

# Minutes

Meeting of Council

Tuesday 26 March 2024

Deans Marsh Community Hall

10 Pennyroyal Valley Road, Deans Marsh 3235

Commenced at 6:00 pm

**Council:**

Cr Liz Pattison (Mayor)  
Cr Gary Allen  
Cr Paul Barker  
Cr Mike Bodsworth  
Cr Kate Gazzard  
Cr Rose Hodge OAM  
Cr Adrian Schonfelder  
Cr Libby Stapleton  
Cr Heather Wellington

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# 1 Procedural Matters

## 1.1 Present

Cr Liz Pattison (Mayor)  
Cr Gary Allen  
Cr Paul Barker  
Cr Mike Bodsworth  
Cr Kate Gazzard  
Cr Rose Hodge OAM  
Cr Adrian Schonfelder  
Cr Libby Stapleton  
Cr Heather Wellington

Chief Executive Officer - Robyn Seymour  
General Manager Placemaking and Environment - Chris Pike  
General Manager Community Life - Gail Gatt  
Acting General Manager Strategy and Effectiveness - Damian Waight  
Acting Executive Manager - Strategic Projects and Partnerships - Darryn Chiller  
Manager Integrity and Governance - Jake Brown  
Coordinator Governance - Liberty Nash  
Governance Officer - Jess Menzel

## 1.2 Opening

**Mayor Pattison opened the meeting.**

I would like to acknowledge that here in Deans Marsh at the Community Hall, we are gathered on Gadubanud Country. I pay my respects to Elders, past, present, and emerging. The First Peoples have nurtured and protected these lands and waterways for thousands of generations, and I am so grateful for the opportunity to live and work in such a beautiful part of the world.

We also wish to acknowledge the Traditional Owners of the lands on which each person is attending and acknowledge any First Nations people who may be viewing the meeting tonight.

## 1.3 Pledge

**Mayor Pattison recited the pledge.**

As Councillors we carry out our responsibilities with diligence and integrity and make fair decisions of lasting value for the wellbeing of our community and environment.

## 1.4 Apologies

Nil.

## 1.5 Confirmation of Minutes

### **Council Resolution**

#### **Moved Cr Bodsworth, Seconded Cr Hodge**

That Council notes the minutes of the Council Meeting held on 27 February 2024 as a correct record of the meeting.

CARRIED 8|0

#### **For**

Cr Allen  
Cr Barker  
Cr Bodsworth  
Cr Gazzard  
Cr Hodge  
Cr Pattison  
Cr Schonfelder  
Cr Stapleton

#### **Against**

Nil

#### **Abstained**

Nil

## 1.6 Leave of Absence Requests

Nil.

## 1.7 Conflicts of Interest

Nil.

## 1.8 Presentations

Councillor Allan gave a presentation on the Deans Marsh Festival, in its 26th year, which was held at this precinct.

Councillor Gazzard gave a presentation on the Paddle Out that occurred at Torquay Cosy Corner on Saturday, run by Surfrider Foundation, to stop seismic blasting locally in the Otway Basin.

**Cr Wellington joined the meeting via video-conference at 6:09pm.**

## 1.9 Public Question Time

### Question 1

**Dean Hurlston (President) Council Watch Inc. (Question 1 of 2)**

What amount of waste enforcement costs in the current financial year 2023/24 has the Council included in its waste levies charged to residents? (If any)

**Answered by CEO Robyn Seymour**

Thanks, Dean, for your question. Enforcement is one of the duties undertaken by our Litter Prevention Officer and the proportion of the officer's costs related to enforcement is about \$37,000. This amount is recovered through our waste services charge.

### Question 2

**Dean Hurlston (President) Council Watch Inc. (Question 2 of 2)**

What amount of revenue has council included in the current financial year 2023/24 from waste enforcement actions, and has that revenue been offset in the waste levy OR applied to Councils General Revenue streams?

**Answer provided by CEO Robyn Seymour**

Yes - so the forecast revenue through the Litter Prevention Officer work around their enforcement, we think the revenue will be about \$5,770. This doesn't become part of our general revenue. It offsets the cost that 37,000 proportion of the Litter Prevention Officer's salary.

### Question 3

**Madeleine McCarney – Deans Marsh (Question 1 of 1)**

I noted in the Brand Architects final report that the proposed new community hub “could be used as an Emergency Relief Centre in the future” (pp 5 & 11 of report/pp 28 & 36 of council agenda). Can council please confirm that the new community hub can be used as an Emergency Relief Centre as soon as it is opened?

**Answer provided by CEO Robyn Seymour**

Madeleine, thank you for your question and for clarifying that. You're right, it does sound a bit ambiguous. We have said "could" deliberately and it could be used as an Emergency Relief Centre. The next phase of the project, should Council support the concept design being considered tonight, is the detailed design phase. So as part of the detailed design phase, we'd be looking to ensure that the building was designed so that it could have that as part of its function, if that makes sense. So that's why it's "could" rather than "will". We'll be building it in as part of the detailed design phase.

But it's probably also important just to be clear around what the Emergency Relief Centre is, as opposed to a Bushfire Place of Last Resort. So, it wouldn't be a Bushfire Place of Last

Resort, but the intention would be that it would be an ERC and would be a place where people could come to get information and their basic needs met if they've been evacuated and can't return home. But the Bushfire Place of Last Resort, as you would know even better than me, that isn't here. It's the carpark of the former Martians Cafe and the reason why here is a problem is really the cypress trees. So, building a new hub or even this building is not appropriate because of those cypress trees that surround this precinct.

**Further to Question 3**

**Madeleine McCarney – Deans Marsh (Question 1 of 1)**

I'm still not clear on why it only could be an Emergency Relief Centre, as opposed to that would be the objective with the new hub.

**Answer provided by CEO Robyn Seymour**

Yes. So I guess it's the intention that we would work towards that, but we'd want to make sure that through the detailed design, which is the next phase that we'd be working with community on, we are ensuring that we are doing that detailed design to ensure that it meets community needs, which is likely, I would have thought, to be an ERC as part of that and that's the only reason. It's not that there isn't an intention. It's just that we need to do that work together as a next phase to ensure that it is and there's certain materials that you have to then build the building within order to meet the requirements of an ERC.

**Question 4**

**Deb Rhode – Deans Marsh (Question 1 of 1)**

Hi. I was on the PSG, which is the steering group for the project, the hall community project. That's what my question is about. You know, I just want to say in front of everyone here that that process was absolutely torturous for me and traumatising. I was an outsider, in my view, because I didn't necessarily, and I still kind of don't want the hall demolished.

I understand there are limits with that, and that it's a community decision. But one of the things I banged on about at the restart was the idea of embodied energy and the idea that to take something away and replace it with a whole new build, to push something over bulldozer and take it to the tip I found highly offensive and it just so happens that you guys, I understand, have made a commitment to the Burra Charter, which has a whole lot of stuff in it about embodied energy, and also the new circular economy document seems to make a whole lot of the same statements.

So, while I felt very much like I was talking to a wall 18 months ago, it seems like that wall has got a little door in it now and I'm wondering how the Council intend to ensure that this project actually is imbued with the values that are being espoused around climate emergencies, you know, embodied energy and resources and recycling and so on and so on. So yes.

**Answer provided by CEO Robyn Seymour**

Thank you, Deb. So, for those who don't know what the Burra Charter is about, just to kind of - before I answer your question, I might just make sure everyone understands what it is.

The Burra Charter advocates for a cautious approach to change - I can't speak tonight - and really what it's advocating for is do as much as is necessary to care for the place and to make it usable, but otherwise change it as little as possible so that its cultural significance is retained. That's really the intention of the Burra Charter.

So in relation to this building and the proposal that's being considered tonight, I guess the fundamental part of that is that the condition of this building and the amount of work that's required to retain it effectively means that we'd need to rebuild it anyway and there's been a huge amount of work that's been done within this community to really look at what is needed now and into the future to suit the needs of this community. And I guess as part of the consideration of the future, potential future building, there was really keen interest in looking to retain some of the features of this building, like the roof, the design of the roof.

#### **Further to Question 4**

#### **Deb Rhode – Deans Marsh (Question 1 of 1)**

I think we've skewed off my vocal point, so I'm just going to sort of drift us back.

My focus is more around sustainability and creating a poster child for, you know, what a sustainable building that incorporates recycled materials, yes. So, it was more in that - there's some of that addressed in the Burra Charter as well and it was more that part of it that actually interested me.

#### **Answer provided by CEO Robyn Seymour**

Okay, sure, yes. So as part of the circular - our circular economy objective includes an 80% diversion of material from landfill and so that would be part of the commitment of replacing this building and as part of that we'd be seeking to reuse material wherever possible in the building and through any other community uses that might be - that parts of the building could be used through.

We'll also be seeking a GreenStar accreditation as part of the proposed new building and that includes a range of circular economy targets and objectives as part of that GreenStar accreditation. So, we would be seeking to achieve that.

We'd also be applying our Environmentally Sustainable Council Facilities Policy and that considers elements such as water, waste, biodiversity, emissions, passive solar, design, exposed thermal mass, natural daylight and ventilation as part of those designs. So, we are very - as part of any future building, we would be looking to see how we would manage all of those things and this building doesn't meet any of those standards.



**Question 5**

**Melissa Tinney – Modewarre (Question 1 of 1)**

Closure of Brown Swamp and Lake Modewarre to duck shooting in 2024. That's the main question there and I'd also like to - to the Mayor and Councillors here today, I'm representing the landholders, Friends of Lake Modewarre, and concerned local community of Brown Swamp and Lake Modewarre.

Firstly, in relation to Brown Swamp, which is governed, to my understanding, by Parks Victoria, I have lived bordering brown Swamp for 26 years now. In that time when there is water in the swamp duck shooting has commenced - the third Saturday of March, ends June, early June, mid-June. My home is approximately 80 metres from the shooters where they're allowed on the water's edge to shoot and my livestock when grazing are approximately 20 metres away from shooters.

It is a frightening experience, believe me, to wake up in the early hours of the morning to gunfire. It's extremely traumatising for neighbours' families, which include two families at the moment with young children of 5 years and under.

The effects on livestock and the neighbouring properties' farms is also damaging and traumatising for the stock surrounding Brown Swamp along with the people. It can cause a lot of mental health problems within the family talking about gunfire, why they're shooting, why they're so close, they won't hurt us, they're all friendly, but it rings out.

And I just take this time because it's so lovely and quiet here. If in this peace you can imagine fire shots 40 metres away ringing out while you're having tea, it is very disturbing and it does - look, it puts the wind up you, basically.

I've no problem with duck shooters. Shooting of any allowed species of ducks is fine, I don't have a problem, but now it's not understandable for young families, any families, elderly people to be living so close to shooting and it really needs to be changed. The explosions of continuing gunfire throughout the day for over a month can cause an impact on families and livestock.

Brown Swamp and Lake Modewarre is a precious wetland of inhabitants for wildlife, not only including ducks but echidnas, swans, spoonbills, protected birds, endangered frogs and native and endangered vegetation. We would like to ask for Council approval today to work towards Brown Swamp and Lake Modewarre to be reclassified to flora and fauna reserve, where duck shooting is prohibited at the moment. Importantly, we ask that Council move a motion of support to close Brown Swamp and Lake Modewarre to duck shooting for 2024. Thank you so much for your time today. Thank you.

**Answer provided by Mayor Liz Pattison**

Thank you, Melissa, for coming here and talking to us and explaining so clearly your concerns. It's really important to understand where you're coming from and what you've explained really resonates, to understand what that is.

As you've already identified, Council is not the land manager of either Brown Swamp or Lake Modewarre. Brown Swamp and its surrounding land is a farming zone and for this to change, the land manager would need to undertake a reclassification process, which in this case is Parks Victoria for Brown Swamp and the Department of Environment and Climate Action for Lake Modewarre.

The timing of the duck hunting season and the decision as to which wetlands are open to hunters is decided by the Game Management Authority and you probably already know a lot of these details.

Council does not have an adopted position on duck hunting, and it's not included in our current advocacy priorities, although other environmental initiatives, as was raised in the presentations - we do have a stance on other environmental issues, such as seismic blasting and the like.

In relation to changes to duck hunting, we encourage you to advocate directly to the Victorian Government, which is the responsible authority. Whilst we can't address the issue tonight, there is an option where an individual Councillor can put forward a Notice of Motion for Councillors to consider at a future Council meeting, and so I think it's great you've raised your concerns with us and that's something that could be considered at a future Council meeting.

#### **Further to Question 5**

##### **Melissa Tinney – Modewarre (Question 1 of 1)**

Thank you so much. Can I just also, just to let you know, that amongst all the wildlife at Brown Swamp in particular where I live Parks Victoria has always had it since I've been there, 26 years. They gave up land, Parks Victoria, and gave it to the Council because they didn't want to care for the 20 acres as such, where the kangaroos used to live, the wedge-tailed eagles used to nest, echidnas.

So when the duck shooters come in now, the kangaroos take off and jump, oh, 200, 250 metres over my property and jump across the road and get hit by cars and there's people's lives at stake here as well. It's not just kangaroos dying. A lot of people get injured. Cars get absolutely wiped off.

And there's a lot of wildlife there, not just ducks, and it's come to a point I think in life that you should be able to enjoy what surrounds you and not have to deal with shooting. And duck hunters are fine, they're really respectful, but they still shoot and, yes, it's a bit of a problem.

#### **Question 6**

##### **James Morton – Deans Marsh (Question 1 of 1)**

My question is the Council are considering the approval of the Deans Marsh Community Hub Facility Development Plan at tonight's meeting. As owners, my wife and I are owners of the only remaining hospitality and retail business in the 100-year-old, 100-plus-year-old commercial trading precinct that is the centre of Deans Marsh. So, we think we have a somewhat unique insight into the viability of this project and the viability of the town moving forward.

We moved to this town in 2009 and we've observed a steady decline in commercial activity in the town and this has also coincided with a reduction in school student numbers. To give you a perspective, when our children first went to the school, there were over 60 children. They're struggling to meet the threshold of around about 40 children at the moment. So that's a pretty significant decline that we've observed.

You'll also see, if you look at the census data, that there's been an increase in the average age of the town's population from 40 to 47 from that period in around about 2010 to the current period. From a demographic's perspective, any demographic expert will tell you that is a huge shift in demographics for this town.

So put simply, the town is ageing, commercial activity is declining, and we feel that the Council needs to prioritise investment in building town population and economic activity ahead of the \$8 million that you're proposing to invest in a hall facility. The hall facility is great, and it will aid the community moving forward, but if population continues to decline, then that's not a really wise investment.

So before - so I guess, yes, before you commit to that large community development, you know, we really fear that the town might end up like Barwon Downs. Barwon Downs isn't in your shire, but I'm sure people do drive through there. You'll see that it used to have a school, it used to have a store, it used to have lots of sporting teams. If Deans Marsh continues on that path, there will be no school, there will be no sporting teams, there will be no store and we will just become a pass-through on the way to Lorne.

So, my question is that will Council commit to funding an economic development study for Deans Marsh? As part of this community hub redevelopment, we feel that the Council needs to go down the path of an economic development study so that we can ensure the long-term viability of the town, retain the school, the great community that we have, the culture, the sporting clubs and ultimately restore the commercial precinct that is slowly dying.

**Answer provided by CEO Robyn Seymour**

Thank you for your question. I might pass it to our GM of Placemaking & Environment to talk about in terms of that strategy, but one of the things that is worth mentioning is I was actually looking at the projections for population for Deans Marsh just earlier today and you might be pleased to hear that yes, there is - the projections show an ageing population, but also a growth in the younger age group. So, the projections for zero to 9-year-olds by 4041 is that there will be 71, compared to 53 in 2024. So, it is showing a modest but still a growth in young people in Deans Marsh in coming years.

But in relation to your specific question of an economic development strategy, I might pass it to our General Manager of Placemaking & Environment.

**Answer provided by General Manager Placemaking and Environment Chris Pike**

Thanks, Robyn. Thanks, James. I think you'll acknowledge we need a little bit of time to contemplate this one. And it's a big issue that you raise and, you know, I appreciate that kind of unique perspective that you offer being here on the ground and seeing change over time. Whilst I acknowledge you talk about as economic development, we're talking about the

viability of smaller towns and it's an issue that's surfacing to different extents each in unique ways but in other towns too, typically kind of wrapped up in the housing crisis issue, where people are struggling to find places to live that are affordable and that undermining the viability of organisations that rely on volunteers in the schools and so on, particularly against that backdrop of an ageing population, which is a societal trend too.

I had a quick look at the MaDCAP plan from a couple of years ago too just to kind of see if I could see the signs of these issues there being discussed as kind of a - I think you're putting sort of an existential crisis for the town, you know, and I could see the references to that in there.

Specifically to your question, so we aren't taking a town-by-town approach to viability. We don't have a program where we are undertaking reports to look at each individual town and all of the different dimensions that go to that question of their viability and in terms of a commitment for Council to do that, I'm not in a position to make that commitment. You're certainly making the issue clear to the Councillors assembled here.

What I can speak to is that Council's work tends to take place across the shire. So we're busy in that affordable housing space. We have that growth forecast that Robyn touched on for Deans Marsh and we've got a role of the planning authority to support appropriate development taking place and there are processes that we're involved in trying to influence at the state level that have a local impact. So, there's something like the small second dwelling provisions that are quite new that we'd anticipate will see development occurring in towns that are landlocked, and it will be really interesting to see how that impacts places like Deans Marsh and other towns and whether that brings additional population in.

And then - and I'll try not to go on too long - there's the work that we do in the economic development space, where we tend to work at a plan or strategy level across the shire. The one in the Hinterland is the Hinterland Strategy. We've got a big focus on supporting things like events to try to draw that economic activity in and we're really mindful that the engine room of the economy and Surf Coast, whilst tourism is really important, it's actually small businesses based in people's homes, which aren't always visible. Now, I appreciate you're in a position where you see that there's a trickle down into commercial activity at your business. You're best placed to comment on that.

We do have - I've got various teams in my portfolio that includes our Economic Development team. Part of their remit is to work with individual businesses or those who are considering prospective businesses to see if there's a role that we can play to get those up and to get those started. So if there's something specifically to your business, I'm really happy to connect you in with our staff.

But to close the loop back to your original question, our work tends to take place at a level across the shire, sometimes manifesting in particular local initiatives, but right now we don't have that kind of program of developing the reports that you've flagged, yes, so that's not something that's on the horizon for us.

**Further to Question 6**

**James Morton – Deans Marsh (Question 1 of 1)**

It's disappointing because we've tried to engage with Council. We've had discussions directly with the Mayor that resulted in one meeting with Council employees six months ago - six to nine months ago, actually - which resulted really in nothing in terms of ongoing engagement with us.

And I would question while you're looking at a forecast, you know, in terms of population growth, what we're seeing is the reality on the ground and a lot of that population data might have been on the basis of a boom of people moving to the Surf Coast Shire during COVID and what we're actually seeing now is that people are moving back closer to Geelong and those people that are coming in are, unfortunately, aged probably over 47 or 50 who have sold up their expensive houses in Melbourne and are moving to the country.

So, you know, to that end - to that end - the trend is continuing and so that's why we're encouraging the Council to actually, you know, invest some time to actually get to understand what's happening on the ground and not rely on, you know, broad forecast data. You need to help the town.

**Question 7**

**Jennifer Bantow (Question 1 of 1)**

My name is Jennifer Bantow. I'm an Honorary Life Member of the National Trust and here as a volunteer. I've been here for now several years, coming here to try to save this hall. As a former mechanic's institute and free library, a place where compulsory education started in regional towns in these sorts of buildings, it's lovely to be inside this beautiful historic interior. I know the outside needs a lot of maintenance, but that can be done. We have had an architect from the National Trust look at this building and he feels that it is salvageable. The blocks underneath need attention, but it can be saved.

So relating to this hall, which is 140 years old now, has Council sufficiently considered the possibility of incorporating this into the new community hub so that old and new can happily co-exist? This is something we have to learn in this country, I think, that we can have both. So the needs of the various components of the community hub can still be new, some aspects of it, but retain this beautiful place.

So if it is to be a community decision, which has been said tonight, is it - how do we assess what is a community decision? Should there be a vote taken is my question. Thank you.

**Answer provided by Mayor Liz Pattison**

Thanks for your question and I think a lot of your comments around the old and the new, et cetera, has been covered in our response to Deb's question earlier tonight and as you can see from our agenda, the matter is being considered at the Council meeting and as elected members of your community, Councillors will be taking a vote on the agenda papers that are in the report. But thank you so much for sharing your perspective. I appreciate it.

### **Question 8**

#### **Richard Di Natale (Question 1 of 1)**

Richard Di Natale, a 20-year resident of Deans Marsh. I suppose I wasn't planning on speaking tonight. Firstly, thank you very much for attending this evening. It's great to see our local representatives engage with the community in the way that you have. I think it's a great initiative and I think universally we're grateful to have you here.

I'm only speaking because I'm really keen for Council to (inaudible) a legitimate view particularly around the hall and along with many members of the community, I've been involved with this project. I was involved very early on.

I would take a different view to the view that I think James expressed. I think often economic development follows appropriate infrastructure in communities and as a parent of two young children, both of whom are educated at the school, knowing other families who are considering a move to a community like this, having that sort of infrastructure, infrastructure where children are able to come to a child centre where there are opportunities for younger children to engage together in a really healthy and nurturing environment, where the creative members of our community can gather in spaces in the various - like it's just such an incredible community, the music, the art, the contributions that people make, to have a space to gather around and to connect with each other, as now the father of two teenage young boys, a place where they can get off the bus, come, hang out, sit in front of a computer, play a game of table tennis, a game of billiards, a place where we know they're going to be safe and welcome.

I just wanted to really highlight to you that I'm someone, along with many others in the community, who see this as a really important piece of a community infrastructure and I'm really sad that we might have to lose this hall, so I don't want to present a view that this is a zero-cost decision. I mean, I know this hall has very special memories for many people.

I think what you're hearing, though, is from largely - and I don't mean this to sound disrespectful, but a lot of the older members of the community have memories in this hall, but for those people with younger families who want to make new memories, we love the idea of being able to incorporate the really important aspects of this hall into a new building that's partly created by members of this community. We've got agroforestry, people who are engaged in that, and the opportunity to really put some of our own community into a new building excites us, to have a kitchen where we can come together and cook. There are a lot of growers in this area.

So I suppose my - what I wanted to do, and it's a comment rather than a question, was just to leave you with a slightly different view, and I would argue a view that's representative of many members of this community, that we're very excited by the project, we welcome the Council's commitment, their engagement, and we hope that ultimately this can be something that brings this community together rather than divides it. Thanks.

#### **Answer provided by Mayor Liz Pattison**

Thank you. I think given, as you said, that was more of a comment, so I might just leave it at that.

## 2 Petitions and Joint Letters

Nil.

### **3 Notices of Motion**

Nil.



## 4 Reports

### 4.1 Deans Marsh Community Hub Facility Development Plan

#### Council Plan

#### Theme Two - Healthy Connected Community

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

#### Author's Title:

Coordinator Social Infrastructure and Open Space Planning

#### General Manager:

Chris Pike, General Manager Placemaking & Environment

#### Division:

Placemaking and Environment

#### Department:

Integrated Planning

#### Attachments:

1. Deans Marsh Community Hub Facility Development Plan - Final ( March 2024) [4.1.1 - 110 pages]

#### Purpose

1. For Council to consider the Deans Marsh Community Hub Facility Development Plan.

#### Recommendation

That Council:

1. Adopts the Deans Marsh Community Hub Facility Development Plan (**Attachment 1**).
2. Receives a report by 31 July 2026 detailing options for the future development of the facility, if sufficient external funding has not been successfully sourced to deliver Stage 1.

#### Amendment

#### Moved Cr Schonfelder, Seconded Cr Wellington

That Council:

1. Adopts the Deans Marsh Community Hub Facility Development Plan (**Attachment 1**).
2. Receives a report by 31 July 2026 detailing options for the future development of the facility, if sufficient external funding has not been successfully sourced to deliver Stage 1.
3. Does not commence the implementation of this resolution until a Circular Economy Action Plan is adopted by Council, and subsequently implements this resolution in accordance with the requirements of that Action Plan.

LOST 1|8

For	Against	Abstained
Cr Schonfelder	Cr Allen Cr Barker Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Stapleton Cr Wellington	Nil

### **Council Resolution**

#### **Moved Cr Allen, Seconded Cr Bodsworth**

That Council:

1. Adopts the Deans Marsh Community Hub Facility Development Plan (**Attachment 1**).
2. Receives a report by 31 July 2026 detailing options for the future development of the facility, if sufficient external funding has not been successfully sourced to deliver Stage 1.

CARRIED 6|3

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Stapleton	Cr Barker Cr Schonfelder Cr Wellington	Nil

### **Outcome**

2. If Council accepts this recommendation and endorses the Deans Marsh Community Hub Facility Development Plan (the Plan), Council will ensure investment-ready status of the project and can take steps to identify and pursue relevant external funding opportunities with a view to realising the plan.

### **Key Considerations**

3. The Plan, including the design and cost estimate, is ready to be considered by Council. It brings together a collective view of community priorities to deliver an intergenerational hub that will serve the Deans Marsh community now and into the future.
4. The current hall has significant structural issues, including eight separate extensions/additions in 60 years. It is not fit-for-purpose, does not meet community needs now or for future generations, is not compliant with the *Disability Discrimination Act 1992* or relevant Australian Standards, and is environmentally inefficient.
5. To retain the hall effectively means to rebuild it, given the extent of elements that need replacing. Rebuilding the hall is estimated to cost \$4.482m (ex GST as at March 2024). A cost escalation until July 2025 is included in the cost estimate. It is estimated that

4.1 Deans Marsh Community Hub Facility Development Plan

each year beyond this timeframe would incur an additional 7.5% increase on the construction sub total cost.

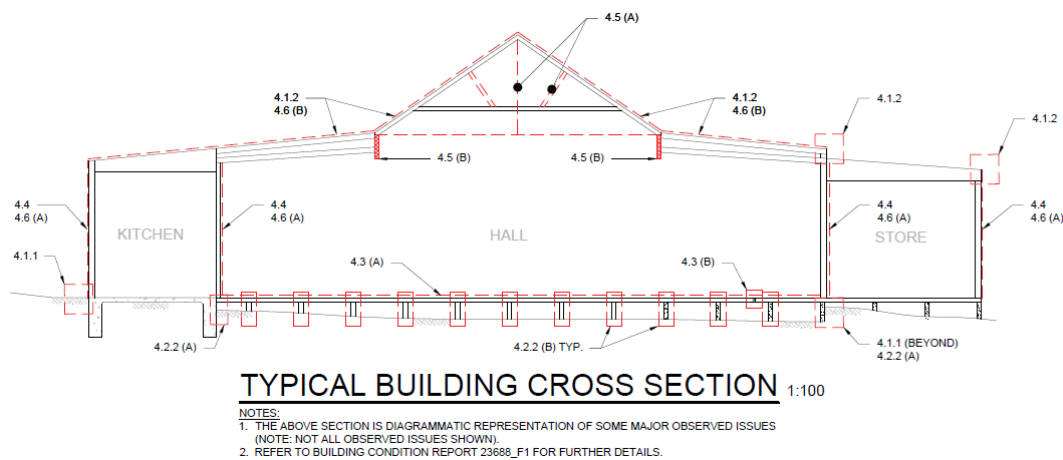
6. A new facility has been designed in consultation with the Deans Marsh community to meet community needs and aspirations now and into the future, ensure accessibility and achieve strong environmental sustainability outcomes.
7. The new facility is estimated to cost \$8.41m (ex GST as at March 2024), with a preferred option to stage construction. Two stages have been identified; Stage 1 at \$6.89m (ex GST) and Stage 2 at \$1.84m (ex GST). Staging slightly increases the build cost resulting in a total of \$8.73m. Stage 2 would complete the Early Years component when funding can be sourced (and in line with increased need). A cost escalation until July 2025 is included in the cost estimates (up to July 2027 for Stage 2). It is estimated that each year beyond this timeframe would incur an additional 7.5% increase on the construction sub total cost.
8. A potential funding model could consist of Council budget (\$2.64m in Asset Renewal contribution/ leverage funding), State and/or Federal Government grants and/or an election commitment. This report proposes an initial two year period to try and secure the required funding for at least Stage 1.
9. Community engagement has been undertaken across two years with over 500 interactions via a range of in-person meetings, community sessions and surveys (online and hardcopy).
10. The final facility design has been developed based on engagement, evidence, and expertise.
11. While there has been some objection to the Plan which proposes demolition of the existing facility, there is strong and broad community support for a new facility.

**Background**

12. The Deans Marsh Community Hall and Cottage (including the childcare space) is locally significant and much-loved within the community. It has provided generations of local residents with services, programs, activities and events that have provided enjoyment and opportunities for social connection and participation in community life.
13. The facility has been used in its current location for over 100 years by a range of people for a wide variety of events and activities. It services the youngest residents right through to the oldest, and is activated by a passionate and proactive community, including the Community Asset Committee.
14. In 2021, the Deans Marsh Community Hub Facility Development Plan project commenced to address the issues with the existing facility and to understand and meet the needs of the Deans Marsh community, now and into the future.
15. Planning for this facility has been undertaken for the following key reasons:
  - 15.1. Community Need: The facility does not meet the current needs of community members, and the expected future demand for services, activities, and programs.

4.1 Deans Marsh Community Hub Facility Development Plan

- 15.2. Critical Functions: The facility is the only civic building to service community members from Deans Marsh and surrounding areas, including emergency management and maternal and child health.
- 15.3. Fit-For-Purpose: Community engagement clearly identified the need for a fit-for-purpose facility for future generations.
- 15.4. Cater to Change: The need to plan a facility for a community that will experience growth and a change in demographics over time.
- 15.5. Protect Local Significance: There is a heritage overlay on the reserve, however the Hall has no architectural heritage significance. The Plan proposes to celebrate the local significance of the facility in a new building, including adaptive reconstruction.
16. A Project Steering Group (PSG) was established early in the project and has met regularly (17 meetings in total). It included representatives from the Deans Marsh Community Asset Committee, Deans Marsh Cottage and Childcare, Surf Coast Shire Positive Ageing and Advisory Committee, and Deans Marsh Primary School.
17. Brand Architects were engaged to undertake the Facility Development Plan including completion of a planning stage to understand the challenges, needs and preferences of the community, service requirements, site constraints and opportunities.
18. Investigations identified significant structural issues with the building (in line with Burra Charter\* and Heritage considerations) and substantial drainage challenges impacting the site. A technical report on these issues formed part of the Issues and Opportunities paper that was shared with the community (refer diagram 1 below demonstrating extent of structural issues at the Deans Marsh Hall). Further information, including all project reports, is available on the project webpage.  
*\* The Burra Charter is a set of principles that have been adopted to create a nationally accepted standard for heritage conservation practice in Australia.*
19. Diagram 1 – Current Hall Condition and Extent of Structural Issues (red lines require upgrade and replacement).



20. The planning process involved gathering key information, understanding what was important and seeking input and feedback from the community prior to determining the preferred way forward.

21. Community engagement activities were undertaken during 2022 with the initial community engagement process highlighting that local residents view the hall and cottage as the 'beating heart' of the community and value their importance as a place for the community to connect with one another whilst taking part in a diverse array of activities including music, community events, markets, festivals, communal cooking, community dinners, meetings, art and craft, exercise classes and school performances.
22. The engagement identified needs and aspirations of community members, including that people would like to see the hall and cottage redeveloped in a rustic, country style, comprised of a variety of multi-purpose spaces that can be adapted to different needs. Some of the desired spaces include a hall, meeting/program areas, art/craft space, kitchen, childcare facilities, business facilities and an informal community lounge area.
23. Engagement also identified that participants want the facility to be constructed of natural/environmentally sustainable materials. Natural light, good acoustics and effective heating and cooling have been identified as factors that will enhance the experience of users. Connectivity with the outdoors and the past are important inclusions. There is also a strong focus on ensuring that the facility is warm and welcoming and inclusive of everyone.
24. The engagement activities in 2022 informed the development of two facility concept design options, publicly exhibited in November and December 2022.
25. Feedback on these options enabled the development of the draft Plan, which was publicly exhibited in June and July 2023. Further refinements have been made following these exhibition periods resulting in the final Plan.
26. The design in the Plan aims to meet the needs and aspirations of the community, featuring a wide range of elements including, but not limited to:
  - 26.1. A fit-for-purpose, functional layout with excellent street presence and access.
  - 26.2. Key spaces to encourage activity and gathering for a range of uses and groups.
  - 26.3. Multi-use opportunities in the majority of areas.
  - 26.4. The main Hall featuring a permanent stage and the highly valued stage curtain.
  - 26.5. Transparency through the building on both the north-south and east-west axis.
  - 26.6. Celebration of elements of the existing Hall in the new spaces, including ceilings and gabled roofs.
  - 26.7. Inside to outside connection to both the northern courtyard and garden, and south to the plaza.
  - 26.8. A kitchen to support a variety of uses and that services multiple areas.
  - 26.9. A kitchenette to support the Cottage and front office area and rooms, with direct serving to the plaza for events.

- 26.10. Accessible and universal design principles.
- 26.11. Access to natural light, particularly to the north.
- 26.12. Initiatives to target a 6-star Green Star rating.
- 26.13. Use of natural and fire-resistant materials.
- 26.14. Spaces and amenities to support an Emergency Management Centre function.
- 26.15. Provision for a Long Day Care Centre / Early Learning Centre at the front of the building.
- 26.16. Centrally located internal toilets, and externally accessed toilets to support users of the reserve, particularly the playground.
- 26.17. Colours throughout the building to be in warm and neutral tones promoting a sense of comfort and wellbeing.
- 26.18. The landscape treatment will anchor the building in the local environment and connect it through to the other Reserve infrastructure, particularly through the plaza.
- 26.19. Storage throughout.

### **Options**

#### **27. Alternative Option 1** – That Council does not endorse the Plan.

This option is not recommended as, without an endorsed Plan, the project will not be investment-ready and will not be eligible to source appropriate external funding to deliver.

Officers will be unable to progress the project any further.

Without a Plan, Council will continue to ensure the facility is safe for use through both proactive inspections and reactive maintenance and/or renewal works until a point where these type of works will not be sufficient to ensure the ongoing operation. Any expenditure on renewal funding on the facility will reduce the \$2.64m renewal allocation, reducing the leverage to secure external funding for a future project.

#### **28. Alternative Option 2** – That Council does not endorse the Plan or seek external funding and brings forward a new project for a reduced scope and design.

This option is not recommended as it would provide a basic building with core spaces to provide services; it would not meet the needs, functions and design intent as expressed by the community through the engagement.

Without a Plan, Council will continue to ensure the facility is safe for use through both proactive inspections and reactive maintenance and/or renewal works until a point where these type of works will not be sufficient to ensure the ongoing operation. Any expenditure on renewal funding on the facility will reduce the \$2.64m renewal allocation, reducing the leverage to secure external funding for a future project.

## **Council Plan (including Health and Wellbeing Plan) Statement**

### **Theme Two - Healthy Connected Community**

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

29. The Plan aims to meet the needs and aspirations of community members, as identified through the engagement process, and protect the local significance of its use. This includes the provision of suitable social infrastructure that supports community activities, is fit-for-purpose, safe, accessible and environmentally sustainable. The proposed design as outlined in the Plan will help to achieve these outcomes, enabling healthy lifestyles and participation in community life.

### **Financial Considerations**

30. The planning process undertaken requires multiple funding sources. A Facility Development Plan, including a concept design and cost estimate, is required to achieve investment-ready status and source external funding.
31. While obtaining full funding for the entire facility is the aim, staging the development of the facility will help to increase the likelihood of securing external funding support.
32. The proposed new facility is estimated at \$8.41m (ex GST), with the preferred option to stage construction with Stage 1 at \$6.89m ex GST and Stage 2 at \$1.84m (a total of \$8.73m, slightly increased due to staging). A cost escalation until July 2025 is included in the cost estimates (up to July 2027 for Stage 2).
33. Potential funding for this project is likely to include Council budget (\$2.64m has been allocated in Asset Renewal funding in Council's 2026/2027 program), State and/or Federal Government grants and/or an election commitment. The next government elections are 2025 (Federal) and 2026 (State).
34. This project will be presented to Council for consideration when suitable grant opportunities arise.
35. As obtaining external funding to support delivery of this project will take time, Council will continue to communicate to the community on its progress.
36. The timeline for procurement, detailed design and construction is estimated at two years, after funding is secured. This aligns with the three to five year project horizon that has been estimated and communicated, noting that a timeframe to obtain funding is unknown.
37. The current facility is still required to provide services and programs for the community, therefore Council will continue to ensure the facility is safe for use through both proactive inspections and reactive maintenance and/or renewal works. This may also have an impact on the renewal allocation available.
38. There will be consideration of funding the Detailed Design, either through Council or external funds, if this is seen as a preferred approach to progress the project and/or increase the potential to secure external.

To Retain is essentially to Rebuild

39. Following a question from a community member at the 26 September 2023 Council Meeting relating to the cost to 'repair and protect' the building, a commitment was made to provide a comparative cost plan to further demonstrate the cost benefit of the proposed approach.
40. Given the extent of deterioration and to make the building compliant with current standards required for public buildings, any 'repair and protect' option exceeding 50% of the building volume essentially means replacement of many elements of the building. Refer abovementioned Diagram 1 - Current Hall Condition and Extent of Structural Issues (red lines require upgrade and replacement).
41. A cost plan has been produced to provide an indication of the cost to replicate the existing building. The indicative estimated cost to replicate the hall is \$4.482m (ex GST as at March 2024).
42. The estimate covers preparation and rebuilding of the existing facility, with a formalised car park, minimum 450mm subfloor space and to current building standards, internal finishes to represent the existing, timber framed floor with polished boards to the Hall area and ramps and steps to entry as required.
43. Rebuilding the facility in its current form and layout will not meet the functional requirements, needs and aspirations expressed by the community through the engagement process.
44. Given this, the renewal of the existing structure option is not recommended.

**Community Engagement**

45. The project was initiated in October 2021 and has featured three phases of community engagement, including nine different engagement initiatives/methods and input, feedback and insights through 508 interactions with community members.
46. The table below outlines the various types of engagement throughout the project, the interactions and the International Association of Public Participation (IAP2) level. All engagements required the analysis of comments to collate into themes, interpreting these into design changes, and providing responses to all themes for the community (published on the project webpage). This is in addition to engagement with the 10 members of the Project Steering Group (IAP2 'Involve') which met 17 times throughout the planning and design phase.

Engagement Phase	Engagement Undertaken	Interactions	IAP2 Level
Phase 2 – Issues, opportunities and options (April/May 2022)	Surveys	130	Consult
	Listening post	50	Consult
	Community meeting / workshop	80	Involve
	Online submissions	8	Consult
Phase 3 – Concept Design (Nov/Dec 2022)	Surveys	55	Consult



4.1 Deans Marsh Community Hub Facility Development Plan

	Reference groups (11 representing 72 people)	72	Consult
	Community presentation	30	Consult
	Individual in-person meetings (on request)	10	Consult
Phase 4 – Draft Facility Development Plan (Jun/Jul 2023)	Surveys/online submissions (individuals)	19	Consult
	Surveys/online submissions (group response)	54	Consult
	<b>TOTAL</b>	<b>508</b>	

47. In the most recent community engagement on the draft Plan, which ran during June and July 2023, a group submission (54 people) and 8 out of the 19 individuals that responded supported the Hub development (noting a preference for several design elements in the previous ‘Option 2’ from the Phase 3 engagement).
48. Objections to the Hub development were received from 5 individuals out of the total 19 individuals that responded (6 of these individuals did not express support or objection, just feedback).
49. Reasons for objection included perceived heritage/architectural significance of the existing building, environmental impact of demolition and new building footprint, project cost of over \$8m and the proposed funding model.
50. Key themes and topics from this engagement have informed a final revision of the concept design. These included heritage, general facility and layout, hall, equipment, external, environment and general project topics.
51. All themes and topics were responded to in an Engagement Response Analysis and published on the project webpage (the same approach undertaken for the November/December 2022 engagement phase).

Changes to the final design

52. The final design in the Plan aims to achieve an outcome that is a balance of the community feedback throughout the entire project, with the overall aim of providing a fit-for-purpose facility reflecting the current and future community needs identified through the engagement process.
53. The Option 2 design has been used by Brand Architects as the basis of the revised final design, incorporating other elements from the ‘final draft’ and the feedback process, including:
  - 53.1. Rationalisation of area/room sizes and added flexibility in the use of spaces (i.e. Lobby/Foyer, Big Room/Hall, Meeting/MCH room/Work Room).
  - 53.2. Externally-accessed toilets remain as per the ‘final draft’, with slight adjustment to location and considering the interaction with the plaza.
  - 53.3. Changing the stage to permanent (from demountable) and changing the location of stage curtain.

- 53.4. Adding stage lighting.
  - 53.5. Adding an EV charger notation on the design.
  - 53.6. Kitchen relocated as requested by the group response.
  - 53.7. Bins relocated to the north (away from the plaza, accessed by service lane).
54. In addition, the skate park/bike track has been retained in its current location, eliminating the need to demolish and rebuild these facilities in other locations.
55. The final design has achieved a smaller footprint by 6%, however the cost estimate has increased due to escalation in construction costs since April 2023 by 9.2% to \$8.41m (ex GST) compared to the 'draft final design' (\$7.7m Exc GST at April 2023).

### **Statutory / Legal / Policy Considerations**

#### Heritage

56. Heritage has been comprehensively considered through this project.
57. The Issues and Opportunities paper available on the project webpage includes the heritage reports from which content included in this section has been drawn.
58. There is a heritage overlay on the overall reserve, however the existing hall has been found to be so altered that it has no Architectural Heritage significance.
59. The project proposes to celebrate the local significance of the facility in a new building, including adaptive reconstruction.
60. HO46 in the Surf Coast Schedule to the overlay is specific to the Deans Marsh Public Hall and Recreation Reserve, including Public Halls, Sports Ground, Fibro Pavilion and Memorial Gates and Cyprus boundary plantation, covering 6 - 20 Pennyroyal Valley Road, Deans Marsh. In terms of the typically listed controls, the only one that applies to this site is "Tree Controls." There are no controls that relate specifically to the Memorial Hall.
61. Although there are no specific controls under the relevant Schedule relating to the Memorial Hall, it is noted that the building is of local cultural significance and due diligence was conducted in the initial planning phase in terms of the assessment of the building and the viability for preservation and repurposing. The 'Issues & Opportunities paper October 2022' outlined the findings.
62. MAV's 'Local government's role in heritage protection – An introduction for Councillors' document encourages the use of heritage advisors. Two advisors have been engaged in this project, with their reports available in the Issues and Opportunities paper.
63. The project architect engaged Bryce Raworth Heritage Consultants to make a further assessment of the building and their advice is summarised below:
- 63.1. Council's citation and statement of Local Cultural Significance takes into account the following in relation to the Deans Marsh Community Hall and its broader recreation reserve context:

63.1.1. Historical Value.

63.1.2. Architectural Value.

63.1.3. Social Value.

63.2. In relation to these aspects of significance, the following comments can be made regarding the Deans Marsh Community Hall:

63.2.1. The Deans Marsh Community Hall as found today is primarily of historical and social value.

63.2.2. The exterior of the building has lost all its original features due to extensions and alterations, other than its central roof form (reclad); this has effaced its architectural character and significance, and therefore the exterior is not of Architectural Value.

63.2.3. Due to alterations and additions, the interior of the building is only partially intact.

63.2.4. There are no heritage controls on the interior of the building.

63.2.5. If feasible, partial retention of intact sections of the interior could be considered.

63.2.6. Overall, the architectural significance of the building has been lost.

63.2.7. It would, on balance, therefore seem reasonable to consider the full demolition and redevelopment of the facility.

63.2.8. Any new development must provide an interpretive response to the previous building (this might include the ceiling form of the Hall).

63.2.9. Provision should be made for the curation and display of historic artefacts pertaining to the history of the Hall.

63.2.10. The cultural and social value will continue in the new building, particularly with appropriate interpretation on site.

63.2.10.1. Other elements within the memorial park (memorial gates, old pavilion building and cypress trees) that contribute to the Historical, Architectural and Social value of the local significance remain intact.

64. The most recent heritage report by Dr David Rowe (Surf Coast Shire Heritage Advisor) notes that “it is therefore debatable whether the hall meets a local heritage significance threshold as outlined in the Planning Practice Note 1: Applying the Heritage Overlay.”

65. The report also states the following which can be met within the proposed approach within the Plan:

65.1. “Notwithstanding the above, if complete demolition of the hall continues to be pursued as part of a planning permit application, it is recommended that:

- 65.1.1. A heritage impact statement addresses the historic and social values in relation to the Australia ICOMOS Burra Charter and the Practice Note, Understanding and assessing cultural significance.
  - 65.1.2. Graphic evidence that an option for the reconstruction of the hall as a separate entity alongside a new development is not physically/functionally reasonable.
  - 65.1.3. A Conservation Management Plan for the memorial recreation reserve as a net conservation benefit for the demolition of the hall is prepared.
66. Section 15.03 of the Surf Coast Planning Scheme is to ensure the conservation of places of heritage significance. The Bryce Raworth report notes: "Accepting that the full demolition of a Heritage Overlay place is strongly discouraged by the heritage provisions of the Surf Coast Planning Scheme, it is an outcome that can reasonably be contemplated for the Deans Marsh Community Hall having regard for the heavily altered state of the building, and noting also that other elements that contribute to the historical, architectural and social and significance of the reserve (e.g. cypress trees, c1920s pavilion & memorial gates) remain intact."

National Construction Code 2019

67. Given the age and construction of this building, it is assumed that the existing building would not satisfy the current thermal performance and waterproofing requirements of the National Construction Code (NCC). Based on Regulation 233, if more than 50% of a building volume is altered or the building increased by floor area of more than 25% of its existing area, the entire building fabric including existing, must be brought up to the current building code.
68. This includes all:
- 68.1. structure.
  - 68.2. thermal performance.
  - 68.3. waterproofing requirements.
  - 68.4. access requirements.
  - 68.5. current fire, smoke and flame spread properties of the construction.
69. This would not be possible with the existing building fabric and would require wholesale replacement and rebuild. Based on the feedback received from the community regarding required spaces this regulation will come into effect.

Disability Discrimination Act (DDA) 1992

70. Although a full audit on DDA compliance has not been undertaken, the building does not satisfy AS1428 Access code, with a sample of non-compliant items noted below:
- 70.1. The facility does not have a compliant accessible path of travel to the main entry.

- 70.2. Although most of the doorways are of a reasonable width, they do not allow for the necessary circulation space around the doors.
- 70.3. The toilet facilities have non-compliant circulation spaces, nor do they achieve luminance contrast.
- 70.4. There is no accessible path of travel to the stage.
- 70.5. There are non-compliant (temporary) steps to the stage from the hall.
- 70.6. There is no accessible path of travel between the Children's Room and the adjacent Playground.

#### Relevant Australian Standards

- 71. In 2019 a Condition Assessment Report was prepared for the building. This report identified up to 35 items requiring maintenance, replacement or remediation works.
- 72. Prior to commencing any such works or other miscellaneous upgrade works to the building, Council commissioned, in accordance with the Burra Charter, a Building Condition Report by Yttrup & Associates Consulting Engineers.
- 73. The purpose of this report was to investigate the issues identified in the 2019 Condition Assessment and any other building condition issues. This was undertaken in the context of the building having some local significance.
- 74. The structural investigation found numerous issues which require remedial works and a non-exhaustive summary of the more significant items is identified below:
  - 74.1. Site drainage improvements required.
  - 74.2. Roof drainage remedial works.
  - 74.3. Sub-floor ventilation upgrades.
  - 74.4. Restumping and pad footing upgrades.
  - 74.5. Flooring upgrade and/or load limitation controls.
  - 74.6. Possible wall tie down upgrades.
  - 74.7. Roof framing remedial works to area of the stage.
  - 74.8. Steel truss (TR1) replacements.
  - 74.9. Wall bracing upgrades.
  - 74.10. Roof bracing upgrades.
- 75. The structural report found that numerous aspects of the building structure do not comply with relevant regulations and Australian Standards.
- 76. Substantial work would need to be undertaken to ensure these elements are compliant. The report called into question the cost benefit of undertaking all these works to the

building and ongoing maintenance requirements. This has been informed by the Council's Asset Management Plan and triggers for renewal.

Council's Environmentally Sustainable Council Facilities Policy 2021

77. The policy outlines Council's commitment to Environmentally Sustainable Design (ESD) and ensuring climate adaptation considerations are incorporated into new facilities, as well as facility upgrades and renewals.
78. The policy requires projects >\$5m to achieve a 6 star Green Star certified rating using the Buildings tool.
79. This requirement and other principles within the policy have been factored into the design and cost estimate which includes over \$300,000 for Green Star associated site works, Green Star certification and environmentally sustainable design principles.

Existing Facility Access and Use

80. Council facilities are regularly assessed, inspected and their condition reviewed across all assets on a regular basis and more so with buildings getting close to or at the end of their useful life.
81. The care of all users is taken into consideration when assessing and determining safety. This will be an ongoing focus from the present day until works are able to commence on a new facility.
82. Council's regular maintenance responsiveness to Deans Marsh Community Hall remains unchanged.
83. Aside from regulatory proactive inspections such as Essential Safety Measures, all other maintenance requests remain as per the current status quo of the DMCAC, user groups or users contacting Council.

Strategic Risk

84. **Failure to play our part in supporting people to engage in community life**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
85. As noted in the Background section, Surf Coast Shire is planning for this facility for the following key reasons:
  - 85.1. Community need.
  - 85.2. Critical functions.
  - 85.3. Fit-for-purpose.
  - 85.4. Cater to change.
  - 85.5. Protect local significance.
86. Council's purpose is that it exists to help our community and environment to thrive. Council helps to support our community to thrive through the provision of social

infrastructure that meets the needs and aspirations of the community, both now and for future generations.

