.

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## REFERENCES

*International Infrastructure Management Manual, 2015 (IPWEA)*  
*Local Government Act 2020*  
*Local Government (Finance and Reporting) Regulations 2004*  
*Risk Management Act 2004*  
*Road Management Act 2004*

## STATEMENT OF POLICY

### 1. Overview

This Policy is supported by a range of Council adopted Strategies, Policies and Master Plans, which guide infrastructure development for various service areas.

This Policy reinforces the standards set out in the Colac Otway Shire Project Management Framework (PMF) which incorporates processes, procedures and relevant controls to govern the concept, initiation, planning and design, implementation and close out phases of projects.

The 1 Year CWP and 10 Year indicative Capital Works Plan (CWP) consist of three categories of works, being: asset renewal, asset upgrade and expansion, and new assets.

Council's CWP aims to:

- reduce the backlog of ageing infrastructure;
- provide improved public health and community safety;
- provide for the increased social and recreational needs of the community;
- improve infrastructure networks as a platform for economic development;
- minimise Council's impact on our natural environment; and
- improve the efficiency and sustainability of service delivery.

### 2. Allocation of Capital Funds

Funding priority will continue to be directed towards the "Asset Renewal" component of the CWP in order to achieve a more efficient and/or sustainable asset management position. Annual funding will endeavour to be allocated to the levels recommended in Council's Asset Management Plans.

Accordingly, funds available for New assets and asset Upgrade and Expansion will be limited and subject to a process of nomination and prioritisation outlined below.

### 3. New, Upgrade and Expansion Project Nomination and Prioritisation

New, Upgrade and Expansion projects must successfully pass a preliminary assessment prior to the development of a detailed business case for consideration by Council or external funding submission. The preliminary assessment will be funded through Council's operational budget.

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For projects with an estimated value over \$50,000 and/ or a risk and complexity rating of 'High', the Preliminary Assessment will involve:

1. Completion of a Project Plan outlining project background, objectives, location, scope, exclusions, risk assessment, assumptions, stakeholder assessment, phases and estimated timeframes for delivery, cost estimate and outcomes of preliminary investigations.
2. Preliminary investigations, including the following due diligence as a minimum: determination of planning and building permit requirements, requirements for environmental and cultural heritage investigations or plans, relevant authority or agency approvals, requirements for technical studies or investigations, and a site visit with relevant technical representatives.
3. Preparation of cost estimates or cost plans for whole of project costs, including technical studies, design and construction costs, contingencies, escalation and project management.
4. Completion of a life cycle costing assessment (refer below).

#### Life Cycle Costing

Nominating a project for funding consideration under the New Capital Program (Expansion/New Projects) will require the completion of a Life Cycle Costing template. Projects that fall into this category will involve construction or acquisition of new assets or the extension of an existing asset.

This information is required to ensure a comprehensive appraisal can be made of any ongoing costs that will apply to the project in addition to the initial capital cost. Typical ongoing consequential costs may include, operational costs (staff, utilities, cleaning, insurance), maintenance costs (repairs, cyclic maintenance and partial renewal during the life of the asset (roof replacement, road resurfacing) which is accounted for by an asset depreciation allowance.

As these ongoing costs will add to the maintenance/renewal burden of the asset over its lifetime, they must be identified and acknowledged before any decision to allocate capital funding to the project is made.

The recurrent operating budget will then be amended up or down accordingly.

#### 4. Approvals

Prior to consideration by Council for funding or application for external funding, projects over \$50,000 in value and/or with a risk and complexity rating of 'high' or 'extreme' require:

- Approval of the Project Plan (for works under \$1 million) by the Project Sponsor, Project Owner and Manager of Assets and Project Delivery.
- Approval of the Project Plan (for works \$1 million and over) by the Project Sponsor, Project Owner and EMT.
- A risk mitigation strategy approved by EMT.

#### 5. Prioritisation of Projects

Projects that have undergone the nomination and scoping process will be prioritised in accordance with the criteria in Council's **Capital Project Prioritisation Policy**.

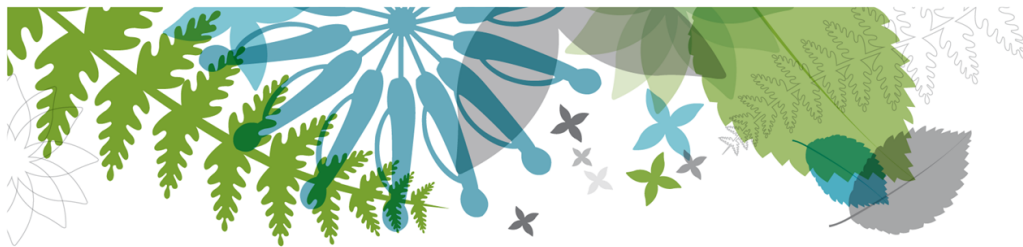
#### 6. Multi-year funding allocation

Detailed business cases will identify where project timeframes are anticipated to extend beyond 12 months.

Works requiring technical investigations, external agency approvals, extensive stakeholder engagement, permits and studies and/ or complex design prior to construction will be funded over a minimum of two financial years.

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## 7. Capital Works Sub-Programs

Council's CWP comprises of 14 separate sub-programs which aim to renew, improve and expand Council's physical infrastructure. Projects identified as part of the CWP provide a capital investment mix of renewal of existing assets, improvement of existing assets to meet community expectation of urban renewal and new assets to meet an identified demand.

### 1.1 Community Facilities Program

The Community Facilities Program aims to renew, improve and expand the range and quality of community programs and children's services delivered through Council's array of community facilities. This program also aims to modernise and bring our community facilities in line with modern standards for upgrades and new assets.

To achieve this objective, the program expands the capacity of our community facilities to improve the range of services provided, through upgrades such as increased parking provision, installation of shaded roofing areas and upgrades of play equipment.

### 1.2 Drainage Program

The Drainage Program aims to renew, upgrade and extend the underground drainage systems and implement practical water sensitive solutions by improving the quality, transfer and storage of surface runoff from rainfall events. The objectives aim to address two separate issues in an urbanised context, namely:

- restoring existing stormwater systems
- Extend the underground drainage system
- Minimising the impact and risks resulting from excess run off.

The Drainage Program uses water sensitive urban design principles as part of a more integrated catchment management approach to stormwater run-off. Projects of this nature include upgrades to existing underground drainage pipes as well as the construction of new water sensitive devices which improve the quality of stormwater before it enters our riverine system.

### 1.3 Roads Program

Ensure a safe road network for Colac Otway Shire's social and economic sustainability. The Roads Program aims to renew and upgrade the road network to ensure it can function effectively as a key asset for the community's transport needs.

Projects identified as part of this program are in direct response to needs identified through Council's road asset maintenance and management plans. Sub programs include for example road sealing, unsealed road re-sheeting, crack sealing and road rehabilitation

### 1.4 Bridge Program

The bridge and major culvert program aims to ensure assets are safe and fit for purpose. Renewal and upgrades are undertaken as required to maintain a safe road network and support the economic and social sustainability of the Shire.

### 1.5 Municipal Facilities Program

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The Municipal Facilities Program renews and develops Council facilities that are used primarily for the governance and operations of Council. This program is limited to works in Council office buildings and operations centres across the municipality.

#### **1.6 Walking and Cycling Program**

The Walking and Cycling Program aims to support active transport and increase community participation in walking and cycling activities through the renewal, development and improvement of facilities and networks, and through education, promotion and safety enhancements.

To achieve this objective, the Walking and Cycling Program aims to create an integrated network which ensures connectivity of footpaths, on-road and off-road bicycle paths as well as shared trail networks across the Municipality and connecting beyond to surrounding councils.

#### **1.7 Playgrounds, Parks and Gardens Program**

The Playground, Parks and Gardens program provides a framework to renew existing assets to ensure assets are in a safe condition, and upgrade old and uninviting reserves to attractive, and inviting spaces that will be celebrated as key features of the community.

The Playground, Parks and Gardens Program aims to provide all Colac Otway residents equitable access to a range of high quality open spaces. These parks will be safe environments that contribute to the health and wellbeing of residents and support healthy, active lifestyles and social cohesion.

#### **1.8 Special Charges Program**

The Special Charges Program makes targeted improvements to the level of services provided to residents who receive a special benefit from the works.

Projects identified as part of the Special Charges Program are directly aimed at providing improvements to infrastructure that directly benefits identified residents and businesses.

#### **1.9 Sports Facilities Program**

The Sports Facilities Program aims to foster the growth of sports at a grassroots level by promoting community participation in sporting activities regardless of level of experience and skill.

The program provides the community with access to inclusive, well developed sports facilities for continued participation.

#### **1.10 Sustainability Program**

The Environmental Sustainability Program aims to improve resource efficiency, providing operational savings for Council's service delivery and improving environmental outcomes for the community.

Resource efficiency outcomes include those initiatives that: reduce Council's carbon emissions and energy use across the scope of its services, reduce community carbon emissions and energy use, and reduce water consumption.

#### **1.11 Town Centres and Visitor Amenities Program**

The objective of the Town Centres Program is to improve the economic vibrancy and sense of community and place across all of Council's Townships, renewing and upgrading assets within the public realm.

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This program aims to revitalise the infrastructure supporting retail and commercial vitality to help ensure sustainable employment opportunities. Investing in streetscape renewal and upgrade, public toilets, public lighting, furniture and landscape amenity.

### 1.12 Road Safety Program

The Road Safety Program aims to improve the safety of road users and pedestrians by reducing the risks associated with traffic speed and transport movement, as well as improved pedestrian crossing points.

Projects identified in the Road Safety Program are aimed at priority locations across the municipality, and incorporate the construction of various traffic management treatments in local areas. Some of these include slowing treatments such as anti-skid treatments, traffic islands, speed humps and kerb modifications. This program includes renewal and upgrade of other road infrastructure that enhances road safety such as road lighting, guard rails, signage and landslip control.

### 1.13 Plant and Equipment Program

The Plant and Equipment Program aims to maintain Council's fleet of plant and machinery to ensure the business of Council can run efficiently.

The Plant and Equipment Program provides funding for the following range of assets; passenger/light commercial vehicles, plant/machinery, furniture and IT equipment.

### 1.14 Land Acquisition Program

The Land Acquisition Program aims to expand the provision of Council services by facilitating the purchasing of land where it has been identified as strategically significant for future benefit or recognised present need. The purchasing of land under the Land Acquisition Program may or may not include any Capital Improved Value already existing on the land.

The Land Acquisition Program may be facilitated through a number of mechanisms, including but not limited to, public acquisition, open marketplace or through private treaty. In accordance with the Acquisition and Disposal of Council Property Policy 2021.

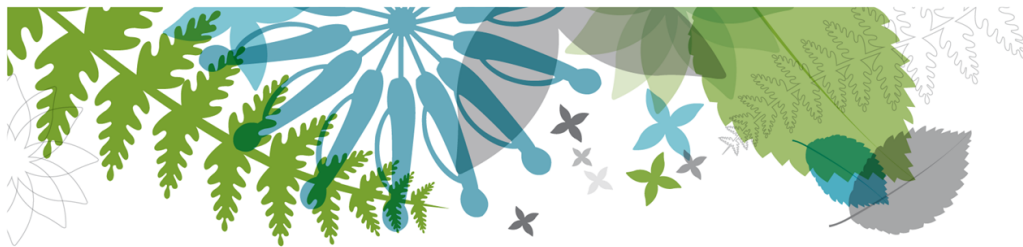
#### RELATED DOCUMENTS

Council Plan 2021 – 2025  
 Acquisition and Disposal of Council Property Policy 2021  
 Asset Accounting Policy  
 Asset Management Policy 2018  
 Asset Management Strategy  
 Road Management Plan 2021  
 Roads Asset Management Plan  
 Bridges Asset Management Plan  
 Footpath Asset Management Plan  
 Building Asset Management Plan  
 Open Space and Recreation Asset Management Plan  
 Colac Otway Shire Risk Register  
 Risk Management Policy

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## DOCUMENT CONTROL

Policy owner	Manager Assets and Project Delivery	Division	Environment and Infrastructure
Adopted by council		Policy Number	16.11
File Number	D21/167856	Review date	

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## 16.12 CAPITAL PROJECTS PRIORITISATION POLICY

### PURPOSE

The purpose of this policy is to ensure that Council's limited funds available for capital expenditure on New, Upgrade and Expansion projects are utilised as effectively as possible and are allocated transparently, equitably and in accordance with the principles of best practice asset management.

This policy provides a framework whereby competing projects can be assessed and prioritised to ensure Council's long term financial sustainability and improve asset management practices by applying the principles to Council's capital expenditure decisions.