87. There is a risk that the funding model is not successful in the anticipated timeframe; hence the recommendation notes that if external funding has not been successfully sourced by July 2026, options for the future development of the facility will be reconsidered by Council.

### **Risk Rating**

88. The risk rating is low as the Plan will take steps to ensure Council provides suitable social infrastructure to support people to engage in community life.

### **Risk Appetite**

89. We must value and enable community to foster a thriving, connected, healthy municipality even if this means Council has less influence and control.

### **Sustainability Considerations**

90. The Plan includes an Environmental Sustainability Statement which outlines considerations including a Sustainability Rating Score, waste, water, biodiversity, emissions, passive solar design, exposed thermal mass, well-designed roofs, natural daylight and natural ventilation.
91. As noted, the design and cost estimates incorporate environmentally sustainable design principles and Green Star certification as specified in Council's Environmentally Sustainable Council Facilities Policy.
92. The Plan notes that in line with contemporary management of a community hub facility of this type, Surf Coast Shire Council will undertake future work to consider a management model commensurate with the provision of a range of services, programs, and activities to meet community expectations.

### **Conflict of Interest**

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

### **Confidentiality**

94. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

### **Transparency**

#### **Audit and Risk Committee involvement**

95. This is not in scope of the Audit and Risk Committee.

**Councillor Briefings**

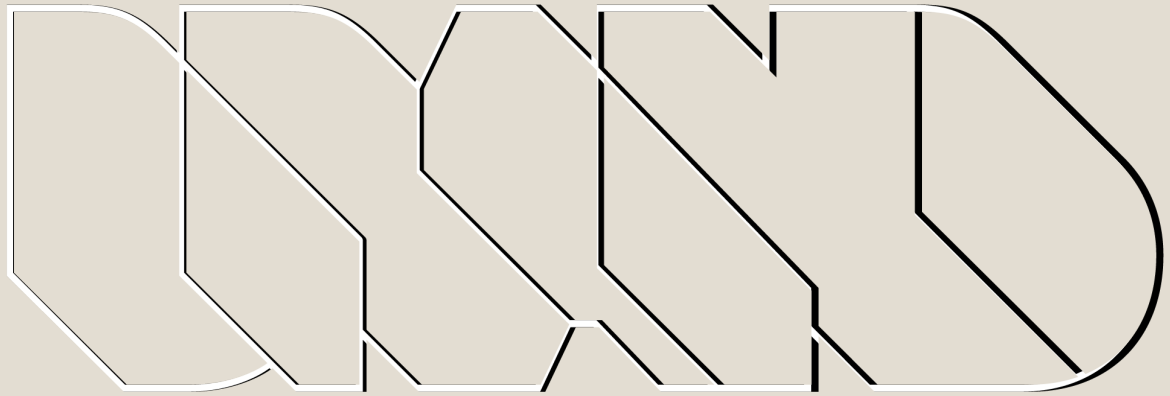
96. This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

<i>Councillor name</i>	<i>3 May 2022</i>	<i>6 Sept 2022</i>	<i>2 May 2023</i>	<i>5 March 2024</i>
<i>Cr Gary Allen</i>	Y	Y	Y	Y
<i>Cr Paul Barker</i>	N	Y	N	N
<i>Cr Mike Bodsworth</i>	Y	Y	Y	Y
<i>Cr Kate Gazzard</i>	Y	N	N	N
<i>Cr Rose Hodge</i>	Y	Y	Y	Y
<i>Cr Liz Pattison</i>	Y	Y	Y	N
<i>*Cr Adrian Schonfelder</i>	Y	Y	Y	Y
<i>Cr Libby Stapleton</i>	Y	Y	N	Y
<i>Cr Heather Wellington</i>	N	N	N	N

*\*Cr Schonfelder's attendance was omitted from this table in the agenda for this meeting. This occurred due to an administrative error, and has been corrected in these minutes.*

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.





## Deans Marsh Community Hub Facility Development Plan

**Surf Coast Shire**

March 2024



Brand Architects



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# 1 Executive Summary

## 1.1 Purpose

This Report is the Community Hub Facility Development Plan, for the development of a Community Hub, located at the Deans Marsh Memorial Reserve. This Hub is to meet the current and future needs of the Deans Marsh Community, considering the unique character and local significance of the Memorial Reserve.

Since the start of the 2022 the project team has been working hard to understand the issues, challenges, needs and opportunities associated with a thriving community hub for the Deans Marsh community.

This Report provides an overview of the site investigations, community engagement, brief preparation and design options, for the Facility Development Plan. The Plan development process was structured in 5 phases as follows:

### PHASE 1 – Project Establishment

The project was established in response to investigations that identified signs of significant structural issues associated with the building and drainage challenges associated with the site. A detailed structural assessment identified that extensive building works will be required before any new or upgrade works can take place in the existing facility. Brand Architects were appointed to undertake the Development plan. Project governance was also established in this initial phase, with the formation of a Project Control Group and a Project Steering Group.

### PHASE 2 – Situation Analysis: Issues and Opportunities

An Issues and Opportunities report was developed based on community engagement and extensive investigations of existing building condition audits, regulatory context and specialist consultant input.

A variety of engagement tools were utilised to help understand the needs of the Deans Marsh community in terms of a space to gather and connect with one another, and to take part in a diversity of activities. A facilities schedule was prepared based on this feedback.

The Project Steering Group met each fortnight through this phase to provide valuable insight into the project. community feedback formed the basis for the two draft concept designs that were presented to the community.

### PHASE 3 – Concept Design and Cost Plan Development

Based on the findings of phase 1 and 2, two concept design options for the Deans Marsh Community Hub were prepared and presented to the community for review and feedback.

The designs included the components and spaces that allow for the needs, services and functions identified as being important to and for the community. We tested these designs with the community and received feedback on the space, features and functionality of each option to help inform a final concept design.

Community engagement was launched with an open community session presenting the features of each design, the engagement then remained open for the following four weeks. Feedback was provided during this period via our website, in writing or through our wonderful Project Steering Group.

Following community engagement, feedback was collated, which informed the development of the preferred design option. A cost plan was then prepared based on the preferred design. Now the design and cost have been established, we can start to explore a funding and implementation strategy.

### PHASES 4 and 5

The final two phases were the drafting and finalisation of the Facility Development Plan. These two phases have been led by Surf Coast Shire.



## 1.2 Report Recommendations

The purpose of the project is to prepare a Community Hub Facility Development Plan for the future development and improvement of the Deans Marsh Community Hall, located within the Deans Marsh Memorial Reserve. The project includes the development of a detailed concept design and associated costings of a new multi-purpose community hub that meets the current and future needs of the Deans Marsh community and that also considers the unique character and local significance of the existing site.

To achieve this, we have undertaken holistic planning that reflects a healthy, active, safe and socially connected community and that promotes the ongoing liveability of the Deans Marsh community. Protecting and enhancing the social, environmental and heritage values and character of the reserve has been a key focus. This included the identification and assessment of the cultural and local heritage values of the reserve and its buildings to determine its aesthetic, historic and/or social significance.

It is the recommendation of this Report that the Hall be replaced with a new building that will better serve the community into the future.

This building will have:

- NCC compliant facilities and construction
- 6 Star GreenStar ESD performance which will deliver excellent environmentally sustainable design principles and thermal performance measures
- Comfortable “Fit for purpose” spaces and facilities.
- The inclusion of spaces that will enable additional services and activities to operate in the building
- Good natural daylight
- Good natural ventilation
- A design that speaks to the site context and community aspirations
- An efficient, practical and logical building plan
- Effective site and building zoning that enhances the use of external spaces and maximises the potential for community engagement.
- Effective spatial relationships between principal rooms within the building and adjacent external areas.
- Waterproofing access construction detailing and arrangements to comply with current codes.
- DDA compliant success and universal design principles.

To preserve the Historic and Social Significance of the Hall within the precinct, the design of the new building will incorporate the following:

- Architectural response that references the old Hall such as the form of the ceiling and roof.
- If possible (and compliant), reuse select elements of the existing Hall in the new building.
- Make provision for the curation and display of historic artifacts pertaining to the History of the Hall.
- Design a building that will enable ongoing community activities at the Memorial Reserve.



### 1.3 Summary of Issues and Opportunities

To arrive at a clear direction for this Facility Development Plan, extensive investigations of existing building condition audits, regulatory context, Specialist Consultant input and community engagement was undertaken.

The detailed outcomes of this investigation can be found in the Issues and Opportunities Report.

A summary of the findings of that Report are as follows:

- Integral to the assessment of the facility, was determining the viability of retaining the existing Memorial Hall within or as part of new Community Hub Development.
- Based on our assessment of the following documents and regulations, it has been determined that it is not viable or cost effective to retain the existing Hall and achieve the best outcome for the community.
- This assessment was made on the following documents:
  - Building Condition Report Prepared by Yttrup 10th Sept 2021
  - Building Regulation 233 (more than 50% of the volume of the building will be affected, requiring full compliance of ALL elements of the building with current regulations).
  - NCC requirements for a Class 9B building (Including structure, fire, smoke indices, access compliance, thermal performance)
  - AS 1428 (Access Codes)
  - Assessment of the functional performance of the building
  - Bryce Raworth PL Heritage Advice
  - Pre-planning permit advice from Council's Heritage Advisor
- The existing hall has been found to be so altered that it has no Architectural Heritage significance.
- The building has poor compliance with the relevant access codes making it an impediment to full community participation.

The key opportunities identified were that, the Community Hall has a rich history of being the key focal point for community activities in Deans Marsh and that this was very highly valued. Through the redevelopment of the site a vastly improved facility can be provided which will better serve the community and enable the enrichment and progression of that valued local engagement



## 2 Overall Project Description

The proposed project resulting from this Facility Development Plan, is the construction of a new integrated intergenerational Community Hub. The facility will be fit for purpose. It will contain a variety of community learning, meeting and activity spaces, a performance space, provision for an Early Learning Facility and Maternal and Child Health and Allied Health spaces.

As a public facility the building and site works must be exemplars in universal access ensuring that participation by all members of the community is enabled.

It is intended to develop a building that is well integrated into the existing Reserve infrastructure, taking advantage of orientation, street address and access to other Reserve Facilities, including the adjacent Municipal Playground, the Cricket Oval and an open space Plaza for servicing community activities associated with the Hub Building.

The building is to adopt good environmentally sustainable design principles, mediate some of the site drainage issues, upgrade the existing site infrastructure servicing the building and provide a facility that could be used as an Emergency Relief Centre in the future. The landscape will be developed to integrate the building into the overall Reserve.



### 3 Facility Brief

Following extensive consultation with the community, a Facility Brief was developed for the proposed Hub.

A Facility Brief is a description of the type and size of each space required, identifying essential spatial relationships and qualities.

Key spaces were identified as necessary and these included a Community Hall with performance capacity, a large Activity Room for maker and art activities, Lounge areas, a Semi-Commercial Kitchen, an Early Learning Facility, Office and Administration space and Small Meeting Room come Consultation space.

On this basis, the Facilities Schedule indicated on the following page was developed.



DEANS MARSH HUB DRAFT BRIEF SUMMARY REV 7

SURF COAST SHIRE

Room	Indicative dimensions (m x m)	Area (m2)
<b>Deans Marsh Community Hub</b>		
<b>Transition and Social Spaces</b>		
Airlock	3x3	9
Lobby	4 x 5	20
Foyer/Gallery	5.5 x 10	60
Lounge	6.5 x 6	40
		<b>129</b>
<b>Community Office and Meeting spaces</b>		
Community Office	3 x 4	12
Community Workspace	3 x 5	15
Community Café Kitchen	3.3 x 3	10
Community Admin Store	2.5 x 3.6	9
Meeting Room 2/MCH/Alieid health consulting	4.4 x 5	22
		<b>68</b>
<b>Hall and Ancillary Spaces</b>		
Large Multipurpose Hall	12 x 13	150
Stage Area	6 x 7.5	45
Store 1 Multipurpose Hall	3 x 5	15
Store 2 Multipurpose Hall	4 x 5	20
Store 3 Multipurpose Hall	3 x 4	12
Store 4 Multipurpose Hall	2.5 x 3.2	8
Dressing Room/Change facilities	5 x 3 ( x 2)	30
		<b>280</b>
<b>Activity Spaces</b>		
The Big Room (Community Meeting and Activity Space)	8.5 x 10	85
General store	2 x 5	10
Sewing store	3.3 x 3	10
		<b>105</b>
<b>Long Day Care Spaces</b>		
Long Day Care -0-5 Years Room	9 x 10	90
Long Day Care - Kitchenette	2.5 x 4	10
Long Day Care storage	2.5 x 4	10

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DEANS MARSH HUB DRAFT BRIEF SUMMARY REV 7

SURF COAST SHIRE

Room	Indicative dimensions (m x m)	Area (m2)
Long Day care children's toilet	4 x 4.25	17
Long Day Care staff toilet	2.5 x 2.7	7
		<b>134</b>
<b>Hospitality Spaces</b>		
Commercial Kitchen or High Level Domestic	5 x 5	25
Pantry / Cool Room	2 x 5	10
Kitchen Buffet	5 x 6	30
		<b>65</b>
<b>Toilets and Amenities</b>		
Accessible Facilities (Inside building)	2.5 x 2.7	7
Cleaner	2 x 2	4
Toilets/shower Amenities (Inside building)	5 x 5 (x 2)	50
		<b>61</b>
<b>Sub-Total (Net Area)</b>		<b>842</b>
Circulation		84
Wall thicknesses		32
<b>Total Building Area</b>		<b>959</b>
<b>Site Spaces</b>		
Long Day Care Playground		220
Community Garden		70
Car Parking		650
Forecourt		100
North Courtyard		50
Plaza		100
Waste Management		10
Tanks/services		60
Site Access road		325
<b>Total external spaces</b>		<b>1585</b>
<b>TOTAL SITE AREA REQUIRED</b>		<b>2544</b>

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## 4 Environmental Sustainability Statement

### Sustainability Rating Score

Consistent with Surf Coast Shire sustainability policy for a project of this construction value the proposed development will be required to achieve a 6 Star Green Star certified rating. The 6 Star Green Star Certification will require the building design, construction, construction methodology and operation to satisfy a broad array of sustainability measures. The following is an indication of some of those measures and the design response.

### Waste

The Deans Marsh Community aims to increase waste recycling and implement effective waste management. The project specification will contain a requirement that the Builder provide a Construction Waste Management Plan in accordance with best practice. Majority of the demolition materials will be diverted away from landfill, amounting to approximately 80% of the total waste generated.

### Water

The aim is to reduce water consumption per capita, and to increase waste-water reuse. Plumbing fixtures will have a water efficient rating of 5 stars WELs. As the building is not on mains water, all rainwater from the roof will be harvested for both potable and non-potable purposes including the fire service.

### Biodiversity

Landscape planting will consist of drought tolerant plants using a combination of exotic and indigenous.

### Emissions

To the extent practicable, the project will facilitate the Hub's reduction in greenhouse gas emissions and improved air quality in several ways. The building construction and its operation will be carbon neutral as far as practicable. No Gas will be provided to the site.

**Passive Solar Design:** Efficient window shading to reduce solar heat gain. Minimisation of east and west-facing glazing where possible and provision of clerestory windows for natural light, ventilation, and night purging.

**Exposed Thermal Mass:** Where possible the building will incorporate exposed thermal. This will most likely be in the form of internal rammed earth walls and concrete slab floors. While the thermal mass will assist in achieving energy savings in winter heating by stabilising overnight temperatures, their primary function will be to work with other building elements to create a more comfortable internal environment in Summer.

**Well-Designed Roofs:** The building will be designed with a combination of roofs with cavities and vaulted ceilings. To areas with roof cavities insulation will be largely provided at the base of the cavity while reflective foil will be provided under the roofing to limit direct radiant gain. These roof cavities will be naturally ventilated to minimise heat build-up in Summer. Insulation to satisfy Greenstar 6 Star R values will be provided to sections of roof with no cavity. Light-coloured Colorbond roofing will be specified to limit the amount of solar gain and maximization reflection of heat from the roofs. Thermal insulation will be provided in accordance with the requirements of the Greenstar 6 Star and the BCA.

### Natural Daylight

By designing buildings to maximise the amount of controlled natural ventilation and daylight, the requirement for artificial lights and mechanical ventilation needs are greatly reduced. Appropriate daylight levels also enhance the occupants' sense of wellbeing.

Glazing will be carefully considered so that it is balanced across spaces to provide even natural light and further reduce dependence on artificial lighting. Glazing to the east and west elevations has been minimised.



Light coloured internal finishes to walls and ceilings maximise daylight within spaces and reduce the need for artificial lighting.

**Natural Ventilation**

Poor air movement has been proven to result in a reduced general performance and comfort. Activity spaces have been designed to vent to high level clerestory windows that create stack-effect ventilation through the building. Manually operated openable windows allow building occupants to have control over ventilation and the indoor environment.

Openable windows will be located to maximise the potential for cross flow ventilation where possible. Ceiling fans will also be provided.



## 5 Design Response

The concept designs and final design of the Community Hub were developed to ensure the building has warm, comfortable well-arranged spaces that enjoy good natural daylight and ventilation. The colour palette promotes wellbeing and relates to the site context. Environmental sustainability measures have been incorporated.

The **site planning** has been developed to achieve the following outcomes:

- Safe separation of car park from pedestrian precincts around the building.
- Direct and easy access into the car park from Pennyroyal Valley Road.
- Compliant pedestrian access from the carpark to the building.
- Orientation of the building to maximise northern sun exposure to principal Activity areas and rationalise the available site area, to achieve a licence playground for the Early Learning Centre.
- Edible garden to service the kitchen.
- North facing courtyard.
- Open plaza space linking to the principal playground and other facilities to the south.

The **building plan** has been arranged to:

- Locate the Early Learning Centre at the north-east of the site, so it is directly accessible from the main entry and provides a well activated street frontage.
- The Office and Administration are located near the main entry and provide both easy access and good visual supervision of arrivals to the building
- A large central Foyer that links the entry to the Hall and Performance space to the west, this forms a strong axis in the east-west direction.
- In the north-south direction, another axis is formed which provides visual permeability between the north and south of the building.
- The Big Room and Lounge have good northern solar access.
- A well serviced Kitchen that effectively links to the Hall, Foyer, and Plaza.

Visual Language and Materiality.

- The visual language of the building has been developed to ensure that it is contextually appropriate to the Deans Marsh Community.
- The external form shall have pitched roofs, with expressed gables over key elements of the building. These pitched roofs will have the same pitch as the old Hall and make direct aesthetic references to it.
- The external cladding of the building shall be a mixture of masonry veneer and lightweight cladding, in colours, tones and textures that anchor in its rural context.
- A strong driver in the development of the interior architecture of the building, is the visual referencing back to the original Memorial Hall.



- The remnant vaulted ceiling of the original Hall with its timber lining and corbelled struts, shall be reconstructed in the Lounge and Foyer spaces. The vaults meet in a cruciform over the centre of the Foyer. This design response speaks to the heritage direction to make architectural references to the original building. The ceiling lining to these two spaces, shall be detailed to evoke the old timber lining, in contemporary and compliant materials.
- Rammed earth will be introduced in key walls, to provide clear architectural definition to principal spaces.
- All principal rooms shall have maximum permeability to adjacent external areas.
- The main Foyer links directly south on to the southern courtyard and plaza beyond.

**The objective has been to achieve an overall design outcome that is a finely grained, appropriately scaled and contextually sympathetic building.**



## 6 Options Considered

In response to all the above, two concept plans were developed:

- Enable the development of a public facility where the building and site works are to be exemplars in universal access ensuring that participation by all members of the community is enabled.
- Provide a building that is well integrated into the existing reserve infrastructure, taking advantage of orientation, street address and access to other reserve facilities, including the adjacent municipal playground, the cricket oval and an open space plaza for servicing community activities associated with the hub building.

These plans were developed to:

- Adopt good environmentally sustainable design principles.
- Mediate some of the site drainage issues.
- Upgrade the existing site infrastructure servicing the building.
- Provide a facility that could be used as an Emergency Relief Centre in the future.
- The landscape will be developed to integrate the building into the overall Reserve.

After rigorous exploration of various planning arrangements two preferred options were developed. These options both meet the requirements of the design response outlined above. These options are referred to as Option 1 and Option 2.

The principal differences between the options are as follows:

### OPTION 1

- Locates the toilets to the south of the building enabling managed external access to the toilets when required for events in the Plaza.
- Locates the small Kitchenette adjacent to the Lobby and the Foyer as well as the Plaza enabling multiple serving points.
- The Long Day Care is accessed off the Lobby.
- The Long Day Care store and staff toilet are located internally, providing good opportunity for windows along the front of the building.
- The Big Room general store is a separate enclosed store.
- The Lounge is broader to the north.
- The Foyer is longer.
- The whole building is all in the same orientation.
- The main entrance is located closer to the carpark providing potential for smaller covered drop off.
- North light to Office via clerestory windows.
- The Plaza is larger.



- The skate park could be retained.

#### **OPTION 2**

- Locates toilets to the north allowing for internal use only. No external access to toilets is provided.
- Locates the small Kitchenette adjacent to the MCH, serving to the Plaza only.
- The Long Day Care is accessed off the airlock.
- The Long Day Care store and staff toilet are located on the front of the building, limiting the placement of windows along that wall.
- The Big Room store is in the form of a wall of cupboards.
- The Lounge is deeper to the north.
- The Foyer is shorter.
- The entry and Administration part of the building are oriented to face the street frontage more directly.
- The main entry sits further back from the carpark requiring a longer canopy for covered drop off.
- There is the opportunity for more direct north facing windows to the Office.
- The south face of the Hall has the whole wall presenting to the Plaza.
- The north courtyard and kitchen garden are larger.
- The overall length of the building is longer than Option 1.
- The skate park cannot be retained in its current location.

#### **Artist's Impressions:**

Based on the feedback received from the community consultation regarding the preferred feel, imagery and materials for the building the following artist's impressions have been prepared. These give an indication of the types and quality of spaces proposed.

The spaces shall have:

- Good natural light and ventilation
- Vaulted ceilings
- Warm and natural colour palettes
- Good views and connections to the outside
- Comfortable furnishings.

The exteriors will have:

- Pitched roofs, expressed gables with a mixture of masonry and light weight cladding to reflect the rural setting.





Room Area_Suite OPTION 1		
Room	Area	Area
0000	REAR ROOM	15.52 m <sup>2</sup>
0004	HALL	184.45 m <sup>2</sup>
0006	STORE	17.25 m <sup>2</sup>
0009	STORE	18.56 m <sup>2</sup>
0008	FOYER	115.52 m <sup>2</sup>
0009	BAR	14.37 m <sup>2</sup>
0011	ALCOVE	3.84 m <sup>2</sup>
0010	MALE WC	3.04 m <sup>2</sup>
0014	KITCHEN	37.75 m <sup>2</sup>
0005	GEN - STORE	1.48 m <sup>2</sup>
0016	SEW ALCOVE	12.51 m <sup>2</sup>
0017	CHILD WC	17.25 m <sup>2</sup>
0018	KITCHEN	18.26 m <sup>2</sup>
0019	STORE	18.00 m <sup>2</sup>
0010	STAFF WC	8.55 m <sup>2</sup>
0011	LOBBY	12.51 m <sup>2</sup>
0012	LOBBY	19.24 m <sup>2</sup>
0013	LONG DAY CARE	87.70 m <sup>2</sup>
0014	REAR ROOM	15.52 m <sup>2</sup>
0015	OFFICE	12.25 m <sup>2</sup>
0016	OFFICE	18.00 m <sup>2</sup>
0018	WORK ROOM	13.25 m <sup>2</sup>
0019	STORE	14.25 m <sup>2</sup>
0020	MCH	22.25 m <sup>2</sup>
0021	STAGE	45.25 m <sup>2</sup>
0022	EXTN STORE	10.25 m <sup>2</sup>
0018	KITCHEN LOBBY	14.25 m <sup>2</sup>
0019	LOUNGE	44.25 m <sup>2</sup>
0020	REAR ROOM	15.25 m <sup>2</sup>
0021	STORE	17.25 m <sup>2</sup>
0022	LICENSED PLAYGROUND	207.25 m <sup>2</sup>
0023	SKATE	100.25 m <sup>2</sup>
0027	REAR ROOM	14.25 m <sup>2</sup>
0028	CHANGE	17.25 m <sup>2</sup>
0029	STAGE	100.25 m <sup>2</sup>

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CLIENT - SITE PLAN UPDATE 06/11/2022 2  
CLIENT - FINAL REPORT ISSUE 06/11/2022 1  
DESCRIPTION DATE REV

SCALE: 1 : 200  
QA: DESIGN  
DATE: 06/11/2022

**DEANS MARSH COMMUNITY HUB**  
20 PENNYROYAL VALLEY ROAD, VICTORIA, 3235

**OPTION 1 [FS 2]**  
SITE PLAN

We acknowledge and pay respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.





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CLIENT/FINAL REPORT/ISSUE DESCRIPTION	06/11/2022 1	DATE	REV
		06/11/2022	1

SCALE: 1 : 100  
QA: DESIGN  
DATE: 06/11/2022

**DEANS MARSH COMMUNITY HUB**  
20 PENNYROYAL VALLEY ROAD, VICTORIA, 3235

**OPTION 1. [FS 1]**  
FLOOR PLAN

We acknowledge and pay respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.



_Room Area_Basic OPTION 2	
Name	Area
GROUND	
R300	STAGE 541.1 m²
R301	HALL 192.8 m²
R302	STORE 15.56 m²
R303	STORE 15.56 m²
R304	STORE 15.56 m²
R305	GEN STORE 15.56 m²
R306	SEW ALCOVE 15.56 m²
R307	KITCHEN 15.56 m²
R308	KITCHEN LOBBY 15.56 m²
R309	LOUNGE 15.56 m²
R310	FEMALE WC 15.56 m²
R311	MALE WC 15.56 m²
R312	CHILD WC 15.56 m²
R313	ACC WC 15.56 m²
R314	LONG DAY CARE 15.56 m²
R315	STORE 15.56 m²
R316	STAFF WC 15.56 m²
R317	KITCHEN 15.56 m²
R318	LOBBY 15.56 m²
R319	AIRLOCK 15.56 m²
R320	WAITING 15.56 m²
R321	OFFICE 15.56 m²
R322	WORK ROOM 15.56 m²
R323	STORE 15.56 m²
R324	MCH MEET 15.56 m²
R325	KITCHEN 15.56 m²
R326	STORE 15.56 m²
R327	STORE 15.56 m²
R328	STORE 15.56 m²
R329	PROSK ROOM 15.56 m²
R330	OFFICE 15.56 m²
R331	AIRLOCK 15.56 m²
R332	OFFICE 15.56 m²
R333	ACC WC 15.56 m²
R334	CHILD WC 15.56 m²
R335	FEMALE WC 15.56 m²
R336	MALE WC 15.56 m²
R337	LONG DAY CARE 15.56 m²
R338	STAFF WC 15.56 m²
R339	STORE 15.56 m²
R340	STORE 15.56 m²
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**Brand Architects**  
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CLIENT - SITE PLAN UPDATE 06/11/2022 2  
CLIENT - FINAL REPORT ISSUE 06/11/2022 1  
DESCRIPTION DATE REV

SCALE: 1 : 200  
QA: DESIGN  
DATE: 06/11/2022

**DEANS MARSH COMMUNITY HUB**  
20 PENNYROYAL VALLEY ROAD, VICTORIA, 3235

**OPTION 2 [FS 2]**  
SITE PLAN

We acknowledge and pay respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.



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CLIENT: FINAL REPORT/ISSUE DESCRIPTION  
06/11/2022 1  
DATE REV

SCALE: 1 : 100  
QA: DESIGN  
DATE: 06/11/2022

**DEANS MARSH COMMUNITY HUB**  
20 PENNYROYAL VALLEY ROAD, VICTORIA, 3235

**OPTION 2. [FS 1]**  
FLOOR PLAN

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## 7 Community Consultation

### **Design Options 1 & 2 – November 2022**

The two design options described in the previous section of this report, were then made available for community engagement and feedback. This consultation was launched at a public meeting, held at Deans Marsh Community Hall on Sunday, 6 November 2022 at 4:00pm.

At that meeting Brand Architects presented the two design options, followed by a questions and answers session and then an outline of the “next steps” to be undertaken in the Facility Development Plan process, presented by the Surf Coast Shire.

The material presented at that meeting was then made available on Council’s website and a community engagement process was opened, seeking submissions, on the two design options. This engagement closed on 4 December for the general public and then 9 December, for Project Reference Groups. Refer to the Appendix for the full Deans Marsh Engagement Responses Analysis.

There was a very active participation in the consultation process and valuable feedback and insights were provided by the community and Project Reference Groups, to enable the refinement of the ultimate building design.

### **Draft Facility Development Plan – Final Design Option – June 2023**

The draft Plan included a Final Design Option that retained much of the fundamentals of the building arrangement as presented in Options 1 and 2.

It included the following adjustments to better meet community and functional requirements, as expressed through community engagement on the design:

- The placement and configuration of the kitchen maximised servery directions and connectivity to adjacent spaces, both inside and out.
- The placement of the main centre Toilets to be accessed from inside the building and the provision of a separate external accessible and ambulant Toilet accessible from the Plaza and Playground area, available for reserve users.
- Maximised the flexibility of the Hall by the deletion of a raised Stage. This also aimed to rationalise floor levels around the Backstage and Hall Storage areas. Provision for a demountable Stage was to be provided.
- Made provision for the Marjorie Lawrence memorial curtain.
- Increased and clearly indicated storage areas.
- Reviewed the configuration and placement of the Sewing Alcove and Arts Store.
- Better resolved the MCH Waiting area.
- Adjusted the access to the MCH / Meeting space.
- Provided a small Kitchenette to service the Administration Office areas.
- Softened the landscape treatment to the Plaza.



The draft Plan was available to the community for review and comment from 5 June 2023 to the 3 July 2023. An extension to 10 July 2023 was provided to enable the project to be highlighted at the Community Action Network meeting on the 6 July. The feedback covered a range of topics, themes and items, with several considerations conflicting others. Based on all feedback received, as well as the evidence and expertise within the project, Officers asked Brand Architects to use 'Option 2' design as the basis of the design and incorporate other elements from the 'final draft' and the feedback process into 'Option 2'.

This aimed to achieve an outcome that was a balance of all the community feedback, evidence and expertise throughout the entire project, and will provide a fit-for-purpose facility reflecting the current and future community needs identified through the engagement process.

On that basis the following directions were taken to develop the final plan:

- Externally-accessed accessible toilets remain (as per the 'final draft').
- Change the stage to permanent (from proposed demountable).
- Move the bin store to the north of the building.
- Rationalisation of spaces and sizes (for more efficient use of space).
- Add stage lighting.
- Change location of stage curtain.
- Add an EV charger notation on the design.
- Note options to stage the project if only partial funding is secured.
- With changes to be made, advise whether the skate part / bike track is still impacted.
- Refer to the Appendix A1 for the full Deans Marsh Engagement Responses Analysis.



## 8 Final Design Option

A wealth of information was provided through the community consultation process. In general, the feedback was positive and from it, we were able to establish a clear direction for the adjustments required to the building layout, to best meet the aspirations expressed in that feedback.

Some of the feedback received related to detailed aspects of the building and development that will be explored when the project documentation progresses to a more detailed level. The final design presented in this Plan holds true to the aspirations of the Design Response and the Project Brief.

The design has created a building that presents well to the street, with a well-proportioned Lobby off which the Administration spaces and multiuse MCH/Meeting room are located. At the heart of the building is the Foyer and Lounge, which provide transparency through the building in the north-south direction and allow northern sunlight deep into the building. The Lounge at the north links to a Courtyard and the Edible Garden beyond.

There is provision for the Early Years Centre that enjoys good northern solar access, to both the Playroom and the Children's Playground, locating it at the front of the building so that it activates the building with respect to Pennyroyal Valley Road.

The Toilets are located conveniently off the central circulation space, within the building and additional externally-accessed accessible Toilets are provided at the south of the building.

The Big Room is located at the north of the building, so it will enjoy good natural daylight levels for activities being undertaken. It has been configured to allow flexible use of the space, secure storage and Activity areas for specific User Groups. Bi-fold doors have been included between the Big Room, Lounge and Hall to open up spaces and provide flexibility for various uses.

The Centre Kitchen is located on the north of the building, so that it is proximal to the Hall, Big Room, Lounge and Courtyard, enabling it to serve the building and the adjacent external spaces, allowing the community to continue their much cherished and lively use of this precinct.

The Hall is a well-proportioned flexible space, enjoying northern light and access from the service road. The glazed wall to the south will provide even light and visual connection to the park beyond. The floor levels have been rationalised with respect to the permanent Stage, Stage Change and Storage areas, and provision has been made to rehang the Marjorie Lawrence memorial curtain.

Storage has been provided throughout the Centre. A large focus in the design has been to maximise the natural daylight levels within the building and ensure occupant comfort.

The building external form has been developed to directly reference the gable roof of the old Memorial Hall. A main central gable runs in the east/west direction from the point of entry through to the west of the Hall. Two secondary gables have been introduced in the north/south direction, across the Long Day Care Centre and the Big Room, to enable natural daylight deep into these rooms and provide spaces that have an open airy ambience.

The exterior of the building will have a combination of brick and lightweight fire-resistant materials, that are responsive to the bush fire tack level requirements, yet anchor the building in the local landscape.

The ceiling form to the main gables will be expressed internally, to give the volumes of the spaces a sense of openness and interest. To the Lounge and the Foyer, the ceiling form will directly reflect the ceiling of the old Memorial Hall, providing the historic referencing to the much-loved old Hall ceiling.



Colours throughout the building will be in warm and neutral tones promoting a sense of comfort and wellbeing.

The landscape treatment will anchor the building in the local environment and connect it through to the other Reserve infrastructure. An accessible path of travel will be provided between the proposed new Car Park to both the Plaza and the existing Children's Playground. On street parking has been modified to reflect updated traffic engineering advice. Refer to appendix A2.

The outdoor Plaza design has been modified to provide a combination of both permeable and non-permeable pavements.

Overall, the design provides a highly functional building design that meets the needs of the community and responds to the wide range of community feedback and aspirations. The quality of spaces provided and the aesthetics of the building, are sympathetic and responsive to the rural location and historic referencing to the old Memorial Hall.

The final design is provided on the following pages, including elevations and 3D renders.









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## 9 Cost Plan

These Cost Plans have been prepared by David Dyson-Holland, Quantity Surveyors, for the proposed development. They are Cost Plan A, based on Feasibility Drawings.

The construction funds will be sought from a combination of Council's Asset Renewal budget, grant applications and/or other external funding opportunities. The proposed new facility to meet community needs and aspirations is estimated at \$8.41m (exc GST). Refer to Figure 1 below. While securing full funding for the project would be ideal and pursued, if possible, there is a preferred approach to stage the project with Stage 1 estimated at \$6.89m exc GST, (refer to Figure 2 below) and Stage 2 (Early Learning Centre) estimated at \$1.84m, (Refer to Figure 3 below). Further information on the option to stage the project is in Section 11, Implementation.

It is important to note that in aiming to meet the environmental sustainability aspirations of the community and comply with Council's Environmentally Sustainable Council Facilities Policy, the cost plans includes an allowance to incorporate strong ESD outcomes within the build, an allowance for works relating to Green Star and an allowance for Green Star certification.



Figure 1.

**Deans Marsh Community Hub**  
**20 Pennyroyal Valley Road, Deans Marsh**  
**Revised Concept Design Cost Plan (Whole Scheme)**  
**Summary**

**1.0 Proposed Building & External Works (Whole Scheme)** 6 March 2024

Ref.	Items	Area m2 FECA	Rate \$/m2	Estimated Cost
1.1	Demolition, Asbestos & Hazardous Material Removal			\$176,880.00
1.2	Proposed Single Storey Community Hub	849.0	\$5,044.22	\$4,282,544.00
1.3	Siteworks & Landscaping	2779.0	\$250.70	\$696,682.00
1.4	Associated Sitework with Greenstar			\$85,000.00
1.5	Crossover & Main Carpark	727.0	\$442.96	\$322,032.00
1.6	Street Parallel Carspaces	125.0	\$497.98	\$62,247.00
1.7	External Services			\$459,615.00
1.8	Site Restoration Works			\$60,000.00
1.9	Building Permit & Signage/ Way-Finding			\$55,000.00
<b>Sub Total Excluding GST</b>				<b>\$6,200,000.00</b>
1.10	Cost Escalation to Tender - July 2025			\$440,000.00
<b>Estimated Total Construction Cost Excluding GST</b>				<b>\$6,640,000.00</b>
1.11	Contingency During Construction (5%)			\$332,000.00
<b>Estimated Total Net Project Cost Excluding GST</b>				<b>\$6,972,000.00</b>
1.12	Consultant Fees (10%)			\$698,000.00
1.13	Greenstar Certification			\$120,000.00
<b>Estimated Total Gross Project Cost Excluding GST</b>				<b>\$7,790,000.00</b>
1.14	Authorities Fees & Etc.			\$10,000.00
1.15	Loose Furniture & Equipment			\$150,000.00
1.16	IT Equipment			\$100,000.00
1.17	Abnormal Ground Conditions			\$150,000.00
1.18	Project Management Fees (2.5%)			\$210,000.00
<b>Estimated Total Project Cost Excluding GST</b>				<b>\$8,410,000.00</b>
	Add - GST			\$841,000.00
<b>Estimated Total Project Cost Including GST</b>				<b>\$9,251,000.00</b>

**2.0 Decanting/ Relocation/ Housing of Services**

Ref.	Items	Area m2 FECA	Rate \$/m2	Estimated Cost
2.1	Decanting/ Relocation/ Housing of Services for 18-24 Months During Construction			\$100,000.00
<b>Estimated Total Cost Excluding GST</b>				<b>\$100,000.00</b>
	Add - GST			\$10,000.00
<b>Estimated Total Cost Including GST</b>				<b>\$110,000.00</b>



Figure 2.

**Deans Marsh Community Hub**  
**20 Pennyroyal Valley Road, Deans Marsh**  
**Revised Concept Design Cost Plan (Stage 1 & 2)**  
**Summary**

6 March 2024

<b>1.0 Proposed Building &amp; External Works (STAGE 1)</b>				
Ref.	Items	Area m2 FECA	Rate \$/m2	Estimated Cost
1.1	Demolition, Asbestos & Hazardous Material Removal			\$176,880.00
1.2	Proposed Single Storey Community Hub	723.0	\$5,098.26	\$3,686,044.00
1.3	Siteworks & Landscaping	2374.0	\$152.58	\$362,214.00
1.4	Associated Sitework with Greenstar			\$72,000.00
1.5	Crossover & Main Carpark	727.0	\$442.96	\$322,032.00
1.6	External Services			\$355,830.00
1.7	Site Restoration Works			\$50,000.00
1.8	Building Permit & Signage/ Way-Finding			\$45,000.00
<b>Sub Total Excluding GST</b>				<b>\$5,070,000.00</b>
1.9	Cost Escalation to Tender - July 2025			\$360,000.00
<b>Estimated Total Construction Cost Excluding GST</b>				<b>\$5,430,000.00</b>
1.10	Contingency During Construction (5%)			\$272,000.00
<b>Estimated Total Net Project Cost Excluding GST</b>				<b>\$5,702,000.00</b>
1.11	Consultant Fees (10%)			\$571,000.00
1.12	Greenstar Certification			\$100,000.00
<b>Estimated Total Gross Project Cost Excluding GST</b>				<b>\$6,373,000.00</b>
1.12	Authorities Fees & Etc.			\$9,000.00
1.13	Loose Furniture & Equipment			\$123,000.00
1.14	IT Equipment			\$86,000.00
1.15	Abnormal Ground Conditions			\$129,000.00
1.16	Project Management Fees (2.5%)			\$170,000.00
<b>Estimated Total Project Cost Excluding GST - STAGE 1</b>				<b>\$6,890,000.00</b>
	Add - GST			\$689,000.00
<b>Estimated Total Project Cost Including GST - STAGE 1</b>				<b>\$7,579,000.00</b>

Figure 3.

<b>2.0 Proposed Building &amp; External Works (STAGE 2)</b>				
Ref.	Items	Area m2 FECA	Rate \$/m2	Estimated Cost
2.1	Proposed Single Storey Early Learning Centre (Extension)	126.0	\$5,376.98	\$677,500.00
2.2	Licensed Playground & Associated Siteworks	405.0	\$825.85	\$334,468.00
2.3	Associated Sitework with Greenstar			\$22,000.00
2.4	Street Parallel Carspaces	125.0	\$497.98	\$62,247.00
2.5	External Services			\$103,785.00
2.6	Site Restoration Works			\$10,000.00
2.7	Building Permit & Signage/ Way-Finding			\$20,000.00
<b>Sub Total Excluding GST</b>				<b>\$1,230,000.00</b>
2.8	Cost Escalation to Tender - July 2027			\$230,000.00
<b>Estimated Total Construction Cost Excluding GST</b>				<b>\$1,460,000.00</b>
2.9	Contingency During Construction (5%)			\$73,000.00
<b>Estimated Total Net Project Cost Excluding GST</b>				<b>\$1,533,000.00</b>
2.10	Consultant Fees (10%)			\$153,000.00
2.11	Greenstar Certification			\$24,000.00
<b>Estimated Total Gross Project Cost Excluding GST</b>				<b>\$1,710,000.00</b>
2.12	Authorities Fees & Etc.			\$6,000.00
2.13	Loose Furniture & Equipment			\$35,000.00
2.14	IT Equipment			\$18,000.00



### **Rebuild Cost**

Following a question from a community member at the 26 September 2023 Council Meeting relating to the cost to 'repair and protect' the building, a commitment was made by the CEO in her response to provide a comparative cost plan to further demonstrate the cost benefit of the proposed approach. A cost plan has been produced to provide an indication of the cost to rebuild a facility like-for-like to the existing building. The indicative estimated cost to replicate exactly what exists now is \$4,482,000 (GST exclusive as at March 2023). The estimate covers preparation and rebuilding of the existing facility, with a formalised car park, minimum 450 subfloor space and to current building standards, internal finishes to represent the existing, timber framed floor with polished boards to the Hall area and ramps and steps to entry as required.

Given the extent of deterioration and to make the building compliant any 'repair and protect' option exceeding 50% of the building volume essentially means replacement of many elements of the building. In addition, it will not meet the functional requirements, needs and aspirations expressed by the community. Given this, the repair / protect (aka renewal of the existing structure) option is not supported.



## 10 Management Models

In line with contemporary management of a community hub facility of this type, Surf Coast Shire Council will undertake future work to consider a management model commensurate with the provision of a range of services, programs, and activities to meet community expectations.





## 11 Implementation

### Implementation

Endorsement of the Final Plan by Council will ensure investment-ready status for the project. This will enable several key next steps/activities to be undertaken:

- Officers will consider adding the project to Council's advocacy list for future funding.
- Officers will consider funding opportunities for the project as they arise, noting the asset renewal program allocation currently within the 2026/27 financial year can be used as leverage for external grants.
- There will be consideration of funding the Detailed Design, either through Council or external funds, if this is seen as a beneficial approach to progress the project and/or increase the potential to secure external funding (i.e. a Design & Construct contract may be the preferred option instead).
- The community will be able to use the Plan when advocating for the project to potential funding partners.
- Recognising that obtaining external funding to add to Council's asset renewal program allocation for this project will take time, Officers will continue to communicate to the community on its progress.
- Officers will continue to monitor the funding landscape and consider the staged approach for the project and adapting the funding strategy accordingly.
- With the current facility still required to provide services and programs for the community, Officers will continue to take all efforts to ensure the facility is safe to use through both proactive inspections and reactive maintenance and/or renewal works. This may also have an impact on the renewal allocation available.

### Staging of Construction

As noted, while securing full funding for the project would be ideal and pursued if possible, there is a preferred approach to stage the project with Stage 1 estimated at \$6.89m exc GST, and Stage 2 estimated at \$1.84m.

Stage 1 would include all components except the Early Learning Centre, and Stage 2 would complete the ELC when funding can be sourced (and in line with increased demand). This would allow additional time to consider any alternate options for provision of ELC functions in the town.

The staged approach is reflected in an overall higher cost of the project (\$8.73m compared to \$8.41m exc GST), both in cost escalation over time and in undertaking construction activities at two different times (different contractors, dual site preliminaries costs, etc).

The following Staging Plan visually demonstrates the staged approach.

The phases in the two delivery models would differ as follows:





The phases in the two delivery models would differ as follows:

Phases in Complete construction process:

- Detailed design
- Relocation of services
- Construction

Phases for a Staged approach:

- Detailed design
- Relocation of services
- Construction of Stage 1
- Source additional funding for Stage 2 (Childcare/Long Day Care)

Repeated in Staged approach:

- Relocation of Childcare/Long Day Care
- Construction

A decanting allowance has been included as a separate item in the cost plan to account for the continuation of services and programs during construction. Potential options for relocation of services could include one or a combination of:

- Use of other buildings in the reserve
- Portable buildings
- Work with the Primary School to support continuation of services.



## 12 Appendix

- A1 Community Engagement Response Analysis (Draft Plan: June – July 2023)
- A2 Cost Plans



# DEANS MARSH COMMUNITY HUB – DRAFT FACILITY DEVELOPMENT PLAN ENGAGEMENT RESPONSES ANALYSIS (December 2023)

## ENGAGEMENT SUMMARY

PHASE 5: Final Facility Development Plan Community Feedback. The Plan was available to the community for review and comment from 5 June to the 3 July. An extension to 10 July to enable the project to be highlighted at the Community Action Network meeting on the 6 July.

### How the opportunity to be involved was promoted:

- Community engagement launch – 5<sup>th</sup> June 2023
- Advertising / promotion – social media and website (SCS and Deans Marsh Community Cottage), SCS media release and local newspaper coverage.

### How the community engaged on this project:

- Online (Survey Monkey) – 13 responses
- Emailed submissions to Council Officers – 7 responses

## ANALYSIS METHODOLOGY

1. Officers reviewed all feedback comments on the Deans Marsh Community Hub draft plan.
2. Topics and themes were identified in all responses.
3. Officers tallied responses for common themes for the community submissions and Group submission.
4. Design considerations were consolidated to be provided to Brand Architects along with this analysis summary to help inform their finalisation of the design and Plan.

## ENGAGEMENT QUESTIONS:

**Q: Have you previously provided input or comment on this project?**

**Q: Please provide feedback comments here on the draft plan**

**Q: Please upload any further detailed submission feedback**

Individual community responses (n = 19)

Group response - Friends of the Deans Marsh Hub (n = 54)

## GENDER AND EQUITY IMPACT ASSESSMENT

Further to community engagement, a Gender and Equity Impact Assessment was undertaken by Officers to consider who and how the space will be used from the different perspectives of women, men and gender diverse people. This included input from various sources and is included below for context alongside the community feedback.

## THEMES

### HERITAGE

TOPIC	COMMENTS SUMMARY	RESPONSE
<b>Heritage</b>	Four respondents expressed a strong desire to retain the existing facility, citing the heritage of the building.	The value of the existing facility to the community is appreciated and the design aims to celebrate this in the new facility by reusing materials if possible, replicating the hall ceiling and creating spaces to tell the local history.
	One respondent believes there is no heritage value in the existing building.	Noted
<b>Architectural Significance</b>	One respondent outlined that heritage significance has been established by several assessments.	Noted
	One respondent stated it was a positive outcome to demolish the existing 'eyesore'.	Noted

### GENERAL FACILITY AND LAYOUT

TOPIC	COMMENTS SUMMARY	RESPONSE
<b>Facility Orientation</b>	Two respondents highlighted that the design doesn't connect with the oval, and that windows from the hall could assist with this.	The design has aimed to make the most of the northern light into the hall, and viewing out to the south through windows and glass doors. The preference was therefore to include change spaces and storage to the east end of the hall.
	One respondent noted the shed location is 'clumsy'.	This feedback will be taken into consideration by the architects.
<b>Facility layout</b>	One group response (n=54) and one individual respondent expressed their support for the previous Option 2.	Based on all feedback, the previous 'Option 2' will be used as the basis of the final design while also incorporating other changes from the feedback, and elements from the draft Final Design.
	One group response (n=54) stated that the importance of the main pedestrian axis to the precinct which occurs through the plaza has been weakened (specifically that it is not appropriate for bin storage, a storeroom and public toilets to be the first part of the Hub the public encounters when entering, nor should vehicles access the plaza).	Based on adopting the previous 'Option 2', the bin store can move to the north along with the kitchen. Toilets will be included in the redesign of the plaza).

TOPIC	COMMENTS SUMMARY	RESPONSE
		<p>the small kitchen to the south, noting the building form and interaction with the plaza. Deliveries will be to the north along the service road, not through the plaza.</p> <p>Any use of the plaza for events will require vehicles to drop off equipment at the main car park, from the oval/playground direction, or alternatively removable bollards to be located at the car park/access intersection can be removed to provide access if required.</p> <p>The Plan shows what could be interpreted as a road heading into the plaza, however this is a footpath and this will be noted as such in the final design (with collapsible bollards for any access/setup requirements).</p>
	<p>Three respondents expressed that the facility is 'too big/cavernous' and that there is 'wasted space' and large transit areas.</p>	<p>There may be scope to rationalise spaces for greater efficiency. This feedback will be taken into consideration by the architects.</p>
	<p>One respondent noted that other spaces are 'cramped and inadequate'.</p>	<p>This feedback will be taken into consideration by the architects.</p>
	<p>One respondent noted that no information on community spaces fitout was provided, limiting community feedback.</p>	<p>The design is conceptual only. Greater detail will be provided in the next design stage when that progresses (funding is required).</p>
<b>Kitchen</b>	<p>One group response (n=54) and one individual respondent expressed a preference for the kitchen to be located on the north side of the Hub.</p>	<p>Based on feedback, the location of the kitchen will be changed. Noting this requires a kitchen to service the Cottage and plaza as in the previous Option 2.</p> <p>Based on other feedback of the size of the facility, the kitchen lobby, lounge and foyer spaces will be rationalised for greater efficiency of space.</p>
	<p>One respondent noted that the kitchen is smaller compared to previous plans with no dedicated area for serving/queuing during functions.</p>	<p>Flexible use of spaces will be addressed through the change to the north side.</p>
<b>Facility Toilets</b>	<p>One group response (n=54) noted that their preference is to not locate externally-accessed public toilets in the new building adjacent to the plaza, and instead upgrade the existing public toilets in the reserve.</p>	<p>The externally-accessed toilets on the south side will remain, however will be incorporated into a revised design noting the building form and interaction with the plaza. It is important to</p>

TOPIC	COMMENTS SUMMARY	RESPONSE
		provide accessible amenities for users of the playground closer than the existing reserve toilets that are quite a distance away and not accessible. The existing public toilet block will remain and renewed when required/budget allows.
	One respondent stated that toilets should be externally and internally accessible.	This is as per the proposed option.
	One respondent said it is inappropriate that toilets are located on the far side of the foyer away from the hall (for regular users).	The toilets are relatively centrally located between the Hall/Big Room and the Cottage/meeting rooms.
<b>Lobby / Foyer</b>	One respondent stated the size of the lobby and foyer is too large. It was also suggested that the lounge area could be incorporated into this space.	As noted above, based on other feedback of the size of the facility, the kitchen lobby, lounge and foyer spaces should be rationalised for greater efficiency of space.
<b>Big Room</b>	One respondent noted that the Big Room isn't necessary and the Hall could perform a more multifunctional space (i.e. with a sewing alcove added). If the Big Room is to stay, it was suggested that it should connect to the Hall to make a large multiuse space.	In the previous Option 2, the Big Room connects to the hall. With the required change to the kitchen location, this configuration will be reinstated.
<b>Early Learning Centre</b>	Three respondents proposed that Council considers a centre being constructed on school land or adjacent to the school as a better integration option.	Please note 'Expanded Response' previously provided on the matter of early years provision at the end of this document.
	Two respondents said the early learning centre is 'unnecessarily large/disproportionate', and a third questioned the large size of the toilets in this space.	Under the Children's Service Regulations 2020 a minimum of 3.25 sqm clear floor space excluding fixed joinery and door swings must be provided per child. To allow for joinery and door swings the architect design to 3.5sqm per child as per best practice. The architect has been instructed to design the Children's room for 22 children x 3.5 = 77sqm. Further, in a centre offering long day care additional space, over and above the 3.5sqm must be provided for sleeping and storage of cots.
	One respondent proposed to build either a neighbourhood house or childcare at this stage – not both.	There is scope for the Early Learning Centre to be completed as a second stage, if only partial funding is secured.



TOPIC	COMMENTS SUMMARY	RESPONSE
	One respondent said the 'early learning centre isn't integrated in the Hub' and that it's 'a walled-off activity'.	This is correct in a physical sense and is required for compliance and licencing purposes, however it is expected that users of the Early Learning Centre will interact with other spaces and services within the Hub, which is more easily promoted by having the Centre within the Hub.
<b>Community Cottage</b>	Two respondents stated that the 'design misunderstands the role of the Community Cottage – it does not manage the facility. The prominent location suggests this, when it is the DMCAC that manages the facility'.	This is noted. The Community Cottage provide great services to the community and have been located at the front of the building to enable easy interaction with community members. The location does not imply that they will manage the facility.
	One respondent questioned whether Council will 'bear the ongoing cost of opening the proposed expensive facility to the public each day'.	The Deans Marsh Community Asset Committee is responsible for the day-to-day management of the existing facility. The draft Plan notes that Council will undertake future work to consider a management model commensurate with the provision of a range of services, programs, and activities to meet community expectations. The draft Plan signals a review of facility management into the future.
<b>Social Space</b>	One respondent questioned the size of the lounge area as it 'ignores the fact that the Hall itself is the primary 'social space''.	As noted above, based on other feedback of the size of the facility, the kitchen lobby, lounge and foyer spaces should be rationalised for greater efficiency of space.
<b>Kitchen Kiosk</b>	One respondent strongly objected to the kitchenette as it is line of sight to users, and proposed a separate smaller room be included.	Noted. As above, based on feedback, the location of the kitchen will be changed. This requires a kitchen to service the Cottage and plaza as in the previous Option 2.
	One respondent noted that user groups will have to access the main kitchen which is 'unsatisfactory as it will have more valuable, and dangerous, equipment'.	As above, based on feedback, the location of the kitchen will be changed. This requires a kitchen to service the Cottage and plaza as in the previous Option 2 which will alleviate this concern.
<b>Internal Storage Spaces</b>	One respondent stated that the storage space for the Cottage/office is inadequate.	The storage is deemed suitable for the expected use.

**HALL**

TOPIC	COMMENTS SUMMARY	RESPONSE
<b>Hall</b>	One respondent stated that in terms of the hall space, the community's current needs are not addressed competently and its 'unique character and local significance' have been lost.	The value of the existing facility to the community is appreciated and the design aims to celebrate this in the new facility by reusing materials if possible, replicating the hall ceiling and creating spaces to tell the local history.
<b>Change Rooms</b>	One respondent notes that 'as an experienced professional in this area, the proposed overall design of the stage, backstage, change areas and storage areas is clumsy and unsuitable. It needs a complete rethink. For example, it is inappropriate for performers to walk through the audience, access the same toilets as the general public and return to back of stage. It is noted that at least one toilet, wash basin and shower should be included backstage'.	As noted in other feedback, the change spaces don't include fitout/layout detail. However it can be confirmed that the change spaces will include a toilet, basin and a shower (if space permits).
<b>Stage Design</b>	One group response (n=54) and three individual respondents request that a permanent stage is included instead of the proposed demountable option.	The stage will be changed to a permanent structure. This may require alterations to the change rooms and storage spaces (primarily for access).
<b>Lighting</b>	Two respondents highlighted that basic stage lighting is an essential Hall requirement and needs to be within the design and cost plan.	Agreed – this will be included as a notation in the design and added to the cost plan.
<b>Hall Curtain</b>	One respondent stated that the re-purposing of the treasured stage curtain as a backdrop is inappropriate.	With the change to the permanent stage, the curtain will be able to be relocated to the stage as in the existing Hall.

**EQUIPMENT**

TOPIC	COMMENTS SUMMARY	RESPONSE
<p><b>Heating and Cooling</b></p>	<p>One respondent questioned the glazing of the windows in the hall, and that it is not costed.</p>	<p>As the glazing to the foyer is provided as operable/bi-fold doors they have been described and priced as that in the Cost Plan. The Hall windows and doors have been accounted for in the general Windows and External Doors sections of the Cost Plan.</p>
	<p>One respondent questioned the location of the rammed earth walls as they cannot act as heat banks.</p>	<p>The rammed earth walls have principally been placed to define key areas in the building, provide a tactile, humane and warm finish and to provide thermal mass to stabilise the ambient temperature of the building. Having direct sun on the rammed earth is not the goal, but rather to have a building that is well oriented to achieve passive solar gain which raises the ambient temperature from which the rammed earth absorbs warmth to then later emit when the ambient temperature drops.</p>
<p><b>Pinboards / Whiteboards</b></p>	<p>One respondent questioned the large budget of \$50,000 for pinboards/whiteboards.</p>	<p>At this stage in the design process the detailed extent of the pinboards and white boards has not been established. The \$50,000 is a provisional allowance typical for a building of this size and nature and through the Detailed Design phase this will be refined. Pinboard fabrics will be used in various spaces on the walls to help manage acoustics, such as in the Early Years, Big Room, Foyer and parts of the Hall.</p>
<p><b>Sound field system</b></p>	<p>Two respondents questioned the reasoning behind the sound field system and seek clarity on who it is for and why is it prioritised.</p>	<p>Under the National Construction Code for the Class of building a Community Centre/Hall is, the architect is required to provide Hearing Augmentation to any space that has built in amplification. (See below: this is a Class 9b building) Rooms will include the Hall, possibly the Foyer, Lounge and the Big Room.</p>

**EXTERNAL**

TOPIC	COMMENTS SUMMARY	RESPONSE
<b>Public Toilets</b>	One group response (n=54) and two individual responses requested that the existing public toilets remain and are upgraded.	The existing toilets will remain and renewed when required/budget allows.
	One group response (n=54) stated that the external public toilets in the Hub design should not be included and people can either use the internal public toilets or the existing reserve public toilets (noting they should be upgraded).	The externally-accessed toilets on the south side will remain, however will be incorporated into a revised design noting the building form and interaction with the plaza. It is important to provide accessible amenities for users of the playground closer than the existing reserve toilets that are quite a distance away and not accessible. The existing public toilet block will remain and renewed when required/budget allows.
<b>Skate Park / BMX track</b>	Three respondents are not satisfied that the removal of the skate park /bike park is required for the Hub, and that it displaces regularly-used play areas.	The design and development of a Hub facility to service generations of locals is the priority. While it is disappointing that this impacts the existing skate park, this facility will be rebuilt within the reserve. The Final Plan will note this in more detail to be clear for the community.
	Three respondents highlighted the environmental damage that would be done by removal and replacement of the skate park and another respondent wants to see it relocated/reused.	If the skate park can't be retained in its current location, a new facility would be constructed to an equal or better standard, and a new build would consider any environmental impacts (i.e. the concrete would be recycled and used in other products).
	Two respondents highlight that there is no allocation in the cost plan for reconstruction of a skate park and asked how it will be funded.	The revision to the design based on community and internal feedback will consider if the skate park can be retained. If not, there is potential that it may be funded through the Asset Renewal Program or the project.
	One respondent has no belief that the skate park / bike park will be replaced in a suitable way.	If the skate park can't be retained in its current location, a new facility would be constructed to an equal or better standard, and a new build will provide the opportunity to engage with local young people on their needs.

	<p>One respondent highlighted that there is a real question on where the skate and bike parks will be rebuilt within the reserve (this hasn't been indicated).</p>	<p>If the skate park can't be retained in its current location, in order to provide a fit-for-purpose community facility with appropriate spaces, sizes and configuration, the skate park and bike park would be relocated. A location for the skate park and bike park would be determined in consultation with the Community Asset Committee and key stakeholders when further design work for the Hub is undertaken. There are a couple of location options identified within the site that will be considered if relocation is required. If the skate park has to be demolished, the concrete would be recycled and used in other products.</p>
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**ENVIRONMENT**

TOPIC	COMMENTS SUMMARY	RESPONSE
<b>Environmental Impact</b>	Two respondents highlighted key concerns including the embodied energy that will be lost with our current community spaces, that demolition of an existing facility is unnecessary and at complete odds with what this community stands for, and the environmental damage of a build of this scale with these materials.	If the existing building was to be retained, the structural and other issues previously highlighted would require it to be rebuilt. Therefore the demolition would be required regardless.
	One respondent is 'bewildered that Council is proposing a facility with an insane carbon footprint that has use of under 100 people per week'.	The facility is the only community space for a wider population of around 600 people. The architect will be asked to rationalise spaces for greater efficiency of space, however the intent is to construct a facility for future generations that can attract and service more locals than the existing facility.
	One respondent stated the proposed facility 'clearly detracts from Council's intent to actively address the global climate emergency threat, and that it has not been considered financially or more importantly based on carbon footprint and heritage value'.	The Plan has incorporated Environmentally Sustainable Design principles. Heritage has been thoroughly considered. The cost is in line with other facilities of this type.
<b>EV Charging Bank</b>	One respondent requested a bank of EV chargers is included in the design/cost plan.	This is a good suggestion the potential inclusion of an EV charger can be noted on the design (potential funding through grants).
<b>Trees</b>	One respondent highlighted that consideration of the cypress trees on the north boundary is required as they will impact light into the building.	This has been considered in the design. Trees will have to be removed to maximise the benefit of the northern aspect.

**GENERAL PROJECT**

TOPIC	COMMENTS SUMMARY	RESPONSE
<b>Alternate Design Option</b>	Two respondents provided an alternate design option which retains the existing hall and allocates funds to its repair and other key infrastructure, for a lower cost than the new building.	The initiative is appreciated, however given the significant structural issues, to retain is to rebuild, and replicating the current facility would limit the ability to design and provide a fit-for-purpose outcome. The current design, with changes through this feedback process, will be pursued.
<b>Project Cost</b>	Three respondents highlighted that the cost is significant for a small population/user base, and it will continue to increase over time (therefore becoming harder to fund).	The facility is the only community space for a wider population of around 600 people. The architect will be asked to rationalise spaces for greater efficiency of space, however the intent is to construct a facility for future generations that can attract and service more locals than the existing facility. It is noted that costs will likely continue to increase, as has been experienced post COVID-19.
	One respondent stated that the Plan appears to have 'not met Council's requirement to be realistic and within resource constraints'.	The proposed funding model is possible for this type of facility. There are also options to stage the development if only partial funding can be secured. The architect will be asked to rationalise spaces for greater efficiency in the design revision.
	One respondent suggested that the funds allocated within the cost plan to architects should be used for maintenance of the existing building.	The funds referred to are not currently available/secured externally.
<b>Uncounted Costs</b>	Four respondents asked how and when will the skate park / bike park replacement be funded.	The revision to the design based on community and internal feedback will consider if the skate park can be retained. If not, there is potential that it may be funded through the Asset Renewal Program or the project.
	Two respondents noted that decanting costs / relocation/housing of services for 18-24 months during construction are not included in the cost plan.	Noted. An allocation will be added to the cost plan.
	One respondent noted that joinery costs are not in the cost plan.	Joinery is included in the Cost Plan under item 13 – Joinery & Toilet Partitions.

TOPIC	COMMENTS SUMMARY	RESPONSE
<b>Funding Strategy</b>	One respondent suggested that the 'external funding required by 2026/7 will be 77% of a total projected cost, that this ratio has never before been achieved and if not achieved, it is Council that will need to find the substantial shortfall, or abandon this 'mega-design' project strategy'.	The proposed funding model is possible for this type of facility. There are also options to stage the development if only partial funding can be secured. The architect will be asked to rationalise spaces for greater efficiency in the design revision.
<b>Community Engagement</b>	Five respondents expressed their dissatisfaction with the community engagement process.	The engagement process has been extensive. It is acknowledged that at times it has been challenging for some community members. Officers. Additional measures have been adopted throughout the process to ensure all community members have had an opportunity to engage with the process, including additional community meetings, extended timeframes, community representative Project Steering Group, meetings with individual community members in their homes and more. Officers are mindful that parts of the process could have been improved, but are equally aware that there has also been positive feedback from community members on the process.
	One respondent noted that the process was 'flawed fatally from the beginning', with another respondent adding that it has been a poorly designed and discouraging community engagement process.	As above.
	One respondent noted that while some in the community accept Council's Hub Community Engagement process as appropriate, they found it 'highly stressful, inadequate, and damaging of long-established community harmony'. Another respondent added that they have no doubt it has contributed to their 'poor health over the past year'.	It is acknowledged that at times it has been challenging for some community members as above.
	One respondent noted that 'effective Community Engagement involves conversation first, then negotiation of persisting differences, then if necessary enforcement to resolve outstanding differences. Unfortunately, officers chose enforcement of their core concept as step one'.	The process included publicly highlighting the challenges of the existing facility and ascertaining future community needs, which have fed into the design.
	One respondent noted that Council was 'deceptive and dishonourable in running 'a community engagement' process which had secret and pre-set goals'.	Noted.
	One respondent stated that 'the only way forward for the Deans Marsh Hall and Cottage is to 'go back to the beginning and start again'', including asking the 'Deans Marsh community – all of us – by letter as well as email	This suggestion will not be undertaken with respect to the extensive community engagement



TOPIC	COMMENTS SUMMARY	RESPONSE
	<p>and public notices – what is OUR vision for the building at the oval. Give us a deadline of say 6 or 12 months to allow us to discuss, debate and formulate ideas.'</p>	<p>process that has been undertaken and the significant involvement of the community throughout. As noted, the engagement process for this project has been extensive. In April/May 2022 there was 270 contact points through surveys and in-person. Further engagement undertaken in Nov/Dec 2022 resulted in another 190 contact points via surveys, in-person and group submissions. A Project Steering Group (PSG) was established with members from various community groups. PSG members and guest speakers (i.e. local historian Dr Deb Campbell) were involved in leading and/or presenting at community forums. Further, several individuals not comfortable with participating in public forums have been met with in their homes, acknowledging that the engagement process is different for people for different reasons. The overall engagement process has highlighted that there a people who would not be comfortable participating in the proposed 'discuss, debate and formulate ideas' format, given the extensive engagement that has already occurred.</p>
	<p>One respondent outlined that the final two phases are the drafting and finalisation of the Facility Development Plan must have representation from the community similar to the Steering Group, and that this does not preclude valuable ongoing input from the community during the build.</p>	<p>The involvement of the Steering Group in the project has concluded. There will be future opportunities for community to input to the process when the next stage of design and/or moving into construction occurs (noting this is funding dependent).</p>
<p><b>General Support</b></p>	<p>One group response (n=54) and eight respondents noted general support for the Hub development, including "I look forward with great excitement to seeing the funding secured and being present when the project gets underway", "I think it's wonderful and will be a great asset to our community.", "We look forward to what's to come." and "Thank you &amp; well done."</p>	<p>Noted.</p>

TOPIC	COMMENTS SUMMARY	RESPONSE
	One group response (n=54) and one individual respondent requested that the design concept known as 'Option 2' (dated October 2022) be the basis for any future development of the Hub.	Based on all feedback, the previous 'Option 2' will be used as the basis of the final design while also incorporating other changes from the feedback, and elements from the draft Final Design.
<b>Objection</b>	Four respondents stated that they do not support the Final Plan and oppose Council endorsing it, citing Cost, Funding Strategy, Environmental and Heritage grounds.	Noted.
	Four respondents asked Council to retain the existing facility.	Noted.
	One respondent noted that 'Surf Coast Shire is absolving itself from its responsibility to uphold its own Planning Scheme heritage overlay'.	Heritage has been thoroughly considered throughout the process with a range of advice sought and reviewed.
	One respondent asked Council to not go ahead with this plan and notes that community concerns were addressed in Option 2 plan that was presented.	Based on all feedback, the previous 'Option 2' will be used as the basis of the final design while also incorporating other changes from the feedback, and elements from the draft Final Design.
	One respondent asked Council to start the engagement process again.	This suggestion will not be undertaken.
<b>Other</b>	One respondent noted that having an 'architectural response that copies the form of the original ceiling and roof is an example of the worst type of facadism'.	Noted.
	One respondent advocates that before any work takes place at Deans Marsh, the Shire undertake a Conservation Management Plan for the building conducted by an appropriately experienced and independent heritage expert.	This was recommended by Council's Heritage Advisor and will be undertaken at the appropriate time.
	One respondent was concerned that the consultative process has been 'unreasonably influenced by a small number of persons who are not representative of the relatively silent community at large'.	Noted.
	One respondent trusts that 'Councillors will not permit this neglect to continue and will show Environmental Leadership by looking to change Council's current mindset on this Project - to favour asset replacement over asset care'.	The Final Plan will be considered by Council at a future meeting.
	One respondent stated that 'many locals, myself among them, hope and believe the Brand Plan will never be built'.	Noted.

TOPIC	COMMENTS SUMMARY	RESPONSE
	One respondent said 'thank you for taking our comments on board, and not being put-off by the few loud voices raising opposition'.	Noted.
	One respondent said the 'final draft plan has captured the wants and needs of a large portion of the community and that feedback and discussions they have had directly with members of the community have been nothing but positive and grateful for this opportunity'.	Noted.

## GENDER AND EQUITY IMPACT ASSESSMENT

TOPIC	COMMENTS SUMMARY	RESPONSE
<b>Breastfeeding space</b>	Women are statistically more likely to be the primary caregiver of children and require breastfeeding friendly spaces that provide some level of privacy without being segregated or set far away from communal areas. Breastfeeding spaces should be inviting, accessible and include comfortable furniture and access to basins.	The semi-circle seating in the Lobby is intended for this purpose.
<b>Access to child-friendly/breakaway spaces</b>	Ensure there is access to child-friendly/breakaway spaces adjacent to and visible from multipurpose meeting rooms/activity spaces to enhance the inclusiveness for people caring for children. Ensure clear line of sight can be maintained between transition spaces	The foyer, lounge and lobby are intended for this purpose.
<b>Swing doors with automated sliding/opening doors</b>	Where possible replace standard swing doors with automated sliding/opening doors to minimise reliance on operating swing doors for pram users and people using mobility aids	Airlock is automated, swing doors to other areas could be left open during use times.
<b>Unisex options for toilets</b>	Provide unisex options for toilets that are safe and accessible for gender diverse, non-binary, gender neutral and trans people. Ensure there is safe access to unisex ambulant toilets both indoors and outdoors, and adequate lighting in these areas.	Gender neutral ambulant toilets are included both internally and externally.
<b>Footpath width</b>	Ensure there is a footpath from the carpark to the front entrance of the building that is wide enough and stable enough to enable access for double prams, mobility aids, wheelchairs and scooters to assist with ease of access to the building. Ensure clear line of sight from the building to the carpark	Accommodated in the design
<b>Unisex change rooms</b>	Provide unisex change rooms that are non-gendered and accessible from the stage/hall area for use during performances, productions and other activities that require change room access in this area	Provided in hall area – layout to be refined in the Detailed Design phase.
<b>Lighting</b>	Ensure lighting design enables safe and visible navigation at night with clear signage and connection between places clearly defined e.g. carpark	To be addressed in the Detailed Design phase.
<b>Baby Change Facilities</b>	Ensure baby change facilities are accessible by all genders	Internal gender neutral toilet will have a baby change facility.

**EXPANDED RESPONSE**

TOPIC	COMMENTS SUMMARY	RESPONSE
<p><b>Early Learning Centre</b></p>	<p>Three respondents proposed that Council considers a centre being constructed on school land or adjacent to the school as a better integration option.</p>	<p>Surf Coast Shire Council is about to commence a Workforce Development Plan and Kindergarten Infrastructure Services Plan (KISP) as part of funding received by the Department of Education. Our more remote shire locations will be prioritised as part of these two pieces of work. These plans will greatly inform the required infrastructure and workforce requirements across the shire in relation to current and future kindergarten demands (population growth expectations and birth rates).</p> <p>Surf Coast Shire is actually looking to combine our funding with Colac Otway Shire to complete the workforce development plan as both Councils are facing challenges in attracting and retaining staff in the same remote locations within our LGAs.</p> <p>It is important to note that both these pieces of work have a primary focus on kindergarten infrastructure and workforce – not occasional care, long day care or family day care specifically. Council hopes to weave in some outcomes related to these other childcare options not delivered by Council through these projects but due to the nature of the funding requirements (kindergarten specific), they won't be the primary focus. Both pieces of work will be complete by July 2024.</p> <p>The recent Victorian Government announcement regarding kindergartens on site at school locations is something that is very much in its infancy and won't be appropriate in all instances. I would imagine that based on exceptionally limited demand for kindergarten in Deans Marsh this would not be something that will be entertained as the intent of this funding is to expand oversubscribed sites as a priority.</p>

**Deans Marsh Community Hub**

**20 Pennyroyal Valley Road, Deans Marsh**

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**Revised Concept Design Cost Plan  
(Whole Scheme)**

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**6 March 2024**

DDH Quantity Surveyors Pty Ltd



TO: Surf Coast Shire  
C/O: Kate Reed  
Senior Associate  
Brand Architects  
Level 8, 176 Wellington Parade,  
East Melbourne VIC 3002

6 March 2024

**Deans Marsh Community Hub**  
**20 Pennyroyal Valley Road, Deans Marsh**

Dear Kate,

In accordance with your instructions, we have prepared a Revised Concept Design Cost Plan based on drawings provided, and report herein the total estimated project cost as follows:

<b>Proposed Building &amp; External Works (Whole Scheme)</b>	<b>Excluding GST</b>
Estimated Total Project Cost Based on Project Being Tendered in July 2025:	
1.0 Proposed Building & External Works (Whole Scheme)	\$8,410,000.00
2.0 Decanting/ Relocation/ Housing of Services	\$100,000.00
<b>Estimated Total Project Cost Excluding GST (1.0 + 2.0)</b>	<b>\$8,510,000.00</b>

**Exclusions**

In compiling this costing, we have not allowed for the following:

- Bank charges and financing costs
- Future maintenance & replacement of equipment due to wear & tear
- Energy consumption costs
- Boundary fencing
- Auto sliding gates/ fencing to main carpark
- Cost escalation beyond July 2025

We trust that this is satisfactory for your purposes at this stage.

Yours faithfully,

Gareth Tiong  
Director

Member of AIQS - MAIQS 10619  
Registered Building Practitioner - QS 47529

**Deans Marsh Community Hub**  
**20 Pennyroyal Valley Road, Deans Marsh**  
**Revised Concept Design Cost Plan (Whole Scheme)**

**Summary**

**1.0 Proposed Building & External Works (Whole Scheme)**

6 March 2024

Ref.	Items	Area m2 FECA	Rate \$/m2	Estimated Cost
1.1	Demolition, Asbestos & Hazardous Material Removal			\$176,880.00
1.2	Proposed Single Storey Community Hub	849.0	\$5,044.22	\$4,282,544.00
1.3	Siteworks & Landscaping	2779.0	\$250.70	\$696,682.00
1.4	Associated Sitework with Greenstar			\$85,000.00
1.5	Crossover & Main Carpark	727.0	\$442.96	\$322,032.00
1.6	Street Parallel Carspaces	125.0	\$497.98	\$62,247.00
1.7	External Services			\$459,615.00
1.8	Site Restoration Works			\$60,000.00
1.9	Building Permit & Signage/ Way-Finding			\$55,000.00
<b>Sub Total Excluding GST</b>				<b>\$6,200,000.00</b>
1.10	Cost Escalation to Tender - July 2025			\$440,000.00
<b>Estimated Total Construction Cost Excluding GST</b>				<b>\$6,640,000.00</b>
1.11	Contingency During Construction (5%)			\$332,000.00
<b>Estimated Total Net Project Cost Excluding GST</b>				<b>\$6,972,000.00</b>
1.12	Consultant Fees (10%)			\$698,000.00
1.13	Greenstar Certification			\$120,000.00
<b>Estimated Total Gross Project Cost Excluding GST</b>				<b>\$7,790,000.00</b>
1.14	Authorities Fees & Etc.			\$10,000.00
1.15	Loose Furniture & Equipment			\$150,000.00
1.16	IT Equipment			\$100,000.00
1.17	Abnormal Ground Conditions			\$150,000.00
1.18	Project Management Fees (2.5%)			\$210,000.00
<b>Estimated Total Project Cost Excluding GST</b>				<b>\$8,410,000.00</b>
	Add - GST			\$841,000.00
<b>Estimated Total Project Cost Including GST</b>				<b>\$9,251,000.00</b>

**2.0 Decanting/ Relocation/ Housing of Services**

Ref.	Items	Area m2 FECA	Rate \$/m2	Estimated Cost
2.1	Decanting/ Relocation/ Housing of Services for 18-24 Months During Construction			\$100,000.00
<b>Estimated Total Cost Excluding GST</b>				<b>\$100,000.00</b>
	Add - GST			\$10,000.00
<b>Estimated Total Cost Including GST</b>				<b>\$110,000.00</b>

**3.0 Drawings Used**

**Architecture Drawings**

A001, A100, A110, A140, A150

**4.0 Covid 19 & Construction Impact**

This Cost Plan is prepared based on normal conditions and current material cost. The tender prices may be affected by unforeseeable consequences of Covid-19 pandemic and construction impact such as spike in plant & material costs, shortage of material & labour, unanticipated delays in material deliveries, working restrictions, government-mandated shutdowns, quarantines or other related factors. These circumstances can significantly impact project timeline and costs.



**5.0 Conclusion/ Disclaimer**

This Cost Plan should be considered as an Opinion of Probable Order of Cost. We have prepared this estimate based on the available documentation and information provided. However, due to the nature of the documentation, there may be limitations and gaps in the information provided. We have made certain assumption and allowances during the estimation process to account for these limitations. it is important to note that as the design progresses and more detailed information becomes available, a detailed review will be necessary to ensure the accuracy and reliability of the cost estimation.

**Deans Marsh Community Hub**  
**20 Pennyroyal Valley Road, Deans Marsh**

**Contact Details**

6 March 2024

<b>Discipline</b>	<b>Consultant</b>	<b>Phone Number</b>
Architect	Brand Architects	03 9419 3500
Structure Engineer	TBA	
Civil Engineer	TBA	
Mech. & Elec. Engineer	BRT Consulting	03 9417 2971
Hydraulic Engineer	BRT Consulting	03 9417 2971
Quantity Surveyors	DDH Quantity Surveyors	03 9417 5505

## Elemental Summary

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
	<b><u>Area Analysis</u></b>				
00	Area Analysis				0
	<b><u>Demolition</u></b>				
01	Demolition				156,880
02	Asbestos & Hazardous Materials Removal				20,000
	<b>Sub Total Excluding GST</b>				<b>176,880</b>
	<b><u>Proposed Single Storey Community Hub (Whole Scheme)</u></b>				
03	Preliminaries				414,399
04	Substructure				369,171
05	Stage & Stage Curtains Incl. Ramp & Steps				66,710
06	Columns				80,655
07	Roofing & Roof Plumbing				683,879
08	External Walls				321,331
09	Internal Walls				141,568
10	Windows, Internal Glazed Screens & Window Furnishings				234,866
11	Roller Doors, Bi-Fold Doors & Timber/ Glazed Doors & Hardware				332,363
12	Wall, Floor & Ceiling Finishes				345,139
13	Joinery & Toilet Partitions				236,096
14	Toilet Accessories, Internal Signs & Kitchen Appliances				73,803
15	Painting				63,675
16	Sanitary Fixtures, Taps & Plumbing				148,704
17	Electrical Services				292,900
18	Solar Panels				48,300
19	Security System				68,340
20	Sound Field System				51,074
21	Mechanical Services				205,033
22	Fire Protection				3,657
23	Design Variable				100,882
	<b>Sub Total Excluding GST (Building) - FECA</b>	<b>849</b>	<b>m2</b>	<b>5,044.22</b>	<b>4,282,544</b>
	<b><u>External Works</u></b>				
24	Siteworks & Landscaping	2,779	m2	250.70	696,682
25	Associated Sitework with Greenstar				85,000
26	Crossover & Main Carpark	727	m2	442.96	322,032
27	Street Parallel Carspaces	125	m2	497.98	62,247
28	External Services				459,615
	<b>TOTAL Excluding GST (Demolition + Building + External Works)</b>				<b>6,085,000</b>
	<b><u>Site Restoration Works</u></b>				

### Elemental Summary

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme)	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
29	Site Restoration Works				60,000
	<b>TOTAL Excluding GST (Demolition + Building + External Works + Site Restoration Works)</b>				<b>6,145,000</b>
	<b><u>Building Permit &amp; Signage/ Way-finding</u></b>				
30	Building Permit & Signage/ Way-finding				55,000
	<b>TOTAL Excluding GST (Demolition + Building + External Works + Site Restoration Works + Building Permit + Signage/ Way-finding)</b>				<b>6,200,000</b>
					<b>6,200,000</b>

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
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**00 Area Analysis**

<b><u>Fully Enclosed Covered Area (FECA)</u></b>					
	FECA to building (incl. bins area)	849	m2		
<b><u>Gross Floor Area (GFA)</u></b>					
	GFA to building (incl. bins area)	884	m2		

**Area Analysis** **0**

**01 Demolition**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	14,797.00	14,797
<b><u>Demolition Works</u></b>					
	Demolish of the existing community hall (GFA)	478	m2	120.00	57,360
	Demolish existing galvanized iron shed	9	m2	131.00	1,179
	Demolish existing chubby house colorbond	3	m2	131.00	393
	Demolish existing covered sand pit	11	m2	120.00	1,320
	Demolish of the existing concrete skate park	147	m2	90.00	13,230
	Remove existing tree	23	no.	987.00	22,701
	Remove existing concrete paving	34	m2	74.00	2,516
	Remove existing gravel carpark, bollard, post & rail	535	m2	55.00	29,425
	Remove existing post & wire fence	92	m	21.00	1,932
	Remove existing woven wire fence	43	m	21.00	903
	Remove existing picket fence	12	m	21.00	252
	Disconnection of existing water tanks for reinstatement	4	no.	630.00	2,520
	Demolish existing concrete tank	1	no.	1,260.00	1,260
	Remove existing hard & soft landscape where required	2,368	m2	3.00	7,092

**Demolition** **156,880**

**02 Asbestos & Hazardous Materials Removal**

<b><u>Asbestos &amp; Hazardous Materials Removal</u></b>					
	Asbestos & hazardous materials removal	1	ps	20,000.00	20,000

**Asbestos & Hazardous Materials Removal** **20,000**

**03 Preliminaries**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	414,399.00	414,399

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
<b>03</b>	<b>Preliminaries</b>				<i>(Continued)</i>
	<b>Preliminaries</b>				<b>414,399</b>
<b>04</b>	<b>Substructure</b>				
	<u><b>Blinding Concrete</b></u>				
	Allow for blinding concrete & excavation	1	ps	20,000.00	20,000
	<u><b>Pad &amp; Strip Footings</b></u>				
	Allow for pad & strip footing where required (GFA)	884	m2	30.00	26,516
	<u><b>Ground Slab</b></u>				
	125 Thk. reinforced concrete slab with thickenings, 0.2 thk. moisture proof membrane, 50 thk. sand bed, excavation & edge form	884	m2	350.00	309,396
	<u><b>Termite Treatment</b></u>				
	Allow for termite treatment (GFA)	884	m2	15.00	13,260
	<b>Substructure</b>				<b>369,171</b>
<b>05</b>	<b>Stage &amp; Stage Curtains Incl. Ramp &amp; Steps</b>				
	<u><b>Stage</b></u>				
	Stage	66	m2	600.00	39,600
	Extra over for steps	1	m2	500.00	500
	Extra over for ramp	5	m2	300.00	1,500
	<u><b>Stage Curtain</b></u>				
	Stage curtain (provisional sum)	31	m2	810.00	25,110
	<b>Stage &amp; Stage Curtains Incl. Ramp &amp; Steps</b>				<b>66,710</b>
<b>06</b>	<b>Columns</b>				
	<u><b>Steel Columns, Mullions &amp; Stub Columns</b></u>				
	Allow for steel column, mullion & stud column (FECA)	849	m2	95.00	80,655
	<b>Columns</b>				<b>80,655</b>
<b>07</b>	<b>Roofing &amp; Roof Plumbing</b>				
	<u><b>Roof Framing</b></u>				
	Roof framing	1,244	m2	350.00	435,400
	<u><b>Roof Insulation</b></u>				
	Roof insulation, sarking & safety mesh	1,244	m2	38.00	47,272
	<u><b>Roofing</b></u>				
	Colorbond custom orb metal roof sheet	1,244	m2	75.00	93,300

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
<b>07</b>	<b>Roofing &amp; Roof Plumbing</b>				<i>(Continued)</i>
	Ridge capping	95	m	74.00	7,030
	Barge capping	120	m	50.00	6,000
	Flashing	136	m	132.00	17,952
	<b><u>Roof Plumbing</u></b>				
	Allow for roof plumbing	1	ps	35,000.00	35,000
	<b><u>Roof Access &amp; Fall Arrest Systems</u></b>				
	Allow for roof access & fall arrest systems	1	ps	38,665.00	38,665
	<b><u>Pergola</u></b>				
	Pergola post & beam to Lounge Courtyard	22	m	130.00	2,860
	Sundry fixings & connections	1	item	400.00	400
	<b>Roofing &amp; Roof Plumbing</b>				<b>683,879</b>
<b>08</b>	<b>External Walls</b>				
	<b><u>External Walls</u></b>				
	Double face brick wall	11	m2	600.00	6,600
	Face brick, cavity, 90 stud, insulation, sarking & plasterboard	170	m2	500.00	85,000
	Block, cavity, 90 stud, insulation, sarking & plasterboard	63	m2	560.00	35,280
	Trimdek metal sheet, 35 thk. top hat, 90 stud, insulation, sarking & plasterboard/ fiberock	43	m2	324.00	13,932
	Trimdek metal sheet & top hat to roof fascia	139	m2	180.00	25,020
	Compressed fibre cement sheet, 35 thk. top hat, 90 stud, insulation, sarking & plasterboard/ fiberock	138	m2	426.00	58,788
	Standing seam cladding, batten, stud, insulation, sarking & plasterboard/ fiberock	21	m2	786.00	16,506
	300 Thk. rammed earth	17	m2	575.00	9,775
	Sundry fixings & connections	1	item	7,320.00	7,320
	<b><u>Timber Batten Screens</u></b>				
	Timber batten screen to Entry/ Foyer	28	m2	550.00	15,400
	Sundry fixings & connections	1	item	2,310.00	2,310
	<b><u>Steel Door/ Window Headers, Lintels, Wall Bracings, Architraves &amp; Etc.</u></b>				
	Allow for steel door/ window headers, lintels, wall bracings, architraves & etc.	1	ps	45,400.00	45,400
	<b>External Walls</b>				<b>321,331</b>

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
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**09 Internal Walls**

<b><u>Internal Walls</u></b>					
	92 Thk. stud & 13 thk. plasterboard/ fiberock both sides	421	m2	225.00	94,723
	300 Thk. rammed earth wall	28	m2	575.00	16,100
	Sundry fixings & connections	1	item	5,052.00	5,052
<b><u>Timber Batten Screens</u></b>					
	Timber batten screen to Lobby/ Waiting	9	m2	550.00	4,950
	Sundry fixings & connections	1	item	743.00	743
<b><u>Steel Door/ Window Headers, Lintels, Wall Bracings, Architraves &amp; Etc.</u></b>					
	Allow for steel door/ window headers, lintels, wall bracings, architraves & etc.	1	ps	20,000.00	20,000

**Internal Walls** **141,568**

**10 Windows, Internal Glazed Screens & Window Furnishings**

<b><u>Windows</u></b>					
	Powdercoated aluminium framed full height window	72	m2	1,620.00	116,640
	Powdercoated aluminium framed window	30	m2	1,080.00	32,400
	Ditto high level window	47	m2	1,330.00	62,510
	Extra over cost for operable window & auto operate	1	ps	8,000.00	8,000
<b><u>Internal Glazed Screens</u></b>					
	Powdercoated aluminium framed internal glazed screen	8	m2	852.00	6,816
<b><u>Insect Screens</u></b>					
	Allow for insect screen to operable windows	1	ps	8,500.00	8,500
<b><u>Window Furnishings</u></b>					
	Allow for window furnishing - Part of FFE		note		

**Windows, Internal Glazed Screens & Window Furnishings** **234,866**

**11 Roller Doors, Bi-Fold Doors & Timber/ Glazed Doors & Hardware**

<b><u>External &amp; Internal Roller Doors</u></b>					
	2000 Wide x 1500 high external/ internal roller door - Deleted		note		
	1700 Wide x 2400 high external roller door (Allow manually operated)	1	no.	1,890.00	1,890
	1500 Wide x 2400 high internal roller door (Allow manually operated)	1	no.	1,670.00	1,670
	1200 Wide x 2400 high ditto (Allow manually operated)	1	no.	1,340.00	1,340
<b><u>External &amp; Internal Bi-Fold Doors</u></b>					



## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
<b>11</b>	<b>Roller Doors, Bi-Fold Doors &amp; Timber/ Glazed Doors &amp; Hardware</b>				<i>(Continued)</i>
	Glazed bi-fold door	75	m2	2,500.00	187,500
	<b><u>External Doors</u></b>				
	920 Wide x 2040 high single swing timber door complete with frame & hardware	4	no.	1,750.00	7,000
	920 Wide x 2340 high single swing timber door with 620 x 1290 view glazed panel complete with frame & hardware	1	no.	2,333.00	2,333
	1400 Wide x 2090 high single sliding glazed door with sensor opening device & hardware	1	no.	16,280.00	16,280
	1000 Wide x 2040 high double swing door complete with frame & hardware - Deleted		note		
	2400 Wide x 1800 high double swing timber door complete with frame & hardware	1	no.	2,479.00	2,479
	1840 Wide x 2040 high double swing glazed door complete with frame & hardware	1	no.	5,600.00	5,600
	1840 Wide x 2296 high double swing glazed door complete with frame & hardware	6	no.	6,300.00	37,800
	1840 Wide x 2557 high double swing glazed door complete with frame & hardware - Deleted		note		
	1840 Wide x 2779 high ditto - Deleted		note		
	<b><u>Internal Doors</u></b>				
	820 Wide x 2040 high single swing timber door complete with frame & hardware - Deleted		note		
	920 Wide x 2040 high ditto	21	no.	1,750.00	36,750
	1350 Wide x 2090 high single sliding glazed door with sensor opening device & hardware	1	no.	16,197.00	16,197
	1840 Wide x 2040 high double swing timber door complete with frame & hardware	3	no.	2,294.00	6,882
	1420 Wide x 2040 high unequal double swing glazed door complete with frame & hardware	2	no.	4,321.00	8,642
	<b>Roller Doors, Bi-Fold Doors &amp; Timber/ Glazed Doors &amp; Hardware</b>				<b>332,363</b>

<b>12</b>	<b>Wall, Floor &amp; Ceiling Finishes</b>				
	<b><u>Wall Finishes</u></b>				
	Allow for wall vinyl	174	m2	100.00	17,400
	Laminated splashback	9	m2	262.00	2,358
	Waterproofing	183	m2	50.00	9,150

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
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**12 Wall, Floor & Ceiling Finishes** *(Continued)*

<b><u>Floor Finishes</u></b>					
	Carpet tile	175	m2	86.00	15,050
	Linoleum	63	m2	110.00	6,930
	T&G timber board	503	m2	215.00	108,142
	Vinyl	66	m2	100.00	6,600
	Sheet vinyl safety (SVS1)	18	m2	126.00	2,268
	Waterproofing	109	m2	50.00	5,450
<b><u>Skirtings</u></b>					
	Skirting (FECA)	849	m2	20.00	16,980
<b><u>Ceiling Finishes</u></b>					
	Timber board ceiling	98	m2	287.00	28,126
	Extra over cost for raking timber board ceiling	26	m2	50.00	1,300
	Plasterboard ceiling	771	m2	85.00	65,535
	Extra over cost for raking plasterboard ceiling	389	m2	50.00	19,450
<b><u>Eave Soffit Finishes</u></b>					
	Allow for villaboard eave soffit lining	179	m2	200.00	35,800
	Extra over cost for raking eave soffit lining	92	m2	50.00	4,600
<b><u>Corbels &amp; Feature Ceiling Framing</u></b>					
	Corbel - Deleted			note	
	Feature ceiling framing - Deleted			note	

**Wall, Floor & Ceiling Finishes** **345,139**

**13 Joinery & Toilet Partitions**

<b><u>Joinery</u></b>					
<b>Sew.</b>					
	640 Deep bench	2.72	m	1,663.00	4,523
<b>Big Room</b>					
	580 Deep bench cupboard	4.00	m	1,708.00	6,832
	780 Deep ditto	6.30	m	2,140.00	13,482
<b>Passage to Big Room</b>					
	800 Deep joinery - Deleted			note	
<b>Pantry</b>					
	400 Deep joinery	4.15	m	1,771.00	7,350

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
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**13 Joinery & Toilet Partitions** *(Continued)*

<b>Main Kitchen</b>					
	600 Deep bench cupboard	6.21	m	3,443.00	21,381
	700 Deep ditto	6.41	m	3,753.00	24,057
	700 Deep island bench cupboard	1.86	m	4,941.00	9,190
	320 Deep external benchtop - Deleted		note		
<b>Kitchenette</b>					
	600 Deep bench cupboard	3.51	m	1,751.00	6,146
<b>MCH/ Meet</b>					
	900 Deep work bench - Deleted		note		
	600 Deep under bench cupboard/ drawer - Deleted		note		
<b>Wet Area</b>					
	650 Deep bench cupboard - Deleted		note		
<b>Lobby</b>					
	500 Deep bench seat		note		
	600 Deep ditto		note		
<b>Waiting</b>					
	450 Deep bench seat	3.78	m	1,332.00	5,035
<b>Store</b>					
	400 Deep shelving - Deleted		note		
	450 Deep - Deleted		note		
<b>Long Day Care</b>					
	400 Deep joinery - Deleted		note		
<b>Kitchenette</b>					
	600 Deep bench cupboard - Deleted		note		
<b>Sundry Joinery</b>					
	Sundry joinery	1	ps	80,000.00	80,000
<b>Pinboards &amp; Whiteboards</b>					
	Pinboards & whiteboards	1.00	ps	50,000.00	50,000
<b>Toilet Partitions &amp; Doors</b>					
	Toilet partition & door	6.00	item	1,350.00	8,100

**Joinery & Toilet Partitions** **236,096**

**14 Toilet Accessories, Internal Signs & Kitchen Appliances**

<b><u>Toilet Accessories</u></b>					
	Allow for toilet accessories	1	ps	40,363.00	40,363

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
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**14 Toilet Accessories, Internal Signs & Kitchen Appliances** *(Continued)*

<b><u>Internal Signs</u></b>					
	Allow for internal signs	1	item	7,315.00	7,315
<b><u>Kitchen Appliances</u></b>					
	Semi commercial kitchen appliance to main kitchen	1	ps	26,125.00	26,125
<b><u>Equipment</u></b>					
	Part of FFE		note		

**Toilet Accessories, Internal Signs & Kitchen Appliances** **73,803**

**15 Painting**

<b><u>Painting</u></b>					
	Internal & external painting where required (FECA)	849	m2	75.00	63,675

**Painting** **63,675**

**16 Sanitary Fixtures, Taps & Plumbing**

<b><u>Sanitary Fixtures &amp; Taps</u></b>					
	DDA toilet suite with back rest & stop cock	3	no.	4,055.00	12,165
	Ambulant toilet suite & stock cock	2	no.	2,300.00	4,600
	Toilet suite & stop cock	4	no.	1,724.00	6,896
	Accessible basin, bottle trap & tap	3	no.	2,696.00	8,088
	Wall basin & tap	6	no.	1,860.00	11,160
	Cleaner sink & tap	1	no.	2,148.00	2,148
	Single stall wall mounted urinal unit & sensor system	2	no.	5,490.00	10,980
	Shower set	2	no.	1,572.00	3,144
	Single bowl kitchen sink & tap	1	no.	2,472.00	2,472
	Wall basin & sensor tap	1	no.	2,358.00	2,358
	Sink & tap	1	no.	1,404.00	1,404
	Trough 1200 long & 2 taps (External)	1	no.	3,720.00	3,720

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
<b>16</b>	<b>Sanitary Fixtures, Taps &amp; Plumbing</b>				<i>(Continued)</i>
	Allow for one & half bowl sink & tap to kitchenette & kitchen	2	no.	2,088.00	4,176
	Allow for child toilet suite & basin & tap	1	ps	9,480.00	9,480
	<b><u>Boiling Water Unit</u></b>				
	Allow for boiling water unit to kitchen & kitchenette	3	no.	6,270.00	18,810
	<b><u>Hot Water Unit</u></b>				
	Allow for hot water unit c/w circulating pump, safe tray & tundish	1	no.	3,135.00	3,135
	<b><u>Water Services</u></b>				
	Cold water services	22	point	470.00	10,340
	Recycled water services	13	point	314.00	4,082
	Hot water services	19	point	523.00	9,937
	Sundry fittings & connections	1	item	3,654.00	3,654
	<b><u>Internal Sewer Drains</u></b>				
	Sewer drain	11	point	995.00	10,945
	Floor waste gully	6	no.	314.00	1,884
	Vent pipe	1	item	1,045.00	1,045
	Sundry fittings & connections	1	item	2,081.00	2,081
	<b>Sanitary Fixtures, Taps &amp; Plumbing</b>				<b>148,704</b>
<b>17</b>	<b>Electrical Services</b>				
	<b><u>Electrical Services</u></b>				
	Allow for electrical services (FECA)	849	m2	300.00	254,696
	Builder's works & coordination	1	item	38,204.00	38,204
	<b>Electrical Services</b>				<b>292,900</b>
<b>18</b>	<b>Solar Panels</b>				
	<b><u>Solar Power Panels</u></b>				
	Allow for solar PV system	1	ps	42,000.00	42,000
	Builder's works & coordination	1	item	6,300.00	6,300

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
<b>18</b>	<b>Solar Panels</b>				<i>(Continued)</i>
	<b>Solar Panels</b>				<b>48,300</b>
<b>19</b>	<b>Security System</b>				
	<u>Security System</u>				
	Allow for security system (excl. CCTV) (FECA)	849	m2	70.00	59,426
	Builder's works & coordination	1	item	8,914.00	8,914
	<b>Security System</b>				<b>68,340</b>
<b>20</b>	<b>Sound Field System</b>				
	<u>Sound Field System</u>				
	Allow for sound field system	1	ps	44,412.00	44,412
	Builder's works & coordination	1	item	6,662.00	6,662
	<b>Sound Field System</b>				<b>51,074</b>
<b>21</b>	<b>Mechanical Services</b>				
	<u>Mechanical Services</u>				
	Allow for mechanical services (FECA)	849	m2	210.00	178,290
	Builder's works & coordination	1	item	26,743.00	26,743
	<b>Mechanical Services</b>				<b>205,033</b>
<b>22</b>	<b>Fire Protection</b>				
	<u>Fire Extinguishers &amp; Signs</u>				
	Allow for fire extinguishers & signs	1	ps	3,657.00	3,657
	<b>Fire Protection</b>				<b>3,657</b>
<b>23</b>	<b>Design Variable</b>				
	<u>Design Variable</u>				
	Allow for variance in design during documentation development	1	item	100,882.00	100,882
	<b>Design Variable</b>				<b>100,882</b>
<b>24</b>	<b>Siteworks &amp; Landscaping</b>				
	<u>Preliminaries</u>				
	Preliminaries	1	item	65,753.00	65,753
	<u>Clear Site</u>				
	Clear site as required	2,779	m2	5.00	13,895
	<u>Bulk Cut &amp; Fill</u>				
	Bulk cut & fill to building (GFA)	884	m2	21.00	18,564
	Extra over for engineered fill to the East building	1	ps	10,000.00	10,000