### SCOPE

This policy applies to all Capital Works which constitute expenditure for Upgrades, New and Expansion projects. This includes projects approved within Colac Otway Shire's Year 1 CWP and 10 Year indicative CWP.

### DEFINITIONS

Capital Works – physical works to Council owned assets and property delivered by or on behalf of the Colac Otway Shire Council.

CWP – Capital Works Program is a proposed program of capital projects to be constructed in a given financial year.

1 Year CWP – Capital Works Program developed annually as part of budget process

10 Year Indicative CWP – a program of forecast capital investment over the next 10 years

Renewal – Expenditure on an existing asset or on replacing an existing asset that returns the service potential and extends the life of the asset beyond that which it had originally.

Upgrade – Expenditure which enhances an existing asset to provide a higher level of service.

New - Expenditure which creates a new asset that does not currently exist to meet additional service levels.

Expansion – Expenditure that extends the capacity of an existing asset at the same service level.

### REFERENCES

*International Infrastructure Management Manual, 2015 (IPWEA)*

*Local Government Act 2020*

*Local Government (Finance and Reporting) Regulations 2004*

*Risk Management Act 2004*

*Road Management Act 2004*

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## STATEMENT OF POLICY

The principles guiding the allocation of Council funds to capital projects are underpinned by the following set of project evaluation criteria. Priority will be given to projects that;

### Principle 1 – Strategic Alignment

- 1.1 are identified in the Council Plan, an approved Strategy, Council Policy and/or Council Resolution or projects that are consistent or aligned to broader regional strategies.
- 1.2 meet an identified demand, substantiated by a thorough process of data collection, analysis and community consultation.

### Principle 2 – Economic Benefit

- 2.1 can leverage external funding.
- 2.2 limit or reduce impacts on Council's operating costs.
- 2.3 support or provide benefits to the local economy.
- 2.4 can increase revenue for Council.

### Principle 3 – Social Benefit

- 3.1 have the support of the majority of the community and key stakeholders.
- 3.2 do not duplicate an existing service(s) currently provided to intended users or participants.
- 3.3 increase access or participation opportunities for a disadvantaged, or vulnerable community groups.
- 3.4 demonstrate improved social interaction, physical and mental health and wellbeing outcomes
- 3.5 improve the liveability of the municipality.
- 3.6 contribute to the protection of Council's cultural and/or heritage values.
- 3.7 reduce community emissions.

### Principle 4 – Environmental Benefit

- 4.1 minimise energy and water use and reduce waste disposal/ maximise recycling opportunities
- 4.2 protect s and/or contributes to biodiversity values.
- 4.3 contributes to achieving Council's carbon neutral target.

### Principle 5 – Safety, Risk and Compliance

- 5.1 addresses a safety issue.
- 5.2 addresses a legislated requirement.
- 5.3 is adequately scoped terms of life cycle cost, quality standard and project duration.

Uncontrolled when printed

CM reference	D21/168010	Date of adoption	
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## RELATED DOCUMENTS

Capital Funds Allocation Policy  
 Council Plan 2021– 2025  
 Acquisition and Disposal of Council Property Policy 2021  
 Asset Accounting Policy  
 Asset Management Policy 2018  
 Asset Management Strategy (under review)  
 Road Management Plan 2021  
 Roads Asset Management Plan 2018  
 Bridges Asset Management Plan  
 Footpath Asset Management Plan  
 Building Asset Management Plan  
 Open Space and Recreation Asset Management Plan  
 Colac Otway Shire Risk Register  
 Risk Management Policy  
 Environment Strategy

## DOCUMENT CONTROL

Policy owner	Manager Assets and Project Delivery	Division	Environment and Infrastructure
Adopted by council		Policy Number	16.12
File Number	D21/168010	Review date	

Uncontrolled when printed

CM reference	D21/168010	Date of adoption	
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Item: 10.9

## Authorisation of Officers under the Planning and Environment Act 1987

<b>OFFICER</b>	Maree Powell
<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	1. Instrument of Appointment and Authorisation - Anne Sorensen - Planning & Environment Act [ <b>10.9.1</b> - 1 page]
<b>PURPOSE</b>	For Council to appoint an officer as an authorised officer under section 147(4) of the <i>Planning and Environment Act 1987</i> .

### 1. EXECUTIVE SUMMARY

The purpose of the report is for Council to appoint Anne Sorensen, Principal Strategic Planner as an authorised officer under section 147(4) of the *Planning and Environment Act 1987*.

### 2. RECOMMENDATION

*That Council:*

- 1. Appoints Anne Sorensen as an authorised officer pursuant to section 147(4) of the Planning and Environment Act 1987;***
- 2. Authorises the use of the common seal in accordance with Colac Otway Shire's Governance Local Law No 4 – 2020; and***
- 3. Notes that the Instrument of Appointment and Authorisation (Instrument) comes into force immediately the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.***

### 3. KEY INFORMATION

#### BACKGROUND

The *Planning and Environment Act 1987* establishes a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.



Various staff members within the Council's Planning, Environment and Community Safety units are required to undertake assessments, give advice or investigate various issues in relation to the Act. In order to undertake these assessments legally, particularly during issues of non-compliance, authorisation under the Act is required.

#### **KEY INFORMATION**

Due to the appointment of a Principal Strategic Planner, it is required that Council appoints Anne Sorensen under the Act due to the following:

- The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the responsible authority.
- Legal advice recommends that authorised officers be appointed by Council using an instrument to address specific authorisation provisions of section 147(4) of the *Planning and Environment Act 1987* versus the broader authorisations of section 224 of the *Local Government Act 1989*.

It is important to note that the broader Instruments of Appointment and Authorisation by the Chief Executive Officer pursuant to section 224 of the *Local Government Act 1989* must also be retained as it appoints the officer's positions as an authorised officer for the administration and enforcement of other acts.

## **4. COMMUNITY CONSULTATION & ENGAGEMENT**

Not Applicable

## **5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES**

**Alignment to Council Plan 2017-2021:**

**Theme 4 - Our Leadership & Management**

3. Organisational development and legislative compliance.

## **6. CONSIDERATIONS**

### **ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC**

Authorisation is required for officers to investigate and enforce planning and land use issues as outlined in this report serve to protect the wider environment in line with the requirements of the planning scheme and *Planning and Environment Act 1987*.

### **LEGAL & RISK**

The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the responsible authority.

### **FINANCIAL & BUDGETARY**

Not applicable

## 7. IMPLEMENTATION STRATEGY

### **TIMELINE**

The attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) comes into force immediately upon execution.

## 8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION

*(Planning and Environment Act 1987)*

In this Instrument “**officer**” means –

**ANNE SORENSEN**

By this Instrument of Appointment and Authorisation Colac Otway Shire Council –

- 1. Under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. Under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this Instrument.

It is declared that this Instrument –

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked

This Instrument is authorised by a resolution of the Colac Otway Shire Council on 25 August 2021.

THE COMMON SEAL of Colac Otway Shire  
Council was hereunto affixed in accordance  
with Local Law No 4

.....  
Chief Executive Officer

Dated

Item: 10.10

**Audit and Risk Committee Minutes - 12 May 2021**

<b>OFFICER</b>	Lyndal McLean
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	1. Audit and Risk Committee - Minutes - 12 May 2021 - Signed [10.10.1 - 25 pages]
<b>PURPOSE</b>	To receive for information the Colac Otway Shire Audit and Risk Committee minutes dated 12 May 2021.

**RECOMMENDATION**

*That Council receives for information the Colac Otway Shire Audit and Risk Committee minutes dated 12 May 2021.*



## AUDIT AND RISK COMMITTEE MEETING

# MINUTES

Wednesday 12 May 2021

at 9:00 AM

COPACC

95 - 97 Gellibrand Street, Colac



## COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

Wednesday 12 May 2021

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## COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

MINUTES of the **AUDIT AND RISK COMMITTEE MEETING OF THE COLAC OTWAY SHIRE** held at COPACC on  
Wednesday 12 May 2021 at 9:00 AM.

### MINUTES

#### **1 DECLARATION OF OPENING OF MEETING**

#### **2 PRESENT**

Mike Said (Chair)  
Brian Keane  
Richard Trigg  
Cr Graham Costin (via videoconference)  
Cr Stephen Hart

Peter Brown, Chief Executive  
Errol Lawrence, General Manager, Corporate Services  
Tony McGann, General Manager, Environment & Infrastructure  
Ian Seuren, General Manager, Development & Community Services  
Marlo Emmitt, Manager, Governance & Communications  
Lyndal McLean, Governance Coordinator  
Jason Clissold, Manager, Financial Services  
Andrew Zavitsanos, Crowe (via videoconference)  
Christopher Kol, McLaren Hunt  
Gary Van Driel, Special Projects Coordinator  
Nicholas Welsh, Senior Accountant  
Toni Uphill, Management Accountant  
Ben McLaughlin, Coordinator, Procurement & Tenders

#### **3 APOLOGIES**

Nil

#### **4 DECLARATIONS OF INTEREST**

Nil

## **5 CONFIRMATION OF MINUTES**

- **Audit Committee Meeting held on 10 February 2021.**

### ***RESOLUTION***

***MOVED Brian Keane, SECONDED Richard Trigg***

***That the Audit Committee confirm the minutes from the Audit Committee Meeting held on 10 February 2021.***

***CARRIED 5 : 0***

## **6.1 BUSINESS ARISING FROM THE PREVIOUS MEETING**

Nil

## **6.2 INTERNAL AUDIT AND REPORTING RESPONSIBILITIES**

Audit Committee Plan

- Item 7.7 Meet in camera with Internal Auditor in the absence of management

A closed session meeting of the Audit and Risk Committee members took place on 12 May 2021 from 8.45am - 9.00am to consider the item listed immediately above. Andrew Zavitsanos of Crowe, Council's Internal Auditor, also attended the meeting.

Audit Committee Plan

- Item 10.2 Reports on Audit Committee activities to Council

Mike Said (Audit and Risk Committee Chair) attended Councillor Briefing on 5 May 2021 to deliver the biannual audit and risk report to Council.



**Item: 7.1**

**Chief Executive Statement of Compliance**

<b>OFFICER</b>	Peter Brown
<b>CHIEF EXECUTIVE</b>	Peter Brown
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	Nil
<b>PURPOSE</b>	To update the Audit and Risk Committee on compliance matters across the municipality.

**RESOLUTION**

***MOVED Brian Keane, SECONDED Cr Stephen Hart***

***That the Audit and Risk Committee note the Chief Executive Statement of Compliance.***

***CARRIED 5 : 0***

**Marni Young attended the meeting at 9.18am.**

**The next item to be heard was Item 7.3 Risk Management - Operational Risks (High and Extreme) and review of Council's Business Continuity Plan Framework and testing regime.**





**Item: 7.2**

**Review key policies in accordance with policy review plan -  
Procurement Policy - Version 3.4**

<b>OFFICER</b>	Ben McLaughlin
<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. DRAFT - Clean - Procurement Policy - Version 3.4 [7.2.1 - 17 pages]</li><li>2. DRAFT - Marked Up - Procurement Policy - Version 3.4 [7.2.2 - 19 pages]</li><li>3. Contract XXXX Complexity Assessment [7.2.3 - 4 pages]</li></ol>
<b>PURPOSE</b>	To present the updated Procurement Policy for the Audit and Risk Committee's for endorsement.

This item was heard immediately after item 7.13 Internal Audit - Review progress by management on open Internal Audit recommendations.

**RECOMMENDATION**

*That the Audit and Risk Committee endorse the updated Procurement Policy (Version 3.4).*

**ALTERNATIVE MOTION**

***MOVED Brian Keane, SECONDED Richard Trigg***

*That the Audit and Risk Committee recommends Council adopt the updated Procurement Policy subject to recommendations made by the Audit and Risk Committee.*

***CARRIED 5 : 0***

Ben McLaughlin left the meeting at 11.51am.

The next item to be heard was Item 7.7 Review changes in significant accounting policies and disclosures - Asset Accounting Policy.



**Item: 7.3**

**Risk Management - Operational Risks (High and Extreme)  
and review of Council's Business Continuity Plan Framework  
and testing regime**

<b>OFFICER</b>	Marni Young
<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Corporate Risk Register - Operational Risks - High and Extreme - Audit and Risk Committee - 20210512 [7.3.1 - 3 pages]</li><li>2. Risk Register Corporate - Risk Matrix [7.3.2 - 1 page]</li><li>3. R M-13 - Fatigue Management Policy - 2020 [7.3.3 - 6 pages]</li><li>4. Report - Business Continuity Plan Review and COVI D-19 Debrief - Brett Ellis [7.3.4 - 45 pages]</li></ol>
<b>PURPOSE</b>	This report provides a review of Council's operational risk profile and treatment plans, and the business continuity planning framework and testing regime.