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
<b>24</b>	<b>Siteworks &amp; Landscaping</b>				<i>(Continued)</i>
	Bulk cut & fill to paving & soft landscape	2,299	m2	15.00	34,485
	<b><u>Access Track &amp; Fire Truck Hardstand</u></b>				
	Gravel access track along northern boundary	299	m2	80.00	23,920
	Concrete fire truck hardstand	44	m2	250.00	11,000
	<b><u>Footpath</u></b>				
	Concrete paving & base	516	m2	200.00	103,200
	<b><u>Permeable Paving</u></b>				
	Permeable paving & base to Plaza	260	m2	150.00	39,000
	<b><u>Bicycle rails</u></b>				
	Bicycle rail	3	no.	1,140.00	3,420
	<b><u>Bollards</u></b>				
	Bollard (Allow removable type)	3	no.	1,290.00	3,870
	<b><u>Licensed Playground, Fencing &amp; Play Equipment</u></b>				
	Licensed playground	233	m2	850.00	198,050
	2530 x 4360 Shed & base - Deleted (Retain existing store)		note		
	Powdercoated fence & gate	54	m	250.00	13,500
	Fixed play equipment	1	ps	50,000.00	50,000
	<b><u>Existing Playground</u></b>				
	Retain existing playground		note		
	<b><u>Existing Oval</u></b>				
	Retain existing oval		note		
	<b><u>Edible Garden</u></b>				
	Edible garden	63	m2	150.00	9,450
	<b><u>Soft Landscaping</u></b>				
	Make good to existing soft landscape where required	1	item	15,000.00	15,000
	New soft landscape, irrigation system, maintenance & establishment	480	m2	105.00	50,400

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
<b>24</b>	<b>Siteworks &amp; Landscaping</b>				<i>(Continued)</i>
	<u>Design Variable</u>				
	Allow for variance in design during documentation development	1	item	33,175.00	33,175
	<b>Siteworks &amp; Landscaping</b>				<b>696,682</b>
<b>25</b>	<b>Associated Sitework with Greenstar</b>				
	<u>Preliminaries</u>				
	Preliminaries	1	item	8,030.00	8,030
	<u>Associated Sitework with Greenstar</u>				
	Associated sitework with Greenstar	1	item	73,000.00	73,000
	<u>Design Variable</u>				
	Allow for variance in design during documentation development	1	item	3,970.00	3,970
	<b>Associated Sitework with Greenstar</b>				<b>85,000</b>
<b>26</b>	<b>Crossover &amp; Main Carpark</b>				
	<u>Preliminaries</u>				
	Preliminaries	1	item	30,393.00	30,393
	<u>Demolition Works</u>				
	Strip out where required	727	m2	22.00	15,994
	<u>Clear Site</u>				
	Clear site	727	m2	5.00	3,635
	<u>Bulk Cut &amp; Fill</u>				
	Bulk cut & fill to crossover, carpark & soft landscape	727	m2	21.00	15,267
	<u>Crossover</u>				
	Allow for asphalt crossover	89	m2	150.00	13,350
	<u>Main Carpark</u>				
	Allow for asphalt carpark & driveway	621	m2	160.00	99,360
	Allow for kerb or Kerb & channel c/w crushed rock base	141	m	214.00	30,174
	Line marking for carparking bay	20	no.	95.00	1,900
	Sundry signs & marking	1	item	1,000.00	1,000



## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme) <b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
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Code	Description	Quantity	Unit	Rate	Total
<b>26</b>	<b>Crossover &amp; Main Carpark</b>				<i>(Continued)</i>
	<b><u>Bollard</u></b>				
	Bollard (allow fixed type)	1	no.	1,074.00	1,074
	<b><u>Soft Landscaping</u></b>				
	Soft landscape, irrigation system, maintenance & establishment	17	m2	150.00	2,550
	<b><u>Agi. Drains</u></b>				
	Agi. pipe	1	ps	12,000.00	12,000
	<b><u>Stormwater Drains &amp; Pits</u></b>				
	Stormwater drains & pits	1	ps	25,000.00	25,000
	<b><u>Carpark Lighting</u></b>				
	Allow for carpark lighting	1	ps	55,000.00	55,000
	<b><u>Design Variable</u></b>				
	Allow for variance in design during documentation development	1	item	15,335.00	15,335
	<b>Crossover &amp; Main Carpark</b>				<b>322,032</b>
<b>27</b>	<b>Street Parallel Carspaces</b>				
	<b><u>Preliminaries</u></b>				
	Preliminaries	1	item	5,875.00	5,875
	<b><u>Demolition Works</u></b>				
	Strip out existing where required	125	m2	65.00	8,125
	<b><u>Clear Site</u></b>				
	Clear site as required	125	m2	5.00	625
	<b><u>Bulk Cut &amp; Fill</u></b>				
	Bulk cut & fill where required	125	m2	21.00	2,625
	<b><u>Street Parallel Carspaces</u></b>				
	Modify existing on street parallel parking	125	m2	150.00	18,750
	Allow for kerb & channel	67	m	214.00	14,338
	Agi. drains & connect to adjacent existing main/ pit	1	item	6,000.00	6,000
	Line marking for parking space	7	no.	135.00	945

### Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Whole Scheme)	<b>Details:</b> 1.2 Concept Design Cost Plan - Rev.2 - WS
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**27 Street Parallel Carspaces** *(Continued)*

<b><u>Existing Soft &amp; Hard Landscaping</u></b>					
	Make good to existing soft & hard landscape where required	1	ps	2,000.00	2,000
<b><u>Design Variable</u></b>					
	Allow for variance in design during documentation development	1	item	2,964.00	2,964
<b>Street Parallel Carspaces</b>					<b>62,247</b>

**28 External Services**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	41,407.00	41,407
<b><u>External Services</u></b>					
	External services incl:	1	ps	376,425.00	376,425
	- Supply & install 75k litre fire tank & pump				
	- Reinstall existing rain water tanks for domestic water supply				
	- 3 Phase power to be extended to site (approx. 100m)				
	- Sewerage tank & system to be upgrade				
	- Stormwater to be detained on site				
	- Water supply				
	- Fire services				
<b><u>Design Variable</u></b>					
	Allow for variance in design during documentation development	1	item	41,783.00	41,783
<b>External Services</b>					<b>459,615</b>

**29 Site Restoration Works**

<b><u>Site Restoration Works</u></b>					
	Site restoration works	1	ps	60,000.00	60,000
<b>Site Restoration Works</b>					<b>60,000</b>

**30 Building Permit & Signage/ Way-finding**

<b><u>Building Permit &amp; Signage/ Wayfinding</u></b>					
	Building permit	1	ps	40,000.00	40,000
	Signage/ Wayfinding	1	ps	15,000.00	15,000
<b>Building Permit &amp; Signage/ Way-finding</b>					<b>55,000</b>

**Deans Marsh Community Hub**

**20 Pennyroyal Valley Road, Deans Marsh**

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**Revised Concept Design Cost Plan  
(Stage 1 & 2)**

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**6 March 2024**

DDH Quantity Surveyors Pty Ltd



TO: Surf Coast Shire  
C/O: Kate Reed  
Senior Associate  
Brand Architects  
Level 8, 176 Wellington Parade,  
East Melbourne VIC 3002

6 March 2024

**Deans Marsh Community Hub**  
**20 Pennyroyal Valley Road, Deans Marsh**

Dear Kate,

In accordance with your instructions, we have prepared a Revised Concept Design Cost Plan based on drawings provided, and report herein the total estimated project cost as follows:

<b>Proposed Building &amp; External Works (Stage 1 &amp; 2)</b>	<b>Excluding GST</b>
Estimated Total Project Cost for Both Stage 1 & 2 Tendered at Different Dates:	
1.0 Proposed Building & External Works (STAGE 1)	Tender in July 2025 \$6,890,000.00
2.0 Proposed Building & External Works (STAGE 2)	Tender in July 2027 \$1,840,000.00
3.0 Decanting/ Relocation/ Housing of Services	\$100,000.00
<b>Estimated Total Project Cost Excluding GST (1.0 + 2.0 + 3.0)</b>	<b>\$8,830,000.00</b>

**Exclusions**

In compiling this costing, we have not allowed for the following:

- Bank charges and financing costs
- Future maintenance & replacement of equipment due to wear & tear
- Energy consumption costs
- Boundary fencing
- Auto sliding gates/ fencing to main carpark
- Cost escalation beyond July 2025 for Stage 1
- Cost escalation beyond July 2027 for Stage 2

We trust that this is satisfactory for your purposes at this stage.

Yours faithfully,

Gareth Tiong  
Director

Member of AIQS - MAIQS 10619  
Registered Building Practitioner - QS 47529

**Deans Marsh Community Hub**  
**20 Pennyroyal Valley Road, Deans Marsh**  
**Revised Concept Design Cost Plan (Stage 1 & 2)**  
**Summary**

**1.0 Proposed Building & External Works (STAGE 1)**

6 March 2024

Ref.	Items	Area m2 FECA	Rate \$/m2	Estimated Cost
1.1	Demolition, Asbestos & Hazardous Material Removal			\$176,880.00
1.2	Proposed Single Storey Community Hub	723.0	\$5,098.26	\$3,686,044.00
1.3	Siteworks & Landscaping	2374.0	\$152.58	\$362,214.00
1.4	Associated Sitework with Greenstar			\$72,000.00
1.5	Crossover & Main Carpark	727.0	\$442.96	\$322,032.00
1.6	External Services			\$355,830.00
1.7	Site Restoration Works			\$50,000.00
1.8	Building Permit & Signage/ Way-Finding			\$45,000.00
<b>Sub Total Excluding GST</b>				<b>\$5,070,000.00</b>
1.9	Cost Escalation to Tender - July 2025			\$360,000.00
<b>Estimated Total Construction Cost Excluding GST</b>				<b>\$5,430,000.00</b>
1.10	Contingency During Construction (5%)			\$272,000.00
<b>Estimated Total Net Project Cost Excluding GST</b>				<b>\$5,702,000.00</b>
1.11	Consultant Fees (10%)			\$571,000.00
1.12	Greenstar Certification			\$100,000.00
<b>Estimated Total Gross Project Cost Excluding GST</b>				<b>\$6,373,000.00</b>
1.12	Authorities Fees & Etc.			\$9,000.00
1.13	Loose Furniture & Equipment			\$123,000.00
1.14	IT Equipment			\$86,000.00
1.15	Abnormal Ground Conditions			\$129,000.00
1.16	Project Management Fees (2.5%)			\$170,000.00
<b>Estimated Total Project Cost Excluding GST - STAGE 1</b>				<b>\$6,890,000.00</b>
	Add - GST			\$689,000.00
<b>Estimated Total Project Cost Including GST - STAGE 1</b>				<b>\$7,579,000.00</b>

**2.0 Proposed Building & External Works (STAGE 2)**

Ref.	Items	Area m2 FECA	Rate \$/m2	Estimated Cost
2.1	Proposed Single Storey Early Learning Centre (Extension)	126.0	\$5,376.98	\$677,500.00
2.2	Licensed Playground & Associated Siteworks	405.0	\$825.85	\$334,468.00
2.3	Associated Sitework with Greenstar			\$22,000.00
2.4	Street Parallel Carspaces	125.0	\$497.98	\$62,247.00
2.5	External Services			\$103,785.00
2.6	Site Restoration Works			\$10,000.00
2.7	Building Permit & Signage/ Way-Finding			\$20,000.00
<b>Sub Total Excluding GST</b>				<b>\$1,230,000.00</b>
2.8	Cost Escalation to Tender - July 2027			\$230,000.00
<b>Estimated Total Construction Cost Excluding GST</b>				<b>\$1,460,000.00</b>
2.9	Contingency During Construction (5%)			\$73,000.00
<b>Estimated Total Net Project Cost Excluding GST</b>				<b>\$1,533,000.00</b>
2.10	Consultant Fees (10%)			\$153,000.00
2.11	Greenstar Certification			\$24,000.00
<b>Estimated Total Gross Project Cost Excluding GST</b>				<b>\$1,710,000.00</b>
2.12	Authorities Fees & Etc.			\$6,000.00
2.13	Loose Furniture & Equipment			\$35,000.00
2.14	IT Equipment			\$18,000.00

2.15	Abnormal Ground Conditions	\$26,000.00
2.16	Project Management Fees (2.5%)	\$45,000.00
<b>Estimated Total Project Cost Excluding GST - STAGE 2</b>		<b>\$1,840,000.00</b>
	Add - GST	\$184,000.00
<b>Estimated Total Project Cost Including GST - STAGE 2</b>		<b>\$2,024,000.00</b>

### **3.0 Decanting/ Relocation/ Housing of Services**

Ref.	Items	Area m2 FECA	Rate \$/m2	Estimated Cost
3.1	Decanting/ Relocation/ Housing of Services for 18-24 Months During Construction			\$100,000.00
<b>Estimated Total Cost Excluding GST</b>				<b>\$100,000.00</b>
	Add - GST			\$10,000.00
<b>Estimated Total Cost Including GST</b>				<b>\$110,000.00</b>

### **4.0 Drawings Used**

#### **Architecture Drawings**

A001, A100, A110, A140, A150

### **5.0 Covid 19 & Construction Impact**

This Cost Plan is prepared based on normal conditions and current material cost. The tender prices may be affected by unforeseeable consequences of Covid-19 pandemic and construction impact such as spike in plant & material costs, shortage of material & labour, unanticipated delays in material deliveries, working restrictions, government-mandated shutdowns, quarantines or other related factors. These circumstances can significantly impact project timeline and costs.

### **6.0 Conclusion/ Disclaimer**

This Cost Plan should be considered as an Opinion of Probable Order of Cost. We have prepared this estimate based on the available documentation and information provided. However, due to the nature of the documentation, there may be limitations and gaps in the information provided. We have made certain assumption and allowances during the estimation process to account for these limitations. it is important to note that as the design progresses and more detailed information becomes available, a detailed review will be necessary to ensure the accuracy and reliability of the cost estimation.

**Deans Marsh Community Hub**  
**20 Pennyroyal Valley Road, Deans Marsh**

**Contact Details**

6 March 2024

<b>Discipline</b>	<b>Consultant</b>	<b>Phone Number</b>
Architect	Brand Architects	03 9419 3500
Structure Engineer	TBA	
Civil Engineer	TBA	
Mech. & Elec. Engineer	BRT Consulting	03 9417 2971
Hydraulic Engineer	BRT Consulting	03 9417 2971
Quantity Surveyors	DDH Quantity Surveyors	03 9417 5505

## Elemental Summary

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
<b><u>STAGE 1</u></b>					
<b><u>Area Analysis</u></b>					
00	Area Analysis - Stg.1				0
<b><u>Demolition</u></b>					
01	Demolition - Stg.1				156,880
02	Asbestos & Hazardous Materials Removal				20,000
	<b>Sub Total Excluding GST</b>				<b>176,880</b>
<b><u>Building Works - Proposed Single Storey Community Hub (Stage 1)</u></b>					
03	Preliminaries - Stg.1				414,399
04	Substructure - Stg.1				369,171
05	Stage & Stage Curtains Incl. Ramp & Steps - Stg.1				66,710
06	Columns - Stg.1				80,655
07	Roofing & Roof Plumbing - Stg.1				683,879
08	External Walls - Stg.1				321,331
09	Internal Walls - Stg.1				141,568
10	Windows, Internal Glazed Screens & Window Furnishings - Stg.1				234,866
11	Roller Doors, Bi-Fold Doors & Timber/ Glazed Doors & Hardware - Stg.1				332,363
12	Wall, Floor & Ceiling Finishes - Stg.1				345,139
13	Joinery & Toilet Partitions - Stg.1				236,096
14	Toilet Accessories, Internal Signs & Kitchen Appliances - Stg.1				73,803
15	Painting - Stg.1				63,675
16	Sanitary Fixtures, Taps & Plumbing - Stg.1				148,704
17	Electrical Services - Stg.1				292,900
18	Solar Panels - Stg.1				48,300
19	Security System - Stg.1				68,340
20	Sound Field System - Stg.1				51,074
21	Mechanical Services - Stg.1				205,033
22	Fire Protection - Stg.1				3,657
23	Design Variable - Stg.1				100,882
24	Deletion of Stage 2 Building Works - Stg.1				-647,000
25	Extra Over Cost for Staging Works - Stg.1				50,500
	<b>Sub Total Excluding GST (Building) - FECA - Stg.1</b>	<b>723</b>	<b>m2</b>	<b>5,098.26</b>	<b>3,686,044</b>
<b><u>External Works</u></b>					
26	Siteworks & Landscaping - Stg.1	2,374	m2	152.58	362,214
27	Associated Sitework with Greenstar				72,000
28	Crossover & Main Carpark - Stg.1	727	m2	442.96	322,032
29	External Services - Stg.1				355,830
	<b>TOTAL Excluding GST (Demolition + Building + External Works) - Stg.1</b>				<b>4,975,000</b>



## Elemental Summary

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
	<b><u>Site Restoration Works</u></b>				
30	Site Restoration Works - Stg.1				50,000
	<b>TOTAL Excluding GST (Demolition + Building + External Works + Site Restoration Works) - Stg.1</b>				<b>5,025,000</b>
	<b><u>Building Permit &amp; Signage/ Way-finding</u></b>				
31	Building Permit & Signage/ Way-finding - Stg.1				45,000
	<b>TOTAL Excluding GST (Demolition + Building + External Works + Site Restoration Works + Building Permit + Signage/ Way-finding) - Stg.1</b>				<b>5,070,000</b>
	<b><u>STAGE 2</u></b>				
	<b><u>Building Works (Stage 2)</u></b>				
32	Area Analysis - Stg.2				0
33	Building Works - Stg.2				647,000
34	Extra Over for Staging Works - Stg.2				30,500
	<b>Sub Total Excluding GST (Building) - FECA - Stg.2</b>	<b>126</b>	<b>m2</b>	<b>5,376.98</b>	<b>677,500</b>
	<b><u>External Works</u></b>				
35	Licensed Playground & Associated Siteworks - Stg.2	405	m2	825.85	334,468
36	Associated Sitework with Greenstar				22,000
37	Street Parallel Carspaces - Stg.2	125	m2	497.98	62,247
38	External Services - Stg.2				103,785
	<b>Total Excluding GST (Building + External Works) - Stg.2</b>				<b>1,200,000</b>
	<b><u>Site Restoration Works</u></b>				
39	Site Restoration Works - Stg.2				10,000
	<b>TOTAL Excluding GST (Building + External Works + Site Restoration Works) - Stg.2</b>				<b>1,210,000</b>
	<b><u>Building Permit &amp; Signage/ Way-finding</u></b>				
40	Building Permit & Signage/ Way-finding - Stg.2				20,000
	<b>TOTAL Excluding GST (Building + External Works + Building Permit + Signage/ Way-finding)</b>				<b>1,230,000</b>
					<b>6,300,000</b>

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**00 Area Analysis - Stg.1**

<b><u>Fully Enclosed Covered Area (FECA)</u></b>					
	FECA to building (incl. bins area)	849	m2		
<b><u>Gross Floor Area (GFA)</u></b>					
	GFA to building (incl. bins area)	884	m2		

**Area Analysis - Stg.1**

**0**

**01 Demolition - Stg.1**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	14,797.00	14,797
<b><u>Demolition Works</u></b>					
	Demolish of the existing community hall (GFA)	478	m2	120.00	57,360
	Demolish existing galvanized iron shed	9	m2	131.00	1,179
	Demolish existing chubby house colorbond	3	m2	131.00	393
	Demolish existing covered sand pit	11	m2	120.00	1,320
	Demolish of the existing concrete skate park	147	m2	90.00	13,230
	Remove existing tree	23	no.	987.00	22,701
	Remove existing concrete paving	34	m2	74.00	2,516
	Remove existing gravel carpark, bollard, post & rail	535	m2	55.00	29,425
	Remove existing post & wire fence	92	m	21.00	1,932
	Remove existing woven wire fence	43	m	21.00	903
	Remove existing picket fence	12	m	21.00	252
	Disconnection of existing water tanks for reinstatement	4	no.	630.00	2,520
	Demolish existing concrete tank	1	no.	1,260.00	1,260
	Remove existing hard & soft landscape where required	2,368	m2	3.00	7,092

**Demolition - Stg.1**

**156,880**

**02 Asbestos & Hazardous Materials Removal**

<b><u>Asbestos &amp; Hazardous Materials Removal</u></b>					
	Asbestos & hazardous materials removal	1	ps	20,000.00	20,000

**Asbestos & Hazardous Materials Removal**

**20,000**

**03 Preliminaries - Stg.1**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	414,399.00	414,399

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
<b>03</b>	<b>Preliminaries - Stg.1</b>				<i>(Continued)</i>
	<b>Preliminaries - Stg.1</b>				<b>414,399</b>
<b>04</b>	<b>Substructure - Stg.1</b>				
	<b><u>Blinding Concrete</u></b>				
	Allow for blinding concrete & excavation	1	ps	20,000.00	20,000
	<b><u>Pad &amp; Strip Footings</u></b>				
	Allow for pad & strip footing where required (GFA)	884	m2	30.00	26,516
	<b><u>Ground Slab</u></b>				
	125 Thk. reinforced concrete slab with thickenings, 0.2 thk. moisture proof membrane, 50 thk. sand bed, excavation & edge form (GFA)	884	m2	350.00	309,396
	<b><u>Termite Treatment</u></b>				
	Allow for termite treatment (GFA)	884	m2	15.00	13,260
	<b>Substructure - Stg.1</b>				<b>369,171</b>
<b>05</b>	<b>Stage &amp; Stage Curtains Incl. Ramp &amp; Steps - Stg.1</b>				
	<b><u>Stage</u></b>				
	Stage	66	m2	600.00	39,600
	Extra over for steps	1	m2	500.00	500
	Extra over for ramp	5	m2	300.00	1,500
	<b><u>Stage Curtain</u></b>				
	Stage curtain (provisional sum)	31	m2	810.00	25,110
	<b>Stage &amp; Stage Curtains Incl. Ramp &amp; Steps - Stg.1</b>				<b>66,710</b>
<b>06</b>	<b>Columns - Stg.1</b>				
	<b><u>Steel Columns, Mullions &amp; Stub Columns</u></b>				
	Allow for steel column, mullion & stud column (FECA)	849	m2	95.00	80,655
	<b>Columns - Stg.1</b>				<b>80,655</b>
<b>07</b>	<b>Roofing &amp; Roof Plumbing - Stg.1</b>				
	<b><u>Roof Framing</u></b>				
	Roof framing	1,244	m2	350.00	435,400
	<b><u>Roof Insulation</u></b>				
	Roof insulation, sarking & safety mesh	1,244	m2	38.00	47,272
	<b><u>Roofing</u></b>				
	Colorbond custom orb metal roof sheet	1,244	m2	75.00	93,300
	Ridge capping	95	m	74.00	7,030

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**07 Roofing & Roof Plumbing - Stg.1** *(Continued)*

	Barge capping	120	m	50.00	6,000
	Flashing	136	m	132.00	17,952
	<b><u>Roof Plumbing</u></b>				
	Allow for roof plumbing	1	ps	35,000.00	35,000
	<b><u>Roof Access &amp; Fall Arrest Systems</u></b>				
	Allow for roof access & fall arrest systems	1	ps	38,665.00	38,665
	<b><u>Pergola</u></b>				
	Pergola post & beam to Lounge Courtyard	22	m	130.00	2,860
	Sundry fixings & connections	1	item	400.00	400

**Roofing & Roof Plumbing - Stg.1** **683,879**

**08 External Walls - Stg.1**

	<b><u>External Walls</u></b>				
	Double face brick wall	11	m2	600.00	6,600
	Face brick, cavity, 90 stud, insulation, sarking & plasterboard	170	m2	500.00	85,000
	Block, cavity, 90 stud, insulation, sarking & plasterboard	63	m2	560.00	35,280
	Trimdek metal sheet, 35 thk. top hat, 90 stud, insulation, sarking & plasterboard/ fiberock	43	m2	324.00	13,932
	Trimdek metal sheet & top hat to roof fascia	139	m2	180.00	25,020
	Compressed fibre cement sheet, 35 thk. top hat, 90 stud, insulation, sarking & plasterboard/ fiberock	138	m2	426.00	58,788
	Standing seam cladding, batten, stud, insulation, sarking & plasterboard/ fiberock	21	m2	786.00	16,506
	300 Thk. rammed earth	17	m2	575.00	9,775
	Sundry fixings & connections	1	item	7,320.00	7,320
	<b><u>Timber Batten Screens</u></b>				
	Timber batten screen to Entry/ Foyer	28	m2	550.00	15,400
	Sundry fixings & connections	1	item	2,310.00	2,310
	<b><u>Steel Door/ Window Headers, Lintels, Wall Bracings, Architraves &amp; Etc.</u></b>				
	Allow for steel door/ window headers, lintels, wall bracings, architraves & etc.	1	ps	45,400.00	45,400

**External Walls - Stg.1** **321,331**

**09 Internal Walls - Stg.1**

	<b><u>Internal Walls</u></b>				
	92 Thk. stud & 13 thk. plasterboard/ fiberock both sides	421	m2	225.00	94,723

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**09 Internal Walls - Stg.1** *(Continued)*

	300 Thk. rammed earth wall	28	m2	575.00	16,100
	Sundry fixings & connections	1	item	5,052.00	5,052
	<b><u>Timber Batten Screens</u></b>				
	Timber batten screen to Lobby/ Waiting	9	m2	550.00	4,950
	Sundry fixings & connections	1	item	743.00	743
	<b><u>Steel Door/ Window Headers, Lintels, Wall Bracings, Architraves &amp; Etc.</u></b>				
	Allow for steel door/ window headers, lintels, wall bracings, architraves & etc.	1	ps	20,000.00	20,000

**Internal Walls - Stg.1** **141,568**

**10 Windows, Internal Glazed Screens & Window Furnishings - Stg.1**

	<b><u>Windows</u></b>				
	Powdercoated aluminium framed full height window	72	m2	1,620.00	116,640
	Powdercoated aluminium framed window	30	m2	1,080.00	32,400
	Ditto high level window	47	m2	1,330.00	62,510
	Extra over cost for operable window & auto operate	1	ps	8,000.00	8,000
	<b><u>Internal Glazed Screens</u></b>				
	Powdercoated aluminium framed internal glazed screen	8	m2	852.00	6,816
	<b><u>Insect Screens</u></b>				
	Allow for insect screen to operable windows	1	ps	8,500.00	8,500
	<b><u>Window Furnishings</u></b>				
	Allow for window furnishing - Part of FFE		note		

**Windows, Internal Glazed Screens & Window Furnishings - Stg.1** **234,866**

**11 Roller Doors, Bi-Fold Doors & Timber/ Glazed Doors & Hardware - Stg.1**

	<b><u>External &amp; Internal Roller Doors</u></b>				
	2000 Wide x 1500 high external/ internal roller door - Deleted		note		
	1700 Wide x 2400 high external roller door (Allow manually operated)	1	no.	1,890.00	1,890
	1500 Wide x 2400 high internal roller door (Allow manually operated)	1	no.	1,670.00	1,670
	1200 Wide x 2400 high ditto (Allow manually operated)	1	no.	1,340.00	1,340
	<b><u>External &amp; Internal Bi-Fold Doors</u></b>				
	Glazed bi-fold door	75	m2	2,500.00	187,500
	<b><u>External Doors</u></b>				

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**11 Roller Doors, Bi-Fold Doors & Timber/ Glazed Doors & Hardware - Stg.1** *(Continued)*

	920 Wide x 2040 high single swing timber door complete with frame & hardware	4	no.	1,750.00	7,000
	920 Wide x 2340 high single swing timber door with 620 x 1290 view glazed panel complete with frame & hardware	1	no.	2,333.00	2,333
	1400 Wide x 2090 high single sliding glazed door with sensor opening device & hardware	1	no.	16,280.00	16,280
	1000 Wide x 2040 high double swing door complete with frame & hardware - Deleted		note		
	2400 Wide x 1800 high double swing timber door complete with frame & hardware	1	no.	2,479.00	2,479
	1840 Wide x 2040 high double swing glazed door complete with frame & hardware	1	no.	5,600.00	5,600
	1840 Wide x 2296 high double swing glazed door complete with frame & hardware	6	no.	6,300.00	37,800
	1840 Wide x 2557 high double swing glazed door complete with frame & hardware - Deleted		note		
	1840 Wide x 2779 high ditto - Deleted		note		
	<b><u>Internal Doors</u></b>				
	820 Wide x 2040 high single swing timber door complete with frame & hardware - Deleted		note		
	920 Wide x 2040 high ditto	21	no.	1,750.00	36,750
	1350 Wide x 2090 high single sliding glazed door with sensor opening device & hardware	1	no.	16,197.00	16,197
	1840 Wide x 2040 high double swing timber door complete with frame & hardware	3	no.	2,294.00	6,882
	1420 Wide x 2040 high unequal double swing glazed door complete with frame & hardware	2	no.	4,321.00	8,642
	<b>Roller Doors, Bi-Fold Doors &amp; Timber/ Glazed Doors &amp; Hardware - Stg.1</b>				<b>332,363</b>

**12 Wall, Floor & Ceiling Finishes - Stg.1**

	<b><u>Wall Finishes</u></b>				
	Allow for wall vinyl	174	m2	100.00	17,400
	Laminated splashback	9	m2	262.00	2,358
	Waterproofing	183	m2	50.00	9,150
	<b><u>Floor Finishes</u></b>				
	Carpet tile	175	m2	86.00	15,050
	Linoleum	63	m2	110.00	6,930
	T&G timber board	503	m2	215.00	108,142

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 -
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	Stage 1&2

Code	Description	Quantity	Unit	Rate	Total
<b>12</b>	<b>Wall, Floor &amp; Ceiling Finishes - Stg.1</b>				<i>(Continued)</i>
	Vinyl	66	m2	100.00	6,600
	Sheet vinyl safety (SVS1)	18	m2	126.00	2,268
	Waterproofing	109	m2	50.00	5,450
	<b><u>Skirtings</u></b>				
	Skirting (FECA)	849	m2	20.00	16,980
	<b><u>Ceiling Finishes</u></b>				
	Timber board ceiling	98	m2	287.00	28,126
	Extra over cost for raking timber board ceiling	26	m2	50.00	1,300
	Plasterboard ceiling	771	m2	85.00	65,535
	Extra over cost for raking plasterboard ceiling	389	m2	50.00	19,450
	<b><u>Eave Soffit Finishes</u></b>				
	Allow for villaboard eave soffit lining	179	m2	200.00	35,800
	Extra over cost for raking eave soffit lining	92	m2	50.00	4,600
	<b><u>Corbels &amp; Feature Ceiling Framing</u></b>				
	Corbel - Deleted		note		
	Feature ceiling framing - Deleted		note		
	<b>Wall, Floor &amp; Ceiling Finishes - Stg.1</b>				<b>345,139</b>

<b>13</b>	<b>Joinery &amp; Toilet Partitions - Stg.1</b>				
	<b><u>Joinery</u></b>				
	<b>Sew.</b>				
	640 Deep bench	2.72	m	1,663.00	4,523
	<b>Big Room</b>				
	580 Deep bench cupboard	4.00	m	1,708.00	6,832
	780 Deep ditto	6.30	m	2,140.00	13,482
	<b>Passage to Big Room</b>				
	800 Deep joinery - Deleted		note		
	<b>Pantry</b>				
	400 Deep joinery	4.15	m	1,771.00	7,350
	<b>Main Kitchen</b>				
	600 Deep bench cupboard	6.21	m	3,443.00	21,381
	700 Deep ditto	6.41	m	3,753.00	24,057
	700 Deep island bench cupboard	1.86	m	4,941.00	9,190
	320 Deep external benchtop - Deleted		note		

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**13 Joinery & Toilet Partitions - Stg.1** *(Continued)*

<b>Kitchenette</b>					
	600 Deep bench cupboard	3.51	m	1,751.00	6,146
<b>MCH/ Meet</b>					
	900 Deep work bench - Deleted		note		
	600 Deep under bench cupboard/ drawer - Deleted		note		
<b>Wet Area</b>					
	650 Deep bench cupboard - Deleted		note		
<b>Lobby</b>					
	500 Deep bench seat		note		
	600 Deep ditto		note		
<b>Waiting</b>					
	450 Deep bench seat	3.78	m	1,332.00	5,035
<b>Store</b>					
	400 Deep shelving - Deleted		note		
	450 Deep - Deleted		note		
<b>Long Day Care</b>					
	400 Deep joinery - Deleted		note		
<b>Kitchenette</b>					
	600 Deep bench cupboard - Deleted		note		
<b>Sundry Joinery</b>					
	Sundry joinery	1	ps	80,000.00	80,000
<b>Pinboards &amp; Whiteboards</b>					
	Pinboards & whiteboards	1.00	ps	50,000.00	50,000
<b>Toilet Partitions &amp; Doors</b>					
	Toilet partition & door	6.00	item	1,350.00	8,100
<b>Joinery &amp; Toilet Partitions - Stg.1</b>					<b>236,096</b>

**14 Toilet Accessories, Internal Signs & Kitchen Appliances - Stg.1**

<b><u>Toilet Accessories</u></b>					
	Allow for toilet accessories	1	ps	40,363.00	40,363
<b><u>Internal Signs</u></b>					
	Allow for internal signs	1	item	7,315.00	7,315
<b><u>Kitchen Appliances</u></b>					
	Semi commercial kitchen appliance to main kitchen	1	ps	26,125.00	26,125



## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**14 Toilet Accessories, Internal Signs & Kitchen Appliances - Stg.1** *(Continued)*

<b><u>Equipment</u></b>					
Part of FFE <span style="float: right;">note</span>					

**Toilet Accessories, Internal Signs & Kitchen Appliances - Stg.1** **73,803**

**15 Painting - Stg.1**

<b><u>Painting</u></b>					
Internal & external painting where required (FECA)					
		849	m2	75.00	63,675

**Painting - Stg.1** **63,675**

**16 Sanitary Fixtures, Taps & Plumbing - Stg.1**

<b><u>Sanitary Fixtures &amp; Taps</u></b>					
DDA toilet suite with back rest & stop cock					
		3	no.	4,055.00	12,165
Ambulant toilet suite & stock cock					
		2	no.	2,300.00	4,600
Toilet suite & stop cock					
		4	no.	1,724.00	6,896
Accessible basin, bottle trap & tap					
		3	no.	2,696.00	8,088
Wall basin & tap					
		6	no.	1,860.00	11,160
Cleaner sink & tap					
		1	no.	2,148.00	2,148
Single stall wall mounted urinal unit & sensor system					
		2	no.	5,490.00	10,980
Shower set					
		2	no.	1,572.00	3,144
Single bowl kitchen sink & tap					
		1	no.	2,472.00	2,472
Wall basin & sensor tap					
		1	no.	2,358.00	2,358
Sink & tap					
		1	no.	1,404.00	1,404
Trough 1200 long & 2 taps (External)					
		1	no.	3,720.00	3,720
Allow for one & half bowl sink & tap to kitchenette & kitchen					
		2	no.	2,088.00	4,176
Allow for child toilet suite & basin & tap					
		1	ps	9,480.00	9,480
<b><u>Boiling Water Unit</u></b>					
Allow for boiling water unit to kitchen & kitchenette					
		3	no.	6,270.00	18,810
<b><u>Hot Water Unit</u></b>					

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
<b>16</b>	<b>Sanitary Fixtures, Taps &amp; Plumbing - Stg.1</b>				<i>(Continued)</i>
	Allow for hot water unit c/w circulating pump, safe tray & tundish	1	no.	3,135.00	3,135
	<b><u>Water Services</u></b>				
	Cold water services	22	point	470.00	10,340
	Recycled water services	13	point	314.00	4,082
	Hot water services	19	point	523.00	9,937
	Sundry fittings & connections	1	item	3,654.00	3,654
	<b><u>Internal Sewer Drains</u></b>				
	Sewer drain	11	point	995.00	10,945
	Floor waste gully	6	no.	314.00	1,884
	Vent pipe	1	item	1,045.00	1,045
	Sundry fittings & connections	1	item	2,081.00	2,081
	<b>Sanitary Fixtures, Taps &amp; Plumbing - Stg.1</b>				<b>148,704</b>
<b>17</b>	<b>Electrical Services - Stg.1</b>				
	<b><u>Electrical Services</u></b>				
	Allow for electrical services (FECA)	849	m2	300.00	254,696
	Builder's works & coordination	1	item	38,204.00	38,204
	<b>Electrical Services - Stg.1</b>				<b>292,900</b>
<b>18</b>	<b>Solar Panels - Stg.1</b>				
	<b><u>Solar Power Panels</u></b>				
	Allow for solar PV system	1	ps	42,000.00	42,000
	Builder's works & coordination	1	item	6,300.00	6,300
	<b>Solar Panels - Stg.1</b>				<b>48,300</b>
<b>19</b>	<b>Security System - Stg.1</b>				
	<b><u>Security System</u></b>				
	Allow for security system (excl. CCTV) (FECA)	849	m2	70.00	59,426
	Builder's works & coordination	1	item	8,914.00	8,914
	<b>Security System - Stg.1</b>				<b>68,340</b>

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
<b>20</b>	<b>Sound Field System - Stg.1</b>				
	<u>Sound Field System</u>				
	Allow for sound field system	1	ps	44,412.00	44,412
	Builder's works & coordination	1	item	6,662.00	6,662
	<b>Sound Field System - Stg.1</b>				<b>51,074</b>
<b>21</b>	<b>Mechanical Services - Stg.1</b>				
	<u>Mechanical Services</u>				
	Allow for mechanical services (FECA)	849	m2	210.00	178,290
	Builder's works & coordination	1	item	26,743.00	26,743
	<b>Mechanical Services - Stg.1</b>				<b>205,033</b>
<b>22</b>	<b>Fire Protection - Stg.1</b>				
	<u>Fire Extinguishers &amp; Signs</u>				
	Allow for fire extinguishers & signs	1	ps	3,657.00	3,657
	<b>Fire Protection - Stg.1</b>				<b>3,657</b>
<b>23</b>	<b>Design Variable - Stg.1</b>				
	<u>Design Variable</u>				
	Allow for variance in design during documentation development	1	item	100,882.00	100,882
	<b>Design Variable - Stg.1</b>				<b>100,882</b>
<b>24</b>	<b>Deletion of Stage 2 Building Works - Stg.1</b>				
	<u>Deletion of Stage 2 Building Works</u>				
	Deletion of Stage 2 Building Works	1	item	-647,000.00	-647,000
	<b>Deletion of Stage 2 Building Works - Stg.1</b>				<b>-647,000</b>
<b>25</b>	<b>Extra Over Cost for Staging Works - Stg.1</b>				
	<u>Extra Over Cost for Staging Works</u>				
	Extra over cost for staging works	1	item	50,500.00	50,500
	<b>Extra Over Cost for Staging Works - Stg.1</b>				<b>50,500</b>
<b>26</b>	<b>Siteworks &amp; Landscaping - Stg.1</b>				
	<u>Preliminaries</u>				
	Preliminaries	1	item	34,189.00	34,189
	<u>Clear Site</u>				
	Clear site as required	2,374	m2	5.00	11,870
	<u>Bulk Cut &amp; Fill</u>				
	Bulk cut & fill to building (GFA)	747	m2	21.00	15,687
	Extra over for engineered fill to the East building	1	ps	5,000.00	5,000

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
<b>26</b>	<b>Siteworks &amp; Landscaping - Stg.1</b>				<i>(Continued)</i>
	Bulk cut & fill to paving & soft landscape	2,066	m2	15.00	30,990
	<b><u>Access Track &amp; Fire Truck Hardstand</u></b>				
	Gravel access track along northern boundary	299	m2	80.00	23,920
	Concrete fire truck hardstand	44	m2	250.00	11,000
	<b><u>Footpath</u></b>				
	Concrete paving & base	481	m2	200.00	96,200
	<b><u>Permeable Paving</u></b>				
	Permeable paving & base to Plaza	260	m2	150.00	39,000
	<b><u>Bicycle rails</u></b>				
	Bicycle rail	3	no.	1,140.00	3,420
	<b><u>Bollards</u></b>				
	Bollard (Allow removable type)	3	no.	1,290.00	3,870
	<b><u>Existing Playground</u></b>				
	Retain existing playground		note		
	<b><u>Existing Oval</u></b>				
	Retain existing oval		note		
	<b><u>Edible Garden</u></b>				
	Edible garden	63	m2	150.00	9,450
	<b><u>Soft Landscaping</u></b>				
	Make good to existing soft landscape where required	1	item	10,000.00	10,000
	New soft landscape, irrigation system, maintenance & establishment	480	m2	105.00	50,400
	<b><u>Design Variable</u></b>				
	Allow for variance in design during documentation development	1	item	17,218.00	17,218
	<b>Siteworks &amp; Landscaping - Stg.1</b>				<b>362,214</b>
<b>27</b>	<b>Associated Sitework with Greenstar</b>				
	<b><u>Preliminaries</u></b>				
	Preliminaries	1	item	6,600.00	6,600

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**27 Associated Sitework with Greenstar** *(Continued)*

<b><u>Associated Sitework with Greenstar</u></b>					
	Associated sitework with Greenstar	1	item	60,000.00	60,000
<b><u>Design Variable</u></b>					
	Allow for variance in design during documentation development	1	item	5,400.00	5,400

**Associated Sitework with Greenstar** **72,000**

**28 Crossover & Main Carpark - Stg.1**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	30,393.00	30,393
<b><u>Demolition Works</u></b>					
	Strip out where required	727	m2	22.00	15,994
<b><u>Clear Site</u></b>					
	Clear site	727	m2	5.00	3,635
<b><u>Bulk Cut &amp; Fill</u></b>					
	Bulk cut & fill to crossover, carpark & soft landscape	727	m2	21.00	15,267
<b><u>Crossover</u></b>					
	Allow for asphalt crossover	89	m2	150.00	13,350
<b><u>Main Carpark</u></b>					
	Allow for asphalt carpark & driveway	621	m2	160.00	99,360
	Allow for kerb or Kerb & channel c/w crushed rock base	141	m	214.00	30,174
	Line marking for carparking bay	20	no.	95.00	1,900
	Sundry signs & marking	1	item	1,000.00	1,000
<b><u>Bollard</u></b>					
	Bollard (allow fixed type)	1	no.	1,074.00	1,074
<b><u>Soft Landscaping</u></b>					
	Soft landscape, irrigation system, maintenance & establishment	17	m2	150.00	2,550
<b><u>Agi. Drains</u></b>					
	Agi. pipe	1	ps	12,000.00	12,000

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
<b>28</b>	<b>Crossover &amp; Main Carpark - Stg.1</b>				<i>(Continued)</i>
	<u>Stormwater Drains &amp; Pits</u>				
	Stormwater drains & pits	1	ps	25,000.00	25,000
	<u>Carpark Lighting</u>				
	Allow for carpark lighting	1	ps	55,000.00	55,000
	<u>Design Variable</u>				
	Allow for variance in design during documentation development	1	item	15,335.00	15,335
	<b>Crossover &amp; Main Carpark - Stg.1</b>				<b>322,032</b>
<b>29</b>	<b>External Services - Stg.1</b>				
	<u>Preliminaries</u>				
	Preliminaries	1	item	32,057.00	32,057
	<u>External Services</u>				
	External services incl:	1	ps	376,425.00	376,425
	- Supply & install 75k litre fire tank & pump				
	- Reinstall existing rain water tanks for domestic water supply				
	- 3 Phase power to be extended to site (approx. 100m)				
	- Sewerage tank & system to be upgrade				
	- Stormwater to be detained on site				
	- Water supply				
	- Fire services				
	Stage 2 external services	1	ps	-85,000.00	-85,000
	<u>Design Variable</u>				
	Allow for variance in design during documentation development	1	item	32,348.00	32,348
	<b>External Services - Stg.1</b>				<b>355,830</b>
<b>30</b>	<b>Site Restoration Works - Stg.1</b>				
	<u>Site Restoration Works</u>				
	Site restoration works	1	ps	50,000.00	50,000
	<b>Site Restoration Works - Stg.1</b>				<b>50,000</b>
<b>31</b>	<b>Building Permit &amp; Signage/ Way-finding - Stg.1</b>				
	<u>Building Permit &amp; Signage/ Wayfinding</u>				
	Building permit	1	ps	35,000.00	35,000
	Signage/ Wayfinding	1	ps	10,000.00	10,000
	<b>Building Permit &amp; Signage/ Way-finding - Stg.1</b>				<b>45,000</b>

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**32 Area Analysis - Stg.2**

<b><u>Fully Enclosed Covered Area (FECA)</u></b>					
	FECA to building - Stage 2	126	m2		
<b><u>Gross Floor Area (GFA)</u></b>					
	GFA to building - Stage 2	137	m2		

**Area Analysis - Stg.2**

**0**

**33 Building Works - Stg.2**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	62,557.00	62,557
<b><u>Substructure</u></b>					
<b>Blinding Concrete</b>					
	Allow for blinding concrete & excavation	1	ps	5,000.00	5,000
<b>Pad &amp; Strip Footings</b>					
	Allow for pad & strip footing where required (GFA)	137	m2	30.00	4,109
<b>Ground Slab</b>					
	125 Thk. reinforced concrete slab with thickenings, 0.2 thk. moisture proof membrane, 50 thk. sand bed, excavation & edge form (GFA)	137	m2	350.00	47,949
<b>Termite Treatment</b>					
	Allow for termite treatment (GFA)	137	m2	15.00	2,055
<b><u>Columns</u></b>					
<b>Steel Columns, Mullions &amp; Stub Columns</b>					
	Allow for steel column, mullion & stud column (FECA)	126	m2	95.00	11,970
<b><u>Roof Framing, Roofing &amp; Roof Plumbing</u></b>					
<b>Roof Framing</b>					
	Roof framing	173	m2	350.00	60,550
<b>Roof Insulation</b>					
	Roof insulation, sarking & safety mesh	173	m2	38.00	6,574
<b>Roofing</b>					
	Colorbond custom orb metal roof sheet	173	m2	75.00	12,975
	Ridge capping	12	m	74.00	888
	Barge capping	16	m	50.00	800
	Flashing	25	m	132.00	3,300
<b>Roof Plumbing</b>					
	Allow for roof plumbing	1	ps	5,500.00	5,500
<b>Roof Access &amp; Fall Arrest Systems</b>					

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
<b>33</b>	<b>Building Works - Stg.2</b>				<i>(Continued)</i>
	Allow for roof access & fall arrest systems	1	ps	5,363.00	5,363
	<b><u>External Walls</u></b>				
	Face brick, cavity, 90 stud, insulation, sarking & plasterboard	46	m2	500.00	23,000
	Trimdek metal sheet & top hat to roof fascia	27	m2	180.00	4,860
	Compressed fibre cement sheet, 35 thk. top hat, 90 stud, insulation, sarking & plasterboard/ fiberock	34	m2	426.00	14,484
	Sundry fixings & connections	1	item	7,320.00	7,320
	<b><u>Steel Door/ Window Headers, Lintels, Wall Bracings, Architraves &amp; Etc. (External)</u></b>				
	Allow for steel door/ window headers, lintels, wall bracings, architraves & etc.	1	ps	7,150.00	7,150
	<b><u>Internal Walls</u></b>				
	92 Thk. stud & 13 thk. plasterboard/ fiberock both sides	102	m2	225.00	22,949
	Sundry fixings & connections	1	item	1,300.00	1,300
	<b><u>Steel Door/ Window Headers, Lintels, Wall Bracings, Architraves &amp; Etc. (Internal)</u></b>				
	Allow for steel door/ window headers, lintels, wall bracings, architraves & etc.	1	ps	3,850.00	3,850
	<b><u>Windows</u></b>				
	Powdercoated aluminium framed full height window	13	m2	1,620.00	21,060
	Powdercoated aluminium framed window	4	m2	1,080.00	4,320
	Ditto high level window	10	m2	1,330.00	13,300
	<b><u>Internal Glazed Screens</u></b>				
	Powdercoated aluminium framed internal glazed screen	5	m2	852.00	4,260
	<b><u>Insect Screens</u></b>				
	Allow for insect screen to operable windows	1	ps	8,500.00	8,500
	<b><u>Window Furnishings</u></b>				
	Allow for window furnishing - Part of FFE		note		
	<b><u>External Doors</u></b>				
	920 Wide x 2040 high single swing timber door complete with frame & hardware	1	no.	1,750.00	1,750
	1840 Wide x 2296 high double swing glazed door complete with frame & hardware	2	no.	6,300.00	12,600



## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**33 Building Works - Stg.2** *(Continued)*