This item was heard immediately after Item 7.1 Chief Executive Statement of Compliance.

**RECOMMENDATION**

**That the Audit Committee:**

1. receives this report current as at 15 April 2021, and
2. notes the endorsement of the Fatigue Management Policy.

**ALTERNATIVE MOTION**

**MOVED Richard Trigg, SECONDED Cr Graham Costin**

**That the Audit Committee:**

1. receives this report current as at 15 April 2021;

- 2. notes the endorsement of the Fatigue Management Policy by the Executive Management Team; and**
- 3. requests that specific timelines be included in further reports on the Business Continuity Planning Project.**

**CARRIED 5 : 0**

**Gary Van Driel attended the meeting at 9.22am.  
Marni Young left the meeting at 9.51am.**

**The next item to be heard was Item 7.6 External Audit - Review External Audit findings, recommendations and management responses.**



**Item: 7.4**

**Other: Asset Management Planning**

<b>OFFICER</b>	Gary Van Driel
<b>GENERAL MANAGER</b>	Tony McGann
<b>DIVISION</b>	Environment & Infrastructure
<b>ATTACHMENTS</b>	Nil
<b>PURPOSE</b>	To provide the Audit Committee with an update on the progress of tasks reported to the Audit and Risk Committee - 12 May 2021.

This item was heard immediately after Item 7.6 External Audit - Review External Audit findings, recommendations and management responses.

**RESOLUTION**

***MOVED Cr Graham Costin, SECONDED Richard Trigg***

***That the Audit and Risk Committee notes the progress on identified tasks.***

***CARRIED 5 : 0***

**Cr Stephen Hart returned to the meeting at 10.01am.  
Andrew Zavitsanos attended the meeting at 10.01am.**



## Item: 7.5

### Road Management Plan Review

<b>OFFICER</b>	Gary Van Driel
<b>GENERAL MANAGER</b>	Tony McGann
<b>DIVISION</b>	Environment & Infrastructure Services
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Updated 8 April 2021 Road Management Plan 2021 Version Final Draft for Public Exhibition - Briefing [7.5.1 - 34 pages]</li><li>2. ROAD MANAGEMENT PLAN REVIEW 2021 - Community Submission [7.5.2 - 3 pages]</li><li>3. Road Management Plan 2018 [7.5.3 - 27 pages]</li><li>4. Track Changes Updated 8 April 2021 Road Management Plan 2021 Versi [7.5.4 - 34 pages]</li></ol>
<b>PURPOSE</b>	For the Audit and Risk Committee to consider the revised 2021 Road Management Plan.

### RECOMMENDATION

*That the Audit and Risk Committee endorses the revised Road Management Plan 2021 as attached to this report.*

#### ALTERNATIVE MOTION

*MOVED Brian Keane, SECONDED Cr Stephen Hart*

*That the Audit and Risk Committee endorses, subject to Council approval, the revised Road Management Plan 2021 as attached to this report.*

**CARRIED 5 : 0**

Gary Van Driel left the meeting at 10.16am.

The next item to be heard was item 7.11 Internal Audit - Review & approve Internal Audit Program for 2021/22 & Review status and delivery of Internal Audit plan.



**Item: 7.6**

**External Audit - Review External Audit findings, recommendations and management responses**

<b>OFFICER</b>	Jason Clissold
<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	1. Interim Management Letter COS 2021 [7.6.1 - 10 pages]
<b>PURPOSE</b>	To present and review the audit findings contained in the Interim Management Letter for the year ending 30 June 2021.

This item was heard immediately after Item 7.3 Risk Management - operational Risks (High and Extreme) and review of Council's Business Continuity Plan Framework and testing regime.

**RESOLUTION**

***MOVED Cr Stephen Hart, SECONDED Brian Keane***

***That the Audit and Risk Committee note the Interim Management Letter for the year ending 30 June 2021.***

***CARRIED 5 : 0***

Nicholas Welsh attended the meeting at 9.52am.

Toni Uphill attended the meeting at 9.52am.

Cr Stephen Hart left the meeting at 9.59am.

The next item to be heard was item 7.4 Other: Asset Management Planning.





**Item: 7.7**

**Review changes in significant accounting policies and disclosures - Asset Accounting Policy**

<b>OFFICER</b>	Nicholas Welsh
<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	1. Draft Asset Accounting Policy [7.7.1 - 9 pages]
<b>PURPOSE</b>	To review and approve the Draft Asset Accounting policy.

**RECOMMENDATION**

*That Audit and Risk Committee endorses the Asset Accounting Policy.*

**ALTERNATIVE MOTION**

*MOVED Brian Keane, SECONDED Cr Stephen Hart*

*That Audit and Risk Committee notes the Asset Accounting Policy and recommends Council considers disposal of assets related to employees.*

**CARRIED 5 : 0**



**Item: 7.8**

**Financial Reporting: Review significant variances between actual and budget**

<b>OFFICER</b>	Toni Uphill
<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Quarterly Budget Report 9 Months Ending 31 March 2021 [7.8.1 - 11 pages]</li><li>2. 2020-21 Financial Statements - March 2021 [7.8.2 - 3 pages]</li><li>3. 2020-21 Services Area Report - March 2021 [7.8.3 - 7 pages]</li><li>4. 2020-21 Capital Works Report - March 2021 [7.8.4 - 3 pages]</li><li>5. 2020-21 Major Initiatives Report - March 2021 [7.8.5 - 4 pages]</li></ol>
<b>PURPOSE</b>	To present the Budget Report for the 9 months ending 31 March 2021.

**RESOLUTION**

***MOVED Richard Trigg, SECONDED Cr Graham Costin***

***That the Audit and Risk Committee notes the attached Budget Report for the 9 months ending 31 March 2021***

***CARRIED 5 : 0***



Item: 7.9

**Fraud & Corruption Prevention Systems & Controls: Review reports on any instances of unethical behaviour, fraud and corruption and review actions taken to report any such incidents**

<b>OFFICER</b>	Nicholas Welsh
<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	1. Fraud Audit Program - 01 November 2020 - 31 January 2021- Signed [7.9.1 - 2 pages]
<b>PURPOSE</b>	To monitor our internal controls and processes in order to assist in the detection and prevention of fraud.

**RESOLUTION**

***MOVED Cr Stephen Hart, SECONDED Brian Keane***

***That the Audit and Risk Committee receive the Fraud Control Program Report for the period 1 November 2020 to 31 January 2021.***

***CARRIED 5 : 0***



**Item: 7.10**

**Review reports on any instances of unethical behaviour, fraud and corruption and review actions taken to report any such incidents**

<b>OFFICER</b>	Errol Lawrence
<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	Nil
<b>PURPOSE</b>	To advise the Audit and Risk Committee regarding an incident of fraud - advice of change of bank details by an unknown third party.

**RESOLUTION**

***MOVED Cr Graham Costin, SECONDED Richard Trigg***

***That the Audit and Risk Committee notes this report.***

***CARRIED 5 : 0***

**The next item to be heard was Item 7.14 Other: *Local Government Act 2020* - Compliance Register.**



**Item: 7.11**

**Internal Audit - Review & approve Internal Audit Program for 2021/22 & Review status and delivery of Internal Audit plan**

<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Strategic Internal Audit Plan 2021-22 [<b>7.11.1</b> - 15 pages]</li><li>2. Draft MAP v 3.1 - HR Performance Internal Audit [<b>7.11.2</b> - 6 pages]</li><li>3. Draft MAP v 0.2 - Cybercrime Assessment Internal Audit [<b>7.11.3</b> - 5 pages]</li><li>4. Curious Eyes - Crowe Publication of Interest - Oct - Dec 2020 [<b>7.11.4</b> - 9 pages]</li><li>5. Curious Eyes - Crowe Publication of Interest - Jan - Mar 2021 [<b>7.11.5</b> - 10 pages]</li></ol>
<b>PURPOSE</b>	Provide the Audit and Risk Committee with the proposed internal audit projects for 2021/2022.

This item was heard immediately after item 7.5 Road Management Plan Review.

**RECOMMENDATION**

*That the Audit and Risk Committee:*

- 1. notes the Internal Audit Progress Report as at 19 April 2021;*
- 2. endorses the Strategic Internal Audit Plan for 2021/22;*
- 3. review and endorse the scopes for the HR Performance and Cybercrime Assessment audits; and*
- 4. notes the Publication of Interest, Curious Eyes, October – December 2020 and January – March 2021.*

**ALTERNATIVE MOTION**

**MOVED Richard Trigg, SECONDED Cr Graham Costin**

***That the Audit and Risk Committee:***

- 1. notes the Internal Audit Progress Report as at 19 April 2021;***
- 2. endorses the Strategic Internal Audit Plan for 2021/22;***
- 3. recommends that subject to available funding Council give consideration to including an internal audit on leases and licences as part of the Internal Audit Plan for 2021/22;***
- 4. review and endorse the scopes for the HR Performance and Cybercrime Assessment audits; and***
- 5. notes the Publication of Interest, Curious Eyes, October – December 2020 and January – March 2021.***

**CARRIED 5 : 0**

**Ben McLaughlin attended the meeting at 10.17am.**

**Tony McGann left the meeting at 10.34am.**

**Tony McGann returned to the meeting at 10.37am.**





### Item: 7.12

## Internal Audit - Review reports on Internal Audit reviews

<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Final Internal Audit Report - Crowe - Tendering report v 3.1 [7.12.1 - 23 pages]</li><li>2. Internal Audit Survey Results - Tendering - April 2021 [7.12.2 - 1 page]</li></ol>
<b>PURPOSE</b>	To present the Tendering Processes internal audit report to the Audit and Risk Committee.

## RECOMMENDATION

*That the Audit and Risk Committee;*

1. *receives the Internal Audit Report on the Tendering Processes audit noting management comments.*
2. *notes the results of the Internal Audit Survey - Tendering.*

### ALTERNATIVE MOTION

*MOVED Cr Stephen Hart, SECONDED Brian Keane*

*That the Audit and Risk Committee:*

1. *receives the Internal Audit Report on the Tendering Processes audit noting management comments.*
2. *notes the results of the Internal Audit Survey - Tendering.*
3. *recommends that Council considers the outcomes of the Internal Audit Report on Tendering when developing the Procurement Policy.*

**CARRIED 5 : 0**

Marlo Emmitt left the meeting at 10.45am.  
Marlo Emmitt returned to the meeting at 10.48am.



**Item: 7.13**

**Internal Audit: Review progress by management on open  
Internal Audit recommendations**

<b>OFFICER</b>	Lyndal McLean
<b>CHIEF EXECUTIVE</b>	Peter Brown
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Audit Actions - completed since December 2020 meeting [7.13.1 - 7 pages]</li><li>2. Audit Actions Matrix - Incomplete Actions - Audit conducted prior to 2019 [7.13.2 - 14 pages]</li><li>3. Audit Actions Matrix - Incomplete Actions - Audits conducted from 2019 [7.13.3 - 6 pages]</li></ol>
<b>PURPOSE</b>	To review high and medium risk rating recommendations from previous internal audit reports.

**RESOLUTION**

***MOVED Cr Graham Costin, SECONDED Richard Trigg***

***That the Audit and Risk Committee receives an update on Internal Audit reports of high and medium risk rating recommendations as at April 2021.***

***CARRIED 5 : 0***

**The meeting adjourned for a short break at 10.59am.**

**The meeting resumed at 11.04am.**

**The next item to be heard was Item 7.2 Review key policies in accordance with policy review plan - Procurement Policy.**



**Item: 7.14**

**Other: Local Government Act 2020 - Compliance Register**

<b>OFFICER</b>	Lyndal McLean
<b>GENERAL MANAGER</b>	Errol Lawrence
<b>DIVISION</b>	Corporate Services
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. LGA 2020 - Transition Compliance Register - sections with discrete actions - printed 13 April 2021 [<b>7.14.1</b> - 6 pages]</li><li>2. LGA 2020 - Transition Compliance Register - Sections with advice of change - printed 13 April 2021 [<b>7.14.2</b> - 1 page]</li></ol>
<b>PURPOSE</b>	To provide an update to the Audit and Risk Committee on the <i>Local Government Act 2020</i> Compliance Register.

This item was heard immediately after Item 7.10 Review reports on any instances of unethical behaviour, fraud and corruption and review actions taken to report any such instances.