<b><u>Internal Doors</u></b>					
	920 Wide x 2040 high single swing timber door complete with frame & hardware	5	no.	1,750.00	8,750
<b><u>Wall Finishes</u></b>					
	Allow for wall vinyl	66	m2	100.00	6,600
	Laminated splashback	2	m2	262.00	524
	Waterproofing	68	m2	50.00	3,400
<b><u>Floor Finishes</u></b>					
	Carpet tile	86	m2	86.00	7,396
	Linoleum	23	m2	110.00	2,530
	Vinyl	9	m2	100.00	900
	Sheet vinyl safety (SVS1)	5	m2	126.00	630
	Waterproofing	28	m2	50.00	1,400
<b><u>Skirtings</u></b>					
	Skirting (FECA)	126	m2	20.00	2,520
<b><u>Ceiling Finishes</u></b>					
	Plasterboard ceiling	125	m2	85.00	10,625
	Extra over cost for raking plasterboard ceiling	114	m2	50.00	5,700
<b><u>Eave Soffit Finishes</u></b>					
	Allow for villaboard eave soffit lining	21	m2	200.00	4,200
	Extra over cost for raking eave soffit lining	2	m2	50.00	100
<b><u>Joinery</u></b>					
<b><u>Kitchenette</u></b>					
	600 Deep bench cupboard	3.51	m	1,751.00	6,146
<b><u>Sundry Joinery</u></b>					
	Sundry joinery	1	ps	20,000.00	20,000
<b><u>Pinboards &amp; Whiteboards</u></b>					
	Pinboards & whiteboards	1.00	ps	7,500.00	7,500
<b><u>Toilet Partitions &amp; Doors</u></b>					

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
<b>33</b>	<b>Building Works - Stg.2</b>				<i>(Continued)</i>
	Toilet partition & door	4.00	item	1,350.00	5,400
	<b><u>Toilet Accessories</u></b>				
	Allow for toilet accessories	1	ps	11,435.00	11,435
	<b><u>Internal Signs</u></b>				
	Allow for internal signs	1	item	1,463.00	1,463
	<b><u>Equipment</u></b>				
	Part of FFE		note		
	<b><u>Painting</u></b>				
	Internal & external painting where required (FECA)	126	m2	75.00	9,462
	<b><u>Sanitary Fixtures &amp; Taps</u></b>				
	DDA toilet suite with back rest & stop cock	1	no.	4,055.00	4,055
	Accessible basin, bottle trap & tap	1	no.	2,696.00	2,696
	Allow for one & half bowl sink & tap to kitchenette	1	no.	2,088.00	2,088
	Allow for child toilet suite & basin & tap	1	ps	9,480.00	9,480
	<b><u>Boiling Water Unit</u></b>				
	Allow for boiling water unit to kitchen & kitchenette	1	no.	6,270.00	6,270
	<b><u>Hot Water Unit</u></b>				
	Refer to Stage 1		note		
	<b><u>Water Services</u></b>				
	Cold water services	4	point	470.00	1,880
	Recycled water services	5	point	314.00	1,570
	Hot water services	4	point	523.00	2,092
	Sundry fittings & connections	1	item	831.00	831
	<b><u>Internal Sewer Drains</u></b>				
	Sewer drain	3	point	995.00	2,985
	Floor waste gully	2	no.	314.00	628
	Vent pipe	1	item	627.00	627
	Sundry fittings & connections	1	item	636.00	636

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**33 Building Works - Stg.2** *(Continued)*

<b><u>Electrical Services</u></b>					
	Allow for electrical services (FECA)	126	m2	300.00	37,847
	Builder's works & coordination	1	item	5,677.00	5,677
<b><u>Solar Power Panels</u></b>					
	Allow for solar PV system	1	ps	5,882.00	5,882
	Builder's works & coordination	1	item	882.00	882
<b><u>Security System</u></b>					
	Allow for security system (excl. CCTV) (FECA)	126	m2	70.00	8,830
	Builder's works & coordination	1	item	1,325.00	1,325
<b><u>Sound Field System</u></b>					
	Allow for sound field system	1	ps	6,552.00	6,552
	Builder's works & coordination	1	item	983.00	983
<b><u>Mechanical Services</u></b>					
	Allow for mechanical services (FECA)	126	m2	210.00	26,493
	Builder's works & coordination	1	item	3,974.00	3,974
<b><u>Fire Extinguishers &amp; Signs</u></b>					
	Refer to Stage 1		note		
<b><u>Design Variable</u></b>					
	Allow for variance in design during documentation development	1	item	15,741.00	15,741

**Building Works - Stg.2** **647,000**

**34 Extra Over for Staging Works - Stg.2**

<b><u>Extra Over Cost for Staging Works</u></b>					
	Extra over cost for staging works	1	item	30,500.00	30,500

**Extra Over for Staging Works - Stg.2** **30,500**

**35 Licensed Playground & Associated Siteworks - Stg.2**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	31,624.00	31,624
<b><u>Clear Site</u></b>					
	Clear site as required	405	m2	5.00	2,025

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**35 Licensed Playground & Associated Siteworks - Stg.2** *(Continued)*

<b><u>Bulk Cut &amp; Fill</u></b>					
	Bulk cut & fill to building (GFA)	137	m2	21.00	2,877
	Extra over for engineered fill to the East building	1	ps	5,000.00	5,000
	Bulk cut & fill to paving & soft landscape	233	m2	15.00	3,495
<b><u>Footpath</u></b>					
	Concrete paving & base	35	m2	200.00	7,000
<b><u>Licensed Playground, Fencing &amp; Play Equipment</u></b>					
	Licensed playground	233	m2	850.00	198,050
	2530 x 4360 Shed & base - Deleted (Retain existing store)		note		
	Powdercoated fence & gate	54	m	250.00	13,500
	Fixed play equipment	1	ps	50,000.00	50,000
<b><u>Soft Landscaping</u></b>					
	Make good to existing soft landscape where required	1	item	5,000.00	5,000
<b><u>Design Variable</u></b>					
	Allow for variance in design during documentation development	1	item	15,897.00	15,897

**Licensed Playground & Associated Siteworks - Stg.2** **334,468**

**36 Associated Sitework with Greenstar**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	1,650.00	1,650
<b><u>Associated Sitework with Greenstar</u></b>					
	Associated sitework with Greenstar	1	item	19,000.00	19,000
<b><u>Design Variable</u></b>					
	Allow for variance in design during documentation development	1	item	1,350.00	1,350

**Associated Sitework with Greenstar** **22,000**

**37 Street Parallel Carspaces - Stg.2**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	5,875.00	5,875
<b><u>Demolition Works</u></b>					
	Strip out existing where required	125	m2	65.00	8,125

## Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)	<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh	

Code	Description	Quantity	Unit	Rate	Total
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**37 Street Parallel Carspaces - Stg.2** *(Continued)*

<b><u>Clear Site</u></b>					
	Clear site as required	125	m2	5.00	625
<b><u>Bulk Cut &amp; Fill</u></b>					
	Bulk cut & fill where required	125	m2	21.00	2,625
<b><u>Street Parallel Carspaces</u></b>					
	Modify existing on street parallel parking	125	m2	150.00	18,750
	Allow for kerb & channel	67	m	214.00	14,338
	Agi. drains & connect to adjacent existing main/ pit	1	item	6,000.00	6,000
	Line marking for parking space	7	no.	135.00	945
<b><u>Existing Soft &amp; Hard Landscaping</u></b>					
	Make good to existing soft & hard landscape where required	1	ps	2,000.00	2,000
<b><u>Design Variable</u></b>					
	Allow for variance in design during documentation development	1	item	2,964.00	2,964

**Street Parallel Carspaces - Stg.2** **62,247**

**38 External Services - Stg.2**

<b><u>Preliminaries</u></b>					
	Preliminaries	1	item	9,350.00	9,350
<b><u>External Services</u></b>					
	External services	1	ps	85,000.00	85,000
<b><u>Design Variable</u></b>					
	Allow for variance in design during documentation development	1	item	9,435.00	9,435

**External Services - Stg.2** **103,785**

**39 Site Restoration Works - Stg.2**

<b><u>Site Restoration Works</u></b>					
	Site restoration works	1	ps	10,000.00	10,000

**Site Restoration Works - Stg.2** **10,000**

**40 Building Permit & Signage/ Way-finding - Stg.2**

<b><u>Building Permit &amp; Signage/ Wayfinding</u></b>					
	Building permit	1	ps	15,000.00	15,000
	Signage/ Wayfinding	1	ps	5,000.00	5,000

### Elemental Details

<b>Project:</b> Deans Marsh Community Hub (Staging)		<b>Details:</b> 3.1 Concept Design Cost Plan - Rev.2 - Stage 1&2			
<b>Building:</b> 20 Pennyroyal Valley Road, Deans Marsh					
Code	Description	Quantity	Unit	Rate	Total
40	Building Permit & Signage/ Way-finding - Stg.2				(Continued)
	Building Permit & Signage/ Way-finding - Stg.2				20,000

## 4.2 Council Plan Progress Report Mid Year Three

**Council Plan**

**Theme Seven - Accountable and Viable Council**

Strategy 19 - Improve Council’s credibility as a trusted decision maker through meaningful engagement.

**Author’s Title:**

Manager Strategy and Program Delivery

**General Manager:**

Damian Waight, Acting General Manager Strategy and Effectiveness

**Division:**

Strategy and Effectiveness

**Department:**

Strategy and Program Delivery

**Attachments:**

1. Council Plan Progress Report Mid Year 3 - Council Report March 2024 [4.2.1 - 30 pages]

**Purpose**

1. To note the Council Plan Progress Report Mid Year Three.

**Recommendation**

That Council notes the Council Plan Progress Report Mid Year Three (**Attachment 1**).

**Council Resolution**

**Moved Cr Stapleton, Seconded Cr Bodsworth**

That Council notes the Council Plan Progress Report Mid Year Three (**Attachment 1**).

CARRIED 9|0

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen	Nil	Nil
Cr Barker		
Cr Bodsworth		
Cr Gazzard		
Cr Hodge		
Cr Pattison		
Cr Schonfelder		
Cr Stapleton		
Cr Wellington		

**Outcome**

2. This report provides Council with an overview of progress made towards the strategic outcomes stated in the Council Plan 2021 to 2025.

### **Key Considerations**

3. There are 19 strategies in the Council Plan that are grouped under seven themes, all contributing to the Community Vision. Each strategy has a clear outcome.
4. As delivery of the Council Plan has progressed, officers have maintained focus on the strategic outcomes which are described in each strategy of the Council Plan as 'in four years we'll see'.
5. Changes in the external environment, opportunities, learning, and stakeholder feedback are considered when progressing the achievement towards the Council Plan outcomes.

### **Background**

6. The Council Plan (including the Municipal Health and Wellbeing Plan) was adopted in September 2021.
7. This is the fifth progress report for Council Plan delivery, representing progress made to the middle of year three of the Plan.

### **Options**

8. **Alternative Option 1** – That Council does not note the Council Plan Progress Report Mid Year Three.

This option is not recommended by officers as it would not provide an update on progress towards Council Plan outcomes to Council and the community.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.

9. The report relates directly to the whole of Council Plan.
10. The Council Plan includes the Municipal Health and Wellbeing Plan as an integrated approach for the delivery of outcomes. Each strategy has elements that contribute to community health and wellbeing.

### **Financial Considerations**

11. The Council Plan courses of action are delivered via a combination of recurrent operating budgets and via projects funded in the budget, as approved by Council through the annual budget process and other Council resolutions.



### **Community Engagement**

12. No engagement is required to present a progress report on delivery of the Council Plan. The report will be published for community to access on Council's website.

### **Statutory / Legal / Policy Considerations**

13. Regular reporting on Council Plan progress is a requirement of the *Local Government Act 2020*.
14. In compliance with the *Gender Equality Act 2020*, Gender and Equity Impact Assessments are conducted on the program, policy, project and service initiatives that contribute to delivery of the Council Plan.

### **Strategic Risk**

15. **Failure to meet Council's governance and compliance obligations**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
16. This report contributes to managing reputational risk by providing information to the community on progress of Council's key strategic plan. It helps meet the requirements in the *Local Government Act 2020*.

### **Risk Appetite**

17. No Risk Appetite Statement selected.

### **Sustainability Considerations**

18. The Council Plan Progress Report Mid Year Three incorporates updates on Council's progress for Theme Three of the Council Plan, Environmental Leadership.

### **Conflict of Interest**

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

### **Confidentiality**

20. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

### **Transparency**

#### **Audit and Risk Committee involvement**

21. This report is not within the scope of the Audit and Risk Committee.

**Councillor Briefings**

22. This item was discussed and provided electronically to Councillors at the following Councillor briefing prior to being presented to Council for consideration. Councillor attendance at the briefing was as follows:

Councillor Briefing Date: 12 March 2024

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Gary Allen</i>	<i>Y</i>	<i>Cr Liz Pattison</i>	<i>N</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Kate Gazzard</i>	<i>Y</i>	<i>Cr Heather Wellington</i>	<i>N</i>
<i>Cr Rose Hodge</i>	<i>Y</i>		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.



# Council Plan Progress Report Mid Year Three

Council Meeting 26 March 2024



SURF COAST SHIRE COUNCIL

## Council Plan Incorporating the Health and Wellbeing Plan 2021 - 2025

[www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)



**Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Maar nation as the Traditional Owners of the land we now call Surf Coast Shire.**

**We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.**



## Community Vision from Council Plan 2021-25



“From the hinterland to the coast, from the first peoples to the children of the future, we are an active, diverse community that lives creatively to value, protect and enhance the natural environment and our unique neighbourhoods. We will leave the Surf Coast better than we found it.”



## Council Plan Themes



### Theme 1: **First Nations Reconciliation**

Reconciliation with Traditional Owners and other Aboriginal and Torres Strait Islander people in our community through respectful engagement, acknowledgement and collaboration



### Theme 2: **Healthy Connected Communities**

To foster a thriving, connected, healthy community



### Theme 3: **Environmental Leadership**

Protect our environment and help our community to thrive through environmental leadership



### Theme 4: **Sustainable Growth**

Growth is not at the expense of environmental values or the unique heritage and character of our townships



### Theme 5: **Diverse and Robust Economy**

Our economy is sustainable and supports a diversity of local enterprises and people



### Theme 6: **Arts and Creativity**

Acknowledge the value of arts and creativity and nurture their growth



### Theme 7: **Accountable and Viable Council**

Council has financial capacity to deliver services now and into the future and decision making is informed by community views.



## Theme 1: First Nations Reconciliation



**Reconciliation with Traditional Owners and other Aboriginal and Torres Strait Islander people in our community through respectful engagement, acknowledgement and collaboration**



Ngardang Pupup event



## Strategy 1: Work with Traditional Owners and other Aboriginal and Torres Strait Islander people in our community to achieve Reconciliation.



### Council Plan Outcome (in four years we'll see)

There is broad recognition and respect for the Wadawurrung People and the Gadubanud and Gulidjan Peoples of the Eastern Maar as the Traditional Owners of the lands on which the Surf Coast Shire is now situated

### Achievement towards the outcome so far....

Feedback from Wadawurrung Traditional Owners Aboriginal Corporation including Elders, Traditional Owners and staff is that the relationship, trust and support from Council is strong. Councillors and Management have undertaken Cultural Awareness training on Country with Eastern Maar Aboriginal Corporation as well as officers attending the Eastern Maar Native Title Determination hearing. Relationships with other key stakeholders, including First Nations community members and Aboriginal organisations, including Wathaurong Co-operative, are also deepening our understanding and inclusivity of activities undertaken. Recently Council's Child and Family Health team worked with WTOAC to create an event for women and birthing parents to learn about Wadawurrung cultural practices surrounding birth and early parenting. The inaugural event was called Ngardang Pupup – meaning Mother Baby in Wadawurrung language. (see image previous page)

### Key progress at Mid Year 3

- Council's Reflect, Reconciliation Action Plan (RAP) has been adopted and work has begun on key actions within key strategic domains – Relationships, Respect, Opportunities and Governance
- Moodji partnership agreement undertaken with Reconciliation Victoria which helps guide the delivery of the Reconciliation Action Plan
- Pilk Purriyn – a breakthrough partnership event supporting Traditional Owner self determination. Second event delivered January 26 attended by an estimated 2,500 people
- Acknowledgment of Traditional Owners embedded in policy and in practice for all significant officer and Council events and meetings
- Ngardang Pupup event – Wadawurrung-led community education session: Springtime Birthing Mothers and Babies – 40 community participants through collaboration between community development and early years teams
- Cultural experiences are included in education programs at kindergartens and early years services
- Cultural awareness training program, including Walking on Country, Unconscious Bias and Cultural Heritage training program continues for staff and Councillors

- Cultural awareness and Cultural Heritage training program commences with Eastern Maar Aboriginal Corporation on Gadubanud Country at Lorne
- First Nations recognition included within Moriac and Winchelsea community plans
- First Nations Recognition featured in development of Moriac Structure Plan

### What We'll Do – Focus areas for 18 months ahead

- Focus on training opportunities for staff based outside the civic building and on increasing organisational understanding of Cultural Heritage and Native Title
- Deliver Reflect RAP and begin development of the next Innovate RAP
- Finalise Acknowledgment protocols and guidelines

### What will slow down or we'll stop doing and why

- Wadawurrung language signage project is progressing more slowly than anticipated with a completion date to be determined in partnership with Traditional Owners
- Balancing First Nations events within existing budgets





## Strategy 2: Ensure Council decisions consider and respect Traditional Owner perspectives, culture and knowledge.



### Council Plan Outcome (in four years we'll see)

A greater understanding of Traditional Owner culture and perspective is reflected in Council business and decision making

### Achievement towards the outcome so far....

Staff consistently seek guidance of Traditional Owner perspectives, early in project development. Staff are aware of and consistently seek opportunities to include First Nations culture, language and advice in their work.

Staff undergoing training to understand the way that the Registered Aboriginal Parties would like to work, above the legislated requirements of the Cultural Heritage Act

Native Title advice sought and training collateral developed to further staff understanding of the layers of legislation involved in working with Traditional Owners

Wadawurrung land management on Country at Djarrak (Bells Beach)

Acknowledging First Peoples and the history of place beyond European Settlement through a new model of strategic planning

### Key progress at Mid Year 3

- Continue Wadawurrung's Gobata Dja (Caring for Country) team to undertake land management work on Wadawurrung culturally significant Council owned / managed sites
- Standard process for engaging with Registered Aboriginal Parties (RAPs) is more widely understood and has led to early engagement with RAPs in project delivery
- Consideration of First Nations people has been included in Gender and Equity Impact Assessment process, progression of teams understanding of intersectionality and the way different people experience our services and supports
- Improved understanding of Native Title and development of training package for the organisation on this

### What We'll Do – Focus areas for 18 months ahead

- Continue to develop staff training program
- Support developing community-led Reconciliation groups e.g. Surf Coast for Reconciliation
- Continue to explore best ways to engage with all Traditional Owners and First Nations Community members, including inviting them to join Reconciliation Action Plan working group
- Strengthen and grow in the Moodji partnership with Reconciliation Victoria
- Deliver staff training on Native Title legislation
- All staff survey to monitor growth in understanding of Cultural Heritage and Reconciliation as a meaningful process

### What will slow down or we'll stop doing and why

- National Reconciliation Week will continue to be meaningful. The size and scale will be balanced with other key events to accommodate existing budget
- A cultural audit to map work we undertake across the organisation to identify gaps and opportunities – this will form part of Council's future Reconciliation Action Plans



## Theme 2: Healthy Connected Communities



To foster a thriving,  
connected, healthy  
community



Murrun-Garrang, Kuarka-dorla (Anglesea) Aug 2023



## Strategy 3: Facilitate the provision of social infrastructure and open space to enable healthy lifestyles



### Council Plan Outcome (in four years we'll see)

The Surf Coast community has access to a sustainable network of facilities and open spaces, both structured and unstructured, that meets our needs now and as our community changes

### Achievement towards the outcome so far....

Major community infrastructure projects continue to progress and be completed.

Integrated approach to placemaking is now in practice with a focus on precinct planning and holistic outcomes

\$6 million in external grants secured to plan and deliver places, spaces and services

The Surf Coast Aquatic and Health Centre project has reached a significant milestone concept confirmed and procurement is underway.

Recently completed social infrastructure includes Anglesea Netball Pavilion, Winchelsea Common Walking Trail and Outdoor Shelter by the Barwon River in Winchelsea.

### Key progress at Mid Year 3

- Anglesea Community and Health Hub Precinct planning in progress
- Surf Coast Hockey Facility (Torquay) planning and Commonwealth Games legacy funding soon to be formalised
- Winchelsea Common Former Go Kart Track area revitalised with pathways and park furniture is open for community use.
- Stripling Reserve Pavilions upgrade minor works in progress
- Torquay Scouts Facility Upgrade complete
- Anglesea Netball Pavilion complete
- Winchelsea Pool Redevelopment design and construction in progress
- Deans Marsh Community Hub Facility Development planning progressing.
- Surf Coast Aquatic and Health Centre project tender closed and being evaluated to appoint contractor
- Multi-Arts Centre concept progressing.
- Safer Cycling Strategy complete.
- A range of Road Safety Strategy projects complete and in progress
- Barwon River Loop Walk stage 2 in progress
- Jan Juc to Bellbrae shared pathway project planning progressing
- Integrated Social Infrastructure and Open Space Plan (ISIOS Plan) in development and draft to go out for community consultation in coming months

- Process and methodology developed to conduct Gender Impact Assessments on key programs or projects. Gender Impact Assessments now being completed
- Contemporary lease and license agreements developed and being rolled out

### What We'll Do – Focus areas for 18 months ahead

- Continue to ensure all new or redeveloped facility designs meet best practice including universal design and equity assessments
- Finalise the ISIOS Plan and policy framework
- Deliver projects underway
- Plans to bolster proactive facilities inspection through 2024-25 budget.

### What will slow down or we'll stop doing and why

- The ISIOS Plan is progressing at a slower pace than planned due to a range of factors, including Crown Land transfer process in progress with GORCAPA, specialist projects (i.e. Anglesea Community and Health Hub Precinct Plan, including key worker housing), Commonwealth Games legacy project (hockey), operational matters and higher level of support required for SCAHC.



## Strategy 4: Improve access to local services and programs that support people to be healthy and well



### Council Plan Outcome (in four years we'll see)

Community members have a greater awareness of supports available locally and there's an increase in community members participating in and accessing new and existing services and programs

### Achievement towards the outcome so far....

Health services mapping completed and shared with community

Community Houses continue to be key partners in ensuring community health and wellbeing

Council supported Community Houses to successfully pursue a 'caring for the carers' grant and will now support them in recruiting a program lead who can deliver this support to carers across all 5 Community Houses

A reinvigorated commitment to volunteering has seen us support training opportunities for community volunteers e.g. social media training for volunteers, as well as the development of meaningful internal opportunities for volunteers e.g. early years, play group volunteer role

### Key progress at Mid Year 3

- Health services map used to strategically inform Council's policy work and advocacy program.
- Responsible Service of Alcohol sessions delivered across community houses and other community organisations
- Several successful health promotion campaigns including: choose water, 16 Days of Activism against Gender Based Violence ("Respect Is..."), Promote and facilitate Good Sports Program, food security program in partnership with HESSE Rural Health, vaping education programs.
- Delivered Good Times Great breaks harm minimization program for secondary school leavers
- Community Houses – community lunch project and caring for the carers project
- Implementation of Health and Wellbeing Grants program – 3 community led health and wellbeing initiatives funded.
- Volunteer Statement of Commitment adopted by Council and complemented with a consistent organization management policy and procedure now in place
- 2 x new internal volunteer roles developed – Early years support (Play groups)

### What We'll Do – Focus areas for 18 months ahead

- Continue to build on Gender Equity work including delivery of 2024 International Women's Day Event.
- Continue to improve processes and upskill staff in Gender Equity to meet our obligations for Gender Equality Act 2020

- Continue to implement programs and seek partnership opportunities to progress the 5 pillars of the Municipal Health & Wellbeing Plan
- Continue to implement actions of the Community Health and Development Plan
- Further promote and deliver health and wellbeing grant program
- Undertake local engagement to determine community led approach to support of LGBTQIA+ community.
- Continue to pursue opportunities to improve the volunteering experience at Council and to provide training opportunities to community volunteers
- Review Community House policy to ensure this integral relationship continues to deliver great benefits

### What will slow down or we'll stop doing and why

- Pursue 'Rainbow Ready Roadmap' to further gender equality and inclusion, guided by resources established by the Victorian Government for rural and regional communities. Instead we are undertaking localized engagement to, adopting a community led approach to determine the most suitable support.



## Strategy 5: Make it easier for people to move around our towns and in nature without relying on cars



### Council Plan Outcome (in four years we'll see)

Greater use of active and public transport as a result of Council and partner programs and initiatives

### Achievement towards the outcome so far....

A series of strategies setting the direction of Council's active transport work has been completed. This strategic work is providing a foundation for decision making and action and includes:

- G21 Integrated Transport Strategy
- Safer Cycling Strategy
- Torquay Wayfinding Strategy in draft.

### Key progress at Mid Year 3

- Torquay Wayfinding Strategy consultation complete and final strategy to be considered by Council in coming months
- A range of pathway, Road Safety Strategy and Safer Cycling Strategy projects completed including Anderson Street pathway Moriac, assessment of 10 high risk pedestrian crossing locations, and 'Share the Road' signage on priority routes
- Projects identified and confirmed for Federal Blackspot funding
- Completed fit for purpose, general accessibility and travel accessibility audit on Council facilities and car parks to inform the Integrated Social Infrastructure and Open Space Plan (in progress)
- Barwon River Loop Walk stage two design in nearing completion
- Jan Juc to Bellbrae shared pathway project planning in progress
- Key planning and land use decision have considered improving opportunities for people to move around without cars
- Pathway network mapping and baseline data has been completed to input to the Integrated Social Infrastructure and Open Space Plan and policy framework

### What We'll Do – Focus areas for 18 months ahead

- Incorporate Road Safety strategy recommendations and cycling / pedestrian centered design into new and renewal infrastructure projects
- Implement the Torquay Wayfinding Strategy initiatives within budget available
- Continue to work with developers to influence outcomes for new precincts
- Commence construction of Jan Juc to Bellbrae shared pathways

### What will slow down or we'll stop doing and why

- Some recommendations and projects identified in strategies listed above will compete for funding with other Council priorities and can be subject to funding from either Council's budget process and / or external funding. Items not delivered in the 18 months ahead can continue to be a priority subject to future funding.





## Strategy 6: Enable communities to strengthen their social connections and participate in community life



### Council Plan Outcome (in four years we'll see)

Expanded capacity of community to provide social connection programs and initiatives to increase people's participation

### Achievement towards the outcome so far....

Delivered Year 2 of the community development action plan and commenced Year 3.

Ongoing successful implantation of revised community grants program with multiple streams responding to community need

Community plans supported in Moriac and Winchelsea. Development of plan for Anglesea underway

Development of Minor Capital Works grants stream.

### Key progress at Mid Year 3

- Great uptake of Community Grants Program including Arts Grants, Community Initiatives, Climate Emergency
- \$94,417 worth of community projects funded through grants program
- Development of Community Plans in Moriac and Winchelsea
- New internal volunteering positions created
- Meaningful training opportunities delivered for community volunteers
- Volunteer Management Policy and Procedure complete
- Support and advice for community ideas through the community projects portal and community initiatives assessment panel
- Increases in community led projects through grants
- First minor capital works grant stream delivered

### What We'll Do – Focus areas for 18 months ahead

- Deliver Community Initiatives grants – focus on promotion to groups who we don't normally hear from.
- Review our use of GrantGuru tool to promote alternate referral pathways to fund community projects
- Support development a Community Plan in Anglesea
- Revised Community Grants Policy will be presented to Council for consideration – ensuring continuous improvement of this cornerstone to our enabling community work.

- Continue to deliver key actions within the community development action plan including support for community houses
- Support community led initiatives through established processes, continue to evolve these processes
- Support Council staff to understand how community plans can inform other Council services and projects.
- Work more on place planning, ensuring community plans and community values are at the heart of the work
- Continue to mature our approach to volunteering, aligning our work with the principles of the Australian Volunteering Strategy
- Continue to support volunteering within Council services (approx. 3500 hours per quarter) and deliver programs for community volunteer upskilling and retention
- Deliver Climate Emergency Grants

### What will slow down or we'll stop doing and why

- Community leadership program will be scheduled later while we focus on community planning and revising grant policy.
- National Volunteer Week continues to be delivered as a meaningful event at a slightly lower scale to fit with new initiatives.



## Theme 3: Environmental Leadership



Protect our environment and help our community to thrive through environmental leadership



Wadawurrung's Gobata Dja (Caring for Country) team, Djarrak (Bells Beach)



## Strategy 7: Protect significant habitats, landscapes and biodiversity



### Council Plan Outcome (in four years we'll see)

Improved understanding and protection of biodiversity, local ecosystems, landscapes and natural features

### Achievement towards the outcome so far....

Council is revegetating the biodiverse carbon offset site in Buckley. We are committed to planting out the 11 hectare site and more than 4,000 seedlings have been planted so far. Planting days have included local community groups, school and also Council staff.

The works on site provide wide ranging benefits including direct and local action on climate change, achieving conservation goals through enhancing biodiversity and fauna habitat and enabling community participation in on-ground works.

### Key progress at Mid Year 3

- Supported Wadawurrung Gobata Dja (Taking Care of Country) team to heal Country, partnering with them to manage nature reserves within the Shire
- Continued planting at the community carbon offset site at Buckley with 4,000 seedlings planted by community groups and schools
- Native vegetation offset site plan for Moonah Woodlands, Torquay finalised and approved by Department of Energy, Environment & Climate Action
- Delivered Council's annual pest plant and animal management program on Council owned and managed land, including habitat for listed threatened flora and fauna species and communities
- Supported local community conservation efforts including planting 2,000 plants as well as weed works and grant funding application support
- Comprehensive program of assessment and planning work for Karaaf stormwater management nearing completion. First year of environmental monitoring for the wetlands completed. Strengthened partnership with Barwon Water for potential integrated water management and re-use of stormwater.

### What We'll Do – New focus areas for 18 months ahead

- Continue revegetation of the carbon offset site at Buckley with community groups and staff planting days
- Work with Wadawurrung Gobata Dja team to heal Country as part of Stage 2 of the Jan Juc Creek daylighting project
- Roll out exclusion posts and roadside signage on roads within the Shire that contain significant ecological values to reduce inappropriate activities
- Continue to support community advocacy and agency initiatives to protect and improve the health of Anglesea River
- Report to Council recommending capital and operational priorities for Karaaf stormwater management expected in May 2024, with \$1.9m federal grant funding confirmed to support implementation

### What will slow down or we'll stop doing and why

- Slow down State of Environment reporting to align with the Victorian State of Environment Report and GORCAPA's State of the Great Ocean Road Coast and Parks Environment Report (2024/2025)

Council Plan Progress Report – Mid Year Three





## Strategy 8: Reduce greenhouse gas emissions to limit the impact of climate change



### Council Plan Outcome (in four years we'll see)

Council's greenhouse gas emissions are reduced and offset to achieve net zero emissions and households and businesses have taken their own steps to become more sustainable

#### Achievement towards the outcome so far....

Since 1 July 2021, through the delivery of Council's Climate Emergency Corporate Response Plan, Council has reduced corporate emissions (excluding the landfill) by more than 2,140 tonnes (41%).

We've installed 316.4kW of solar and 64.3kWh of battery storage, bringing us to a total of 784kW of solar and 82kWh of battery storage across Council facilities.

For the remaining electricity we're not generating ourselves, Council now purchases 100% renewable electricity through the Victorian Energy Collaboration. These measures not only cut emissions but are realising financial savings for Council. Council has adopted a zero emissions target to ensure we continue to prioritise cutting emissions. For residual emissions, Council is now certified as carbon neutral, in line with the national Climate Active Carbon Neutral Standard.

### Key progress at Mid Year 3

- Council adopted the Climate Emergency 2023-2025 Action Plan to continue delivering on our commitments in the Climate Emergency Response Plan 2021-2031. The two-year action plan captures a whole of organisation response and has 26 actions under the pillars of mitigation, adaptation and mobilisation.
- Partnered with Geelong Sustainability to deliver Sustainable House Day (featuring sustainable homes in Anglesea and Moriac) and the All-Electric Homes campaign
- Supporting community climate action through delivering the 2023 Climate Emergency Pitchfest Grants
- Supported the Deans Marsh community to develop a renewable energy action plan for the area, aligned with sustainability ambitions in their community plan

### What We'll Do – New focus areas for 18 months ahead

- Continue progress on delivering Council's adopted target of zero non-landfill emissions by 2030
- Continue Council's Solar and Energy Transition Program with an enhanced focus on efficiency and electrification (removing gas)
- Complete the installation of electric vehicle charging stations at key locations across the shire, including high visitation coastal towns such as Lorne.
- Deliver the 2024 community-voted Climate Emergency Pitchfest Grants
- Engage with the community to further develop our Community Climate Mobilisation Program

### What will slow down or we'll stop doing and why

Nil



## Strategy 9: Divert more material from the waste stream



### Council Plan Outcome (in four years we'll see)

Our shire generates less waste through reduced consumption, and increased reuse and recycling initiatives

### Achievement towards the outcome so far....

Council's 4-bin kerbside waste collection system incorporating Food Organics & Garden organics (FOGO) and separate glass bins continues to divert material with diversion rates over 73% for 2022/23

### Key progress at Mid Year 3

- Developed a draft Circular Economy Action Plan, which includes five key priority areas, 25 key actions and a range of targets to drive the transition to a circular economy over a three year period
- Conducted kerbside waste audits to inform education and engagement strategies
- Established glass and food recovery at Council waste disposal sites
- Assisted Victorian Government implementation of the Container Deposit Scheme.- data for diversion of associated streams will be shared in future reports

### What We'll Do – New focus areas for 18 months ahead

- Finalise the draft Circular Economy Action Plan and commence implementation
- Commence work on an Anglesea Landfill Transition Plan, and a feasibility study for the development of a Torquay Transfer Station.
- Finalise upgrades at Lorne Transfer Station
- Review and update Council's Plastic Wise Policy
- Continue working with Barwon Water and Geelong region councils to establish the regional renewable organic network (RRON) facility

### What will slow down or we'll stop doing and why

Nil





## Strategy 10: Adapting to a changing climate



### Council Plan Outcome (in four years we'll see)

We are better placed to manage the impacts of climate change on our community places, spaces, and services

### Achievement towards the outcome so far....

Three consecutive wet La Nina periods and a series of storm events have had significant impacts on Council. An El Nino summer, though milder than expected at the start, brought recent challenges in managing high / extreme fire risk days and heatwaves. As a key aspect of Council's climate emergency response, we will remain focused on building Council's organisational capacity to thrive in the changing climate.

To support our community to adapt, Council has continued a strong collaborative approach to emergency management to ensure we support our community effectively in emergency events and build community resilience to increasing frequency and intensity of extreme weather

### Key progress at Mid Year 3

- Undertook an organisation-wide adaptive capacity assessment to understand Council's resilience in the context of climate change. The assessment identified our strengths and areas requiring more action; it also provides a baseline from which we can measure our progress
- Formally established key internal governance processes to embed our climate risk and adaptation work across the organisation
- Participated in regional and statewide projects aimed at adapting to climate change, including the Victorian Climate Resilient Councils project, and GORCAPAs Anglesea Coastal Adaptation Plan
- Received funding through the Victorian Resilient Coasts Grant to undertake phase 1 of the Painkalac Flood Mitigation Project, which includes coastal modelling to better understand sea level rise and storm surge impacts on the mouth of the Painkalac Estuary and flood affects
- Work continues on integrated water management projects including Stage 2 of Jan Juc Creek Daylighting and Winchelsea Greening and Stormwater Improvement projects

### What We'll Do – New focus areas for 18 months ahead

- Undertake climate risk assessments across the shire to identify areas and assets most vulnerable to climate impacts and help prioritise Council's adaptation effort
- Develop and implement a climate resilience screening tool to strengthen the consideration of climate change across Council assets and services, and better inform decision making
- Undertake drainage catchment management studies in Anglesea and Aireys Inlet
- Undertake critical drainage rectification works

### What will slow down or we'll stop doing and why

Nil

Council Plan Progress Report – Mid Year Three



## Theme 4: Sustainable Growth



**Growth is not at the expense of environmental values or the unique heritage and character of our townships**



Moriac township



## Strategy 11: Protect heritage and township character



### Council Plan Outcome (in four years we'll see)

Sense of the uniqueness of towns and neighbourhoods - their natural elements and character - is strengthened

### Achievement towards the outcome so far....

Two key strategic projects, the Urban Futures Strategy (UFS) and Planning Scheme Review (PSR) have commenced with comprehensive community engagement and the preparation of technical reports

The Urban Futures Strategy will provide a framework to guide future planning and decision making for housing in Surf Coast Shire. The UFS will ensure that growth occurs in appropriate locations to protect significant landscapes and environments. The PSR is a 'health check' to ensure the planning scheme can best achieve Council and community land use and development goals.

The adopted Moriac Structure Plan, developed in collaboration with the Moriac community, demonstrates the benefits of an integrated approach to placemaking and township structure planning

### Key progress at Mid Year 3

- Progressed the Urban Futures Strategy project – undertaking Shire wide community engagement following the publication of a Background Report and District Profiles.
- Commenced a review of the Surf Coast Planning Scheme – identifying key priorities tasks to inform future land use planning policy
- Commenced implementation of the State Government's Distinctive Areas and Landscapes Statement of Planning Policy
- Completed a Shire wide bushfire landscape assessment
- Completed Stage 3 Heritage Study – identifying 22 properties for new heritage protection controls
- Completed and adopted the Moriac Structure Plan 2023

### What We'll Do – New focus areas for 18 months ahead

- Complete the Urban Futures Strategy and Planning Scheme Review projects
- Commence and progress implementation of the Distinctive Area and Landscapes Statement of Planning Policy
- Implement key actions from the adopted Moriac Structure Plan 2023

### What will slow down or we'll stop doing and why

- As we mature our understanding of the impacts of climate change (e.g. bushfire, storm surge and sea level rise) it will be important to balance these challenges with the need to accommodate population growth, now and into the future
- Changes to the Australian Fire Danger Rating system will result in more frequent Extreme and Catastrophic fire days being declared, impacting events and some Council services across the Shire



## Strategy 12 : Improve access to affordable residential accommodation



### Council Plan Outcome (in four years we'll see)

People have access to more affordable and sustainable residential accommodation options

### Achievement towards the outcome so far....

Affordable and key worker housing remains a strong focus in advocating to other levels of government and with the planning of two accommodation locations at Aireys Inlet and Anglesea

Significant progress has been in establishing understanding and awareness of affordable and key worker housing issues and opportunities

Connecting with other agencies and community groups on this challenge along with establishing and progressing innovative key projects has been a priority



### Key progress at Mid Year 3

- Aireys Inlet Affordable Housing Project progressing to facilitate social and affordable housing at Fraser Drive, including a co-design process with the project Community Advisory Group and Housing Choices Australia
- Progressed the planning process at the McMillan Street, Anglesea Community and Health Hub exploring the inclusion of affordable housing for key workers at the precinct
- Tiny Houses on Wheels (THOW) pilot underway following a targeted review of parts of the Community Amenity Local Law 2021
- Supported and partnered with Committee for Lorne and Friends of Lorne on a series of community webinars looking at education and seeking housing solutions
- Continued engagement with business and community led initiatives to facilitate access to affordable housing for key workers
- Advocacy to Federal and State Governments, including on the National Housing and Homelessness Strategy and the roll out of the State Government of Victoria's Housing Statement
- Developed internal processes about supporting people sleeping rough
- Progressed work to establish a Housing Concierge service to assist applicants to contribute to delivering affordable and more diverse forms of housing

### What We'll Do – New focus areas for 18 months ahead

- Continue engagement on the Anglesea Community and Health Hub and progressing the planning phase of this project
- Develop and implement funding strategies for social and affordable housing projects including leading and supporting funding applications to the State Government of Victoria's Big Housing Build and the Federal Government's Housing Australia Future Fund
- Embed commitments to housing diversity and choice via Planning Scheme Review and amendments
- Embed the Housing Concierge Service

### What will slow down or we'll stop doing and why

- The Anglesea Community and Health Hub is important to locals and Council continues to listen to community feedback. Council will work closely with the local community via a co-design process to develop a draft concept plan which will be shared with the wider community for feedback and then presented to Council in 2024.

Council Plan Progress Report – Mid Year Three



## Strategy 13 : Support tourism and events that encourage people to stay longer and appreciate and care for this place



### Council Plan Outcome (in four years we'll see)

Visitors stay longer in the off season to better utilise our capacity and they demonstrate respect for our environment

### Achievement towards the outcome so far....

Event Grant Program has been updated and new funding categories such as Boutique Events provide extra emphasis on arts, cultural, environmental events

New international level events such as Great Ocean Road Beach Volleyfest and Bells Beach Longboard Classic and existing events such as Rip Curl Pro, Meadow Music Festival and Great Ocean Road Running Festival reduced their waste footprint

Sensory mapping and support implemented at 2023 Rip Curl Pro for first time

### Key progress at Mid Year 3

- Australian Surf Rowing League National Championships event secured for Lorne for delivery in February 2024
- Commenced Eco Destination Accreditation Program with Ecotourism Australia after completing preliminary assessment phase
- 2024-25 Event Grant Program released
- Visitor Centres assisted 146,953 people with information enquiries in 2023
- Draft MOU with Great Ocean Road Parks and Coast Authority for events completed.
- Cadel Evans Great Ocean Road Race, Surf Coast Classic and Welcome Wave delivered in January 2024. Successful Womens Welcome Wave pre event held for all race teams.
- Approximately 250 events facilitated in 2023
- \$422,380 retail sold in our Lorne and Torquay Visitor Centres in 2023

### What We'll Do – New focus areas for 18 months ahead

- Continue to develop product offerings a digital capabilities at our Torquay and Lorne Visitor Centres
- Finalise MOU with Great Ocean Road Parks and Coast Authority to ensure high quality event facilitation outcomes
- Complete Eco Destination Certification for Surf Coast Shire

### What will slow down or we'll stop doing and why

Closures of Lorne V.I.C. may occur due to increase first risk and new danger fire rating system





## Theme 5: Diverse and Robust Economy



**Our economy is sustainable and supports a diversity of local enterprises and people**







## Strategy 14: Enable people to run successful local businesses that grow and create jobs in our changing economy



### Council Plan Outcome (in four years we'll see)

Businesses are emerging locally and succeeding, contributing to job creation and enabling more residents to work closer to home

### Achievement towards the outcome so far....

Covid-19 severely disrupted business operations requiring significant support interventions including:

- Creation of an 'Inspired by Surf Coast' website that listed 523 and profiled over 70 businesses
- \$500,000 State funded Covid recovery support initiative that delivered 27 project
- \$250,000 outdoor dining program that supported 46 businesses with fresh air dining through Covid
- \$1M Council funded Covid Recovery program completed.

### Key progress at Mid Year 3

- Parklet Pilot Program being trialed at Beach Hotel Jan Juc. Concludes April 2024
- New business focused social media platforms strategy completed enabling Council to reach a larger audience
- Commenced process to divest Council owned land in the Winchelsea Industrial Estate
- Completed survey of West Coast Business Park businesses
- Commenced review of town centre structure plan actions with a view to identifying all outstanding actions for implementation
- 48 businesses supported through the Concierge program in 2023

### What We'll Do – New focus areas for 18 months ahead

- Finalise and adopt Parklet Guidelines subject to positive feedback from community
- Place Winchelsea industrial estate land on the market for sale
- Contribute to the Barwon Water Business Case for Recycled Water in the Thompson Valley
- There will be greater emphasis on our emerging industries and ways to support these sectors in job creation
- Create a plan to complete town centre structure plan items

### What will slow down or we'll stop doing and why

- COVID -19 support measures and the various support programs have ceased.



## Strategy 15: Foster an environment that enables businesses to operate according to ethical, social and sustainable principles



### Council Plan Outcome (in four years we'll see)

More businesses are in a better position to take steps to operate according to social, ethical and sustainable principles

#### Achievement towards the outcome so far....

\$20,000 provided to Ripple Surf Coast to assist in the setting up of a local B Corp chapter. Initial meetings have been sold out with over 120 attendees per meeting

Completed work on the Barwon Regional Drought Resilience Plan with Agriculture Victoria

### Key progress at Mid Year 3

- New Measures of Economic Success Framework drafted to measure the prosperity of the economy

### What We'll Do – New focus areas for 18 months ahead

- Connect businesses with ethical, social and sustainability initiatives
- Contribute to completion of the Barwon Water Business Case for Recycled Water in the Thompson Valley
- Profile businesses achieving outcomes in the social and ethical business space
- Implement New Measures of Economic Success Framework to drive economic prosperity.

### What will slow down or we'll stop doing and why

Nil





## Theme 6: Arts and Creativity



**Acknowledge the value of arts and creativity and nurture their growth**



Surf Coast Arts Trail, August 2023



## Strategy 16: Foster an environment where people with clever and creative ideas can make a difference in their communities



### Council Plan Outcome (in four years we'll see)

More people access capacity building supports and resources to develop or scale-up creative ideas that will make a difference in their community

### Achievement towards the outcome so far....

New DEVELOP arts grant created to support artists in skill and concept development

\$100,000 grant program to support creative communities released under the Covid Recovery Grants Program. Six projects supported including artist in residence, major exhibitions, projection and attendance at Affordable Art Fair.

Creative industry sector profiled on Inspired by Surf Coast website, profiling 15 local creative businesses and their connection to Surf Coast

### Key progress at Mid Year 3

- In 2023 the Multi Arts Centre staged over 380 events with 9,460 attending, over 810 unique artists were profiled
- 2023 Surf Coast Arts Trail delivered with over 200 participating artists across 70+ venues with over \$230,000 in weekend sales and workshop bookings.
- Successfully pitched to deliver a sustainability of surfing seminar at Melbourne Design Week in 2024
- Delivered the Surf Coast Community Calendar October 2023 with 55 artists participating
- Shed Talk delivered in July 23 attracting 80 participants
- Delivered NAIDOC week with Aunty Jenny Murray Jones in Winchelsea, including exhibition - 80 people attended the NAIDOC event with a further 90 people attending the exhibition over 4 days
- A number of community-led projects supported and delivered including Cameron Park Murrum Garrang (Living Tree) sculpture in Anglesea, Winchelsea Station Precinct Mural and Mt Moriac Reserve Electronic Scoreboard

### What We'll Do – New focus areas for 18 months ahead

- Continue to deliver the Creative Places Strategy 2023 – 2031 actions
- Deliver the DEVELOP grant initiatives awarded to enable creatives to pursue new skills including Leah Singer / Izzy Austin music video 'Pony', exhibition by Samantha Whittaker and James Street Gallery colleagues, Simon Holloway visual arts experimentation utilizing fast fashion waste accumulates and Lorne Op Shop and 'No Through Road' collective
- Deliver the Surf Coast component of Melbourne Design Week
- Deliver the Shed Talk program to connect artists with each other and further their professional development
- Community led projects including Deans Marsh Streetscape vision (Street Trees), Jan Juc Cricket Club Storage and Spring Creek Valley Ridgeline Trail community vision for trail branding, signage and artwork elements
- Provide support to the Lorne Sculpture Biennale in March 2025

### What will slow down or we'll stop doing and why

- COVID Recovery programs for arts and creativity have ceased.

Council Plan Progress Report – Mid Year Three



## Strategy 17: Increase support for creative industries and arts



### Council Plan Outcome (in four years we'll see)

Greater investment into the creative sector and more collaboration between businesses, and cultural and creative practitioners

### Achievement towards the outcome so far....

Hoop Gallery & Shoestring Playhouse were established under the Multi Arts Centre (MAC)

\$300,000 project to fit-out of the new MAC Torquay facility was completed delivering a space to Torquay Theatre Troupe and Hoop Gallery

A new Master Plan for the Australian National Surf Museum was completed as well as a Significance Assessment on the ANSM's collection. It was identified as internationally significant.

### Key progress at Mid Year 3

- \$1.4 million MAC refurbishment project progressed now at point of confirming cost plan
- Over 17,000 attended the Australian National Surfing Museum in 2022 – 23
- \$50,000 Creative Halls project commenced, providing enabling arts infrastructure into venues in Winchelsea, Anglesea and Lorne
- Commenced public art audit to identify all public art in Surf Coast Shire and understand its condition
- DEVELOP workshops held with 24 professional artists attending
- Stronger focus on increasing support for professional artists

### What We'll Do – New focus areas for 18 months ahead

- Complete public art audit
- Complete the Creative Halls projects to enable community groups and professional artists to book community halls for exhibitions
- Implement the new Creative Places Strategy and ANSM Master Plan
- Complete the \$1.4 million MAC refurbishment project
- Deliver a Business School for Creatives program
- Update the Australian Surfing Hall of Fame in the Australian National Surfing Museum
- Develop partnerships with surf schools and school camps

### What will slow down or we'll stop doing and why

- Programs which do not achieve the aspirations of the new Creative Places Strategy



## Theme 7: Accountable and Viable Council



**Council has financial capacity to deliver services now and into the future and decision making is informed by community views.**



Anglesea Hub engagement



## Strategy 18: Establish a sustainable financial position



### Council Plan Outcome (in four years we'll see)

Council can fund the delivery of services that are most important for the community

### Achievement towards the outcome so far....

Council has maintained a sustainable financial position enabling the delivery of services and community projects

Council has worked diligently to record cash surpluses over the last two financial years which will underpin financial sustainability when the long-term financial positions is challenged by the growing renewal demand, external economic factors, large infrastructure projects and operating costs of new community facilities in years ahead

### Key progress at Mid Year 3

- Current 10 year Long Term Financial Plan (LTFP) enables Council to continue to deliver services and facilities whilst navigating challenging years ahead.
- Council maintained a positive financial position at the end of 2022-23 recording a surplus of \$1.2m with cash and investments allocated to deliver future projects and commitments.
- Enterprise Agreement finalized.
- Savings and new revenue target achieved in 2022-23 and for 2023/24.

### What We'll Do – New focus areas for 18 months ahead

- Analyse and respond to recent changes in Victorian Government guidance on the use of waste service charges to ensure clarity and financial sustainability
- Implement digital project management system to improve delivery and quality of performance reporting
- Increase project delivery, including improve overall project readiness and selection, and program planning accuracy for future years
- Undertake the Integrated Council Planning 2025 to 2029 project including preparatory work prior to Council elections October 2024
- Utilise outputs of improved asset renewal modelling for decision making
- Continue efforts to identify and embed efficiencies - 'Thermometer' savings embedded in 2024/25 budget \$544K

### What will slow down or we'll stop doing and why

- Continue to look for efficiencies in delivering services including where technology can deliver savings and provide a better customer experience.