**RESOLUTION**

***MOVED Brian Keane, SECONDED Cr Stephen Hart***

***That the Audit and Risk Committee note the updated Local Governance Act 2020 Compliance Register.***

***CARRIED 5 : 0***



**Item: 7.15**

**Meeting Schedule: Review Audit Committee plan**

<b>OFFICER</b>	Lyndal McLean
<b>CHIEF EXECUTIVE</b>	Peter Brown
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Audit &amp; Risk Committee Plan 2021 - printed 8 April 2021 [7.15.1 - 2 pages]</li><li>2. Policy Review Plan - Audit &amp; Risk Committee - printed 8 April 2021 [7.15.2 - 1 page]</li></ol>
<b>PURPOSE</b>	To review the Audit and Risk Committee Plan.

**RESOLUTION**

***MOVED Richard Trigg, SECONDED Cr Graham Costin***

***That the Audit and Risk Committee note the updated 2021 Audit and Risk Committee Plan.***

***CARRIED 5 : 0***



**Item: 7.16**

**Meeting Schedule: Review of agenda items for 11 August 2021 Audit and Risk Committee Meeting**

<b>OFFICER</b>	Lyndal McLean
<b>CHIEF EXECUTIVE</b>	Peter Brown
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	1. Audit & Risk Committee Plan 2021 - reports for 11 August 2021 A& RC meeting - printed 4 May 2021 [7.16.1 - 2 pages]
<b>PURPOSE</b>	To preview the agenda items for 11 August 2021 Audit and Risk Committee Meeting.

**RESOLUTION**

***MOVED Cr Stephen Hart, SECONDED Brian Keane***

***That the Audit and Risk Committee note the items listed in the Audit and Risk Committee Plan for 11 August 2021.***

***CARRIED 5 : 0***

## **GENERAL BUSINESS**

- The draft Audit and Risk Committee Plan for 2021/2022 has been developed and distributed to Audit and Risk Committee members. The Chair requested that Audit and Risk Committee members contact him and officers regarding concerns with the timing of any items.
- Audit and Risk Committee members discussed the possibility of meetings being held on the first Thursday of the respective month, rather than the second Wednesday of the month.



*The meeting was declared closed at 12.09pm.*

**CONFIRMED AND SIGNED** at the meeting held on 11 August 2021.

DocuSigned by:  
*Mike Said*  
A103213E3F4D4C7...

.....**CHAIR**

## 10.11

### Report from Delegate - Municipal Association of Victoria (MAV) State Council Meeting held on 21 May 2021

<b>COUNCILLOR</b>	Cr Stephen Hart
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Res 28 State- Council- Agenda-and- Business- Papers- May- 2021 [<b>10.11.1</b> - 1 page]</li><li>2. State- Council- Resolutions- May-2021 [<b>10.11.2</b> - 37 pages]</li></ol>
<b>PURPOSE</b>	To provide a report from the Municipal Association of Victoria – 2021 delegate

## 1. REPORT FROM DELEGATE

Colac Otway Shire Council is a member of the Municipal Association of Victoria (MAV) as are most, if not all, Councils in Victoria. On Friday 21 May 2021 the Manager Governance & Communications, Ms Marlo Emmitt, and I attended the MAV May State Council meeting. The meeting was held at the Melbourne Town Hall.

MAV State Council meetings are normally held in May and October each year, or September in a Council election year. Due to the COVID-19 pandemic travel restrictions, MAV State Council meetings were not held in 2020. Annual meetings, held as part of the State Council meetings, had also been deferred. The most recent meeting, prior to the May 2021 meeting, was held over eighteen months earlier, in October 2019.

The May 2021 meeting included consideration of two sets of annual Financial Statements, for the 2018/2019 and 2019/2020 financial years. In addition, there were 102 member Council resolutions and this included Colac Otway's resolution (numbered 28 on the MAV agenda) regarding the "Enforcement of noxious weed control". All Councillors were provided with a full copy of the MAV agenda prior to the meeting being held.

As can be seen from the adopted resolutions attached to this report, the member Council resolutions covered a large variety of subjects such as infrastructure, waste, planning, affordable housing, aged care and climate change. Colac Otway's resolution, regarding noxious weed enforcement, was unanimously supported.

Of note, the MAV had a net asset deficiency of \$2.5 million at 30 June 2020 due to the financial markets at that time. The MAV advised that it had a \$5.7 million surplus as at 31 March 2021. My understanding is that the deficiency in the combined accounts at 30 June 2020 reflected a deficiency in the MAV Workcare fund. It is important to note that Colac Otway Shire is not a member of the MAV Workcare fund and doesn't contribute to that fund. In any case, the MAV have advised that the

combined accounts are in surplus as at 31 March 2021. The MAV are also working to discontinue their Workcare fund.

Unlike the meeting held on 17 October 2019, there were no issues of concern about resolutions affecting some rural areas being ruled 'out of order'. All member Council resolutions were duly considered at the MAV State Council meeting held on 21 May 2021 and most were well supported.

## 2. RECOMMENDATION FROM MAV DELEGATE

***That Council notes the report from Council's Municipal Association (MAV) Delegate regarding the State Council meeting held on 21 May 2021.***



# STATE COUNCIL MOTIONS

Motions – 21 May 2021 State Council

## 28: Enforcement of Noxious Weed Control

**Submitting Council:** Colac Otway Shire Council

**Motion:**

That the Municipal Association of Victoria call on the State Government to properly enforce the requirements of the Catchment and Land Protection Act 1994 to control noxious weeds on private land and to also increase the resourcing of weed control on Crown land.

**Is this motion being consolidated?**

NO

Does the Motion have state-wide Sector Significance?

Yes

Is the Motion relevant to the MAV Strategy?

Government relations

MAV Strategic Plan Priority:

Yes

Is the Motion identical or substantially similar to a motion submitted to State Council in May 2018, October 2018 or May 2019?

No

**Submitting Council Rationale:**

Noxious weed infestation is a major environmental issue which, due to lack of enforcement, is impacting agriculture, waterways and general land use across the State. The lack of enforcement by the State Government, as the responsible authority, is allowing infestations of declared noxious weeds such as ragwort, blackberries and gorse to spread, reinfesting valuable agricultural and environmentally sensitive land across Victoria, including VicRoads roadsides. Whilst the local Landcare groups do an excellent job working with landowners who want to control their weeds, the real problem is landholders that are taking no action and, in some cases, have ignored weed control for many years. Landcare doesn't have the resources or the legal backing to require landholders to control weeds. That is a role of the State Government Department. Colac Otway Shire requests the Municipal Association of Victoria call on the State Government to properly enforce the requirements of the Catchment and Land Protection Act 1994 to control noxious weeds on private land and to also increase the resourcing of weed control on Crown land.

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## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### **Consolidated Motions**

Under the MAV Rules 2013, matters submitted by Members for consideration at a meeting of State Council which relate to the same subject may be consolidated into a single matter (Rule 21.1.4).

Below are the Consolidated motions as passed by State Council, which includes a list of the motions which were consolidated.

#### **Infrastructure contribution reforms**

##### **Resolution**

That the MAV works with and advocates to the Victorian government to:

- fully implement the recommendations of the Victorian Auditor General's Office (VAGO) report Managing Development Contributions (March 2020)
- improve the Infrastructure Contribution Plan (ICP) system, including for regional Victoria, to make it a viable planning tool for all councils to access

##### Motions being consolidated:

Funding for growth - Moreland City Council

Managing Developer Contributions - Wyndham City Council

#### **State-wide Environmentally Sustainable Design provisions**

##### **Resolution**

That the Municipal Association of Victoria calls on the Victorian Government to:

- formalise and fully resource the work DELWP is undertaking with councils and the Council Alliance for a Sustainable Built Environment (CASBE) to develop a State-wide Environmentally Sustainable Design policy
- ensure that resulting provisions are strong, urgent, and ambitious enough to respond to the challenges of climate change and the welfare of future populations
- ensure that Environmentally Sustainable Design is addressed adequately through the Victoria Planning Provisions and not subsumed into a nation-wide building code reform process
- ensure that new ESD provisions work for all parts of the state and facilitates local variation through schedules to particular provisions as determined by councils

##### Motions being consolidated:

Environmentally sustainable design state-wide planning provision - Melbourne City Council

Stronger State-Wide Environmentally sustainable design policy - Moreland City Council



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Waste and Resource Recovery advocacy

#### Resolution

That the Municipal Association of Victoria write to the Ministers for Energy, Environment & Climate Change and Local Government to:

- Acknowledge the Victorian Government's commitment to reduce landfill under their Circular Economy Policy
- Acknowledge the contributions by local governments and communities from across the state, towards the State Government's Sustainability Fund (Landfill Levy), which as of June 2019 had accrued over \$400 million
- Call on the Victorian Government to provide greater investment through the Sustainability Fund to support local governments' current waste and recycling collection services and the necessary processing infrastructure and markets to transition to the new 4-service waste and recycling collection system
- Call on the Victorian Government, through the Waste and Resource Recovery Groups, to accelerate alternatives to landfill including making Advanced Waste Processing facilities accessible to more Victorian councils
- Call on the Victorian Government to develop and implement an education campaign to address the waste and litter impacts of day-trippers, travellers, and campers

#### Motions being consolidated:

Landfill and Waste Reform - Brimbank City Council  
Waste and recycling outcomes - Hobsons Bay City Council  
Waste education - Mitchell Shire Council

### State-led major projects

#### Resolution

That the MAV advocates:

- that councils be formally engaged as strategic partners for major transport projects within their municipal boundaries, to help facilitate optimal design outcomes for communities
- State-led major projects must require deliberative and meaningful community engagement
- that improved community engagement is undertaken on the Suburban Rail Link, Airport Rail Link and Calder Freeway upgrade projects

#### Motions being consolidated:

Melbourne Airport Rail Link, Western Rail Plan & Suburban Rail Loop- Significant Infrastructure - Brimbank City Council  
Calder Freeway Upgrades - Brimbank City Council  
State Government-led major projects - Stonnington City Council



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Improvements to pedestrian and cycling connections and safety

#### **Resolution**

That the MAV call on the Victorian Government to improve cycling and pedestrian safety, reduce congestion, and encourage sustainable and integrated transport options through:

- Financial support for designated cycling lanes, separated from traffic and pedestrians, as well as broader pedestrian and cycling improvement works, such as shared trails
- Legislative change to lower speed limits to promote walkability to help encourage a shift from cars to active transport
- Prevention of heavy vehicles using urban local roads as through routes
- Better infrastructure on State owned roads

#### Motions being consolidated:

Cycling and pedestrian safety - Maribyrnong City Council

Improvements to pedestrian and cycling connections - Hobsons Bay City Council

### Gambling

#### **Resolution**

That the Municipal Association of Victoria (MAV) State Council advocates to the Victorian Government to implement evidence-based harm reduction measures to address the concerning losses on Electronic Gambling Machines since gaming venues reopened in November 2020 including; immediately reducing gaming venue operating hours; introduction of \$1 maximum bets: \$200 EFTPOS daily withdrawal limits and a 'sinking cap' on the number of electronic gaming machines in Victoria, and requiring venues to include sufficient detail in their publicly available community benefit statements to allow a reasonable person to understand the specific nature of each community contribution (e.g. prevent venues from using categories such as "donations/gifts/sponsorships").

#### Motions being consolidated:

Reducing harm from Electronic Gaming Machines to support recovery from the COVID-19 crisis - Brimbank City Council

Increased transparency of community contributions from electronic gaming machine (EGM) venues - Hobsons Bay City Council

Reduction in the Electronic Gaming Machines cap - Kingston City Council



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Youth Taskforce

#### Resolution

That the MAV convenes a Youth Taskforce to address the challenges facing youth including unemployment and mental health and calls upon the State to:

1. Introduce youth employment targets at all levels of government
2. Provide support to reduced public transport costs for unemployed youth attending job interviews
3. Develop local initiatives for creation of jobs and internships
4. Fund and deliver increased preventative and responsive mental health services and programs

#### Motions being consolidated:

Youth Employment Taskforce - Yarra City Council  
Youth Mental Health - Hobsons Bay City Council

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### Age Care

#### Resolution

That the MAV advocates to the Commonwealth and State Government to:

- Recognise the role of local government as a stakeholder due to the significant role it has in planning for their older residents, regardless of whether they are a service provider or not.
- Ensure older Victorians, especially those experiencing vulnerability, are provided with support to access high quality services when and where they need them.
- Provide additional targeted support, to people, including older residents who are experiencing vulnerability and isolation due to the impacts of COVID, including an ongoing commitment to continuing funding of the Community Activation and Social Isolation Initiative

#### Motions being consolidated:

Aged Care Services - Bayside City Council  
Aged Care Quality and Safety - Darebin City Council  
Community Activation and Social Isolation Initiative Request for extension to funding - Strathbogie Shire Council  
Targeted support for vulnerable older people during COVID recovery - Hobsons Bay City Council





## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Community Hubs and Early Educational Services

#### **Resolution**

That the MAV advocates to the State Government to:

- Increase funding for Early Education services infrastructure requirements to deliver on the State Government's kindergarten reform agenda, including funding to establish Community Hubs, for the co-location of key community services.

#### Motions being consolidated:

Funding to support the establishment of Community Hubs - Nillumbik Shire Council  
Early Years Infrastructure Strategy - Boroondara City Council  
3 year old Kindergarten Reform - Whittlesea City Council

### COVID-19 Health, Wellbeing and Economic Response Packages for Local Government

#### **Resolution**

That the MAV:

1. Writes to the Prime Minister, Premier of Victoria, Treasurer, and Ministers for Health, Jobs and Local Government acknowledging the significant health, wellbeing and economic impacts the prolonged, changing and evolving COVID-19 lockdown directives have continued to have on regional and metropolitan communities, and the financial impacts that Victorian councils have absorbed and experienced over the course of the pandemic, including varying socio-economic consequences, associated health impacts, border restrictions, community lockdowns and community and business impacts.
2. Calls on the Commonwealth and Victorian Governments to partner with local government to develop, invest and support dedicated COVID-19 Health, Wellbeing and Economic Response Packages to further stimulate the economy, improve employment growth, and respond to the varying socio-economic consequences of the pandemic for particular regions including:
  - Incentivise visitation and attraction
  - Develop local Job Prospectuses to improve and attract employment diversification
  - Improve access to technology to encourage business relocation
  - Promote '20-minute city thinking'

#### Motions being consolidated:

Economic Wellbeing (COVID recovery) - Maribrynong City Council  
COVID-19 Health, Wellbeing and Economic Response Packages for Local Government Areas - Brimbank City Council



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Social and Affordable Housing

#### Resolution

That the MAV welcome the Big Housing Build and advocate to the Victorian Government that they work with councils to build on further opportunities including:

- Identification and allocation of government and other land suitable for housing
- Addressing local housing needs for key workers and those in creative and hospitality industries
- Improving wrap around outreach services for people with complex needs experiencing homelessness
- Exploring the potential benefits of a state-wide affordable housing levy
- Implementing planning mechanisms, including inclusionary zoning, that enable councils to seek mandatory affordable housing contributions from developers in a form directed by council of either land, dwellings, or cash contributions

#### Motions being consolidated:

Inclusionary zoning for social housing - Yarra City Council  
 Housing Affordability - Maribyrnong City Council  
 Social and Affordable Housing - Brimbank City Council  
 Funding for Assertive Homelessness Outreach - Boroondara City Council  
 Provision of Affordable Housing - Melbourne City Council  
 Mandatory planning scheme provisions to support affordable housing - Moreland City Council

### Support for Electric Vehicles

#### Resolution

That the MAV calls on the Victorian Government to:

- Buy only electric buses from 1 July 2021 and to replace all diesel buses by 2030
- Support further rollout of publicly available charging infrastructure across Victoria, with particular emphasis on strategic networks to and from tourist destinations
- Work with the MAV and councils to act on the findings of the Parliamentary Inquiry into Electric Vehicles, including:
  - exploring the feasibility of joint State/Local Government procurement of electric vehicles
  - promoting local manufacturing of electric vehicles
  - improving electric vehicle infrastructure and supporting infrastructure across Victoria

#### Motions being consolidated:

Electric Bus - Maribyrnong City Council  
 Introduction of Road Usage Tax for Electric Vehicles - Glen Eira City Council  
 Electric Vehicle Infrastructure and manufacturing - Darebin City Council  
 Establishing working group to explore feasibility of State/Local Government procurement of Electric Vehicles - Darebin City Council  
 Electric Car Recharging Stations - Glenelg Shire Council



**MAV STATE COUNCIL MEETING  
RESOLUTIONS  
Friday 21 May 2021**

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**Coordinated policy and advocacy on Climate Change**

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**Resolution**

That the MAV formally engage and work with the Victorian Greenhouse Alliances in the development of a robust policy and advocacy program relating to a sector-driven Climate Change policy and strategy position.

Motions being consolidated:

Climate Change policy and advocacy development - Bayside City Council

MAV engagement with Greenhouse Alliances - Mornington Peninsula Shire Council

Climate Change policy and advocacy development - Kingston City Council

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## **Motions of state-wide significance and related to the MAV Strategy**

### **Cycling and Pedestrian Safety**

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Submitting Council: Maribyrnong City Council

**Consolidated**

See consolidated motion Improvements to pedestrian and cycling connections and safety.

### **Economic Wellbeing (COVID Recovery)**

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Submitting Council: Maribyrnong City Council

**Consolidated**

See consolidated motion Covid-19 Health, Wellbeing and Economic Response Packages.

### **Inclusionary zoning for social housing**

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Submitting Council: Yarra City Council

**Consolidated**

See consolidated motion Social and Affordable Housing.

### **Aged Care Services**

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Submitting Council: Bayside City Council

**Consolidated**

See consolidated motion Age Care.

### **Climate Change policy and advocacy development**

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Submitting Council: Bayside City Council

**Consolidated**

See consolidated motion Coordinated policy and advocacy on Climate Change.

### **Planning Controls**

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Submitting Council: Bayside City Council

**Resolution**

That the MAV call upon the State Government to reform the Planning and Environment Act 1987 and the Planning Scheme Amendment process to provide councils with greater ability to determine the mandatory built form planning requirements for its local communities.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Housing Affordability

Submitting Council: Maribyrnong City Council

**Consolidated**

See consolidated motion Social and Affordable Housing.

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### Transport Connections

Submitting Council: Maribyrnong City Council

**Resolution**

That the MAV call on the Victorian Government to improve public transport through provision of better bus routes, more frequent trams and train services, better integrated transport hubs, and improving connections to areas that are underserved. Investigate activating river transport as an option where it might be viable to do so.

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### Electric Vehicle Tax

Submitting Council: Maribyrnong City Council

**Resolution**

That the MAV call on the Victorian Government to reverse its decision to introduce a tax on electric and other zero emission vehicles

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### Electric Bus

Submitting Council: Maribyrnong City Council

**Consolidated**

See consolidated motion Support for Electric Vehicles.

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### Electricity network upgrades and solar export limitations

Submitting Council: Surf Coast Shire Council

**Resolution**

That the MAV advocates to the state government and electricity distribution companies for increased investment in electricity network upgrades, and greater clarity around the long term plan to reduce the extent of solar export limitations currently experienced by residents and businesses across Victoria.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Financial assistance - implementation of Local Government Act 2020 Act

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Submitting Council: Surf Coast Shire Council

#### **Resolution**

That the MAV advocates to the state government for financial assistance to be provided to Councils now incurring substantial costs associated with implementing initiatives required in the Local Government Act 2020.

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### Introduction of Road Usage Tax for Electric Vehicles

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Submitting Council: Glen Eira City Council

#### **Consolidated**

See consolidated motion Support for Electric Vehicles.

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### Siting of renewable energy developments

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Submitting Council: Moyne Shire Council

#### **Resolution**

That the MAV advocate to the Planning Minister and Energy and Environment Minister that a strategic approach be taken by the state government to the siting of renewable energy developments and electricity transmission infrastructure across Victoria having particular regard to the cumulative social, economic and environmental impacts these developments have on local communities.

The strategic approach needs to recognise that the siting of renewable energy developments across Victoria results in:

- Greater cumulative social and environmental impacts;
- Lack of social license and community benefits for the towns directly impacted by turbines and that;
  - Local content percentages should be mandated to gain maximum economic benefits for the host towns and regions; and
  - Underground transmission viability must be assessed as a viable alternative, based on whole of life economics of infrastructure not just construction costs.

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### Covid-19 Health, Wellbeing and Economic Response Packages for Local Government Areas

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Submitting Council: Brimbank City Council

#### **Consolidated**

See consolidated motion Covid-19 Health, Wellbeing and Economic Response Packages for Local Government.





## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Melbourne Airport Rail Link, Western Rail Plan & Suburban Rail Loop-Significant Infrastructure

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Submitting Council: Brimbank City Council

**Consolidated**

See consolidated motion State-led major projects.

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### Calder Freeway Upgrades

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Submitting Council: Brimbank City Council

**Consolidated**

See consolidated motion State-led major projects.

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### Jobs and Skills Partnerships for Local Government Areas

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Submitting Council: Brimbank City Council

**Resolution**

The MAV State Council writes to the Premier of Victoria, Treasurer, and Ministers for Jobs, Innovation & Trade, Training & Skills, Employment, and Local Government to:

- I. Acknowledge the Victorian Government's investments throughout the COVID-19 Pandemic to improve local employment, skill and learning opportunities for Victorians.
- II. Call on the Victorian Government to establish and administer dedicated new Jobs and Skills Partnerships with Local Government Areas (LGAs), which can help identify, align and integrate, and coordinate job, skill, and learning pathways for local communities across Victoria in response to COVID-19.
- III. Call on new Local Jobs and Skills Partnerships to be responsible for the review, coordination and monitoring of Federal, State and local government efforts and resources, including social services, libraries and neighbourhood houses; right through to schools, TAFE, and higher education; as to ensure meaningful pathways are facilitated to link with employment opportunities associated with local infrastructure projects, as well as with respective business and industry needs.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Extension of JobKeeper, JobSeeker, Business Support Fund and Working for Victoria Programs

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Submitting Council: Brimbank City Council

#### Resolution

The Municipal Association of Victoria (MAV) State Council writes to the Prime Minister, Federal Treasurer, Premier of Victoria, Victorian Treasurer, and Ministers for Jobs, Innovation & Trade, and Local Government to:

- I. Acknowledge and commend the respective initiatives of the Federal Government and Victorian Government to support and mitigate the impacts of the COVID-19 Pandemic on local communities
- II. Call on the Federal Government to retain and expand the JobKeeper and JobSeeker initiatives for at least the duration of 2021
- III. Call on the Victorian Government to retain and expand the Business Support Fund and Working for Victoria Programs for at least the duration of 2021
- IV. Acknowledge the various efforts and initiatives which the local government sector has implemented in response to COVID-19, that have included rate deferrals, and fees and charges waivers; to support respective local communities
- V. Encourage the Federal and Victorian Government to partner with the local government sector, to help integrate, align and coordinate respective support programs and initiatives, as part of ongoing COVID-19 response and recovery efforts

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### Social and Affordable Housing

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Submitting Council: Brimbank City Council

#### Consolidated

See consolidated motion Social and Affordable Housing.

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### Reducing harm from Electronic Gaming Machines to support recovery from the COVID-19 crisis

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Submitting Council: Brimbank City Council

#### Consolidated

See consolidated motion Gambling.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Key Partnerships for Mental Health Services in the Community

Submitting Council: Brimbank City Council

#### Resolution

That Municipal Association of Victoria State Council write to the Premier and Ministers for Mental Health and Local Government to:

- I. Acknowledge and welcome the findings and recommendations contained in the Royal Commission into Victoria's Mental Health System
- II. Welcome the State Government's announcement regarding the rollout of Mental Health and Wellbeing Services across Victoria, including across 6 local government priority areas identified from a total of 60 eventual new sites to be rolled out.
- III. Call on the State Government to formally engage and partner with Local Government Areas and Councils across regions where Mental Health and Wellbeing Services have been announced for priority rollout by 2022, to help inform the design, delivery, location and resourcing of services.

### Climate Emergency, Environment and Sustainability

Submitting Council: Brimbank City Council

#### Resolution

That Municipal Association of Victoria State Council write to the Premier and Ministers for Energy, Environment & Climate Change to:

- I. Acknowledge and welcome the Victorian Government's respective commitments, investments and initiatives to date in response to ongoing climate change, environmental and sustainability issues
- II. Call on the Victorian Government to bolster its efforts, and to declare a climate emergency
- III. Call on the Victorian Government to provide increased investment towards energy, circular economy and conservation initiatives that help to further reduce carbon emissions, and protect, enhance and restore environmental and sustainability outcomes across local communities as part of COVID-19 response and recovery efforts

### Landfill and Waste Reform

Submitting Council: Brimbank City Council

#### Consolidated

See consolidated motion Waste and Resource Recovery advocacy.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Support for people with autism

Submitting Council: Brimbank City Council

#### Resolution

That Municipal Association of Victoria State Council write to the Federal Minister for the National Disability Insurance Scheme and Victorian Minister for Disability, Ageing and Carers to:

- I. Seek increased Government investment to improve information and access to autism assessment, diagnosis, early intervention and supports.
- II. Seek development of programs to increase employment of autistic Victorians.
- III. Undertake programs to increase skills and knowledge across key workforces including health, mental health, public transport, justice, housing, family and community service to meet the needs of people with autism.
- IV. Call on the Federal and Victorian Governments to partner with the Local Government sector to develop, invest and support improved design and access of public places to accommodate the physical, sensory and safety needs of people with autism.