Council Plan Progress Report – Mid Year Three



## Strategy 19: Improve Council's credibility as a trusted decision maker through meaningful engagement



### Council Plan Outcome (in four years we'll see)

Community members have increased confidence in Council as a trusted governor, financial manager and advocate and feel their input contributes to strategic decision-making

### Achievement towards the outcome so far....

A Communications and Community Engagement Strategy and reviewed Community Engagement Policy have been developed and adopted

Staff training in community engagement has been delivered

Improved community engagement processes have been implemented to improve tracking and coordination

Online customer improvements including new kindergarten enrolments, all payments enabled online and improved customer request and complaints processes

Ongoing focus on more Council decisions being made in open meetings sections rather than in confidential sections e.g. tender decisions

### Key progress at Mid Year 3

- Community Engagement Policy was adopted in August 2023
- Round one of a community engagement staff training program has been delivered, involving 60 staff
- Implemented coordinated monthly communications on placed based projects to local channels
- Finalisation of the MPP-028 Community Engagement Management Procedure
- Planning for new Communications and Engagement Request and Workflow System for all new projects across Council
- Developed 71 media releases, 63 media responses and 91 speech notes and columns over this 6-month period.
- Gained more than 700 followers and generated more than 9,000 content interactions across Instagram and Facebook
- Implemented new social pinpoint online engagement platform

### What We'll Do – New focus areas for 18 months ahead

- Implement Communications and Engagement Request and Workflow System for all new projects across Council, and monitor/refine process
- Rollout round two of online engagement training program for all staff
- Continue implementation of the Communications and Community Engagement Strategy Action Plan
- Stronger focus on proactive communications, thanks to additional resources
- Continue the rollout of the new social pinpoint online engagement platform
- Commence an internal community of practice for staff to share community engagement learnings and to coordinate activities
- Expand the coordinated communications on local projects to other townships / locations
- Commence data gathering in any areas we do not have good data in preparation for developing the new Council Plan and integrated plans which will be delivered after the Council election in October 2024

### What will slow down or we'll stop doing and why

- Experiment with different methods of engagement: this will become less of a specific focus, but will be incorporated into engagement planning where appropriate

Council Plan Progress Report – Mid Year Three



### **Council Resolution**

**Moved Cr Stapleton, Seconded Cr Schonfelder**

That Council suspend Standing Orders at 8.10pm for 15 minutes.

CARRIED 9|0

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen Cr Barker Cr Bodsworth Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

### **Council Resolution**

**Moved Cr Schonfelder, Seconded Cr Stapleton**

That Council resume Standing Orders at 8.26pm.

CARRIED 8|0

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen Cr Barker Cr Bodsworth Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton	Nil	Nil

**Cr Wellington returned to the meeting at 8:27pm.**

## 4.3 Fair Access Policy

### Council Plan

### Theme Two - Healthy Connected Community

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

Strategy 4 - Improve access to local services and programs that support people to be healthy and well.

Strategy 6 - Enable communities to strengthen their social connections and participate in community life.

### Author's Title:

Social Infrastructure and Open Space Planning Officer

### General Manager:

Chris Pike, General Manager Placemaking & Environment

### Division:

Placemaking and Environment

### Department:

Integrated Planning

### Attachments:

1. Draft Surf Coast Shire Fair Access Policy - SCS 063 [4.3.1 - 9 pages]
2. Draft Fair Access Policy Action Plan - 2024 [4.3.2 - 4 pages]

### Purpose

1. To seek Council's endorsement to release the draft Fair Access Policy for public exhibition for a period of four weeks.

### Recommendation

That Council:

1. Endorses the draft Fair Access Policy (**Attachment 1**) and Action Plan (**Attachment 2**) for the purpose of public exhibition.
2. Gives notice that the draft Fair Access Policy (**Attachment 1**) and Action Plan (**Attachment 2**) are being placed on public exhibition, with submissions to be invited for a period of four weeks.
3. Considers the adoption of the Fair Access Policy and Action Plan at a future meeting of Council.

### Amendment

#### Moved Cr Wellington, Seconded Cr Schonfelder

That Council:

1. Endorses the draft Fair Access Policy (**Attachment 1**) and Action Plan (**Attachment 2**) for the purpose of public exhibition.
2. Gives notice that the draft Fair Access Policy (**Attachment 1**) and Action Plan (**Attachment 2**) are being placed on public exhibition, with submissions to be invited for a period of eight weeks.
3. Considers the adoption of the Fair Access Policy and Action Plan at a future meeting of Council.

CARRIED 9|0

For	Against	Abstained
Cr Allen Cr Barker Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

### Council Resolution

#### Moved Cr Gazzard, Seconded Cr Hodge

That Council:

4. Endorses the draft Fair Access Policy (**Attachment 1**) and Action Plan (**Attachment 2**) for the purpose of public exhibition.
5. Gives notice that the draft Fair Access Policy (**Attachment 1**) and Action Plan (**Attachment 2**) are being placed on public exhibition, with submissions to be invited for a period of eight weeks.
6. Considers the adoption of the Fair Access Policy and Action Plan at a future meeting of Council.

CARRIED 8|1

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Cr Barker	Nil

#### Outcome

2. If Council accepts this recommendation, Council will be supportive of Officers publicly exhibiting the draft Fair Access Policy to enable the community to provide feedback. Once feedback is received and considered, Officers will finalise the Policy.

#### Key Considerations

3. This policy was developed in response to the Victorian Government Fair Access Policy Roadmap, which aims to deliver equitable access to publicly owned community sports infrastructure across the state, helping to level the playing field for women and girls in sport.
4. The Fair Access Policy seeks to address known barriers experienced by women and girls in accessing and using community sports infrastructure.

5. The scope of the Policy is to support Council to take positive action towards achieving gender equity in the access and use of community sports infrastructure.
6. All Victorian councils must develop and endorse a Fair Access Policy using the Fair Access Policy Roadmap from 1 July 2024 to be considered eligible to receive infrastructure funding from the Victorian Government.

### **Background**

7. The Australian first Fair Access Policy Roadmap is set to deliver equitable access to publicly owned community sports infrastructure across the state, helping to level the playing field for women and girls in community sport.
8. From 1 July 2024, all Victorian councils will need to have gender equitable access and use policies in place to be considered eligible to receive infrastructure funding. These policies will ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local facilities.
9. The Surf Coast Shire Council has previously identified the need to improve participation for all genders and abilities. A Fair Access Policy is proposed to formalise the ongoing focus on improving equitable access for women and girls using community sporting infrastructure.
10. The draft Fair Access Policy aims to progressively build the capacity and capabilities of Council and community clubs and groups in the identification and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.
11. Research from the Change the Game State of Play Survey 2022-23 highlighted that:
  - 11.1. 28% of women have considered leaving their club due to inequitable treatment.
  - 11.2. Women are 2.5 times more likely to report feeling unwelcome at their sporting club compared to men.
  - 11.3. Many Victorian women and girls don't have access to the best courts or grounds, have facilities of lesser standard, or are relegated to less convenient competition and training times.
12. This Policy establishes Council's expectation that gender equality is considered and prioritised in all current and future Council recreation planning, policy, service delivery and practice as they relate to community sports infrastructure.
13. The intent of this policy is not limited to just sport, and there is an opportunity to apply fair access across all community places, spaces, and programs. However due to strict timelines and the level of maturity of the Fair Access Policy, full integration across all places, spaces and programs is not possible at this time. Therefore, a shorter review period of 2 years will be applied to this first-generation policy, allowing for future integration to be considered.

### **Options**

14. **Alternative Option 1** – That Council does not endorse the draft Fair Access Policy to be publicly exhibited.

This option is not recommended by Officers as there would be a reputational risk to Council by not providing the community an opportunity to contribute to the final Policy development. This option also puts the Surf Coast Shire at risk of not remaining eligible for Victorian Government funding opportunities as it is a requirement to have a final endorsed Policy in place by 1 July 2024.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Two - Healthy Connected Community**

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

Strategy 4 - Improve access to local services and programs that support people to be healthy and well.

Strategy 6 - Enable communities to strengthen their social connections and participate in community life.

15. The development and implementation of this Policy and the associated Action Plan will ensure that Surf Coast Shire Council delivers on its commitments in the Council Plan. It outlines Council's formal position on support for women and girls to access facilities, services and programs that enable healthy lifestyles, strengthen social connections, and participate in community life.

### **Financial Considerations**

16. The development and public exhibition of the draft Policy is resourced through the Social Infrastructure and Open Space Planning operational budget.
17. Implementation of the Policy and Action Plan will be resourced through existing budgets.

### **Community Engagement**

18. The draft Policy has been developed in consultation with The Office for Women in Sport, utilising their templates and tools.
19. The draft Policy is aligned with Fair Access policies developed and endorsed by other Victorian Local Governments.
20. Subject to Council resolution, public exhibition is proposed to be undertaken for a four-week period from 29 March 2024 to 26 April 2024.
21. Public exhibition and the opportunity for community to provide feedback aims to ensure that user groups and relevant stakeholders who access and use community sport infrastructure understand and are able to implement gender equitable access and use practices. The Policy encourages and supports the inclusion of diverse perspectives.

### **Statutory / Legal / Policy Considerations**

22. The Policy will ensure that Surf Coast Shire complies with the *Gender Equality Act 2020*, *Local Government Act 2020* and the *Public Health and Wellbeing Act 2008*. It will also align with other legislative frameworks that support the Victorian Government's reform agenda, which has been developed to change the systems that have perpetuated gender inequality.
23. As a defined outcome of the *Gender Equality Act 2020*, since 31 March 2021 all councils have been required to conduct Gender Equity Impact Assessments (GEIA) on all new policies, programs, communications, and services, including those up for review, which directly and significantly impact the public (*Gender Equality Act 2020*).
24. A GEIA has been completed on the Fair Access Policy meeting requirements under the *Gender Equality Act 2020*.
25. Adoption of a Fair Access Policy will ensure that Council remains eligible for Victorian Government funding programs relating to community sports infrastructure.

### **Strategic Risk**

26. **Failure to deliver a positive customer experience**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
27. **Failure to meet Councils Governance and Compliance obligations**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
28. **Failure to plan and deliver infrastructure which keeps pace with growth**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *High*
29. **Failure to protect the intrinsic values and character of the shire**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
30. **Failure to play our part in supporting people to engage in community life**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
31. Releasing the draft Policy for public exhibition assists in managing Council's risk as it:
  - 31.1. Ensures compliance with Council's Community Engagement Policy.
  - 31.2. Ensures Council remains eligible for future Victorian Government funding opportunities relating to community sports infrastructure.
  - 31.3. Responds to the exponential growth in women and girls' sports participation.
  - 31.4. Supports women and girls to better participate and engage in community life.

### **Risk Rating**

32. Risk rating is medium – mitigation measures can be managed at department level to meet State Government requirements.

**Risk Appetite**

33. Council will manage and support population growth and demand for community sporting infrastructure in the municipality with consideration to capacity and capabilities to eliminate gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

**Sustainability Considerations**

34. The long term importance and application of the Policy and Action Plan within both Council and community club and group environments is critical.
35. In consideration of this, the draft Policy and Action Plan have been developed to be realistic and achievable for Council and Sporting Clubs / Community Groups to incorporate into existing operations.

**Conflict of Interest**

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

**Confidentiality**

37. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

**Transparency**

**Audit and Risk Committee involvement**

38. The Policy is not in scope of the Audit and Risk Committee.

**Councillor Briefings**

39. This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 5 March 2024

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Gary Allen</i>	<i>Y</i>	<i>Cr Liz Pattison</i>	<i>N</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Kate Gazzard</i>	<i>N</i>	<i>Cr Heather Wellington</i>	<i>N</i>
<i>Cr Rose Hodge</i>	<i>Y</i>		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.



## SCS-063 Surf Coast Shire Fair Access Policy

**TRIM Reference:** D24/26619      **Due for Review:** July 2025  
**Responsible Officer:** Coordinator Social Infrastructure and Open Space Planning

### Purpose

The Fair Access Policy (the Policy) outlines Surf Coast Shire Council's (Council) commitment to support gender equitable access to, and use of, community sports infrastructure.

The Policy means that Surf Coast Shire complies with the Gender Equality Act 2020, Local Government Act 2020 and the Public Health and Wellbeing Act 2008. The policy will ensure community sporting environments are welcoming, accessible, and inclusive. With this Policy Council ensures ongoing eligibility for Victorian Government funding programs relating to community sports infrastructure.

### Objectives

Council will take the necessary and proportionate steps towards achieving gender equality in the access and usage of community sports infrastructure. This Policy establishes Council's expectation that gender equality is considered and prioritised in Council social infrastructure planning, policy, service delivery and practice as they relate to community sports infrastructure.

The Policy seeks to address known barriers experienced by women and girls in accessing and using community sports infrastructure. The Policy aims to progressively build capacity and capabilities of Council in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

The Policy aims to achieve the following objectives:

- To build capacity and capabilities of the Surf Coast Shire in the identification and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sport and recreation.
- To ensure an effective place-based response for the gender equitable use and access of community sports infrastructure.
- To promote gender equality in policies, programs, communications, and services as they relate to community sports infrastructure.

### Scope

The scope of the Policy is to support Council to take positive action towards achieving gender equity in the access and use of community sports infrastructure. This complies with the Gender Equality Act 2020, Local Government Act 2020 and the Public Health and Wellbeing Act 2008 and aligns with Council's Health and Wellbeing Plan and Council strategies.

The Policy applies to:

- Any policies, programs, communications, and services as they relate to community sports infrastructure.
- All community sports infrastructure owned and/or managed by Council.





For the Surf Coast Shire, the Policy applies to the following community sports infrastructure:

Asset Categories
Sports and recreation pavilions
Outdoor recreational grounds and reserves (e.g. playing surfaces, ovals, pitches, greens, tracks, wickets)
Indoor sport and recreation stadiums (e.g. courts and multi-purpose indoor areas)
Outdoor and indoor aquatic facilities
Outdoor sport and recreation courts
Practice facilities (e.g. cricket practice nets and training areas)
Equestrian reserves and riding facilities
Golf facilities
Park exercise equipment
Bike parks / tracks

## Policy

Council is committed to the expectation that gender equality is considered and prioritised in all current and future planning, policy, service delivery and practice as they relate to community sports infrastructure. The Policy is to comply with the Gender Equality Act 2020, and the wider Victorian Government gender equality strategy.

Council acknowledges:

- The disadvantaged position some individuals have had in the sport and recreation sector because of their gender; and
- That achieving gender equality will require diverse approaches for women, men, trans and gender diverse people to achieve similar outcomes for people of all genders.

Council will:

- Engage fairly and equitably with all staff, governance working groups, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner; and
- Engage in the process of Gender Equity Impact Assessments (GEIA) to assess the implications for women, men, trans and gender diverse people of any planned action, including policies and communications.



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## COUNCIL POLICY

### Principles

The following Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector.

This Policy and any resultant action plan are based on the following six principles:

- **Principle 1:** Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.
- **Principle 2:** Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.
- **Principle 3:** Women and girls will have equitable access to, and use of, infrastructure that supports existing and new participation opportunities, and a variety of sports.
- **Principle 4:** Women and girls should be equitably represented in leadership and governance roles.
- **Principle 5:** Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.
- **Principle 6:** Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure.

These principles provide clear direction and will be applied relative to the Surf Coast Shire context.

### Roles and Responsibilities

Council commits to undertake a Gender Equity Impact Assessment (GEIA) on policies, programs, processes, communications, and services and if opportunities are identified, will develop or strengthen gender equitable access and use of community sports facilities, in alignment with the Fair Access Principles.

Council acknowledges that the requirement to have, and demonstrate progress against, a gender equitable access and use policy, and action plan, will form part of the eligibility criteria for Victorian Government funding programs relating to community sports infrastructure from 1 July 2024.

Role	Responsibility
CEO and Executive Management Team	<ul style="list-style-type: none"> <li>• Promote a gender-aware and gender-responsive culture and community and championing the Fair Access Policy.</li> <li>• Promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls in sport and active recreation.</li> </ul>
Coordinators and Senior Officers	<ul style="list-style-type: none"> <li>• Lead the review of sport and recreation policies and process.</li> <li>• Develop gender equitable access and use policies.</li> <li>• Communicate policy updates to all staff and community.</li> <li>• Monitor compliance and issues as required.</li> <li>• Promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls.</li> <li>• Support the undertaking of Gender Equity Impact Assessment and submission of progress reports as per the Gender Equality Act 2020 obligations.</li> </ul>



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## COUNCIL POLICY

Role	Responsibility
Gender Equality Advisor	<ul style="list-style-type: none"> <li>Support the review of sport and recreation policies and processes.</li> <li>Inform of any legislative and/or policy changes and support the development of new or revised gender equitable policies and practices.</li> <li>Support the organisation and staff to undertake Gender Equity Impact Assessments and submission of progress reports as per the Gender Equality Act 2020 obligations.</li> </ul>
Officers	<ul style="list-style-type: none"> <li>To communicate and educate sport and recreation infrastructure user groups and users about the Policy.</li> <li>Liaise with the Victorian State Government, neighbouring Local Government Areas, Sporting Associations, clubs and competitions to align policies and objectives where possible.</li> </ul>
All staff	<ul style="list-style-type: none"> <li>Adhere to and communicate the policy when required.</li> </ul>

### Local Government Act 2020 Principles

The Policy enables effective and efficient integration of the requirements of the Gender Equality Act 2020, the Local Government Act 2020 and the Public Health and Wellbeing Act 2008 and other legislative frameworks.

Principles	Applicable to the Policy	If yes, provide details
<b>Governance Principles</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	The Policy supports the objective that all genders should be equitably represented in leadership and governance roles.
<b>Community Engagement</b> (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes	The Policy engages user groups and relevant stakeholders who access and use community sport infrastructure to understand and implement gender equitable access and use practices.  The Policy encourages and supports the inclusion of diverse perspectives, including children and young people, older people, people of all genders, people with disabilities and carers, Aboriginal and/or Torres Strait Islander people, culturally and linguistically diverse communities, and people who identify as LGBTQIA+.



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**COUNCIL POLICY**

Principles	Applicable to the Policy	If yes, provide details
		<p>The Policy prioritises respect, inclusivity and safety for all community members participating in, or affected by, engagement processes.</p> <p>The Policy has followed the appropriate level of engagement according to the International Association of Public Participation (IAP2) Framework.</p>
<p><b>Public Transparency</b> (Consideration of Public Transparency Principles under s.58 of LGA 2020)</p>	<p><b>Yes</b></p>	<p>The Policy and the associated action plan are visible to the community to clearly outline the objectives, roles and responsibilities for all stakeholders to be able to work towards Fair Access outcomes.</p>
<p><b>Strategies and Plans</b> (Consideration of Strategic Planning Principles under s.89 of LGA 2020)</p>	<p><b>Yes</b></p>	<p>The Policy aligns with the Surf Coast Shire Council Plan incorporating the Health and Wellbeing Plan (2021 - 2025), regarding a focus area of preventing family violence and promoting gender equity, also in relation to the following strategies:</p> <p><b>Strategy 2:</b> Ensure Council decisions consider and respect traditional owner perspectives, culture and knowledge.</p> <p><b>Strategy 3:</b> Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.</p> <p><b>Strategy 4:</b> Improve access to local services and programs that support people to be healthy and well.</p> <p><b>Strategy 6:</b> Enable Communities to strengthen their social connections and participate in community life.</p> <p>Under Council's Purpose and Commitments, Council will operate according to a commitment to Equity where we commit to ensuring all community members are treated fairly and equitably.</p>
<p><b>Financial Management</b> (Consideration of Financial Management Principles under s.101 of LGA 2020)</p>	<p><b>Yes</b></p>	<p>The Policy ensures Surf Coast Shire's ongoing eligibility for Victorian Government funding programs relating to community sports infrastructure.</p>



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**COUNCIL POLICY**

Principles	Applicable to the Policy	If yes, provide details
<p><b>Service Performance</b> (Consideration of Service Performance Principles under s.106 of LGA 2020)</p>	<p><b>Yes</b></p>	<p>The Policy supports Council and community sporting environments to be welcoming, accessible, and inclusive for all community and to deliver on the following service performance objectives.</p> <ul style="list-style-type: none"> <li>(a) services provided in an equitable manner and be responsive to the diverse needs of the municipal community;</li> <li>(b) services to be accessible to the members of the municipal community for whom the services are intended;</li> <li>(c) quality and costs standards for services set by the Council should provide good value to the community;</li> <li>(d) seek to continuously improve service delivery to the municipal community in response to performance monitoring;</li> <li>(e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.</li> </ul>



## Definitions

### **GEIA's - Gender Equity Impact Assessments**

As a defined entity of the Gender Equality Act 2020, Council will be required from 31 March 2021 to conduct Gender Impact Assessments (GEIA) on all new policies, programs, communications, and services, including those up for review, which directly and significantly impact the public (Gender Equality Act 2020). The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

### **Committees of Management**

For the purposes of this document, refers to committees appointed by the Department of Land, Water, Environment and Planning under the Crown Land (Reserves) Act 1978 to manage recreation reserves where community sport training and games are held.

### **Community Asset Committees**

Community Asset Committees (CACs) are made up of volunteers who directly manage daily operational activities at nominated halls and recreation reserves on behalf of Surf Coast Shire Council. The Committees create greater local connection and bring local knowledge that results in more effective use of the facilities.

### **Community Sports Infrastructure**

Publicly owned local, rural, regional, or state level sport and recreation or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance.

### **Gender Diverse**

An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary.

### **Gender Equality**

The equal rights, responsibilities and opportunities of women, men and trans and gender-diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.

### **Gender Equity**

The provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.

### **Gender**

How you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.

### **Transgender, or Trans**

Someone whose gender does not only align with the one assigned at birth. Not all Trans people will use this term to describe themselves.



### Public Land Management Groups

For the purposes of this document, are the Committees of Management appointed under the Crown Land (Reserves) Act 1978 and responsible for the management of recreation reserves where community sport training and games are held.

### Related Procedure

**Gender Equality Action Plan** - Our Gender Equality Action Plan is internally focused yet builds on the commitment made to our community through Council's Access & Inclusion Plan 2014-24 to build healthy, well-connected communities where everyone can participate. It recognises our existing programs, initiatives, achievements and documents and identifies new initiatives that will be implemented over a four-year period to meet our gender equality and diversity objectives.

**Fair Access Action Plan** - The Fair Access Action Plan is both internally and externally facing and focuses on improving the access to, and use of, community sports infrastructure for women and girls. From 1 July 2024, all Victorian councils will have gender equitable access and use policies in place. The action plan will ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local sport and recreation facilities.

It builds on existing initiatives across the following focus areas:

- Active Places and Spaces (Sporting Infrastructure and Environment)
- Active Options and Programming (Usage and Allocations)
- Active and Healthy People (Active Participation)
- Active Governance (Governance and Management)
- Active Fair Access Culture (Education and Awareness)

### References

Guidelines, Plans, Strategies and Policies

- Inquiry into Women and Girls in Sport and Active Recreation
- Gender Equality Act 2020 (Vic)
- Local Government Act 2020 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Gender Equality & Diversity Action Plan - 2021 – 2025
- Surf Coast Shire Council Gender Equity Action Plan - 2017
- Surf Coast Shire Council Plan (Incl. Health and Wellbeing) - 2021–2025
- Surf Coast Shire Council Financial Plan – 2021 - 2031
- Surf Coast Shire Council Reconciliation Action Plan - 2022

Acknowledgements

- The Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Maar nation as the Traditional Owners of the lands known as the Surf Coast Shire.
- The Fair Access Policy roadmap developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth.



*We exist to help our community and environment to thrive*

## COUNCIL POLICY

### Assessment

- Gender Equity Impact Assessment (GEIA) – Fair Access Policy (13 February 2024)

### Document History

Version	Document History	Approved by – Date
1	Draft Fair Access Policy for public exhibition	KD - 22 February 2024
2		
3		





## Fair Access Policy: Action Plan

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy and any resultant action plan are based on six principles:

<b>Principle 1:</b> Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.
<b>Principle 2:</b> Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.
<b>Principle 3:</b> Women and girls will have equitable access to, and use of infrastructure that supports existing and new participation opportunities, and a variety of sports.
<b>Principle 4:</b> Women and girls should be equitably represented in leadership and governance roles.
<b>Principle 5:</b> Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.
<b>Principle 6:</b> Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure.

### Focus Areas

Surf Coast Shire Council (SCS) has considered these principles when determining the actions to achieve progress, and have split these actions into key focus areas:

- Active Places: Sporting Infrastructure and Environment
- Active Options: Usage and Allocations
- Active and Healthy People: Active Participation
- Active Governance

### Surf Coast Shire Gender Equity Plan (2016)

Previous gender inclusive club and community work by Surf Coast Shire has been achieved through the delivery of the Plan. Focus areas have included:

- Gather evidence and statistics with gender breakdowns (gendered data collection, analysis and impact assessment) to inform projects
- Host workshops to determine barriers and enablers of women and girls participating across all levels of sport
- Inclusion of gender equality criteria in procurement evaluations
- Seeking to achieve a gender balance on committee when discussing community plans with community groups
- Promoting support networks for women through social and learning activities and events



- Use of community consultation data to gain an insight into the need differences of women to document gaps in services and facilities
- Work with event organisers to equally promote male and female athletes in the lead up and during events. As example, the Cadel Evans Welcome Wave and Rip Curl Pro
- Ensure a continued balance in exhibitions held at the Australian National Surfing Museum, highlighting male and female surfing icons
- Promote female based sporting programs

The above detail has informed the development of the Surf Coast Shire's Gender Equity and Diversity Action Plan (2021-2025). To view the Action Plan:

[Surf Coast Shire Gender Equality & Diversity Action Plan 2021-2025](#)

## **Council Actions**

### **Active Places: Sporting Infrastructure and Environment**

<b>Actions to achieve progress</b>
When new or upgraded facility projects are undertaken, to the greatest extent plan for safer and more inclusive infrastructure to improve the training and playing experience for women and girls (including change rooms, bathrooms and amenities, sports lighting, car parks, pathways, sensory rooms, prayer rooms etc.)
Ensure completion of a GEIA for: <ul style="list-style-type: none"> <li>- All new or upgrade/renewal social infrastructure projects when relevant</li> <li>- All new or future renewals of any plans, policies, strategies etc.</li> </ul>
Follow State or National sporting association facility development guidelines when planning for and designing new or upgraded infrastructure
Seek relevant funding and grants that support upgraded infrastructure, including prioritisation of projects that will support women and girls to be active
Consideration to age-friendly community facilities encouraging active ageing and optimise opportunities for good health, social and community participation for seniors in recreational infrastructure

### **Active Options: Usage and Allocations**

<b>Actions to achieve progress</b>
Review and update Community Grants criteria for sporting clubs and groups incorporating a Fair Access requirement to ensure that greater consideration is given to programs or projects that support women and girls to be active
Review and update Lease and License and Service Level Agreements and incorporate Fair Access practices and principles (where applicable) to support clubs and groups to provide supportive environments that encourage participation by women and girls.
Investigate the development and use of a Seasonal Tenancy Manual and Application Form to use to incorporate Fair Access practices and principles to ensure that greater consideration is given to facility bookings/allocations that support women and girls to be active

### **Active and Healthy People: Active Participation**

<b>Actions to achieve progress</b>
Provide training and mentorship for women and girls to learn about leadership ( <b>Leisure Networks</b> )
Support and promote 'Come and Try' days or sporting activations



Host education/information sessions with clubs and groups on the promotion of inclusion and equity for diversity and women ( <b>Leisure Networks – Example: TRIM D24/37892</b> )
Celebrate clubs and groups that are leading the way in inclusion, including showcasing prominent local role models (athletes, volunteers, coaches, administrators, officials etc.)
Continually share upskilling opportunities through networks as they arise
Encourage and support the inclusion of diverse perspectives, including children and young people, older people, people of all genders, people with disabilities and carers, Aboriginal and/or Torres Strait Islander people, culturally and linguistically diverse communities, and people who identify as LGBTQIA+

### Active Governance

<b>Actions to achieve progress</b>
Continue to promote and support clubs and groups to work towards and achieve gendered targets for committees
Promote clubs and groups to participate / complete Gender Inclusive Sporting Club Self-Assessments Eg. Allocations of sporting grounds/fields/courts, visits from sporting stars, social room bookings ( <b>Template: Office of Women in Sport and Recreation</b> )
Support leagues / associations in their efforts towards developing and/or implementing welcoming policies and practices
Identify funding and grant opportunities to: <ul style="list-style-type: none"> <li>- Invest in programs that attract equal access</li> <li>- Support the Office for Women in Sport and Recreation and Leisure Networks to continue to upskill committees, members and or players with gender equity and bystander training</li> </ul>
Explore the development of a sticker or poster for clubs or groups to display (club/meeting rooms, website, banners) recognising the clubs and groups that are working towards inclusion of women and diverse groups ( <b>Office for Women in Sport and Recreation</b> )

### Club and Community Group Actions

#### Active Places: Sporting Infrastructure and Environment:

<b>Actions to achieve progress</b>
Clubs and Groups 'Fair Access' images displayed and ensure language used in club change, meeting and social rooms and on social media is inclusive, positive and appropriate
Clubs and groups to complete a Gender Inclusive Sporting Club Self-Assessment to identify areas of improvement ( <b>Office for Women in Sport and Recreation</b> )
Encourage and support the inclusion of diverse perspectives, including young people, older people, people of all genders, people with disabilities and carers, Aboriginal, culturally and linguistically diverse communities, and people who identify as LGBTQIA+

#### Active Options: Usage and Allocations

<b>Actions to achieve progress</b>
Clubs and groups to consult with members, players, coaches and parents to understand the needs of participants and supporters before allocating training/game times for playing and use of change facilities



When applying for grants consult with members, players, coaches and parents of the club or group to understand the needs of improvement in order to identify aspects that are lacking and impacting access

Clubs and groups to provide 'Fair Access' through equal opportunity to access, training scheduling and game start times for all users

### Active and Healthy People: Active Participation

#### Actions to achieve progress

Listen to women and girls and gender diverse people to help break down any barriers to participation and involvement (e.g. uniforms, playing or training times, club or group code of conduct etc.)

Ensure social events are inclusive and welcoming to everyone fostering a sense of belonging and camaraderie

Ensure prizes, awards, promotion and opportunities are equal for all recipients/participants  
Host or promote training and mentorship for club or group members who want to learn, coach, officiate, do first aid or join a committee

Encourage and support the inclusion of aging community members to participate, contribute socially, culturally and economically to clubs and community groups

### Active Governance

#### Actions to achieve progress

Ensure any paid positions are fair and equal for same role, regardless of gender

Create a diversity strategy or set goals within clubs and groups that focus on equal representation in decision making roles across different aspects of the club or group (e.g. Executive, Committee and coaching, officiating roles, etc.)

Establish and promote clear anti-discrimination and harassment policies emphasising a zero tolerance approach to inappropriate behaviour

Create safe and confidential reporting mechanisms for any instances of discrimination, harassment or inappropriate behaviour

Set expectations through player and coach code of conducts, including Fair Play Code and any other relevant rules

Use social media positively to showcase the clubs effort towards Equity and Fair Access

## 4.4 Customer Experience Bi-Annual Update July to December 2023

### Council Plan

### Theme Seven - Accountable and Viable Council

Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.

### Author's Title:

Coordinator Customer Experience

### General Manager:

Gail Gatt, General Manager Community Life

### Division:

Community Life

### Department:

Community Support

### Attachments:

Nil

### Purpose

1. The purpose of this report is to provide Council with the Customer Experience Bi-Annual Update July to December 2023.

### Recommendation

That Council notes the Customer Experience Bi-Annual Update July to December 2023.

### Council Resolution

#### Moved Cr Stapleton, Seconded Cr Gazzard

That Council notes the Customer Experience Bi-Annual Update July to December 2023.

CARRIED 9|0

For	Against	Abstained
Cr Allen	Nil	Nil
Cr Barker		
Cr Bodsworth		
Cr Gazzard		
Cr Hodge		
Cr Pattison		
Cr Schonfelder		
Cr Stapleton		
Cr Wellington		

### Outcome

2. This report demonstrates Council's commitment to understand customers' experiences, learn from feedback and continuously develop staff to meet, and where possible exceed customer expectations.
3. Continuous improvement of customer experience is a commitment to better serve the community and build their trust in Council.

### **Key Considerations**

4. Council's Complaint Handling Policy is based on sound guidance of the Victorian Ombudsman. Council recognises people's rights to complain and considers complaint handling to be part of the core business of serving the community.

### **Background**

5. Council has undertaken a reform program in recent years to improve the registering and management of customer requests. This has included reviewing and establishing timeframes for all customer request categories, staff training and providing improved channels for customers to lodge service requests.
6. Council's Complaint Handling Policy defines a complaint and outlines an open and transparent complaint handling system to ensure all complaints are handled fairly and objectively by: making it easy to complain, responding to complaints effectively and learning from complaints to improve services.
7. A key improvement for Victorian councils is the inclusion of complaint handling in the *Local Government Act 2020*, resulting in reporting of how councils receive, handle and respond to complaints. A commitment in the policy states Council will receive a bi-annual report on complaint performance.
8. Customer requests (including complaints) are registered through a Customer Request Management (CRM) software system called Authority. The customer request management process includes:
  - 8.1. Customers receive a unique reference number and information on when they will receive a response from the relevant officer.
  - 8.2. Council is committed to completing both customer requests and complaints within the timeframe.
  - 8.3. Council measures the completion rate of requests within the timeframe.
9. Customer experience performance is measure through a real-time platform called Rateit. This measures:
  - 9.1. Customer Experience (CX) Score is measured on a scale of 0 to 10 to understand a customer's overall experience. The overall score for a reporting period is determined by a weighted average where customers relate their experience by selecting the relevant graphic from awful to awesome.



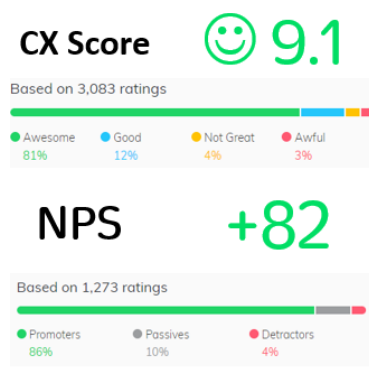
- 9.2. Net Promoter Score (NPS) is derived by determining the likelihood that a customer would speak positively about their experience with council. It is measured on a scale of -100 to +100, categorising customers from detractors to promoters.

10. The above metrics are used across industries globally to gain an overall understanding of customer experience, expectations, satisfaction and likelihood of positive feedback to peers about service received.
11. To further understand customers experience council from time to time conducts a tailored customer insights program, where staff connect directly with customers who have contacted council for service. While in its infancy this program allows council to:
  - 11.1. Ask relevant questions.
  - 11.2. Drill down on particular townships or core services.
  - 11.3. Gain valuable evidence based understanding of customer satisfaction drawn from direct interaction with council.
12. Compliments involve a customer explicitly contacting Council to provide praise, applaud or compliment the service received. Compliments are:
  - 12.1. Recorded in a central register.
  - 12.2. Tasked as an action to the department manager to share with the team.
  - 12.3. Responded to, acknowledging the feedback.
  - 12.4. Used to affirm positive practices or behaviours within teams.
  - 12.5. Used to promote learning and improved performance.
  - 12.6. Used to recognise great work by officers.
13. In the July to December 2023 period 19,899 customer requests were registered via the Authority (CRM) system. Of the 19,899 the highest volume areas for customer requests included:
  - 13.1. Waste Management (new/replacement/repair bin or general waste enquiry).
  - 13.2. Civil Works (footpath, sealed and unsealed roads).
  - 13.3. Parks and Open Space (reception reserves, park and tree management).
  - 13.5. Environment and Development (ranger services, planning and community safety).
14. 94% of Customer Requests registered for the period were completed in the nominated timeframe. This compares with the January to June 2023 period when 18,559 requests were registered and 93% were completed in the nominated timeframe. The categories above were again the highest volume areas for the period.
15. In the July to December 2023 period 1,201 complaints were recorded. The complaint data comprises of:
  - 15.1. 358 Missed Bin Service (out of a maximum possible bin lifts of 1,199,523 for the period 0.03%).

- 15.2. 47 Overflowing Street Bins (officers reported 161 pre-emptive requests to our waste partner to avoid overflowing bins in the period).
  - 15.3. 461 Infringement Reviews. 2,612 infringements issued for the period (18%).
  - 15.4. 252 Property Valuation Objections. 24,095 valuations conducted (1%).
  - 15.5. 83 Complaints investigated under the Complaint Handling Policy.
16. This compares to the January to June 2023 period when complaints totalled 1,754. The majority of complaints in the period included 544 missed bins and 1049 infringement reviews.
17. Of the 83 complaints investigated under the Complaint Handling Policy for the period:
- 17.1. 42% were upheld.
  - 17.2. 18% were partially upheld.
  - 17.3. 40% were not upheld.
  - 17.4. 3 internal reviews were requested by complainants.
  - 17.5. The following provides a summary of the types of complaints investigated:
    - 17.5.1 29% General Service – lack of action, no response or excessive delay.
    - 17.5.2 27% Environment & Sustainability – waste.
    - 17.5.3 14% Civil and Outdoor Maintenance including roads and drainage.
    - 17.5.4 30% Other - including dissatisfaction with a decision, public question time, staff conduct, facility management.
- The 'Other' classification consists of a number of un-related single complaints across business units.
18. Where complaints were upheld (fully or partially) the following remedies were offered to customers:
- 18.1. Apologies offered.
  - 18.2. Acknowledgement of concerns and advice on what actions are taken to improve performance and or process.
19. Officers have implemented improvements from the complaints investigated in the period, examples include:
- 19.1. Refresh of work instructions.
  - 19.2. Staff training.



- 19.3. Mutually agreed cleaning program with a facility user group.
  - 19.4. Avoid raising expectations that lower risk issues will take priority. Ensuring communications are clear when an identified drainage issue is not high risk and therefore not as high a priority as others on the programmed works schedule.
  - 19.5. *Ongoing* – improved communication with customers on how we manage road maintenance requests and real time programming vs timelines set out in the Road Management Plan.
20. Council registered 59 compliments for the July to December 2023 period. Compliments are categorised as:
- 20.1. 27% Roads – remedies including potholes, grading, traffic counter, storm water pit replacement.
  - 20.2. 27% Other – customer service, rangers, rural access service, arts trail, new rates notice, live chat, planning.
  - 20.3. 26% Outdoor maintenance – playgrounds, open space, vegetation management, graffiti removal.
  - 20.4. 20% Waste – transfer station, contractor performance, removal of dumped rubbish.
21. Customer Experience Metrics – Real-time data from Rateit:
- 21.1. Customer Experience Score of 9.1 (3,083 respondents) compared with 9.1 (3,283 respondents) for the previous six months.
  - 21.2. Net Promoter Score of +82 (1,273 respondents) compares with +70 (1,747 respondents) for the previous six months.



### **Options**

22. **Alternative Option 1** – That Council does not note this report.

Officers do not recommend this option as it contradicts commitments in Council's Complaints Policy, including the expectation this information will be made available to the community twice annually.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.

23. Noting the Bi-Annual report which includes customer feedback and complaints, contributes to Council's credibility as a trusted decision maker through meaningful engagement.

### **Financial Considerations**

24. There are no significant financial implications in Council considering this report.

### **Community Engagement**

25. No community engagement necessary, all content including complaints and compliments are drawn directly from community feedback.

### **Statutory / Legal / Policy Considerations**

26. Council adopted the revised Complaint Handling Policy SCS-032 in November 2023, the policy continues to be based on sound guidance of the Victorian Ombudsman and the *Local Government Act 2020* requirements.

### **Strategic Risk**

27. **Failure to deliver a positive customer experience**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
28. Capturing and reporting on data in relation to customer experience provides opportunity to improve the quality of service delivery, also mitigating the risks of damage to Council's reputation.

### **Risk Rating**

29. The risk rating can be managed at department level.

### **Risk Appetite**

30. No Risk Appetite Statement selected.

### **Sustainability Considerations**

31. There are no sustainability considerations associated with this report.

### **Conflict of Interest**

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

### **Confidentiality**

33. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

### **Transparency**

#### **Audit and Risk Committee involvement**

34. This is not in scope of the Audit and Risk Committee.

### **Councillor Briefings**

35. This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 5 March 2024

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Gary Allen</i>	<i>Y</i>	<i>Cr Liz Pattison</i>	<i>Y</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Kate Gazzard</i>	<i>N</i>	<i>Cr Heather Wellington</i>	<i>N</i>
<i>Cr Rose Hodge</i>	<i>Y</i>		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

## 4.5 New Measures Of Economic Success

### Council Plan

### Theme Five - A Robust and Diverse Economy

Strategy 14 Enable people to run successful local businesses that grow and create jobs in our changing economy.

### Author's Title:

Manager Economic Development

### General Manager:

Jane Spence, Acting General Manager Placemaking and Environment

### Division:

Placemaking and Environment

### Department:

Placemaking and Environment

### Attachments:

- Attachment 1 New Measures Of Economic Success Framework [4.5.1 - 4 pages]

### Purpose

- To seek Council endorsement of the Measures of Economic Success Framework.

### Recommendation

That Council:

- Adopts the Measures of Economic Success Framework (**Attachment 1**) to track the economic prosperity of the Surf Coast region and in doing so, help to grow a more diverse and sustainable local economy.
- Receives a report annually on progress of the Measures of Economic Success Framework, including progress against the goals of the Economic Development Strategy and Creative Places Strategy.

### Council Resolution

#### Moved Cr Allen, Seconded Cr Schonfelder

That Council:

- Adopts the Measures of Economic Success Framework (**Attachment 1**) to track the economic prosperity of the Surf Coast region and in doing so, help to grow a more diverse and sustainable local economy.
- Receives a report annually on progress of the Measures of Economic Success Framework, including progress against the goals of the Economic Development Strategy and Creative Places Strategy.

CARRIED 8|1

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Cr Barker	Nil

### **Outcome**

2. If Council accepts this recommendation, the Measures of Economic Success Framework (see table under paragraph 20) will form the basis for measuring the economic prosperity of the Surf Coast Shire. In doing so, Surf Coast Shire Council will consider a more holistic view of economic success, including factors relating to the natural environment and lifestyle, beyond traditional economic metrics.

### **Key Considerations**

3. Council's Economic Development Strategy (EDS) was adopted in October 2021. The Measures of Economic Success Framework responds to *Action 3.1: Develop new measures of success for the economy based on prosperity and sustainability*.
4. The framework has a focus on prosperity, beyond using Gross Domestic Product (GDP) as the typical measurement of growth. Prosperity was identified as an aspirational economic goal during the development of the Economic Development Strategy.

To measure economic prosperity, several economic models and their informing metrics were considered, including Place Score, Mission Fit Cities, Thriving Places, Doughnut Economy, and Healthy Liveable Cities. A customised framework based on Mission Fit Cities was selected as the best-fit for the Surf Coast.

5. An assessment of metrics was undertaken with key considerations being: Council ability to actively influence the measurement outcome, alignment with Council's vision for the economy, data from a reliable and regular source and ability of the data to be standardised into a measurement score.
6. The framework consists of 15 metrics that have been grouped into three strategic areas: People, Place and Business. These three strategic areas align with the strategic areas of the Economic Development Strategy and Creative Places Strategy.
7. The framework standardises data collected for each metric to produce a score out of 10. The individual metric scores are then collated (taking a weighting into consideration) to produce an overall score for the strategic area. If the score falls below a target band (eg. 7 – 8 out of 10), it is an indicator that more work is required in this area to improve prosperity.
8. The data used is sourced from reliable, objective data sources that can be regularly benchmarked. These data sources are already used by Council and will not incur additional costs to continue measuring.
9. The feedback from community provided during the formation of the community vision and Council Plan was considered as part of identifying the various metric selected.

### **Background**

10. Council's Economic Development Strategy vision is 'By 2031, the Surf Coast is prosperous and has shaped its own identity that successfully combines lifestyle, environment, business and a strong sense of place'.
11. Central to this vision is achieving greater levels of prosperity for the Surf Coast Shire. This differs from historic economic development approaches which measure success in terms of growth through Gross Domestic Product (GDP) and/or more jobs.

4.5 New Measures Of Economic Success

12. Choosing prosperity as an economic aspiration aligns with the community vision and top 15 care factors outlined in the Council Plan. It considers success in the context of aspects beyond material wealth such as lifestyle, health and wellbeing, sustainability and the type of legacy we aim to leave for future generations.
13. To measure prosperity, several economic models and their informing metrics were considered. This included Place Score, Mission Fit Cities, Thriving Places, Doughnut Economy, and Healthy Liveable Cities.
14. These economic measurement models have successfully been applied to guide economic decisions for capital cities or nations, but an innovative approach was required to develop meaningful measures for a local region.
15. Following an assessment of the economic models for their credibility, relevance, methodology, robustness and cost, it was concluded that an adaptation of the Mission Fit Cities model that was customised for the Surf Coast Shire would be the most suitable.
16. Mission Fit Cities utilises six pillars: People, Planet, Performance, Positivity, Power, and Place. For the Surf Coast, three pillars of Place, People and Business were selected due to their alignment with the Economic Development Strategy and the Creative Places Strategy.
17. Mission Fit Cities combines a rigorous and integrated set of metrics that have been selected to predict how a host economy will perform in the future, based on the strengths of its foundations today. Each of the key pillars is supported by a set of indicators and measures, producing a Mission Fit Score.
18. Data from each metric is sourced from internal Council departments, data subscription services and Victorian Government data sources. All data is assessed against a scoring rule, producing a standardised number out of 10. A significance weighting is applied to the score and the weighted scores are added in each theme to arrive at an overall theme score out of 10. These scores can then be averaged across the themes to arrive at a final score out of 10.
19. Officers engaged consultants, Urbis, to customise Mission Fit Cities for the Surf Coast Shire. An assessment of available metrics suitable for the Surf Coast was undertaken with key considerations being: Council ability to actively influence the measurement outcome, alignment with Council's vision for the economy, data from a reliable and regular source and ability of the data to be standardised into a measurement score.
20. Using this method, a target band of acceptance was established (for example a range of 7 – 8 out of 10). If the score falls within this range, there is an adequate level of prosperity being achieved. If the score falls under the range, it indicates a greater level of attention is required. If the score is above, less resourcing can be applied to this area to focus on other areas in need.
21. The table below identifies the metrics, the pillar under which they sit and their purpose. The framework itself is a series of spreadsheet tables containing the purpose, data, a scoring rule, weighting, and a score. Instructions are also provided in each table to help guide the user to the data source. Example measures are provided in Attachment 1.

<b>PILLAR</b>	<b>METRIC</b>	<b>PURPOSE</b>
PLACE	20 Minute Neighbourhoods	Assesses population centres against Planning Victoria's definition of a 20-Minute Neighbourhoods and converts township scores into a score out of 10.
PLACE	Night-time Economy	Measures night-time spend of dining & entertainment against total expenditure using SpendMapp credit card data. Having a robust nighttime economy is a positive for liveability.
PLACE	Recreational & Leisure Opportunity	Measures the number of different recreational opportunities available within the LGA such as ovals, trails, and galleries against a series of ratios. These factors are important for liveability and can assist in attracting workers.
PLACE	Off-peak events	Measures the proportion of events held off-season. This is an important element in dispersing visitation intensity away from summer months
PLACE	Public Transport	Measures the growth in public transport service of the shire. It forms an important component in fewer cars and therefore less transport generated emissions.
PEOPLE	Average Tourism Expenditure	Measures the annual change in overall tourism expenditure and provides insight into business sustainability via the tourism sector.
PEOPLE	Highly Skilled Workers	Measures the proportion of highly skilled workers in the LGA. A key factor in small business startups as well as meeting the needs of key sectors such as professional, health, and parts of the tourism and creative industries.
PEOPLE	Employment	Measures the proportion of residents who are employed and therefore unemployed which has a direct link to prosperity.
PEOPLE	Off-peak Visitation	Measures the proportion of visitation occurring in the off-season. Greater off-peak visitation leads to increased business sustainability and less intensification of visitor activity over the summer and Easter period.
PEOPLE	Multi-day Visitation	Measures the proportion of overnight and multi-day visitors against total visitors. A key factor of slow and purposeful and sustainable tourism.

		Day visitors can tend to consume a resource and leave without generating much local benefit.
BUSINESS	Corporate Sustainability (environmentally accredited)	Measures the number of B Corps and environmentally accredited businesses in the Surf Coast. Higher numbers of businesses with these types of accreditations deliver better outcomes for the environment in terms of waste reduction, protection of environmental assets and circular economy practices.
BUSINESS	Business Creation	Measures the rate of business creation in the Surf Coast (excluding businesses with annual turnover <\$50k). Growth in this area signals good small business health for emerging and start-up businesses.
BUSINESS	Local Expenditure	Measures the proportion of expenditure spent locally by residents and helps indicate a sustainable community. It means that local people are supporting local businesses.
BUSINESS	Employment Self Containment	Measures the proportion of workers in the Surf Coast who also live in the Surf Coast. A key factor in helping reduce transport emissions and making sure we are providing employment options for our community.
BUSINESS	Target Industry Growth	Measures employment growth in key industries such as the arts, agriculture, health, tourism, and professional services. Increases in these sectors helps us achieve the economy the community has indicated it wants with job opportunities in those sectors.

### **Options**

22. **Alternative Option 1** – That Council endorses an alternative set of measurements to measure the success of the economy.