### Lifesaving Club & Coastguard Funding

Submitting Council: Frankston City Council

#### Resolution

That the MAV advocate to the Victorian Government to provide additional funding to Councils with coastlines and their affiliated Not For profits, such as Coastguard and lifesaving clubs, to improve sustainability of volunteering in the sphere of marine search and rescue; and their safety and life saving capacity for the benefit of all communities.

### National Integrity Commission

Submitting Council: Frankston City Council

#### Resolution

That Council calls for the establishment of a unified approach to integrity bodies between the Commonwealth, State and Local Governments which provides a consistent outcome at all levels and the application of the same standards and accountability consequences for breaches.

### Enforcement of Noxious Weed Control

Submitting Council: Colac Otway Shire Council

#### Resolution

That the Municipal Association of Victoria call on the State Government to properly enforce the requirements of the Catchment and Land Protection Act 1994 to control noxious weeds on private land and to also increase the resourcing of weed control on Crown land.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Maternal & Child Health (MCH) MAV/State Memorandum of Understanding (MOU) and joint funding arrangements

Submitting Council: Maroondah City Council

#### **Resolution**

That the Municipal Association of Victoria advocates to the Victorian Government to prioritise the renegotiation of the Municipal Association of Victoria-State Government Maternal and Child Health (MCH) Memorandum of Understanding (MOU) given identified common issues impacting local government MCH services during the life of the last MOU and the short, medium and long term impacts of COVID-19.

- Key Age and Stage (KAS) consultations cannot be delivered within the prescribed times, due largely to the mandated inclusion of additional questions and components of each consultation. These are well justified and are supported, however there is now insufficient time to complete these in a responsible way and to have a meaningful conversation with parents within the allocated KAS timeframes.
- Local Government is bearing more than 50% contribution to costs of providing the MCH service.
- A MCH workforce strategy is urgently needed to ensure a well-trained, flexible and available workforce to maintain on-going delivery of the MCH service.
- Despite an in-principle agreement to provide the MCH service in an equal partnership, this is not the experience of local government, with limited opportunity to manage the introduction of change.
- Additional pressures experienced as a result of COVID-19 be taken into account to ensure that MCH services are properly funded to immediately and safely prioritise and address key risks for families, especially those that have been exacerbated by the pressures of the pandemic, such as increases in mental health issues, escalating family violence incidents, an increase in Child Protection Notifications, early discharge, complex family dynamics and missed KAS visits.

### Aged Care Quality and safety

Submitting Council: Darebin City Council

#### **Consolidated**

See consolidated motion Age Care.

### Electric Vehicle Infrastructure and manufacturing

Submitting Council: Darebin City Council

#### **Consolidated**

See consolidated motion Support for Electric Vehicles.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Establishing working group to explore feasibility of State/Local Government procurement of Electric Vehicle

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Submitting Council: Darebin City Council

#### **Consolidated**

See consolidated motion Support for Electric Vehicles.

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### Advisory Structure for Cultural Diversity and Inclusion

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Submitting Council: Darebin City Council

#### **Resolution**

That the Municipal Association of Victoria (MAV) establish an advisory structure or mechanism formed with people with lived experience from culturally and linguistically diverse backgrounds to inform its work relating to cultural diversity and inclusion.

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### Establishing working group to address dumped rubbish

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Submitting Council: Darebin City Council

#### **Resolution**

That the Municipal Association of Victoria (MAV):

1. Establish a taskforce group to work with State government and stakeholders to address the state-wide and increasing impact of dumped rubbish and graffiti, including community safety concerns arising from this issue
2. Advocate to the State Council Government to increase the budget for the maintenance of VicTrack land to more comprehensively manage these issues

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### Advisory Structure for Aboriginal and Torres Strait Islander Peoples

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Submitting Council: Darebin City Council

#### **Resolution**

That the MAV establish an advisory structure and/or representative voice to Local Government comprising of Aboriginal and Torres Strait Islander peoples from across Victoria to ensure that Aboriginal and Torres Strait Islander peoples have a say about Councils' decisions that affect them and to guide Councils' broader work relating to First Nations peoples, truth telling, sovereignty, treaty-making and addressing systemic racism.

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### Aiming for Zero Waste by 2030

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Submitting Council: East Gippsland Shire Council

#### **Resolution**

That MAV advocate for a coordinated approach across local governments in Victoria to adopt a Zero Waste by 2030 policy promoting and using local and domestic waste processing and recovery initiatives funded through current municipal land-fill levies.





## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Prioritisation of township protection through vegetation management

Submitting Council: East Gippsland Shire Council

#### **Resolution**

That MAV advocates to the Victorian Government to prioritise the protection of townships through the strategic, mosaic or planned burning and vegetation management and redirecting resources to concentrate on bushfire mitigation measures for the protection of local communities and assets over planned burns on uninhabited areas.

### Australian Covid-19 Vaccination Program and the role of local government in Victoria

Submitting Council: Whittlesea City Council

#### **Resolution**

The MAV State Council writes to the Premier of Victoria and Ministers for Health, Jobs and Local Government to call upon Federal and State governments to work with local government in the roll-out of the Covid-19 mass vaccination programs.

Council is concerned that not enough planning is being done at a municipal level to adequately support a mass vaccination program in the community and to ensure that those at risk and the general community have access to a Covid-19 vaccine service provider.

Council is also concerned that unsustainable systems are being set up that will not service the community into the future as new Covid-19 scenarios evolve potentially requiring regular booster doses and new vaccinations as the virus changes.

### Funding for Assertive Homelessness Outreach

Submitting Council: Boroondara City Council

#### **Consolidated**

See consolidated motion Social and Affordable Housing.

### Heritage Protection for Standalone Heritage Places

Submitting Council: Boroondara City Council

#### **Resolution**

The Municipal Association of Victoria calls on the Minister for Planning to review the Planning Practice Note 01: Applying the Heritage Overlay (August 2018) to:

- a. Introduce an additional category or grading of heritage place that would allow for the site specific protection of places that are currently deemed 'contributory' but cannot be protected through a heritage precinct overlay.
- b. Provide greater clarification and guidance for the assessment of heritage places including establishing thresholds and undertaking comparative analysis.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Electricity Safety (Electric Line Clearance)

Submitting Council: Boroondara City Council

#### Resolution

That the Municipal Association of Victoria:

1. Provide a combined local government sector response regarding canopy losses and impacts to environmental and amenity values in meeting vegetation regulatory compliance near powerlines in Melbourne's low bushfire risk areas due to increased enforcement of legacy regulations by ESV.
2. Engage with the Australian Energy Regulator to seek transparency in pricing proposals from network providers demonstrating network infrastructure upgrades.

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### Early Years Infrastructure Strategy

Submitting Council: Boroondara City Council

#### Consolidated

See consolidated motion Community Hubs and Early Educational Services.

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### Government funding of joint services and programs

Submitting Council: Greater Bendigo City Council

#### Resolution

That this State Council meeting calls on the Victorian Government to increase its contributions to services and programs undertaken jointly with local government in order to redress the historic and growing funding imbalance and to better reflect the true costs incurred and relieve the growing financial hardship caused to Councils.

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### Reduce evidence requirements for payment of claims following natural disasters

Submitting Council: South Gippsland Shire Council

#### Resolution

That the MAV State Council make representation on behalf of all Councils to the State Government, to reduce the extensive burden of evidence required for the payment of claims and ability to tender for works, thereby expediting the process for Council's to receive reimbursement to respond to natural disasters.

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### 3 Year Old Kindergarten Reform

Submitting Council: Whittlesea City Council

#### Consolidated

See consolidated motion Community Hubs and Early Educational Services.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Environmentally sustainable design statewide planning provision

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Submitting Council: Melbourne City Council

**Consolidated**

See consolidated motion State-wide Environmentally Sustainable Design provisions.

### Planning scheme amendment approvals and the role of planning frameworks in economic recovery

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Submitting Council: Melbourne City Council

**Resolution**

That the MAV State Council:

1. Notes the aspirations of the State Government to use planning mechanisms to facilitate development, and notes that council-initiated planning scheme amendments are almost invariably economic enablers, underpinned as they are by significant investment, research and modelling to provide planning certainty and clarity to land owners and the community.
2. Notes that planning scheme amendments adopted by councils but held up by the state can become economic inhibitors, by placing significant burdens on councils, developers and members of the public, especially where developers are required to adhere to existing planning provisions as well as adopted seriously entertained planning provisions; a duplication of regulation, effort and time.
3. Requests that the MAV Board consider the creation of a tool or report card that can better illustrate the problems of Ministerial, Planning Panels Victoria and DELWP accountability in strategic planning, that collates and measures the impost to councils, the economic opportunity costs, and the quantity and wait times of planning scheme amendments across the sector generally.
4. Notes the offer by the City of Melbourne to consider seed funding towards such a research project.

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### Provision of Affordable Housing

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Submitting Council: Council

**Consolidated**

See consolidated motion Social and Affordable Housing.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Responsibility for electric line clearance

Submitting Council: Yarra Ranges Shire Council

#### Resolution

That the Municipal Association of Victoria call upon the Victorian Government to develop and implement a process that would enable individual councils to apply to the Minister in respect of their responsibilities for electric line clearance in declared areas and seek approval to:

- (a) increase their declared area; or
- (b) transfer responsibility to distribution companies but require distribution companies to liaise with Council in respect of standards, methods and approaches to line clearance.

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### Immunisation funding to Local Government

Submitting Council: Yarra Ranges Shire Council

#### Resolution

That MAV advocate to the Department of Health to undertake a review of funding to local government for provision of immunisation services, with a focus on ensuring funding that keeps pace with the cost of service delivery.

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### Fire hydrant maintenance costs

Submitting Council: Yarra Ranges Shire Council

#### Resolution

That MAV advocate to state government for the transfer of cost of inspection and maintenance of fire hydrants and fire plugs to the relevant water authority responsible for maintaining them.

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### Farm Land Rate Increases

Submitting Council: Moorabool Shire Council

#### Resolution

Requests the State Government to develop a working group of Councils and representatives of the farming community to make recommendations on how the impact of these significant annual value movements can be better managed to ensure farming remains a viable lifestyle and occupation for future generations.

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### **Disability and physical access**

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Submitting Council: Moreland City Council

#### **Resolution**

That the MAV calls on the State Government to:

- Review, improve and strengthen relevant legislation, Australian Standards and building codes to increase accessibility for people with a disability, with a focus on the retail sector. A reliance on advocacy, complaint-based legislation and building codes has done little to improve accessibility for many people with disability particular in retail outlets.
- Support businesses through awareness raising and resources to become more accessible.
- Uphold Article 9 of the Convention of the Rights of Persons with Disabilities, so that all people with a disability have the right to freedom of movement and equal access to all aspects of social, commercial and community life.
- Promote the economic and employment benefits for better accessibility in the retail sector.

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### **Stronger State-Wide Environmentally sustainable design policy**

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Submitting Council: Moreland City Council

#### **Consolidated**

See consolidated motion State-wide Environmentally Sustainable Design provisions.

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### **Mandatory planning scheme provisions to support affordable housing**

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Submitting Council: Moreland City Council

#### **Consolidated**

See consolidated motion Social and Affordable Housing.

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### **Funding for growth**

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Submitting Council: Moreland City Council

#### **Consolidated**

See consolidated motion Infrastructure contribution reforms.

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### **Rooming House Regulations**

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Submitting Council: Glen Eira City Council

#### **Resolution**

That the Municipal Association of Victoria advocates to the State Government to reform the regulation of Rooming Houses to improve affordability and arrangements for control of Rooming House standards.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### **Increase tree canopy coverage across urban areas for improved environmental, health and wellbeing outcomes**

Submitting Council: Hobsons Bay City Council

#### **Resolution**

That the MAV advocates to the Victorian Government to provide funding for the planting, replacement and maintenance of trees in urban areas throughout Victoria to reduce greenhouse gas emissions and the urban heat island effect, and increase health and wellbeing outcomes in line with a key recommendation of the Victorian Draft 30 Year Infrastructure Strategy.

### **Commence delivery of the Melbourne Metro 2 Project**

Submitting Council: Hobsons Bay City Council

#### **Resolution**

That the MAV advocates to the Victorian Government to bring forward the funding and planning for Melbourne Metro 2 and ensure its completion prior to the building of the outer suburban rail line to reduce congestion, encourage sustainable and integrated transport options and increase health and wellbeing outcomes. This work should also consider a new passenger train link on the existing freight train line from Sunshine to Newport with a new train station to be built in the vicinity of Altona North/Brooklyn and reinstatement of a train station in Altona North on the Werribee line.

As part of this project, bridge the critical connection between Wyndham Vale and Werribee lines to provide increased opportunities for outer suburban commuters to access employment and study

### **Improvements to pedestrian and cycling connections**

Submitting Council: Hobsons Bay City Council

#### **Consolidated**

See consolidated motion Improvements to pedestrian and cycling connections and safety.

### **Reshape the Melbourne metropolitan bus network**

Submitting Council: Hobsons Bay City Council

#### **Resolution**

That the MAV advocates to the Victorian Government to undertake a comprehensive review of the Melbourne metropolitan bus network to reduce congestion, encourage sustainable and integrated transport options and increase health and wellbeing outcomes in line with a key recommendation of the Victorian Draft 30 Year Infrastructure Strategy.





## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Increased transparency of community contributions from electronic gaming machine (EGM) venues

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Submitting Council: Hobsons Bay City Council

**Consolidated**

See consolidated motion Gambling.

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### Waste and recycling outcomes

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Submitting Council: Hobsons Bay City Council

**Consolidated**

See consolidated motion Waste and Resource Recovery advocacy.

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### Funding to support councils to meet their obligations under the Gender Equality Act 2020

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Submitting Council: Hobsons Bay City Council

**Resolution**

That the MAV advocates to the Victorian Government to provide funding to support councils, in the way of resourcing for a Diversity Officer, in meeting their obligations under the Gender Equality Act 2020 and ensuring gender equality is met for all community members.

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### Coastal and Marine Management Plans

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Submitting Council: Hobsons Bay City Council

**Resolution**

That the MAV advocates to the Victorian Government to fund and take a coordinated, integrated approach to planning and management for coastal councils in the preparation, delivery and maintenance of their Coastal and Marine Management Plans.

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### State Government-led major projects

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Submitting Council: Stonnington City Council

**Consolidated**

See consolidated motion State-led major projects.

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### Serviced Apartments

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Submitting Council: Stonnington City Council

**Resolution**

Serviced apartments to be declared on Section 32 statements.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Congestion Levy

Submitting Council: Stonnington City Council

#### Resolution

That State Council resolves that the congestion levy as currently configured not be expanded, and that the congestion levy model be reviewed including to drive greater financial returns to local government for the purposes of investment in active transport.

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### Rate waivers on new and existing social housing

Submitting Council: Stonnington City Council

#### Resolution

Advocate to the State Government to review the decision to provide rate waivers to new and existing social housing, noting the issue of cost shifting and the potential for increased burden on the rest of the rate base.

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### Rural and Metropolitan Rates Divide

Submitting Council: Mildura Rural City Council

#### Resolution

That the Municipal Association of Victoria (MAV) calls on the Australian Government both increase financial assistance grants income overall, and to address the rural and metropolitan rates divide that results in an imbalance in the capacity of rural councils to service communities and rural ratepayers to service rates.

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### Asset sustainability funding to stimulate economy

Submitting Council: Mildura Rural City Council

#### Resolution

That the Municipal Association of Victoria (MAV) strongly urge the Victorian State Government, as a matter of urgency, to provide Asset Sustainability Funding to Local Government. This funding would assist in bridging the asset renewal gap experienced by Local Government, and encourage infrastructure development to stimulate the economy and assist local communities recover from the COVID Pandemic.

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### Community Activation and Social Isolation (CASI) Initiative - Request for extension to funding

Submitting Council: Strathbogie Shire Council

#### Consolidated

See consolidated motion Age Care.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Fire prevention funding

Submitting Council: Mitchell Shire Council

#### **Resolution**

That the Municipal Association of Victoria call on the State Government to address the lack of funding allocated to fire prevention by various State Government departments and agencies. At a time when Council are trying to do additional works and increase spending to make our communities safer, there appears to be no corresponding funding increases from the State Government.

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### Waste education

Submitting Council: Mitchell Shire Council

#### **Consolidated**

See consolidated motion Waste and Resource Recovery advocacy.

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### Roads to Recovery Funding

Submitting Council: Mitchell Shire Council

#### **Resolution**

That the Municipal Association of Victoria call on the State and Federal Governments to increase funding to support Local Government to maintain, repair and replace local roads though increased funding.

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### MAV engagement with Greenhouse Alliances

Submitting Council: Mornington Peninsula Shire Council

#### **Consolidated**

See consolidated motion Coordinated policy and advocacy on Climate Change



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Support for People Impacted by Flammable Cladding

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Submitting Council: Kingston City Council

#### Resolution

That the MAV advocate to the State Government to:

- provide funding for financial support for people impacted by flammable cladding potentially through establishment of a Cladding relief fund (for buildings/rectification works which fall outside the scope of funding currently provided by Cladding Safety Victoria);
- create a streamlined small claims process re cladding issues providing impacted residents to access to funds (i.e. not incumbent on Council to support them);
- provide funding for ESM (essential safety measures) maintenance and rectification works related to fire safety issues brought about directly as a result of combustible cladding matters; and
- establish ESM maintenance providers to be registered with the VBA (Victorian Building authority) in order to make them responsible for maintenance shortfalls which related directly to fire safety/cladding matters.

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### Managing Developer Contributions

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Submitting Council: Wyndham City Council

#### Consolidated

See consolidated motion Infrastructure contribution reforms.

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### Securing Land for Schools

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Submitting Council: Wyndham City Council

#### Resolution

The MAV calls on the Victorian Government to:

- take steps to meet their obligations to ensure that there are sufficient numbers of school places available and accessible to the community in areas where the private sector fails to provide planned numbers of non-government schools, and
- ensure that land allocated for non-government schools in Precinct Structure Plans is utilised for the intended purpose of providing schools for communities, and
- where a private sector buyer cannot be found to develop land which is designated for a non-government school in a Precinct Structure Plan, the Victorian Government acquire that land and construct a government school to meet local demand for school places.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### **Motions not relevant to the MAV Strategy**

#### **Youth employment taskforce**

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Submitting Council: Yarra City Council

#### **Consolidated**

See consolidated motion Youth taskforce.

#### **Off Leash Areas for Greyhounds**

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Submitting Council: Glen Eira City Council

#### **Resolution**

That the Municipal Association of Victoria advocates to the State Government to amend the Domestic Animals Act 1994 to allow councils to establish designated public areas on Council land where greyhounds can be exercised off leash.

#### **National Parks and Miscellaneous Land Native Vegetation Offset Plan**

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Submitting Council: Frankston City Council

#### **Resolution**

Advocate to State Government to review the Native Vegetation Offset requirements to make it more feasible for both Council's and private property owners to establish Offset sites on their land, particularly with regards to revegetation.

#### **Boat Licences**

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Submitting Council: Frankston City Council

#### **Resolution**

To advocate to the State Government to legislate and implement a training requirement and practical test to acquire a boat license. The ability to swim must be a mandatory requirement.

#### **Skid Races**

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Submitting Council: Frankston City Council

#### **Resolution**

That MAV advocate to the State Government for the introduction of legislation to create an offence for spectators or other people to attend a hoon event.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### Give Them A Future

Submitting Council: Queenscliffe Borough Council

#### **Resolution**

We request the MAV advocate to all levels of Government and politicians to adopt a unified approach to transitioning refugees on Temporary Protection Visas or Safe Haven Enterprise Visas to Permanent Protection Visas as quickly as possible. It is in the best interest for ensuring a cohesive, strong, and safe nation.

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### Targeted support for vulnerable older people during COVID recovery

Submitting Council: Hobsons Bay City Council

#### **Consolidated**

See consolidated motion Age Care.

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### Youth Mental Health

Submitting Council: Hobsons Bay City Council

#### **Consolidated**

See consolidated motion Youth Taskforce.

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### Deputy Mayor Allowances

Submitting Council: Kingston City Council

#### **Resolution**

That the MAV advocate to the Minister for Local Government:

- to immediately initiate a request to the Victorian Independent Remuneration Tribunal to make the first Determination of Mayoral, Deputy Mayor and Councillor allowances under section 39 of the Local Government Act 2020
- to allow Councils to determine a separate allowance for the Deputy Mayor role for the 2021 /2022 year, subject to a Determination by the Victorian Independent Remuneration Tribunal.

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### Reduction in the Electronic Gaming Machines cap

Submitting Council: Kingston City Council

#### **Consolidated**

See consolidated motion Gambling.





## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Ownership and/or Management Of Not-For-Profit Clubs With Poker Machines In Victoria

Submitting Council: Manningham Council

#### Resolution

That MAV State Council endorses the model of member councils exploring taking over the ownership and/or management of not-for-profit clubs with poker machines in Victoria, preferably by way of clubs gifting land and buildings to councils for the ongoing benefit of the broader community.

### Chief Executive Officer Powers

Submitting Council: Mornington Peninsula Shire Council

#### Resolution

1. That the Municipal Association of Victoria pass a motion that calls on the Local Government Minister, Local Government Victoria and Victorian Auditor-General's Office asking for a review of the situation where Chief Executive Officers of municipalities in Victoria have extraordinary powers to give confidential large yearly bonuses to selected staff with or without disclosure to their Council, Councillors or the ratepayers and residents of municipalities and is apparently entirely at their sole discretion.
2. That the letter outlines that this power given by the State Government lacks transparency and accountability and creates apprehension of outcomes that may not be in the community interest.

### Donations from Planning and Political Donors

Submitting Council: Mornington Peninsula Shire Council

#### Resolution

That, in the wake of the Independent Broad-based Anti-corruption Commission investigations, the Municipal Association of Victoria calls upon the State Government to:

1. Ban all political gambling industry and developer donations, including donations from town planning, property developer, developer and gambling industry consultants and lobbyists
2. Reduce the maximum allowable amount for electoral donations.

### Electric Car Recharging Stations

Submitting Council: Glenelg Shire Council

#### Consolidated

See consolidated motion Support for Electric Vehicles.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

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### **Motions not of state-wide significance**

#### **Climate Change policy and advocacy development**

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Submitting Council: Kingston City Council

#### **Consolidated**

See consolidated motion Coordinated policy and advocacy on Climate Change.

### **Motions regarding ALGA**

#### **Funding to support the establishment of Community Hubs**

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Submitting Council: Nillumbik Shire Council

#### **Consolidated**

See consolidated motion Community Hubs and Early Educational Services.

#### **Funding and support to improve bushfire preparedness and climate resilience**

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Submitting Council: Nillumbik Shire Council

#### **Resolution**

That the MAV endorses a Notice of Motion from the Nillumbik Shire Council to the 2021 National General Assembly of the Australian Local Government Association and strongly advocates to the Australian Government to work closely with state and local government to develop appropriate implementation frameworks and make available greater funding – either through the extension of its Smart Cities and Suburbs program or a new initiative, to enable local governments and their communities to implement the latest networking and monitoring technology in their efforts to improve bushfire preparedness and climate resilience.

## **Motions similar to previous motions**

### **Graffiti management**

Submitting Council: Stonnington City Council

#### **Resolution**

Advocate for responsive maintenance/management for state owned assets, including graffiti management

### **Street Light Upgrades**

Submitting Council: Frankston City Council

#### **Resolution**

That MAV:

- a) Calls upon the Victorian Government to allocate \$60M to the Department of Transport over 3 years, to enable any remaining non-LED cost-shared street lights on declared arterials and major roads to be upgraded to approved, more energy efficient and smart technology enabled LED street lights.
- b) Advocates to the Victorian Government and Federal Government for \$100M for a dedicated grants program to cover up to 50% of local government costs over the same period, to support Victorian councils to undertake business cases (where needed) and implement LED energy efficiency upgrades to any remaining non-LED street lights on both major roads (cost-shared and full cost lights) and minor roads. Additional funding would be required for other local councils across Australia.
- c) Notes that replacing all inefficient major, arterial and minor roads lights with energy efficient LEDs across Victoria could save \$430M in operating costs and reduce emissions by 1.79M tonnes over the next 20 years.
- d) Advocates for a further \$50M to be allocated to implement smart lighting for major roads. This would benefit the Department of Transport and Victorian councils in progressing the State's net zero emissions target by reducing approximately 206,000 tonnes of greenhouse gas emissions over the next 20 years. Additional smart lighting benefits includes reduced electricity consumption, improved lighting compliance, reductions in overlighting and improved road safety through automatic fault detection. This road safety benefit is estimated at as much as 2-3 times the financial benefits of the electricity and maintenance savings from this project.