This Option is not recommended by officers as the development of the framework and informing metrics have been through a rigorous investigation and selection process. This has included analysis of alternative models and frameworks and testing of the most appropriate metrics to include to ensure they could be measured and influenced by Council actions and advocacy.

23. **Alternative Option 2** – That Council does not endorse the framework of new measures of economic success and its 15 informing metrics.



This Option is not recommended by officers as the adopted Economic Development Strategy 2021-31 includes a direction under Action 3.1a to develop new measures for measuring economic success based on prosperity and sustainability. Continuing to measure economic success using traditional measures such as GDP or jobs will not enable Council to take deliberate steps toward the type of economy that will most likely support Council and the Surf Coast community's lifestyle and natural environment goals.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Five - A Robust and Diverse Economy**

Strategy 14 Enable people to run successful local businesses that grow and create jobs in our changing economy.

24. The new Measures of Economic Success Framework will serve to objectively monitor prosperity in the Surf Coast Shire. This will assist in helping ensure resources and advocacy are focused on the areas of the economy and ways to make the Surf Coast prosperous, which will in turn support businesses, residents and improve our way of life.

#### **Financial Considerations**

25. The development of the framework was completed in collaboration with consultants, Urbis. The cost to develop the framework (which takes data from multiple sources and converts it into a standardised number for measuring) was \$20,000. The framework is owned by Surf Coast Shire Council and will not require an annual subscription fee.
26. There will be no additional charges to source data to inform the framework.

#### **Community Engagement**

27. Due to its nature, development of the framework did not require community engagement. Consultation was undertaken with multiple internal departments.
28. The 2,000 responses received as part of the development of the community vision for the Council Plan (People Place Future) and the 15 care factors were used to inform appropriateness of the metrics.
29. Choosing 'prosperity' as an economic goal was tested during community engagement for the Economic Development Strategy. The concept of prosperity was very well received.

#### **Statutory / Legal / Policy Considerations**

30. The new Measures of Economic Success Framework is directly related to Council's Economic Development Strategy and Creative Places Strategy.
31. A Gender Equity Impact Assessment was not required for this report.

#### **Strategic Risk**

32. **Failure to protect the intrinsic values and character of the shire**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
33. By endorsing the Measures of Economic Success Framework, officers will regularly monitor the progress or otherwise of a series of metrics that objectively measure

#### 4.5 New Measures Of Economic Success

prosperity levels within the Surf Coast Shire. These measures positively influence environmental outcomes and liveability and as such, contribute to managing Council's strategic risks.

34. Endorsement of the New Measures of Economic Success Framework would not create any new risks to Council.

#### **Risk Rating**

35. The risk rating is Low and can be managed at the Economic Development unit level.

#### **Risk Appetite**

36. To ensure our economy is sustainable and supports a diversity of local enterprises and people, we must balance tourism and support local businesses, even if it means fewer large-scale employers.

#### **Sustainability Considerations**

37. Several of the metrics will have a positive sustainability impact including: 20 Minute Neighbourhoods, Recreation and Leisure Opportunities, Off-Peak Events, Public Transport, Off-Peak Visitation, Corporate Sustainability and Employment Self Containment.

#### **Conflict of Interest**

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

#### **Confidentiality**

39. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

#### **Transparency**

#### **Audit and Risk Committee involvement**

40. This report is not in scope of the Audit and Risk Committee.

#### **Councillor Briefings**

41. This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 5 March 2024

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Gary Allen</i>	<i>Y</i>	<i>Cr Liz Pattison</i>	<i>N</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Kate Gazzard</i>	<i>N</i>	<i>Cr Heather Wellington</i>	<i>N</i>
<i>Cr Rose Hodge</i>	<i>Y</i>		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

# New Measures Of Economic Success Framework – High Level



## 1. Place



Place	
Score (out of 10)	8.0
<a href="#">Night-Time Economy</a>	10
<a href="#">20-Minute Neighbourhoods</a>	7
<a href="#">Off-Peak Events</a>	8
<a href="#">Rec &amp; Leisure Opp</a>	8
<a href="#">Public Transport</a>	5

## 2. People



People	
Score (out of 10)	6.8
<a href="#">Average Tourism Expenditure</a>	9
<a href="#">High-Skilled Workers</a>	7
<a href="#">Employment</a>	9
<a href="#">Off-Peak Visitation</a>	6
<a href="#">Multi-Day Visitation</a>	5

## 3. Business



Business	
Score (out of 10)	6.0
<a href="#">Business Creation</a>	7
<a href="#">Corporate Sustainability</a>	3
<a href="#">Local Expenditure</a>	6
<a href="#">Employment Self-Containment</a>	5
<a href="#">Target Industry Growth</a>	8

# Place Example – 20 Minute Neighbourhoods

## Place

Score: 7 [Return to Summary](#)

### 20-Minute Neighbourhoods

Assesses population centres against Planning Victoria's definition of a 20-Minute Neighbourhood.

Weighting: 25%

Data:

**Scoring rules:**

If average score across population centres is:

0	0
0.5	1
1	2
1.5	3
2	4
2.5	5
3	6
3.5	7
4	8
4.5	9
5	10

		Torquay	Jan Jac	Winchelsea	Anglesea	Lorne	Aireys Inlet
<b>Hallmark 1</b>	Safe, accessible and well connected for pedestrians and cyclists to optimise active transport	1.0	0.7	0.0	0.3	0.3	0.3
<b>Hallmark 2</b>	High-quality public realm and open spaces	1.0	1.0	0.8	1.0	1.0	0.8
<b>Hallmark 3</b>	Provide services and destinations that support local living	1.0	0.5	0.5	0.0	0.5	0.0
<b>Hallmark 4</b>	Facilitate access to quality public transport that connects people to jobs and higher order services	1.0	1.0	0.0	0.0	0.0	0.0
<b>Hallmark 5</b>	Deliver housing/population at densities that make local services and transport viable	0.5	0.5	0.0	0.3	0.3	0.0
<b>Hallmark 6</b>	Facilitate thriving local economies	1.0	1.0	1.0	1.0	1.0	0.5
<b>Total</b>		5.5	4.7	2.3	2.6	3.1	1.6
<b>Average</b>		<b>3.3</b>					

Source: Planning Victoria

<https://www.planning.vic.gov.au/guides-and-resources/strategies-and-initiatives/20-minute-neighbourhoods>

**Instruction:** Fill the below table with a binary answer (1 = Yes, 0 = No). The officer needs to speak with other departments such as integrated planning to gather this information

**Update frequency:** As needed.

**Note:** Only population centres with a minimum population of 1000 and an SA1 structure small enough to fit in a 1.6km radius are included in this analysis. See map for areas included.

## People Example – Highly Skilled Workers

### People

Score: 7 [Return to Summary](#)

#### Highly Skilled Workers

Measures the proportion of highly skilled workers in the LGA.

Weighting: 30%

##### Scoring rules:

If proportion of employees are highly skilled:

<30%	0
30%	0
31%	0
32%	1
33%	1
34%	2
35%	2
36%	3
37%	3
38%	4
39%	4
40%	5
41%	5
42%	6
43%	6
44%	7
45%	7
46%	8
47%	8
48%	9
49%	9
50%	10
>50%	10

##### Data:

Highest skill level	Number of people		
	2021	2026	2031
Skill level one (high)	3,454		
Skill level two	1,705		
Skill level three	2,000		
Skill level four	2,173		
Skill level five (low)	2,287		
<b>Total skilled workforce</b>	<b>11,619</b>		
<b>Proportion</b>	<b>44%</b>	<b>0%</b>	<b>0%</b>

**Source:** ABS Census of Population and Housing (2011, 2016, 2021) - employment, income and education.

**Instruction:** Extract data relevant to current census year from ABS TableBuilder.  
<https://www.abs.gov.au/statistics/microdata-tablebuilder/tablebuilder>

**Note:** Highly skilled = Skill level one & two.

**Update frequency:** 5-Yearly

**Definitions:** Skill level one: University qualification (bachelor and above)  
Skill level two: Associate degree or Diploma  
Skill level three: Cert III + 2 yrs / Cert IV  
Skill level four: Cert II / Cert III  
Skill level five: Cert I or Compulsory secondary education

**TableBuilder:** Rows: Employment and Income > OCSKP Occupation Skill Level  
Columns: NA  
Filter: Geographical Areas (Place of Work) > Local Government Areas > Victoria > Surf Coast Shire

# Business Example – Business Creation

## Business

Score: 7 [Return to Summary](#)

### Business Creation

Measures the rate of business creation in the LGA (excluding businesses with annual turnover <\$50k)

Weighting: 20%

Data:

**Scoring rules:**

If growth in businesses \$50k - \$10m:

< 0%	0
0%	0
1%	1
2%	2
3%	3
4%	4
5%	5
6%	6
7%	7
8%	8
9%	9
10%	10
11%	10
12%	10
13%	10
14%	10
>15%	10

Annual Turnover	Number of businesses				
	2018	2019	2020	2021	2022
\$0 - \$50k	828	843	907	1,023	1,036
\$50k - \$200k	1,214	1,221	1,245	1,387	1,438
\$200k - \$2m	1,199	1,264	1,359	1,355	1,597
\$2m - \$5m	90	118	128	131	149
\$5m - \$10m	31	32	31	28	40
\$10m+	6	15	17	16	31
<b>Total</b>	<b>2,540</b>	<b>2,650</b>	<b>2,780</b>	<b>2,917</b>	<b>3,255</b>
Change	2018	2019	2020	2021	2022
\$0 - \$50k					
\$50k - \$200k	48%	46%	45%	48%	44%
\$200k - \$2m	47%	48%	49%	46%	49%
\$2m - \$5m	4%	4%	5%	4%	5%
\$5m - \$10m	1%	1%	1%	1%	1%
\$10m+	0%	1%	1%	1%	1%
<b>High value businesses</b>	<b>5%</b>	<b>6%</b>	<b>6%</b>	<b>6%</b>	<b>7%</b>

Source: ABS Data by Regions (LGA)

<https://dbr.abs.gov.au/region.html?lga=lga&rgn=26490>

Once there click on the ECON Tab and scroll down to lines 39 - 44.

Input the data into the yearly columns

High value businesses are those above \$2million in turnover.

Instruction: Fill with most recent data, replacing previous years.

Most recent year will be column K, oldest year will drop off.

Update frequency: Annual

Notes: \$0 - \$50k was excluded as it is presumed a large proportion of these businesses are sole traders with insignificant impact.

## 4.6 Proposed Lease to Powercor - Part of 30 Wadawurrung Way Torquay

### Council Plan

### Theme Two - Healthy Connected Community

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

### Author's Title:

Property Officer

### General Manager:

Damian Waight, Acting General Manager Strategy and Effectiveness

### Division:

Gail Gatt, General Manager Community Life

### Department:

Strategy and Effectiveness

### Attachments:

Integrity and Governance

1. Council Meeting Proposed Lease Agreement Powercor substation [4.6.1 - 1 page]

### Purpose

1. To advise Council of the outcome of recent community engagement and seek Council's approval to enter into a lease with Powercor Australia Limited (ACN 064 651 109) (**Powercor**) to enable the installation of an electrical substation to service the Surf Coast Aquatic and Health Centre (**SCAHC**) on part of 30 Wadawurrung Way, Torquay (**Attachment 1 - Leased Area**).

### Recommendation

That Council:

1. Notes that no submissions were received in response to the community engagement process for the proposal to lease land to Powercor Australia Limited to install an electrical substation on part of 30 Wadawurrung Way, Torquay.
2. Authorises the Chief Executive Officer to enter into a lease with Powercor Australia Limited to lease part of 30 Wadawurrung Way, Torquay as shown in **Attachment 1** for an initial term of 30 years with a further optional term of 20 years.

### Council Resolution

#### Moved Cr Hodge, Seconded Cr Schonfelder

That Council:

1. Notes that no submissions were received in response to the community engagement process for the proposal to lease land to Powercor Australia Limited to install an electrical substation on part of 30 Wadawurrung Way, Torquay.
2. Authorises the Chief Executive Officer to enter into a lease with Powercor Australia Limited to lease part of 30 Wadawurrung Way, Torquay as shown in **Attachment 1** for an initial term of 30 years with a further optional term of 20 years.

CARRIED 8|1



<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Cr Barker	Nil

### **Outcome**

2. If this recommendation is adopted, Council will enter into a lease with Powercor, which will help deliver an electrical substation on the Leased Area which will power the SCAHC.

### **Key Considerations**

3. Community engagement was conducted in accordance with section 115 of the *Local Government Act 2020 (Vic)* and *Council's Community Engagement Policy* by placement of a public notice on Council's website, advertising Council's intention to enter into a lease.
4. Submissions were invited to be received by 5 February and no submission were received.

### **Background**

5. Council endorsed the plans for the SCAHC at its special Council meeting on 8 August 2023.
6. The lease term of 30 years with a 20 year further term is a standard requirement for this type of lease, benefits Council by securing the electrical substation in service of the SCAHC and is consistent with other Local Government leases of this type.
7. Powercor deemed an electrical substation is necessary to provide adequate electrical supply for the SCAHC.
8. Powercor will be responsible for maintaining the electrical substation for the term and further optional term of the lease.
9. Council endorsed at meeting on 12 December 2023, to commence community engagement and to invite feedback from members of the community, which is consistent with Council's Property Use Agreements Policy (SCS-034).

### **Options**

10. **Alternative Option 1** – That Council does not resolve to enter into the lease with Powercor.

Officers do not recommend this option as the installation of the electrical substation is necessary to provide adequate supply of electricity to the SCAHC.

## **Council Plan (including Health and Wellbeing Plan) Statement**

### **Theme Two - Healthy Connected Community**

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

11. The SCAHC will provide a wide range of opportunities to support healthy and active lifestyles by members of the community and visitors.

### **Financial Considerations**

12. Powercor will be responsible for maintaining the electrical substation for the term of the lease.
13. Council will not collect a lease fee, which is consistent with other lease agreements Powercor currently hold with Council and other Local Government municipalities.

### **Community Engagement**

14. Community engagement has been undertaken in accordance with *Council's Community Engagement Policy* and *Property Use Agreements Policy* for a period of 28 days.
15. This opportunity was promoted through local print media and on Council's website inviting feedback from members of the community regarding Council's intention to enter into a lease with Powercor. No feedback was received.

### **Statutory / Legal / Policy Considerations**

16. Council has complied with section 115 of the *Local Government Act 2020* (Vic) and *Council's Community Engagement Policy* by advertising the proposal and inviting feedback from members of the community.

### **Strategic Risk**

17. **Failure to plan and deliver infrastructure which keeps pace with growth**  
Inherent Risk Rating - *Serious*, Residual Risk Rating – *High*
18. The approach for the SCAHC project aligns with Council's risk framework and strategies and aims to:
  - 18.1 Minimise Council's contribution to the capital costs by sourcing external funding.
  - 18.2 Design a facility that is future proofed for expansion as demand grows and funding becomes available.

### **Risk Rating**

19. Risk rating of this decision is low and can be managed at department level.

### **Risk Appetite**

20. This is in line with Council's risk appetite statement: *Manage and support population growth in the Municipality, but not at the expense of the most important elements of our environment or unique heritage and character of the different areas of our Shire.*

### **Sustainability Considerations**

21. There are no substantial sustainability considerations associated with the installation of an electrical substation. The SCAHC is pursuing the highest energy efficiency within the project budget.

### **Conflict of Interest**

22. No officer declared a conflict of interest under the *Local Government Act 2020* (Vic) in the preparation of this report.

### **Confidentiality**

23. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020* (Vic).

### **Transparency**

#### **Audit and Risk Committee Involvement**

24. This item is not in scope of matters considered by the Audit and Risk Committee.

### **Councillor Briefings**

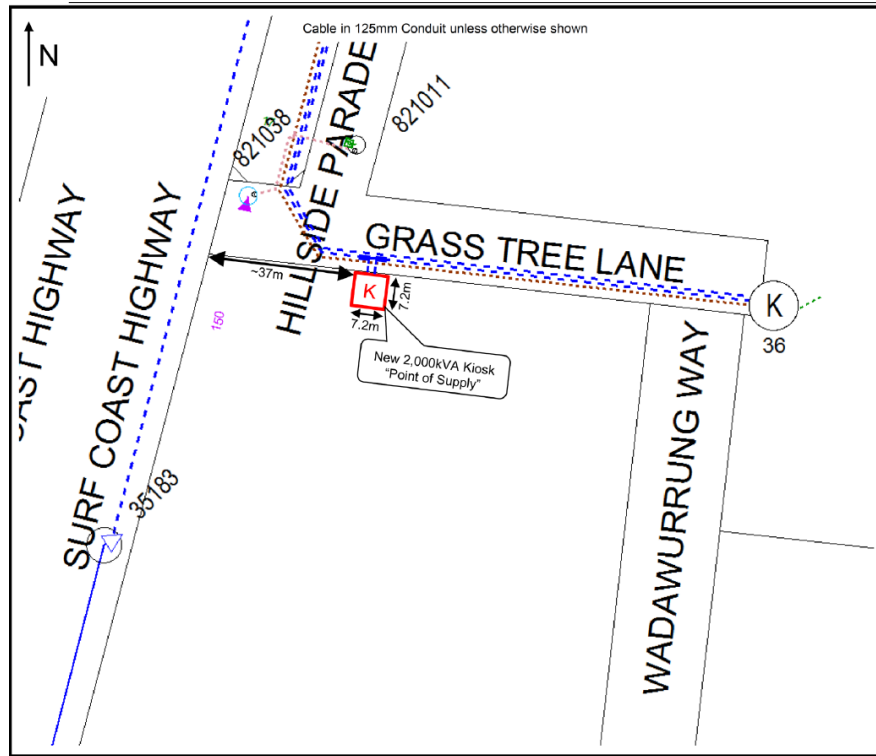
25. This item was discussed at the following Councillor briefings and shared electronically prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 5 December 2023

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Gary Allen</i>	<i>Y</i>	<i>Cr Liz Pattison</i>	<i>Y</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>N</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Kate Gazzard</i>	<i>N</i>	<i>Cr Heather Wellington</i>	<i>N</i>
<i>Cr Rose Hodge</i>	<i>Y</i>		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

**Attachment 1 – Council Report – Proposed Lease Agreement**  
**Powercor Australia Ltd Substation – Part of 30 Wadaurrung Way, Torquay**



Proposed location of power substation

## 4.7 Adoption of Stormwater Treatment Asset Selection and Design Standards

### Council Plan

### Theme Three - Environmental Leadership

Strategy 7 - Protect significant habitats, landscapes and biodiversity Strategy.

### Author's Title:

Manager Assets and Engineering

### General Manager:

Chris Pike, General Manager Placemaking & Environment

### Division:

Placemaking and Environment

### Department:

Placemaking and Environment

### Attachments:

1. Stormwater Treatment Asset Selection and Design Standards - For Adoption [4.7.1 - 70 pages]

### Purpose

1. To seek Council adoption of Stormwater Treatment Asset Selection and Design Standards to improve the process of the design, construction and transfer to Council of Water Sensitive Urban Design (WSUD) assets by developers.

### Recommendation

That Council:

1. Adopts the Stormwater Treatment Asset Selection and Design Standards (**Attachment 1**).
2. Authorises the Chief Executive Officer to approve future amendments to the Standards, subject to the following conditions:
  - 2.1. Any amendments do not commit Council to additional resources or expenditure; and
  - 2.2. The Standards are reviewed and presented to Council every 4 years.

### Council Resolution

#### Moved Cr Bodsworth, Seconded Cr Schonfelder

That Council:

1. Adopts the Stormwater Treatment Asset Selection and Design Standards (**Attachment 1**).
2. Authorises the Chief Executive Officer to approve future amendments to the Standards, subject to the following conditions:
  - 2.1. Any amendments do not commit Council to additional resources or expenditure; and
  - 2.2. The Standards are reviewed and presented to Council every 4 years.

CARRIED 7|2

4.7 Adoption of Stormwater Treatment Asset Selection and Design Standards

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton	Cr Barker Cr Wellington	Nil

**Outcome**

2. If Council accepts this recommendation, Council would be providing Council officers and developers with a document that clearly outlines Council’s requirements and expectations in terms of the creation of WSUD assets within the municipality.

**Key Considerations**

3. The adoption of Stormwater Treatment Asset Selection and Design Standards by Council will help ensure future developments within the Surf Coast Shire include appropriately designed and well-functioning WSUD assets.
4. The development of these standards supports the Council Plan’s environmental objectives through the protection of waterways downstream from new subdivisions.
5. These standards will help to clarify Council’s requirements and expectations to developers in terms of the creation of WSUD assets within the municipality.

**Background**

6. As part of Council’s work to improve the health of the Karaaf Wetlands, a set of WSUD standards for developers was identified as an opportunity to outline Council’s expectations and ensure well-designed and performing WSUD assets in new subdivisions.
7. Water Sensitive Urban Design (WSUD) assets play a key role in the treatment of stormwater by improving its quality. Such assets include, but are not limited to, constructed wetlands, sediment ponds, bio retention swales and gross pollutant traps.
8. Council has developed the attached standards through the engagement of specialist consultants that have also been working with Council on the Karaaf Wetlands project. The standards were based on similar standards developed for Wyndham City Council and have been modified to suit the needs of the Surf Coast Shire environment.
9. The standards are to be considered alongside other industry-accepted documents including the *Melbourne Water Wetland Design Manual (2015)*, *EPA Urban stormwater best practice guidelines* and *Australian Rainfall and Runoff (2016)*.

**Options**

10. **Alternative Option 1** – That Council does not adopt the Stormwater Treatment Asset Selection and Design Standards.

This option is not recommended by officers as Council does not currently have a standard document outlining its requirements regarding WSUD assets. This puts Council at risk of receiving assets of a lower standard from developers.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Three - Environmental Leadership**

Strategy 7 - Protect significant habitats, landscapes and biodiversity Strategy.

11. The adoption of these standards will assist Council in receiving quality WSUD assets from developers. This will help to protect water bodies located downstream from developments from poor quality stormwater runoff.

### **Financial Considerations**

12. The adoption of these standards will result in improved WSUD assets being delivered to Council. Long term, this will result in better managed and maintained WSUD assets and reduced unplanned financial expenditure on poor quality assets. In addition the standards will assist in ensuring consistency of assets resulting in reducing maintenance costs.

### **Community Engagement**

13. This document has been developed by technical WSUD experts in consultation with relevant Council Officers. In addition, Council's Karaaf Wetlands Community Reference Group was engaged during the process.

### **Statutory / Legal / Policy Considerations**

14. The standards support Council in its role to manage appropriate development under the *Planning and Environment Act (1987)*.
15. The standards have been developed to align with existing recognised industry documents including *Melbourne Water Wetland Design Manual (2015)*, *EPA Urban stormwater best practice guideline* and *Australian Rainfall and Runoff (2016)*.

### **Strategic Risk**

16. **Failure to protect the intrinsic values and character of the shire**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
17. In adopting the standards, Council will be better placed to meet its obligations as a drainage authority and protect waterways downstream of new developments.

### **Risk Rating**

18. Risk rating is medium and can be managed at department level.

### **Risk Appetite**

19. We have a higher appetite to increase the prominence of environmental leadership in our decision making even if it means disrupting traditional and current assumptions/ patterns of expenditure and effort.

**Sustainability Considerations**

20. The Stormwater Treatment Asset Selection and Design Standards will have a positive environmental impact by helping to improve stormwater management within developments.

**Conflict of Interest**

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

**Confidentiality**

22. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

**Transparency**

**Audit and Risk Committee involvement**

23. This is not in scope of the Audit and Risk Committee.

**Councillor Briefings**

24. This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 5 March 2024

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Gary Allen</i>	<i>Y</i>	<i>Cr Liz Pattison</i>	<i>N</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Kate Gazzard</i>	<i>N</i>	<i>Cr Heather Wellington</i>	<i>N</i>
<i>Cr Rose Hodge</i>	<i>Y</i>		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.



# Surf Coast Shire Council

## Stormwater Treatment Asset Selection and Design Standards

### **Acknowledgements**

Surf Coast Shire Council wishes to acknowledge Wyndham City Council for providing access to the Wyndham WSUD Asset Selection and Design Standards Guideline upon which this document has been based.

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## Chapter 1 Introduction

### 1.1 Overview

These standards have been developed to provide a better understanding of Council's expectations for stormwater treatment and ensure that a uniform approach to stormwater treatment asset design is achieved within Surf Coast Shire.

These standards apply to the design of stormwater treatment assets required for all developments subject to Clause 53.18 - Stormwater management in urban development of the *Victoria Planning Planning Provisions*. This includes all residential subdivision and apartment developments, commercial and industrial subdivisions and developments, public use developments, and residential multi-dwelling developments.

The standards assist applicants to select stormwater treatment assets that are appropriate to the site conditions, reflect the size and type of development, and respond to Council's long term stormwater treatment asset management objectives.

The stormwater treatment design standards define the key design requirements for each stormwater treatment asset type that are acceptable to Council, thus ensuring a consistent approach to delivery of stormwater treatment assets within the Surf Coast municipality.

The standards define information that must be provided to Council when submitting WSUD treatment asset designs for review. This will provide a more transparent design approval process for applicants and enable Council to process applications in a more timely and effective manner.

The adoption of consistent design parameters will ensure that all stormwater treatment assets are designed to best practice standards and provide value to the community, by considering long term asset performance, public safety, ease and cost of maintenance, amenity and integration with urban design.

The document is divided into four chapters:

- Chapter 1: Introduces the stormwater treatment asset selection and design standards and provides an overview of the Council approval process.
- Chapter 2: Describes the stormwater treatment assets that are accepted by Council and defines scenarios in which each asset type should be implemented.
- Chapter 3: Describes the design requirements for Council approved stormwater treatment assets.
- Chapter 4: Outlines the information that needs to be provided to Council when submitting designs for approval.

### 1.2 Design approval process

The design approval process involves a three-tiered submission process involving a pre-application consultation, concept design and detail design phases. Council approval of stormwater treatment assets is subject to the submission of relevant design information to Council at each stage of the approval process.

Stormwater treatment asset designs submitted to Council must comply with the design requirements outlined in these standards. Failure to comply with Council's design standards will not necessarily result in the rejection of proposed stormwater treatment asset designs, however the applicant will need to demonstrate that the proposed design complies with Council's core design requirements (Section 3.2), and there is no guarantee that alternative designs will be accepted by Council.

#### 1.2.1 Pre-application consultation

Council recommends that applicants consult with Council in the early development planning process to discuss the proposed stormwater treatment options, and to clarify Council's stormwater treatment asset selection and design standards requirements.

It is recommended an applicant demonstrates the following information at the pre-application consultation:

- Development location
- Type of development (e.g. residential, industrial, commercial)
- Proposed area and number of lots
- Development density
- Detail of any existing water quality assets
- Proposed outfall/legal point of discharge
- Proposed stormwater treatment strategy (e.g. treatment assets)
- Potential site constraints and the proposed approach to overcome these
- Liaison with Council's Open Space Planner on the landscape outcomes

The pre-application consultation will provide the applicant with an indication of which stormwater treatment assets Council is prepared to accept, as well as Council's visions on landscape design in the area, and provide a level of certainty for the applicant to proceed with the stormwater asset concept design.

#### Stormwater management strategy

A stormwater management strategy needs to be submitted and approved as part of the planning application process. The stormwater management strategy needs to demonstrate how the proposed development will:

- Manage stormwater impacts on the surrounding properties, floodways, flood plains, flood storage and Council infrastructure; and
- Use appropriate measures for the collection, conveyance and treatment of stormwater originating from and passing through the development (IDM, Clause 11 - Stormwater Management Strategy).

The stormwater management strategy report should include the following components:

- Summary
- Existing site conditions
  - Catchment plan
  - Topography
  - Surface water and drainage
  - Site constraints
  - Precinct structure plan requirements (if applicable)
- Proposed development plan and staging



- Catchment design objectives
  - Flood storage and protection requirements
  - Water quality requirements
  - Ecological requirements
- Hydrology – peak flow estimates
- Proposed stormwater management strategy
  - Subsurface drainage network (minor flows)
  - Site overland flow (major flows)
  - Flood detention
  - Stormwater quality treatment

The stormwater management strategy report should include all computations and supporting modelling for the hydraulic, hydrologic and stormwater quality treatment components.

### 1.2.2 Concept design

A concept design must be submitted to Council's Planning and Engineering Departments. The concept design must demonstrate that the proposed location provides adequate space for the proposed stormwater treatment asset footprint and associated infrastructure and that all design opportunities and constraints are considered.

The stormwater treatment concept design must be accompanied by the landscape design concept plans (approved by Council's Open Space Planner). The landscape design of stormwater treatment assets should aim to support system function and provide aesthetic, ecological and economic benefits. This ensures that the proposed asset is integrated into the overall development planning.

The concept design must demonstrate that the asset is able to satisfy Council's core stormwater treatment asset design requirements and design standards (Chapter 3).

The information to be submitted to Council as part of the concept design package is outlined in Section 4.1. If the concept design package is incomplete or not submitted to Council's satisfaction, then the application may not be assessed until all relevant information is provided or the relevant planning permit application refused.

### 1.2.3 Detailed design

A detailed design must be submitted to Council's Engineering Department for approval. The detailed design must include all the documentation required for the asset construction and establishment stages, including how the asset will be maintained.

The detailed design must be in accordance with the concept design approved by Council. Any aspects of the detailed design that vary from the approved concept design, or do not conform with Council's design standards, should be noted and a justification provided as to how the proposed alternative design approach achieves equivalent or better outcomes than Council's requirements.

The information that must be submitted to Council as part of the detailed design package is outlined in Section 4.2. If the detailed design submission is incomplete or not submitted to Council's satisfaction, then the application may not be assessed until all relevant information is provided.

## Chapter 2 Stormwater Treatment Asset Selection Standards

### 2.1 Council approved stormwater treatment assets

The following section describes stormwater treatment assets that are approved by Council for use in new developments. For each stormwater treatment system type, a functional description is provided together with a summary of the associated constraints and benefits, and the preferred applications.

#### 2.1.1 Bioretention systems

Bioretention systems, also referred to as raingardens and bioretention tree pits, comprise of a vegetated filter bed designed to infiltrate and treat stormwater runoff (Figure 1).



**Figure 1 Examples of bioretention systems.**

Stormwater is diverted to the bioretention system where it temporarily ponds on top of the filter bed surface. The stormwater infiltrates down through the filter bed layers where the pollutants are removed. Soluble phosphorus and some metals are removed by adhesion to the soil particles or by direct uptake through the plant roots. Organic pollutants are broken down by the soil microbes (bacteria), and nitrogen is transformed via nitrification and denitrification, and released from the filter bed as gaseous nitrogen. Soluble nutrients are also directly absorbed by the plant roots.

The filter bed comprises of three distinct layers: a) filter media layer, b) transition layer, and c) drainage layer (Figure 2). The filter media layer comprises of a sandy loam which is designed to infiltrate stormwater and provide a substrate for plant growth. The transition layer comprises of coarse sand and prevents fine sediments from washing out of the filter media layer. The drainage layer comprises of coarse gravel which enables the treated stormwater to freely drain into the underdrain system. The underdrain system comprises of a network of slotted pipes that convey the treated stormwater to an outlet pit or directly to the downstream drainage system (Figure 2).

The presence of plants within the bioretention system is crucial to the ongoing treatment performance of the bioretention system. The plants maintain the porosity of the filter media via physical agitation of the filter media surface and through the growth of the root systems. The treatment performance of the bioretention system is also heavily reliant upon the health of the microbial communities in the filter media. The renewal of root biomass and the leakage of organic compounds from the plant roots into the filter media provides a constant source of organic material to the soil microbial communities.

Filter media with a hydraulic conductivity ranging between 100–300 mm/hr are considered to provide an optimal balance between the infiltration rate and the retention of soil moisture suitable for both plant and microbial survival.

When the inflow rate to the bioretention exceeds the infiltration capacity of the filter media, stormwater ponds on the surface of the filter bed. When the storage volume above the filter bed is full, all further inflows bypass the bioretention via an overflow weir or via feedback through the inlet and back along the kerb and channel in streetscape systems.

#### Bioretention systems with saturated zones

Bioretention systems are typically constructed with a saturated zone (also referred to as a 'wet sump') in the base of the filter bed (Figure 3a). This is achieved by placing an impervious liner around the base of the filter bed. The saturated zone provides a water reserve that the plants can utilise during dry periods. Water stored in the saturated zone is drawn up through the transition layer into the filter bed by capillary action, where it can be accessed by the plant roots. Once established, the plant roots will also grow down to the surface of the saturated zone to access the soil moisture.

The saturated zone includes the drainage layer and may extend into the transition layer. The level of the saturated zone can be temporarily increased (i.e. to the base of the filter media layer) to provide moisture during plant establishment. However, care must be taken to ensure that the upper half of the filter media layer remains free-draining (i.e. not water-logged) to ensure that the plant seedling roots actively grow.

#### Free draining bioretention systems

Free draining bioretention systems are constructed without a saturated zone (Figure 3b). Water exits the drainage layer via a slotted pipe system.

#### Bio-infiltration systems

Bioretention systems may be constructed without a liner to encourage infiltration of the stormwater into the surrounding soils (Figure 3c). Unlined systems can be used to recharge the local water table and to reduce net stormwater runoff volumes discharged to downstream waterways.

Bio-infiltration systems may include a saturated zone by using an impervious liner only to the top of the saturated zone. This provides a water reserve within the base of the system whilst enabling water to be infiltrated to the in-situ soils via the filter media and transition layers above the saturated zone.

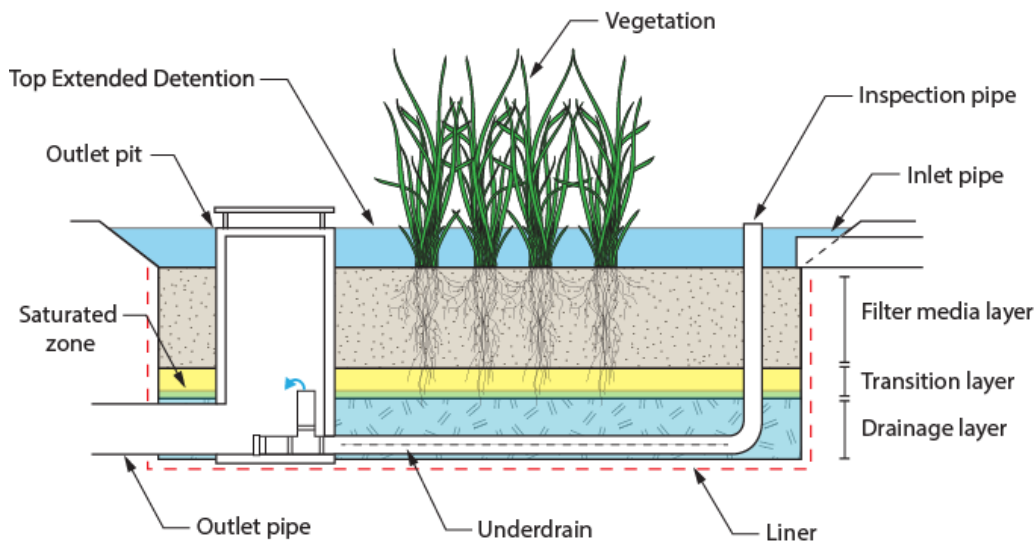


Figure 2 Typical bioretention system with a saturated zone within the base of the filter bed.

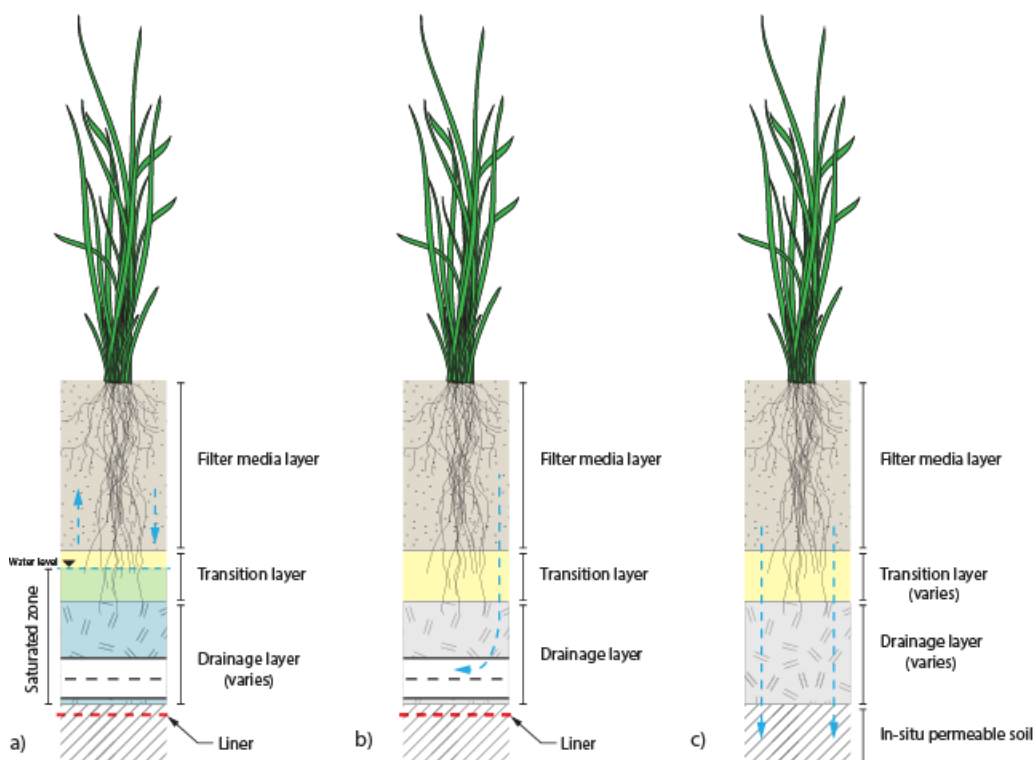


Figure 3 Bioretention system profiles for: a) saturated zone, b) free draining, and c) bio-infiltration systems.

**Advantages:**

- Flexible design – able to be adapted to range of site conditions and catchment scales
- Can be used as either at-source or end-of-pipe treatments
- Effective stormwater quality treatment
- Bioretention systems require notably less area than constructed wetlands due to the higher areal rates of pollutant removal
- Provision of green spaces within the urban landscape provide increased aesthetics and amenity
- Once established, bioretention systems are generally self-watering and self-fertilising, although supplementary watering may be required during extended dry periods
- Provision of cooler urban microclimates providing human health benefits (shading and cooler local temperatures)
- Enhanced urban biodiversity and habitat
- Water retardation – the ponding of water above the bioretention surface can assist with the restoration of the hydrological regime in downstream waterways.

**Disadvantages:**

- Are more expensive to construct (per m<sup>2</sup>) than wetlands
- Can be expensive to maintain compared to other stormwater treatment assets such as wetlands
- The expected lifespan of bioretention systems may be less than other stormwater treatment assets such as wetlands.

**Preferred use:**

- Open spaces (i.e. drainage reserves, parklands)
- Nature strips at intersections and along roads
- Carparks, roundabouts and pavements in plazas and shopping centres, commercial and high-profile areas, or
- Landscaping on private developments.

Bioretention systems must be designed in accordance with an approved landscape concept plan. Bioretention systems constructed on private developments must comply with the endorsed Landscape Plan forming part of the Planning Permit. Landowners are responsible for the maintenance of the treatment systems located on private property.

**Non-preferred use:**

- Nature strips and central medians where VicRoads and OH&S clear zones cannot be met for maintenance workers without lane closures
- Locations subject to compaction due to vehicle parking or pedestrian traffic
- Sites which cannot be accessed by maintenance workers and vehicles, or
- Sites with insufficient elevation where the treated stormwater cannot freely drain to the receiving waterway.

### 2.1.2 Sediment ponds

A sediment pond is an open water body that is designed to reduce the velocity of inflowing stormwater and capture coarse sediments (Figure 4). A sediment pond may be constructed as a standalone system, or more commonly, as part of a wetland system where it functions to protect the wetland macrophyte zone from sediments. Sediment ponds may also be constructed upstream of bioretention systems to protect the filter bed from sediments.



**Figure 4 Examples of sediment ponds.**

Stormwater enters a sediment pond via an inlet (drainage inlet pipe or channel) and flows through the pond where mainly coarse sediments (>125 um diameter) are removed.

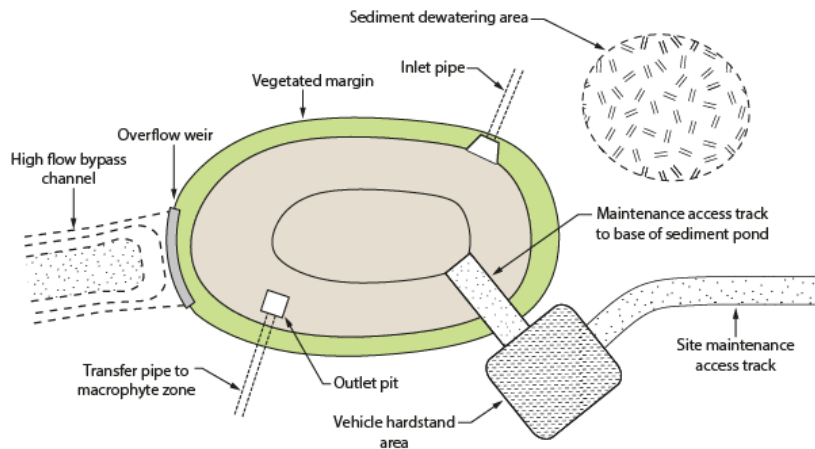
In standalone systems, stormwater is discharged from a sediment pond via an overflow weir to the downstream waterway. In sediment ponds that are part of a wetland system, low flows up to the 3-month Average Recurrence Interval (ARI) are transferred to a wetland macrophyte zone (either by pipe or weir). This protects the wetland vegetation from sediment deposition and scouring flows (Figure 5).

When flows entering a sediment pond exceed the 3-month ARI flow, or the extended detention depth (EDD) of the macrophyte zone is full, stormwater is discharged from the sediment pond via an overflow weir into a high flow bypass channel. The bypass channel conveys high flows around the macrophyte zone and protects the macrophyte zone from high velocities and sediment deposition.

Sediment ponds are maintained as open water systems. Dense vegetation is normally planted around the margins of the sediment pond to assist with bank stability, improve visual amenity and to discourage public access.

A maintenance access track to the sediment pond and a hardstand area is required for vehicular access during sediment cleanout events (Figure 5). An access track to the base of the sediment pond is required for large systems which require vehicles to enter the pond to remove sediment.

A sediment dewatering area must be provided adjacent to the sediment pond. This enables the sediment removed from the sediment pond to be stockpiled and dewatered prior to removal from the site.



**Figure 5 Typical components of a sediment pond constructed as part of a treatment wetland.**

**Advantages:**

- Highly effective at removing coarse sediments
- Protect downstream ecosystems from sediment deposition (e.g. waterways)
- Easily maintained – accumulated sediment removed once every 3-5 years.

**Disadvantages:**

- Low amenity
- Poor water quality and potential odours
- Sediment dewatering area required
- Wet stockpiled sediments can be a public safety and community amenity issue
- Double handling of sediments is expensive
- Disposal costs associated with contaminated sediments.

**Preferred use:**

- Standalone systems
- Part of a treatment wetland system
- Integrated with other stormwater treatment assets (i.e. located above a bioretention system) as part of a treatment train, or
- Temporary coarse sediment treatment measure during the construction phase of a development.

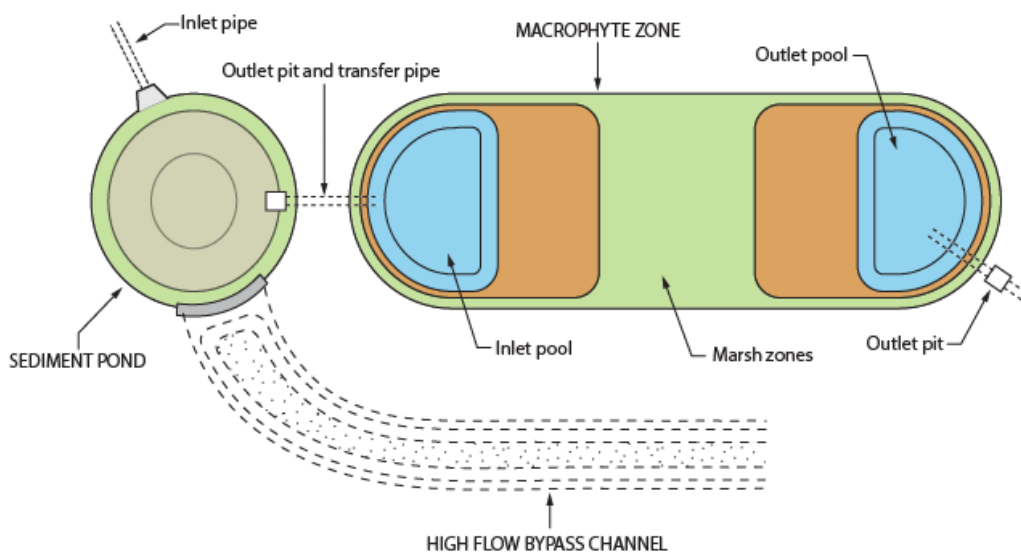
**Non-preferred use:**

- Sediment ponds must not be used as standalone systems to treat stormwater to best practice standard (i.e. by oversizing the sediment pond).

### 2.1.3 Constructed wetlands

Constructed wetlands are shallow, extensively vegetated waterbodies that use enhanced sedimentation, fine filtration, chemical and biological uptake processes to remove pollutants from stormwater. Constructed wetlands may also provide additional benefits such as: flood detention, management of runoff volume and frequency, stormwater harvesting opportunities, wildlife habitat and diversity, amenity and recreational value to the community.

Constructed wetlands comprise of three major components: sediment pond, macrophyte zone, and bypass channel (Figure 6).



**Figure 6 Typical components of a constructed wetland system.**

#### Sediment pond

The sediment pond is located upstream of the macrophyte zone and functions to remove coarse sediments from the stormwater before it enters the macrophyte zone. Refer to Section 2.1.2 for further information on sediment ponds.

#### Macrophyte zone

The macrophyte zone consists of a densely planted, shallow waterbody (Figure 7). The presence of dense vegetation provides a low velocity environment that enables the smaller suspended particles to settle out of suspension or adhere to the vegetation. Soluble pollutants, i.e. nutrients, are adsorbed onto suspended solids and entrained within the wetland sediments, or biologically absorbed by biofilms (algae, bacteria) present on the macrophytes (water plants) or by the macrophytes themselves.

Microbial activity within the biofilms and upper sediments helps to decompose organic matter and facilitates the transformation and export of carbon, nitrogen and sulphur (in gaseous forms) from the wetland. The macrophytes help to maintain aerobic sediments which prevents the release of phosphorus (from the sediments). The macrophyte zone also provides habitat and food resources for aquatic fauna such as invertebrates, waterbirds and amphibians.



Stormwater enters a macrophyte zone inlet pool where energy is dissipated and the velocity of inflowing stormwater is reduced. The macrophyte zone is designed so that stormwater passes through a sequence of densely vegetated zones (shallow, deep and submerged marshes) prior to exiting the macrophyte zone via the outlet pool (Figure 8).

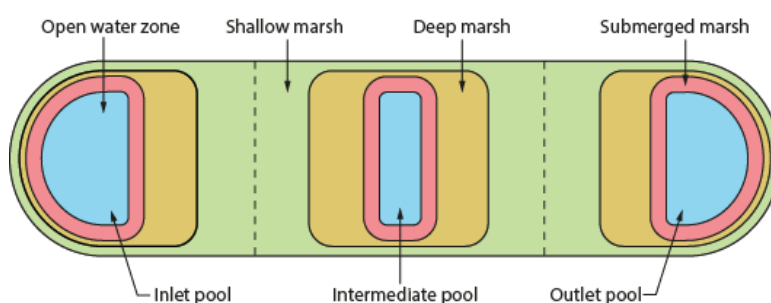


**Figure 7 Examples of macrophyte zones.**

The marsh zones are arranged in parallel bands, perpendicular to the flow direction, so that the stormwater flows evenly through the vegetation. This ensures that the stormwater interacts with the macrophyte stems and the biofilms present upon the surfaces of the macrophytes.

Open water areas (including areas of submerged marsh) in the macrophyte zone include the inlet, outlet and intermediate pools, and must not exceed more than 20% of the macrophyte zone area.

Plant species planted within the shallow and deep marsh zones should be sufficiently robust to cope with the expected hydrologic regime within the wetland. The species planted within the macrophyte zone should be selected based on predicted water levels relative to the height of the plant species, and their tolerance to inundation frequency and duration.



**Figure 8 Typical configuration of the macrophyte zone.**

It is important that the macrophyte zone is protected from high flows so that biofilms on the macrophytes are not removed and that fine sediments accumulated within the wetland are not scoured from the wetland by high flows.

Outflows from the macrophyte zone are regulated by a controlled outlet located adjacent to the outlet pool. The controlled outlet sets the normal water level within the macrophyte zone and controls the release of water from the wetland. The controlled outlet generally comprises of a weir, riser or plate (with orifices) located within the outlet pit (Figures Figure 9 and Figure 10).

As stormwater enters the macrophyte zone, the wetland water level increases until it reaches the top of extended detention (TED), the maximum design water level. When the TED of the macrophyte zone is exceeded, all further inflows are discharged from the macrophyte zone via an overflow pit or weir, or an overflow weir located in the sediment pond (via feedback from the macrophyte zone). Only water that has been treated in the wetland for approximately three days is released through the controlled outlet (Figure 9).



Figure 9 Examples of wetland controlled outlets: a) riser pipe, and b) weir plate.



Figure 10 Examples of wetland controlled outlets: a) vertical slot weir, and b) sidewinding penstock valve (photo Melbourne Water).