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### **MAV Rules 2013**

#### **Proposed changes to MAV Rules 2013**

**Submitting MAV Representative:** Cr Narelle Sharpe, Moonee Valley City Council

**Original motion as included in the agenda paper:**

That the following rules changes be adopted at the MAV State Council:

**Municipal Association of  
Victoria**  
**SCHEDULE 2**  
**Election Procedures for President and members of the MAV Management  
Board (Rules 11 & 12)**  
**DIVISION 1 — GENERAL REQUIREMENTS APPLYING TO ELECTIONS**

#### **1. Nomination**

- 1.1. Any representative **or the President or Interim President** wanting to nominate as a candidate for election either to the position of President or as a regional representative of the Board must submit to the Returning Officer a nomination in the form specified in Schedule 4.
- 1.2. A nomination must be received by the Returning Officer no later than 4.00pm on the twenty first day before Election Day and may be posted, hand delivered or sent by facsimile.
- 1.3. A representative nominating for election may nominate himself or herself or be nominated by another representative but must be the council's representative appointed by the council under rule 6.1. and notified to the Association in the form of Schedule 1.
- **1.3A. A President or Interim President nominating for election who is not a representative of his or her council, may only nominate for the position of President and may nominate himself or herself or be nominated by a representative.**
- 1.4. The Returning Officer must reject the nomination if:
  - 1.4.1. the person nominating is not the representative appointed by a participating member council **unless clause 1.3A of this Schedule applies**; or
  - 1.4.2. the person nominating has been nominated by a person who is not the representative of a participating member council **unless 1.3A of this Schedule applies**; or
  - 1.4.3. the nomination has not been received by the specified closing time.

...



## MAV STATE COUNCIL MEETING RESOLUTIONS Friday 21 May 2021

### Municipal Association of Victoria Rules

#### 5. Election of President

- 5.1. If only one representative **candidate** nominates for the office of President, he or she will be declared elected by the Returning Officer.
- 5.2. If two or more representatives **candidates** nominate for the office of President, an election must be conducted by the Returning Officer.

...

#### 6. Appointment of representatives

- 6.3. The Council from which the President is elected must appoint an additional representative to vote on matters under consideration by the State Council **(except where a President is elected via 1.3A of Schedule 2).**

#### **11. Where representative has nominated for President and Board member or where the representative of the President's or Interim President's council nominates for Board member**

- 11.1. If any candidate declared elected as President has also nominated for a position as a regional member of the Board that nomination must be declared to be invalid and any vote expressed for him or her for that other position will be dealt with as if his or her name had not been on the ballot paper and the numbers indicating subsequent preferences had been altered accordingly.
- **11.1A If any candidate declared elected as President is a councillor at the same council as a candidate who has nominated for a position as a regional member of the Board, that candidate's nomination for the Board must be declared to be invalid and any vote expressed for him or her for that other position will be dealt with as if his or her name had not been on the ballot paper and the numbers indicating subsequent preferences had been altered accordingly.**

#### Resolution

That this motion be referred to the MAV Board for a full MAV Rules review and that the Board provide an endorsed set of rules amendments for adoption by the May 2022 State Council.

## Item: 10.12

# Report of Informal Meetings of Councillors

<b>OFFICER</b>	Lyndal McLean
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Informal Meeting of Councillors - Councillor Briefing - 21 July 2021 CB 20210721 [<b>10.12.1</b> - 3 pages]</li> <li>2. Informal Meeting of Councillors - Council Preparation Meeting - 28 July 2021 OCM 20210728 [<b>10.12.2</b> - 2 pages]</li> <li>3. Informal Meeting of Councillors Record - City Deals Executive Steering Committee - 20210803 [<b>10.12.3</b> - 1 page]</li> <li>4. Informal Meeting of Councillors - Councillor Briefing - 4 August 2021 CB 20210804 [<b>10.12.4</b> - 3 pages]</li> </ol>
<b>PURPOSE</b>	To report the Informal Meetings of Councillors.

## 1. EXECUTIVE SUMMARY

### INFORMAL MEETINGS OF COUNCILLORS

The Colac Otway Shire Governance Rules require that records of Informal Meetings of Councillors which meet the following criteria:

*If there is a meeting of Councillors that:*

- *is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;*
- *is attended by at least one member of Council staff; and*
- *is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

be tabled at the next convenient meeting of Council and recorded in the minutes of that Council meeting.

All relevant meetings have been recorded and documented, as attached.



## 2. REPORTING

*The Informal Meetings of Councillors are reported herewith:*

- **Councillor Briefing** **21 July 2021**
- **Council Meeting Preparation** **28 July 2021**
- **City Deals Executive Steering Committee** **3 August 2021**
- **Councillor Briefing** **4 August 2021**

## 3. KEY INFORMATION

The following Informal Meetings of Councillors have been held and are attached to this report:

- Councillor Briefing 21 July 2021
- Council Meeting Preparation 28 July 2021
- City Deals Executive Steering Committee 3 August 2021
- Councillor Briefing 4 August 2021

## 4. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



## Informal Meeting of Councillors Record

### Councillor Briefing

**Date:** 21 July 2021

**Time:** 11:00am

**Meeting Location:** By videoconference

#### Invitees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt

#### Attendees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt, Louise Harvey, Tony Gullone, Paul Carmichael, Doug McNeill, Simon Clarke, Bláithín Butler, Cameron Duthie, Simone Robertson

#### External attendees:

Chair - Regional Councils Victoria (RCV), CEO - Colac Area Health, Board Chair - Colac Area Health, Irrewarra resident

#### Apologies:

Nil

#### Absent:

Nil

**Meeting Commenced at:** 11:00am

#### Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Councillor Briefing 21 July 2021 (continued)		
Time	Item	Attendees
11:00am - 11:35am	Rural Councils Victoria  Due to connection issues Cr Potter left the meeting at 11:15am. Cr Bell joined the meeting at 11:30am.	Chair - Regional Councils Victoria
11:35am - 12:30pm	Council Plan  Cr Potter returned to the meeting at 11:50am.	Ian Seuren Marlo Emmitt
12:30pm - 12:33pm	Break	
12:33pm - 1:06pm	Colac Area Health	CEO - Colac Area Health Board Chair - Colac Area Health
1:06pm - 1:08pm	Councillor and EA to CEO, Mayor and Councillors catch up	Louise Harvey
1:08pm - 1:35pm	Meredith Park Management Arrangements - Options Investigation Report	Irrewarra resident Tony Gullone
1:35pm - 1:40pm	Break	
1:40pm - 1:56pm	2022 Rating Strategy - Issues for Scope	Paul Carmichael
1:56pm - 2:29pm	Rural Policy for Dwellings and Subdivision	Doug McNeill Simon Clarke Bláithín Butler
2:29pm - 2:45pm	Non-compliance of Shipping Container  Cr Bell left the meeting at 2:45pm and did not return.	Doug McNeill
2:45pm - 2:50pm	Break	
2:50pm - 3:03pm	Colac Otway Shire Resource Recovery and Waste Management Strategy	Cameron Duthie Simone Robertson
3:03pm - 3:06pm	Contract 2129 - Kerbside Bin Procurement (Glass Bin)	Cameron Duthie Simone Robertson



Councillor Briefing 21 July 2021 (continued)		
Time	Item	Attendees
3:06pm - 3:36pm	Colac Otway Shire Options for Hard Waste	Cameron Duthie Simone Robertson
3:36pm - 3:55pm	Kerbside Waste Service Redesign Options	Cameron Duthie Simone Robertson
3:55pm - 4:10pm	General Business <ul style="list-style-type: none"> <li>Proposed sale of land, Bruce Street, Colac</li> <li>Current COVID restrictions and July Council Meeting arrangements</li> <li>Vaccinations</li> </ul>	
4:10pm	Meeting closed	



## Informal Meeting of Councillors Record

### Council Meeting Preparation

**Date:** 28 July 2021

**Time:** 2:00pm

**Meeting Location:** By videoconference

<b>Invitees:</b>
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt, Lyndal McLean
<b>Attendees:</b>
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt, Lyndal McLean, Tamzin McLennan, Mark McLennan, Paul Carmichael, Doug McNeill, Cameron Duthie, Melanie Duvé, Amanda Barber, Ben McLaughlin, Nicholas Welsh, Simon Clarke, Simone Robertson
<b>External attendees:</b>
Nil
<b>Apologies:</b>
Nil
<b>Absent:</b>
Nil

**Meeting Commenced at:** 2:00pm

### Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Council Meeting Preparation 28 July 2021		
Time	Item	Attendees
2:00pm – 2:52pm	Council Meeting preparation	Tamzin McLennan Mark McLennan Paul Carmichael Doug McNeill Cameron Duthie Melanie Duvé Amanda Barber Ben McLaughlin, Nicholas Welsh Simon Clarke Simone Robertson
2:52pm	Meeting closed	





## Informal Meeting of Councillors Record

This form must be completed by the attending Council Officer and the completed form must be provided to [governance@colacotway.vic.gov.au](mailto:governance@colacotway.vic.gov.au) for reporting at the next practicable Council Meeting.

Please refer to Chapter 5 (Disclosure of Conflict of Interest) and Chapter 6 (Informal Meetings of Councillors) of the Governance Rules and the guidelines over page.

### Meeting Details

**Meeting name:** City Deal Projects COS Executive Steering Committee Meeting

**Date:** 3/08/2021      **Time:** 11:15 am

**Meeting Location:** Online – Microsoft Teams

(eg. COPACC; Colac Otway Shire Offices – 2-6 Rae Street, Colac; Shire Offices – Nelson Street, Apollo Bay)

**Matter/s Discussed:** Kennett River Tourism Infrastructure Improvements City Deal, Apollo Bay to Skenes Creek Coastal Trail City Deal, Apollo Bay Harbour Redevelopment City Deal and Geelong City Deal

(eg. 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.)

### In Attendance:

<b>Councillors:</b>
Cr Stephen Hart
<b>Officers:</b>
Errol Lawrence (COS CE, Acting), Tony McGann (COS GM Environment & Infrastructure), Ian Seuren (COS GM Development & Community), Frank Castles (City Deals - Project Director), Lisa Healey (City Deals - Administrator & Projects)

### Conflict of Interest Disclosures for Councillors and Officers: (refer to over page for guidelines)

Name	Type of interest	Left meeting at	Returned to meeting at
Nil			

**Completed by:** Lisa Healey

Updated 24 October 2020



## Informal Meeting of Councillors Record

### Councillor Briefing

**Date:** 4 August 2021

**Time:** 11:00am

**Meeting Location:** By videoconference

#### Invitees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt

#### Attendees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt, Simon Clarke, Louise Harvey, Dora Novak, Tony Gullone, Madeleine Bisits, James Myatt, Nicole Frampton, Jo Grainger, Shellie Nicholls, Ben McLaughlin, Bláithín Butler, Helen Evans, Ian Williams

#### External attendees:

Principal, Insync, General Manager Strategy, Systems and Environment, Barwon Water, General Manager Customers and Community, Barwon Water

#### Apologies:

Nil

#### Absent:

Nil

**Meeting Commenced at:** 11:09am

#### Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Councillor Briefing 4 August 2021 (continued)		
Time	Item	Attendees
11:09am - 11:30am	Colac Civic Health and Railway Precinct Plan Update  Cr McCracken attended the meeting at 11:15am. Cr Bell attended the meeting at 11:30am.	Simon Clarke
11:30am - 11:40am	General Business <ul style="list-style-type: none"> <li>Rates interest waiver</li> </ul>	
11:40am - 11:41am	Councillor and EA to CEO, Mayor and Councillors catch up	Louise Harvey
11:41am - 11:49am	General Business <ul style="list-style-type: none"> <li>Birregurra lights</li> <li>Western Reserve Oval water issues</li> <li>Councillor Briefing - 9 August 2021</li> <li>Councillor enquiries</li> </ul>	
11:49am - 11:51am	Councillor update from Committee Meetings <ul style="list-style-type: none"> <li>Colac Municipal Aerodrome</li> </ul>	
11:51am - 12:32pm	Break	
12:32pm - 12:44pm	Council Policy Review - 20.1 Environmental Sustainability Policy	Dora Novak Tony Gullone
12:44pm - 1:07pm	Memorial Square Public Toilet Redevelopment - Concept Plans for Public Consultation	Madeleine Bisits James Myatt Nicole Frampton
1:07pm - 1:42pm	Alignment and Engagement Survey (AES) Results	Principal, Insync  Jo Grainger Shellie Nicholls
1:42pm - 2:04pm	Bruce Street Project Update: Delivery of Residential Housing	Simon Clarke Ben McLaughlin
2:04pm - 2:21pm	PP9/2021 - 288 Sunnyside Road Wongarra - Use and Development of Telecommunications Facility (33.8 metre monopole) and associated works	Helen Evans Ian Williams



Councillor Briefing 4 August 2021 (continued)		
Time	Item	Attendees
2:21pm – 3:30pm	Barwon Water Briefing	General Manager Strategy, Systems and Environment, Barwon Water General Manager Customers and Community, Barwon Water
3:30pm	Meeting closed	