#### High flow bypass

A high flow bypass enables flows to be diverted around the macrophyte zone when the water level is at TED. The bypass protects the macrophyte zone from scour during high flow events and enables the wetland to be temporarily taken off-line for maintenance (i.e. by blocking the transfer connection to the macrophyte zone). The high flow bypass is generally vegetated, i.e. grassed, however it may also comprise of a pipe or culvert.

#### **Advantages:**

- Highly effective at removing dissolved nutrients and metals from stormwater
- High visual amenity
- High passive recreational value for the community
- Enhances urban biodiversity
- Provides habitat and food resources for fauna
- Can be used to manage stormwater runoff volume and frequency
- Can be integrated with flood detention
- Stormwater harvesting opportunities.

#### **Disadvantages:**

- Mainly restricted to flat terrain
- Requires significantly more land area than other stormwater treatment assets (i.e. bioretention)
- Macrophytes susceptible to extended periods of inundation
- Can be difficult to construct on rocky terrain.

#### **Preferred use:**

- In open space reserves, and
- In developments with catchments greater than 5 hectares

#### **Non-preferred use:**

- Constructed wetlands should not be used in developments with catchments comprising less than 5 allotments.

#### **Floating wetlands**

Floating wetlands comprise of a dense vegetated mat of plants supported by a floating raft structure. In contrast to constructed wetlands, the plant root systems are suspended in the water column rather than being rooted in the soil. Floating wetlands function in a similar way to hydroponic systems, where the plants derive nutrition directly from the water column rather than from the soil.

The use of floating wetlands to treat stormwater will not be accepted by Council. The use of floating wetlands to treat stormwater runoff quality is currently subject to investigation, and the treatment performance of floating wetlands cannot be accurately modelled using continuous simulation modelling programs such as MUSIC.

#### **2.1.4 Gross pollutant traps**

Gross pollutant traps (GPTs) are devices that use physical screening, sedimentation and separation processes to trap solid wastes such as gross pollutants and sediment from stormwater runoff.

GPTs are commonly used in urban catchments to trap gross pollutants such as litter, plastic bags, bottles, cigarette butts and organic matter from stormwater.

A wide range of devices are used to trap gross pollutants such as flexible booms/floating traps (waterways), direct screening devices (litter baskets and trash nets), non-clogging screens and sediment traps.

The majority of GPTs are located underground and integrated with the conventional drainage pipe systems. Commonly used GPTs include direct screening systems (litter baskets) which can be physically removed and emptied, and centrifugal systems (filter screens and sediment sumps) which are maintained using vacuum equipment.

GPTs must be regularly maintained to ensure that the trapped litter and debris does not inhibit the flow of stormwater and that pollutants are not leached from the trapped material to downstream waterways.

**Advantages:**

- Highly effective at removing gross pollutants
- Have a relatively small footprint and are usually hidden from view
- Usually integrated with conventional drainage system
- Can be easily retrofitted into existing urban catchments.

**Disadvantages:**

- Do not provide effective removal of fine sediments and nutrients
- Suited to small to medium catchments (< 100 hectares)
- Potentially high capital cost
- Require regular cleaning
- Maintenance generally requires the use of dedicated equipment (i.e. crane and/or eductor trucks)
- Poorly maintained systems can be a flood hazard.

**Preferred use:**

- Commercial and industrial catchments (unless approved otherwise)
- Residential developments greater than five or more allotments

**Non-preferred use:**

- Gross pollutant traps are not required for residential catchments less than five allotments
- Private residential developments
- Should not be placed in locations where access is limited.

### 2.1.5 Swales – Bioretention Swales

A swale is a shallow, linear, vegetated channel that is designed to convey stormwater flows, and remove gross pollutants and medium to coarse sediments (Figure 11). Swales are constructed with a gentle longitudinal gradient (1-4%) to ensure that the stormwater is conveyed slowly downstream. Vegetation within the base of the swale spreads the water flow across the channel, reduces the water velocity, traps gross pollutants and promotes sediment deposition within the base of the channel.



**Figure 11 Examples: a) conventional swale, and b) bioretention swale.**

A range of vegetation types are planted within swales ranging from turf to dense vegetation. The vegetation selected for a swale should be sufficiently robust to be able to cope with the expected design flows and have sufficient roughness to facilitate the modelled system treatment performance.

Swales in isolation are unlikely to treat stormwater runoff to best practice standards, and are therefore used in combination with other stormwater treatment assets, e.g. a swale may be located upstream of a bioretention system.

Swales may be integrated with bioretention systems (known as bioretention swales) to provide enhanced stormwater treatment and infiltration. Bioretention swales are configured similar to a conventional swale, except that a filter bed is constructed within the base of the swale (Figure 12).

Construction of berms across a bioretention swale at regular intervals enables the water to be temporarily ponded, increasing the infiltration of the stormwater through the filter bed and resulting in the treatment of a greater stormwater volume. This is often achieved passively using driveway crossovers. An overflow pit must be provided within a bioretention swale above a driveway crossover to prevent flooding (Figure 13).

Bioretention swales may be constructed without a liner to promote the infiltration of treated stormwater into the surrounding soils.

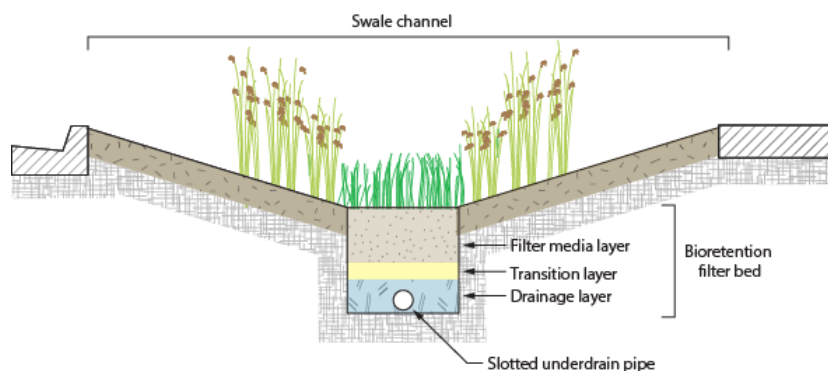


Figure 12 Typical bioretention swale profile.

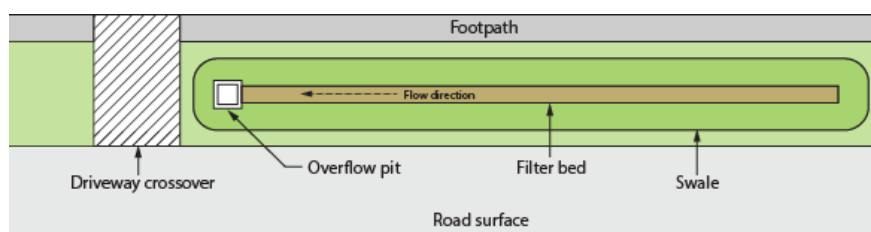


Figure 13 Typical layout of a bioretention swale located within a street nature strip.

**Advantages:**

- Highly effective at removing medium to coarse sediments and gross pollutants
- May be used in lieu of conventional drainage systems (i.e. underground pipes), as part of a broader treatment strategy
- Low capital cost
- Landscape amenity
- Easily maintained (i.e. mowed turf)
- Can be used to retard and temporarily store stormwater
- Can be integrated with bioretention function (i.e. bioretention swales).

**Disadvantages:**

- Do not provide effective removal of fine sediments and nutrients
- Unable to treat stormwater runoff quality to best practice standard
- Must be constructed on slopes with less than a 4% gradient
- Require more space than other streetscape stormwater treatment assets, i.e. can restrict car parking space
- Prone to issues such as physical damage and compaction (i.e. car wheel rutting, scour)
- Prone to drainage issues (i.e. poor drainage, ponding)
- Poorly maintained systems can be a flood hazard.

**Preferred use:**

- Swales and bioretention swales may be integrated as part of a treatment train to provide sediment removal upstream of other stormwater treatment assets such as bioretention systems
- Street nature strips, centre median strips of roads, run-off collection points in car park areas.

**Non-preferred use:**

- Swales must not be used on sites with a catchment area >1 hectare
- Steep terrain (e.g. >4%).

**2.1.6 Proprietary treatment devices**

A number of proprietary stormwater treatment devices are commercially available. These devices are generally tailored to treat stormwater runoff from catchments associated with commercial and industrial use; however, they may also be used to treat runoff from residential/mixed catchments.

The treatment performance of most proprietary stormwater treatment devices have not been independently verified. Stormwater Australia is the custodian of an industry-formulated, independent evaluation process for verifying the performance of devices and technologies for improving stormwater quality – SQIDEP (Stormwater Quality Improvement Device Evaluation Protocol). The SQIDEP provides a uniform set of criteria to which stormwater treatment measures can be field-tested and reported. Stormwater treatment devices and technologies are independently assessed under SQIDEP, and the results submitted to Stormwater Australia for SQIDEP verification.

The current list of SQIDEP verified products can be viewed at:

<https://www.stormwater.asn.au/sqidep/sqidep-verified-products>

All proprietary stormwater products proposed to be used for treating stormwater runoff quality within the Surf Coast Shire must be SQIDEP verified.

## 2.2 Selection guidelines

The following section provides guidance on the selection of stormwater treatment assets. The asset selection matrix provided in Section 2.2.2 should be used to guide the selection of stormwater treatment assets for catchment land use scenarios.

The selection of stormwater treatment assets that are deemed to be most appropriate for the various catchment land uses has been guided by a number of factors including:

- Stormwater treatment objectives
- Catchment scale
- Land use characteristics
- Asset maintenance requirements
- Ongoing costs

Proposals to use stormwater treatment assets that are not covered by the selection matrix will not be considered by Council, unless it can be clearly demonstrated that the benefits of the proposed treatment system exceed the minimum requirements outlined in Sections 3.2 and 3.3.

### 2.2.1 Treatment scale

The use of precinct or regional scale treatment systems is preferred over the use of distributed individual street scale treatment assets, as regional scale systems are easier to manage and more cost effective for Council to maintain. Street scale stormwater treatment assets will only be accepted where it can be clearly demonstrated that the stormwater runoff cannot be treated using a regional scale treatment system.

### 2.2.2 Asset selection matrix

It is recommended that the selection matrix provided in Table 1 is used to guide the selection of stormwater treatment assets. The selection matrix separates stormwater treatment asset options between residential, commercial and industrial catchment land uses. In mixed catchment scenarios where it is difficult to separate catchment land uses, it is recommended that the dominant land use category be used.

The selection of stormwater treatment assets involves a two-step process: the first step determines whether a GPT is required for gross pollutant removal, and the second step determines the Council preferred stormwater treatment asset for water quality treatment.

It is important that site characteristics are also taken into consideration when selecting stormwater treatment assets using Table 1. If the Council preferred stormwater treatment asset (based on the selection matrix) is deemed unfeasible due to site specific constraints, a meeting must be held with the Council stormwater specialist to determine a suitable solution.



**Table 1 Selection matrix based on Council approved stormwater treatment assets.**

	COUNCIL ASSET			PRIVATE ASSET		
	Residential Estate			Residential <sup>1</sup>	Commercial	Industrial
	<5 Lots	5 Lots - 5Ha	>5 Ha		>1 ha	>1 ha
<b>Step 1 – Gross pollutant removal</b>						
Grated side entry pit	Yes	Yes	Yes	Yes	Yes	Yes
Gross pollutant trap	No	Yes <sup>2</sup>	Yes	No	Yes <sup>3</sup>	Yes <sup>4</sup>
<b>Step 2 – Water quality treatment</b>						
Bioretention (rain gardens)	No	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes	Yes	Yes
Bioretention swale	No	No	No	Yes	Yes	Yes
Sediment pond <sup>6</sup>	No	Yes	Yes	No	No	No
Constructed wetland	No	Yes	Yes	Yes	Yes	Yes
Rainwater tank <sup>7</sup>	No	No	No	Yes	Yes	Yes
Proprietary products <sup>8</sup>	No	Yes	No	Yes	Yes	Yes

Preferred asset  Permitted asset<sup>9</sup> 

- 1 May be required dependent on scale of development (e.g. gated community). Refer to development planning permit.
- 2 May not be required, refer to development planning permit conditions. Subject to the presence of existing GPTs within the catchment drainage network.
- 3 GPT required in mixed residential and commercial catchments.
- 4 May not be required refer to development planning permit conditions.
- 5 May be accepted as a component of a broader treatment strategy.
- 6 Sediment ponds may be used as standalone systems where they are offset with other stormwater treatment assets.
- 7 Rainwater tanks must be plumbed to toilet to be considered treatment.
- 8 May be considered by Council - must be SQIDEP accredited.
- 9 Permitted assets may be accepted subject to Council approval.

**Case study**

A stormwater strategy is being prepared for a mixed-use residential development. The overall development will be 15 ha comprising of 13 ha residential and 2 ha commercial land use. A drainage assessment determined that all of the stormwater runoff from the development can be directed to a single treatment location within the south-east corner of the development.

The selection of stormwater treatment assets based on the selection matrix provided above involves:

Step 1 – The proposed stormwater treatment assets for the development will become Council assets.

Step 2 - The land use is residential and the catchment area is greater than 5 ha. This will require a combination of grated pits and a GPT to remove gross pollutants from the stormwater runoff.

Step 3 – Based upon a residential catchment area >5 ha, there are two stormwater treatment options: a) bioretention with sediment pond or a GPT, or b) a constructed wetland. The selection matrix colour coding (green) indicates that a bioretention system is the preferred Council stormwater treatment asset for catchments >5 ha.

Note: Council will also consider the proposed use of a constructed wetland as it is a permitted treatment asset.

## Chapter 3 Design Guidelines

### 3.1 Introduction

The design standards define the key design requirements for each stormwater treatment asset type. The design of all stormwater treatment assets must be in accordance with the design standards. This ensures that a consistent approach to the design of stormwater treatment assets is undertaken within the Surf Coast municipality.

The design standards include both core requirements (applicable to all stormwater asset types) and asset specific design requirements. The core requirements define a set of non-negotiable objectives which must be achieved when designing stormwater treatment assets. The asset specific design requirements define the key design components which are fundamental to the long-term functional performance of each stormwater treatment asset type and ensure that maintenance and safety requirements are considered during the design process.

The adoption of consistent design parameters will ensure that all stormwater treatment assets are designed to best practice standard and provide best value to the community by considering: long term asset performance, public safety, ease and cost of maintenance, amenity, and integration with urban design.

The design standards are not intended to be prescriptive and aim to provide sufficient flexibility to develop innovative designs that respond to both site specific constraints and other planning and design objectives.

### 3.2 Core requirements

The design of all stormwater treatment assets must achieve the following core requirements:

- Provide effective pollutant removal
- Consider community and maintenance staff safety
- Enable cost effective maintenance
- Be robust and sustainable – i.e. have an expected life cycle of a least 25 years
- Integrate with the landscape context
- Provide passive recreation opportunities
- Contribute positively to biodiversity, township aesthetics and environmental benefits

Compliance with each of the core requirements must be demonstrated at the concept design phase. Failure to comply with any of the core outcomes must be highlighted to Council, including a summary of the reasons why the core requirements cannot be achieved. Where possible, Council will work with applicants to identify alternative treatment options that comply with the core requirements and will be acceptable to Council.

### 3.3 General requirements

The following general requirements apply to the design of all stormwater treatment assets:

#### 3.3.1 Treatment performance objectives

The stormwater treatment strategy for all new developments must achieve the best practice water quality performance objectives set out in the Urban Stormwater Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999) (or any subsequent document as amended by the Surf Coast Shire Planning Scheme):

- Suspended solids – 80% retention of typical urban annual load
- Total nitrogen – 45% retention of typical urban annual load
- Total phosphorus – 45% retention of typical urban annual load
- Litter – 70% retention of typical urban annual load

Stormwater treatment asset retrofits, e.g. bioretention systems retrofitted within existing streetscapes and reserves, should aim to achieve the best possible stormwater treatment performance considering the site specific constraints.

### 3.3.2 Treatment performance modelling

The treatment performance of stormwater treatment assets must be modelled in MUSIC (Model for Stormwater Improvement Conceptualisation) according to the parameters outlined in The City of Greater Geelong (2019) MUSIC Modelling Approach and Parameters - Design Note 3.

#### The City of Greater Geelong MUSIC Design Note

The MUSIC input parameters and modelling approach outlined in The City of Greater Geelong MUSIC design note are to be used to model stormwater treatment assets within the Surf Coast municipality.

Stormwater treatment assets must be modelled using the representative 10-year 6 min rainfall dataset from the BOM station at Geelong North (1971 to 1980). Note: the Geelong North rainfall dataset has been infilled to improve quality and therefore cannot be re-created from raw data.

The representative rainfall dataset is to be used for modelling stormwater treatment assets within the Surf Coast municipality and is available for download from The City of Greater Geelong's website.

Note: the design note recommends using a minimum of 20 years continuous rainfall data (Geelong North station – 1971-1990) for modelling stormwater storage and harvesting systems.

#### Melbourne Water MUSIC Guidelines

The input parameters in the Melbourne Water MUSIC Guidelines (2016) are to be used as cited by The City of Greater Geelong MUSIC Design Note.

### 3.3.3 Flow estimation

The peak design flows should be estimated in accordance with methods outlined in Australian Rainfall and Runoff (Commonwealth of Australia, Geoscience Australia, 2016).

### 3.3.4 Safety in design

A safety in design risk assessment must be undertaken for all stormwater treatment asset designs in accordance with the principles of AS/NZS 31000:2009 Risk Management.

The risk assessment should be conducted at the detailed design stage and must consider all possible health risks to the public and maintenance staff. The design response to any safety risks identified by the risk assessment should be outlined in the detailed design report (refer to 4.2).

### 3.3.5 Cost effective maintenance

Stormwater treatment assets must be designed to enable cost effective maintenance. The maintenance requirements for a proposed stormwater treatment system is a key design component, and must be considered in terms of the long term costs associated with the operational and maintenance requirements.

The stormwater treatment system selection guidance provided in Section 2.2 considers treatment solutions that respond to catchment land use and scale and represent cost effective maintenance solutions to Council.

Council recommends that where possible, stormwater treatment strategies should aim to minimise the number of stormwater treatment assets required and seek end of pipe solutions (i.e. regional stormwater treatment systems). Consolidating stormwater treatment requirements into fewer locations and larger systems is preferred, as this minimises the long-term maintenance cost to Council.

### 3.3.6 Landscape context

Stormwater treatment assets located in the public realm need to consider the broader landscape context. All stormwater treatment assets and the surrounding landscapes must be designed in accordance with the objectives of the Surf Coast Shire Open Space Strategy (2016).

The Surf Coast Shire Open Space Strategy aims to deliver high quality connected and sustainable open spaces that will provide the community with environmental, social, health and economic benefits.

Guiding principles outlined in the Open Space Strategy that must be considered when designing stormwater treatment assets located open spaces include:

- Quality planning – provision of recreation and open space opportunities.
- Accessible and connected – facilities need to be safely and conveniently accessed through ‘access for all and universal’ design principles.
- Attractive – open space areas should be designed to a high quality to encourage the community to value them and to foster high levels of use.
- Adaptable – facilities should reflect the needs of the community and able to respond to and incorporate climate change requirements.
- Sustainable spaces – cultural landscapes and ecological processes should be understood, protected and enhanced.

## 3.4 Bioretention systems

These standards apply to all types of bioretention systems including:

- Unlined bioretention systems that promote infiltration of treated stormwater into surrounding soils (often referred to as bio-infiltration systems), and
- Bioretention tree pits

Note: All bioretention systems must be designed with a saturated zone. Council may consider the alternative designs (e.g. hybrid systems with a saturated zone) where it can be demonstrated that the vegetation will be sustained by the proposed design.

### 3.4.1 Maintenance provisions

Bioretention systems must be designed to enable maintenance staff to safely access the bioretention system. Bioretention systems located within public open spaces (i.e. parklands) must have an access track to enable maintenance vehicles to access and exit the site. The maintenance access track should enable direct access to the bioretention inlet area/s for sediment removal.

The maintenance access track must be at least 3 metres wide and comprise of a trafficable surface in accordance with Council Standards. At the road edge, the access track should have an industrial crossover to Council standard and a rolled kerb adjoining it.

Intersections between pedestrian pathways and maintenance access tracks should be clearly marked (i.e. using markers or different coloured concrete on the pedestrian path).

Large bioretention systems, i.e. with a filter bed area greater than 300 m<sup>2</sup>, must be configured to enable maintenance vehicles to access at least 50% of the basin perimeter.

Bioretention systems located in public open spaces (e.g. parklands) must have a 200 mm wide concrete maintenance edge (minimum 250 mm depth) to delineate the bioretention system from the adjoining landscape areas and to minimise the risk of turf and weeds encroaching into the bioretention system.

#### 3.4.2 Sizing

The maximum permissible area for a single bioretention filter bed is 800 m<sup>2</sup>. If a larger bioretention treatment area is required, then the bioretention system must be separated into individual cells, with each cell not exceeding 800 m<sup>2</sup>.

#### 3.4.3 Layout

The layout of the bioretention system must not impact unacceptably on surrounding landscape features such as: existing vegetation, topography, pedestrian paths and roads, waterway and associated riparian vegetation, residential dwellings and public open space (e.g. parklands, playgrounds).

The design of street scale bioretention systems must also consider other streetscape components including: service locations, road pavement and trafficable lane widths, car parking, road base and kerb support, pedestrian paths, access and safety, street trees and lighting, location of existing drainage infrastructure, sight lines and visual amenity.

The layout of the bioretention system must be consistent with the modelling parameters used in MUSIC.

#### 3.4.4 Liner

All bioretention systems must have an impervious liner to prevent water from ex-filtrating from the saturated zone to ensure that there is sufficient soil moisture retained for the plants (refer to Section 3.4.10 for saturated zone requirements). The liner should extend to at least the top of the saturated zone.

Permissible liners include:

- Clay - comprising of in situ or imported clay material.
- Bentonite geosynthetic clay liner - consists of a layer of bentonite bonded between two layers of geotextile.
- Welded premium grade HDPE plastic sheeting - minimum 1mm thick.

#### 3.4.5 Inlet design

The design of the inlet is important as it dictates the amount of water that enters the bioretention system during runoff events. The inlet design must consider the following elements:

- Design inflows
- Inlet type
- Coarse sediment removal

- Energy dissipation
- Flow distribution

Note: The inlet/s and overflow should be located as close as possible to each other to prevent scouring of the filter bed and vegetation.

#### *a) Design inflows*

Inlets to the bioretention system must be designed to convey the design flow (e.g. flows up to and including the 3-month ARI flow (98.2% AEP)).

High flow exceeding the 5-year ARI (20% AEP) flow must be either: a) diverted, b) bypass the bioretention, or c) enter the bioretention outlet/overflow located near the inlet, after extended detention is filled.

Note: The discharge of base flows<sup>1</sup> into a bioretention system is not permitted as this can lead to the growth of algal biofilms and moss on the surface of the filter media resulting in clogging and reduced infiltration.

#### *b) Inlet type*

Stormwater may be discharged to a bioretention system directly from the drainage network or as a low flow diversion from a drainage system or kerb. The design of the inlet must ensure that the inlet is not prone to blockage and does not cause upstream inundation (e.g. inappropriate backwatering).

Inlet types accepted by Council include:

- Pipe
- Channel
- Kerb

The invert of an inlet pipe, channel or kerb cut-out must be located above the surface of the bioretention filter media surface (maximum 200mm) to prevent sediment deposition within the inlet pipe or channel.

Kerb inlets are typically used to divert stormwater runoff from road surfaces to street scale bioretention systems. The kerb inlet to a bioretention system must be designed to convey the design flow, as the unrestricted entry of flows higher than the design flow can lead to scouring of the filter media. The use of stencilling (i.e. deflectors) cast into base of the kerb may assist with the diversion of stormwater flows into a bioretention system.<sup>2</sup>

Kerb inlets must be designed to ensure that water ponds at the inlet to the bioretention for no more than one hour following the cessation of rainfall.

A minimum kerb opening of 500 mm is required to reduce the risk of blockage by sediment and debris. A minimum 60 mm step down is required from the edge of the kerb inlet to the surface of the

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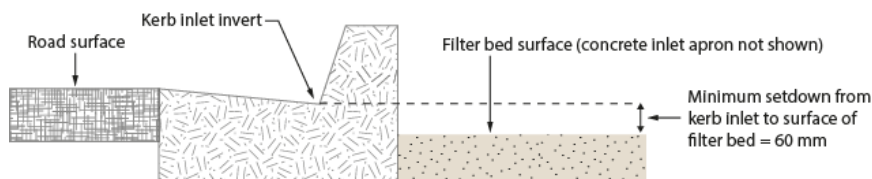
<sup>1</sup> 'Base flows' are permanent flows that are present in stormwater drainage systems due to groundwater ingress, sewer or potable water pipe leakages or cross-connections.

<sup>2</sup> Further information on the use of deflectors can be sourced at: <http://www.unisa.edu.au/IT-Engineering-and-the-Environment/Natural-and-Built-Environments/Our-research/AFMG/South-Australian-Road-Stormwater-Drainage-Inlets-Hydraulic-Study/city-of-Campbeltown/>

bioretention filter bed to ensure that sediment does not accumulate within the kerb break or upon the road surface (Figure 14).

Note: Flush kerbs inlets (i.e. where the edge of the bioretention filter media surface is level with the adjoining road surface) will not be accepted.

Kerb inlets for bioretention systems located in industrial and commercial zones should be equipped with a screen to prevent litter and organic debris entering the bioretention (Figure 15).



**Figure 14 Minimum design requirements for kerb openings.**



**Figure 15 Examples of inlet screens used to prevent litter and organic debris from entering a bioretention system.**

*c) Coarse sediment removal*

The inlets to bioretention systems must be designed to prevent coarse sediments from being deposited onto the surface of the filter bed. Trapping sediments within a dedicated area at the inlet enables efficient and cost-effective maintenance.

Bioretention systems which receive runoff from between 5 lots and 5 ha must have either a vegetated swale, sediment pond or sediment trap/forebay to prevent coarse sediment from being deposited on the surface of the filter bed. Note: this requirement does not apply to bioretention tree pits with covered inlets. Examples of sediment traps used on small scale bioretention systems are shown in Figure 16.

Bioretention systems which receive runoff from catchments >5 ha must have an upstream sediment pond or GPT to trap coarse sediments.



Sediment forebays must be designed to: a) remove 95% of coarse particles  $\geq 125 \mu\text{m}$  from the peak 3 month ARI flow (a catchment loading rate of  $0.6 \text{ m}^3/\text{ha}/\text{yr}$  should be used), b) provide sufficient storage for coarse sediments so that desilting is required no more than twice per year (maximum allowable storage depth  $\leq 300 \text{ mm}$ ), c) provide energy dissipation of inflows, and d) be free draining. Examples of sediment forebays used at bioretention inlets are shown in Figure 17.

Sediment forebays must be located at each point where stormwater enters the bioretention system, unless the catchment of the incoming stormwater is  $< 5\%$  of the total bioretention system catchment.



Figure 16 Examples of sediment traps located at the bioretention inlet zone.



Figure 17 Examples of sediment forebays.

*d) Energy dissipation and flow distribution*

The inlet must be designed to dissipate the energy of the stormwater runoff entering the bioretention system to prevent filter media from being scoured during major storm events and to minimise the re-suspension of coarse sediments.

Acceptable energy dissipation options include the use of a rock apron with rock sized to withstand the maximum inlet design flow. Energy dissipation infrastructure such as a rock apron must be located downstream of the concrete channel/sediment trap.

The inlet must be designed to ensure that inflows are evenly distributed across the bioretention filter bed surface. Bioretention systems must have a flat surface to ensure that inflows spread to all areas

of the filter bed. The maximum possible flow velocity across the surface of the filter bed is  $1 \text{ m/s}^3$ , as flow velocities exceeding  $1 \text{ m/s}$  are likely to scour the filter media.

Large bioretention systems ( $>800 \text{ m}^2$ ) must have either: a) multiple inflow points, or b) a distribution system that distributes inflows across the surface of the filter media bed.

#### 3.4.6 Ponding depth

The maximum allowable ponding depth (extended detention depth) within a bioretention system is 300 mm. Greater ponding depths will not be accepted due to the increased risk to the vegetation health and the public safety risk associated with ponded water.

#### 3.4.7 Filter bed media specifications

The filter bed media must comply with the media specifications outlined in the Guidelines for Filter Media in Biofiltration Systems (Appendix C of the Biofilter Adoption Guidelines V2, CRC for Water Sensitive Cities (2015)). A summary of the specifications is provided for each of the filter bed media layers below:

##### *a) Filter media*

The filter media is to comprise of washed, well-graded sand or naturally occurring sand that has a hydraulic conductivity between 100-300 mm/hr. The filter media must have:

- Low nutrient content to prevent the leaching of nutrients from the media (TN  $< 1000 \text{ mg/kg}$ , available phosphate  $< 80 \text{ mg/kg}$ )
- Minimum 5% organic matter content to assist with the retention of moisture for vegetation growth
- Less than 3% (w/w) clay and silt (Particle size distribution (PSD)  $< 0.05 \text{ mm}$ ) content to maintain hydraulic conductivity
- pH between 5.5 – 7.5 to support vegetation growth
- EC less than  $1200 \text{ mS/m}$
- Agronomically acceptable (i.e. capable of sustaining plant growth)

The filter media depth must be minimum 500 mm. This is to ensure there is sufficient filter media depth to support vegetation growth. Lesser filter media depths may be considered at highly constrained sites, however Council will not accept a lesser depth where it is possible to achieve a depth of 500 mm.

Note: the nutrient content of the top 100 mm of the filter media layer may be ameliorated once only with supplementary organic matter, fertiliser and trace elements to assist with plant establishment (Table 2).

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<sup>3</sup> The maximum flow velocity is calculated by dividing the flow rate (maximum flow rate that is able to enter the bioretention) by the cross-sectional area of the bioretention system at its narrowest point (calculated as the width  $\times$  (EDD depth + 0.1 m)).

**Table 2 Recommended recipe for ameliorating the top 100 mm of the filter media (sourced from CRC for Water Sensitive Cities, 2015).**

Constituent	Quantity (kg/100 m <sup>2</sup> filter area)
Granulated poultry manure fines	50
Superphosphate	2
Magnesium sulphate	3
Potassium sulphate	2
Trace Element Mix	1
Fertilizer NPK (16:4:14)	4
Lime	20

*b) Transition layer*

The transition layer is to comprise of a clean well-graded sand to prevent the filter media washing down into the drainage layer. The hydraulic conductivity of the transition layer must be greater than the filter media layer to ensure that the filter media is able to drain freely.

The transition layer PSD must comply with the following bridging criteria - the smallest 15% of sand particles must bridge with the largest 15% of the filter media particles. This will ensure that the filter media does not migrate into the transition layer.

The transition layer must have a minimum depth of 100 mm or more to accommodate a deeper saturation zone.

*c) Drainage layer*

The drainage layer is to comprise of a clean, fine aggregate (2-7 mm washed screenings). The hydraulic conductivity of the drainage layer must be higher than the transition layer to ensure that the filter bed is free draining.

The transition layer PSD must comply with the following bridging criteria - the smallest 15% of drainage layer particles must bridge with the largest 15% of the transition layer particles. This will ensure that the transition layer does not migrate into the drainage layer.

There is no minimum requirement for the depth of the drainage layer for free-draining systems, however the drainage layer must be of sufficient depth to provide a minimum 50 mm cover over the underdrain pipe.

**3.4.8 Underdrain system**

The bioretention outlet system (drainage layer and underdrain pipe) should be designed to:

- Allow stormwater to be freely discharged from the bioretention filter bed (i.e. the outlet capacity must exceed the maximum infiltration rate of the filter media)
- Enable access for inspection and cleaning, and
- Prevent drainage layer material entering the underdrain pipes.

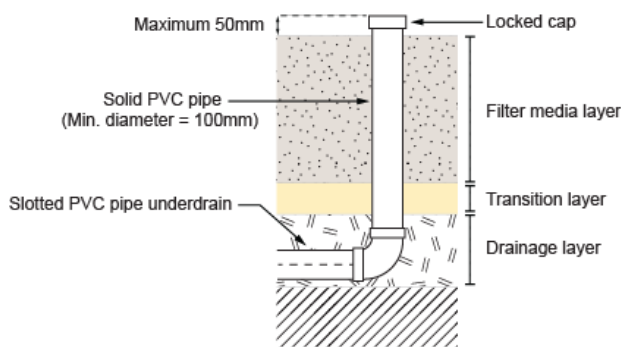
The underdrain pipe is to comprise of rigid slotted PVC pipe with a minimum diameter of 100 mm. The slotted perforations must be orientated horizontal, able to pass the maximum infiltration rate and sized to prevent the drainage layer material from washing into the underdrain pipes.

Where more than one underdrain pipe is required, the underdrain pipes must be spaced no further than 1.5 m apart.

Note: Flexible slotted pipes will not be accepted as these cannot be adequately sealed to rigid pipes and/or outlet pit. The underdrain pipes must not be fitted with a filter sock.

### 3.4.9 Inspection pipes

Vertical inspection pipes must be fitted at the end of every underdrain pipe and at least every 20 m for underdrain pipe runs greater than 20 m. Inspection pipes are to comprise of a solid PVC pipe (no slots), extend maximum 50 mm above the filter bed surface, have a screw cap fitted with a locking mechanism, be the same diameter as the underdrain pipes and be sealed to the underdrain with a 90° PVC fitting (Figure 18).

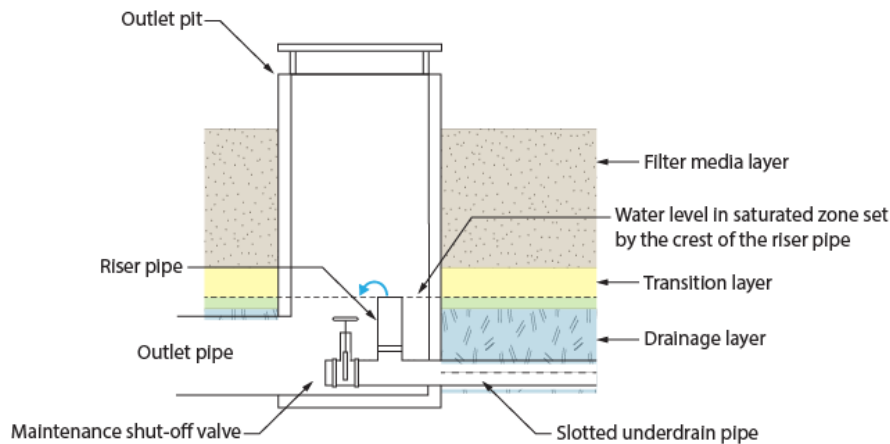


**Figure 18 Typical configuration of an inspection pipe.**

### 3.4.10 Outlet design

Bioretention systems must be configured to enable the drainage layer to be operated as a saturated zone (permanently saturated). The outlet system is to comprise of a vertical riser pipe and a horizontal pipe with a maintenance shut-off valve located in the overflow pit (Figure 19). The riser pipe must be located within the overflow pit or inside the side-entry pit for streetscale systems which are directly connected to an adjacent side-entry pit. The riser pipe must be adjustable, i.e. the height of the riser pipe can be altered to enable the water level of the saturated zone to be adjusted. The maintenance shut-off valve must enable the underdrain system to be drained via gravity.

The minimum depth for the saturated zone is 300mm to ensure that adequate storage volume is provided.



**Figure 19 Recommended outlet configuration for saturated zone systems.**

The saturated zone should be at least 450-500 mm deep (300 mm minimum) and may extend up into the transition layer.

The optimal depth of the saturated zone can be determined by estimating the time required for the water storage to be drawn down during the peak warmer months:

$$\text{Drawdown period for saturated zone} = (\text{Porosity} \times \text{Depth}) / \text{Daily Evapotranspiration}$$

where:

*Drawdown period for saturated zone* – (Minimum 20 days recommended)

*Porosity* – estimated porosity of the saturated zone (0.4 recommended)

*Depth* – depth of the saturated zone (mm)

*Daily Evapotranspiration* – average daily evapotranspiration (4.2 mm/day recommended)

(Sourced from CRC for Water Sensitive Cities, 2015).

#### 3.4.11 Overflow pit

Overflow pits should have a raised grate, positioned minimum 100 mm above the pit crest to minimise the risk of blockage. Note: flush grates will not be accepted. A minimum freeboard of 100 mm must be provided between the maximum water level above the pit crest during the peak inflow and the bioretention embankment level to ensure that water enters the pit without spilling from the bioretention basin.

#### 3.4.12 Overflow weir

Overflow weirs must be designed to:

- Pass the peak major flow
- Minimise blockage, and
- Minimise scour of the adjacent embankments during a peak major flow.

A minimum freeboard of 100 mm must be provided between the maximum water level above the weir during the peak major flow event and the embankment level.

### 3.4.13 Outlet pipe

The outlet pipe from the bioretention system must be sized to convey the peak minor flow to the downstream receiving drainage system or waterbody. A minimum pipe grade of 0.3 % must be provided to ensure that the bioretention system drains freely and that sediment does not accumulate in the base of the outlet pipe.

When discharging to a waterway, the outlet pipe must be angled downstream and free draining to the waterway (not backwatered). The outlet pipe must be provided with scour protection (i.e. rocks) at the transition to the waterway.

The outlet pipe must be fitted with an anti-seepage collar or cut-off wall where it passes through an embankment to prevent seepage along the pipe.

### 3.4.14 Vegetation

The presence of dense vegetation on the filter bed is essential to the functional performance and long-term sustainability of a bioretention system.

Plant selection should be guided by the following functional attributes which contribute to pollutant removal and plant survival:

- Root structure – Plants with dense fibrous root systems are more effective at maintaining the porosity of the filter media than plants with tap root systems. The selection of plants with a mixture of different root types is desirable to ensure that the filter media is occupied by a matrix of root systems.
- Plant structure – Plants with dense spreading foliage function to reduce stormwater velocity and protect the filter bed surface from scouring.
- Plant growth – Plants with vigorous growth characteristics enable vegetation cover to be rapidly established over the filter bed surface and help to minimise weed establishment. Fast growing plants tend to have higher nutrient demands but are less effective at storing nutrients compared to slow growing species which are typically larger and have more well developed root systems. Slow growing species may be planted in bioretention systems as supplementary species.
- Tolerance to wetting and drying cycles – Plant species must be selected that can tolerate prolonged dry periods as well as short periods of inundation. Note: Semi-aquatic plants must not be used in bioretention systems as they are unable to tolerate extended dry conditions.

Other objectives which may also guide the selection of the bioretention plants include:

- Maintenance requirements
- Public safety/barrier requirements
- Landscape amenity/aesthetic
- Potential microclimate benefits
- Enhanced biodiversity.

Where possible, the plant species selected for bioretention systems should be indigenous to the Surf Coast Shire Council region. A list of locally indigenous plant species suitable for planting in the bioretention filter bed and edges is provided in Appendix A, however designers also are encouraged to consider other local species that are not listed. The use of deciduous trees within or adjacent to bioretention systems should be avoided as leaf fall during autumn results in the blockage of bioretention inlets and clogging of the filter bed surface.

The bioretention planting design should respond to the objectives outlined above, and also reflect the scale and landscape setting of the bioretention system. Examples of typical bioretention planting styles are provided in Table 3.

**Table 3 Bioretention planting styles.**

System	Scale	Planting style
Streetscape	Small systems <50 m <sup>2</sup>	Low profile plantings
Parkland/Open space	Larger systems >50 m <sup>2</sup>	Mixed native plantings including groundcovers, shrubs and small trees
Microclimate	Variable scaled systems (including tree pits) located in streets, carparks and parklands/open spaces	Medium to large trees to provide shading and maximise evapotranspiration

It is recommended that a diversity of plant types and species are used within a bioretention system. This will provide a high likelihood of successful plant establishment and ongoing sustainable vegetation cover. The plant species selected must be able to provide at least 90% coverage of the filter media bed within two years. As a guide, the minimum number of plant species to be planted in various scales of bioretention systems is provided in Table 4.

**Table 4 Minimum number of plant species to be used in bioretention systems.**

Planting scale	Minimum number of species	Minimum planting density (plants/m <sup>2</sup> )
Streetscape - Filter bed <50 m <sup>2</sup>	4	6
Parkland/open space - Filter bed >50 m <sup>2</sup>	6	6
Microclimate	NA	NA
Biodiversity <sup>4</sup>	>6	4-8

The bioretention filter bed must be planted with plants grown in individual pots with a minimum volume of 200 cm<sup>3</sup> (i.e. forestry tubes), except for trees which must be provided in minimum 300 mm pots. This is to ensure that the plants have sufficient root biomass and associated potting material to withstand the potentially hostile planting conditions experienced in the bioretention filter media during establishment.

#### 3.4.15 Mulch

The use of mulch on the bioretention filter bed is not preferred. Organic mulches are not permitted as they are susceptible to floating and clogging the outlet. The use of gravel mulch restricts the spread of the plants, and the sediment accumulation within the mulch layer is difficult to remove.

Council may consider the use of gravel mulches (including crushed granite) in small bioretention systems being retrofitted within existing developed catchments where the risk of sediment accumulation is considered low.

<sup>4</sup> Where appropriate, large bioretention systems (i.e. > 200 m<sup>2</sup>) may be planted with a diversity of indigenous species representative of local vegetation communities. Bioretention systems with established multi-lifeform plant communities are often characterised by low weed cover (i.e. require low maintenance) and provide significant food and habitat resources for local wildlife.

#### 3.4.16 Landscaping

The design of a bioretention system and surrounding landscape must support the treatment performance of the bioretention system, and provide environmental benefits such as amenity, microclimate (reduced temperatures) and increased biodiversity.

It is important that bioretention systems constructed within existing streetscapes and parklands are integrated with the surrounding urban landscape.

The design of bioretention systems may benefit from the input of landscape architects who can provide a high level of landscape integration expertise. Important landscape design considerations may include:

- Context – how the bioretention will relate to the landscape
- Form – how the bioretention will change over time as the vegetation matures
- Scale – ensuring that the bioretention is in proportion to its setting
- Seasonal variation – the choice of plant species can provide distinct seasonal changes in vegetation colour and form
- Plant layout – landscape colours and texture can be achieved through the placement of plants with contrasting form, foliage and flowers
- Colour and tone – different colours can be provided by flowers or foliage
- Texture – provided by the use of vegetation and hard landscaping elements.

(Sourced from CRC for Water Sensitive Cities, 2015).

Note: Bioretention systems must be designed in accordance with an approved landscape concept plan. The landscape concept plan must be approved in conjunction with the submission of the bioretention concept design to Council.

#### 3.4.17 Edges

The design of the interface between bioretention and the surrounding landscape must consider public safety, maintenance and visual amenity.

The maximum permissible slope for earthen batters and embankments is 1:4. Steeper batters will not be accepted as these are deemed to represent an unacceptable public safety risk. The vegetation established on the batters must be low maintenance and not create a public safety hazard. At least 200mm of topsoil must be provided on all batters and be in accordance with *AS4419 Soils for landscaping and garden use*.

Low vertical edges or retaining walls around the perimeter of the bioretention system represent a potential safety hazard. A maximum drop of 150 mm from the top of a low vertical edge (e.g. concrete footpath) to the surface of the filter bed or batter is permitted.

A wall height greater than 150 mm is not preferred, however Council may consider permitting the use of a wall, providing that the wall is a barrier to public access or a dense vegetated strip (minimum width 2m) is established on the upside side of the wall.

#### 3.4.18 Safety

The bioretention design must consider all aspects of public safety, including pedestrians, vehicles and maintenance personnel likely to be present in the vicinity of the bioretention system. Important safety components which must be considered include:



- Clear sightlines for traffic and pedestrians – the size and form of plant species planted within the bioretention system should reflect the site context, i.e. it may be prudent to use low-growing vegetation within streetscape systems to ensure that pedestrian and vehicle sightlines are maintained.
- Reduced ponding depths – it may be appropriate to consider adopting a lower extended detention depth for bioretention systems located adjacent to areas frequented by children such as play grounds and public parks.
- Edge design – vertical drops along the edges of bioretention systems should be avoided to prevent accidental falls. Where possible, gentle batter slopes should be adopted instead of vertical edges. The planting of dense vegetation along vertical edges can be used as an effective barrier where no other alternative is available.
- Streetscape bioretention systems located adjacent to vehicle parking areas – a flat extension of the kerb (minimum width - 400 mm) must be provided between the kerb and edge of the bioretention system to provide a safe area for vehicle occupants to alight.
- The maximum allowable elevation difference between the filter media surface and surrounding surfaces is:
  - ≤300mm below the kerb invert where located adjacent to unrestricted pedestrian access (applies to streetscape systems)
  - ≤500mm where located in civil spaces
  - No limits required for parklands and adjacent to natural areas (larger systems) providing that batter slope requirement is met.
- Pedestrian refuges – the placement of pedestrian refuges should be considered along the edges of bioretention systems in locations where pedestrians may be stranded, i.e. bioretention systems located in median strips. This may be achieved by breaking the edge vegetation using stepping stones or kerb extensions.
- Trip hazards – all components of a bioretention system must be evaluated for potential trip hazards. The selection of plant species to be established along the edges of bioretention systems should consider whether the foliage will protrude onto pedestrian pathways when mature and constitute a tripping hazard.

(Sourced from CRC for Water Sensitive Cities, 2015).

### 3.5 Sediment ponds

The design standards for sediment ponds are provided below. These design criteria are based upon the Melbourne Water Wetland Design Manual and have been modified to reflect specific Surf Coast Shire Council requirements.

#### 3.5.1 Location

Sediment ponds may be constructed as standalone treatment stormwater treatment assets or integrated as part of a treatment train (i.e. part of a bioretention or wetland system).

Sediment ponds are to be located offline of major waterways but online to the pipe or lined channel they are treating water from in accordance with the Melbourne Water Constructed Wetland Design Manual.

Wherever possible, all stormwater runoff should be directed to a single sediment pond upstream of a treatment train to enable efficient and cost effective maintenance. In situations where untreated stormwater runoff cannot be directed to a single sediment pond upstream of a treatment train; a

sediment pond is required at each stormwater entry point to the treatment train where the catchment area of the incoming stormwater is  $\geq 5\%$  of the total treatment train catchment area.

### 3.5.2 Sizing

Sediment ponds must be sized to remove at least 95% of the coarse particles  $\geq 125 \mu\text{m}$  diameter for the peak 3 month ARI, less than 1.6m deep and have sufficient sediment storage volume to store at least five years sediment (i.e. have a minimum cleanout frequency of once every five years assuming sediment storage to 500mm below NWL).

The configuration of the sediment pond also needs to ensure that the stored sediments are protected during high flow events. The maximum allowable velocity through the sediment pond during the peak 100 year ARI event is 0.5 m/s based upon the flow area cross-section at the narrowest width of the sediment pond.

Sediment ponds must not be oversized, i.e. be more than 120% of the area required to achieve the above treatment requirements. Oversized sediment ponds trap finer sediments and require more frequent cleaning.

Sediment ponds must be sized in accordance to the Fair and Geyer method described in WSUD Engineering Procedures: Stormwater (Melbourne Water, 2005). Note: the sediment pond must be modelled with a minimum hydraulic efficiency ( $\lambda$ ) = 0.3, and the shape of the sediment pond consistent with the hydraulic efficiency value used in the Fair and Geyer equation.

### 3.5.3 Maintenance

Sediment ponds must be designed to enable maintenance vehicles and personnel to safely access and exit the site. The sediment pond design must include:

- Provision to drain whilst maintaining wetland at NWL
- A maintenance access track
- A maintenance access ramp to the base of the sediment pond (unless edge cleaned)
- A solid base (i.e. concrete or cement stabilised rubble)
- Access to the perimeter of the sediment pond
- A hardstand area (for vehicle turning)
- A sediment dewatering area

#### *a) Drainage*

When part of a wetland system, the sediment pond must be able to be drained whilst maintaining the wetland macrophyte zone at NWL.

#### *b) Maintenance access track*

The maintenance access track should enable maintenance vehicles to safely enter and leave the sediment pond site. Design requirements for the maintenance access track include:

- Access to the sediment pond and hardstand area
- Minimum track width = 3 metres
- Built to Council standards and reinforced to take a 22-tonne vehicle
- Intersections between pedestrian pathways and site maintenance access tracks should be clearly marked (i.e. using markers or different coloured concrete on the pedestrian paths).

- At the road edge, have an industrial crossover to Council standard and rolled kerb adjoining it.

*c) Sediment removal access*

All parts of the base of a sediment pond must be accessible for sediment removal. This is generally achieved via a maintenance access ramp into the base of the sediment pond, however smaller sediment ponds may be edge cleaned providing that a designated hard stand area is within 7 metres of all parts of the sediment pond base.

Maintenance access ramps are required on all sediment ponds that cannot be 'edge cleaned'. Design requirements for the maintenance access ramp include:

- Minimum ramp width = 4 metres
- Maximum ramp slope = 1:5
- Extend from the base of the sediment pond to at least 0.5 metres above the maximum water level (generally TED)
- Built to Council standards and capable of supporting a 22 tonne excavator
- A removable barrier located above TED to prevent unauthorised vehicle access (e.g. gate, bollard and/or fence).

*d) Sediment pond base*

The base of the sediment pond must be constructed of either: a) steel reinforced concrete (min. 200 mm thick with SL82 mesh centrally located), or b) 400mm compacted rock ( $D_{50} = 300\text{mm}$ ), or (c) 200mm thick cement stabilised (5%) crushed rock, to ensure that excavator operators can detect the base of the sediment pond. The sediment pond base material must extend vertically up the batter by at least 300 mm (from the surface of the sediment pond base). Note: The concrete base must be constructed on top of a liner layer and is not considered a substitute for a liner.

*e) Hardstand area*

A hardstand area must be provided adjacent to the sediment pond maintenance access ramp to enable maintenance vehicles to safely reverse and exit the sediment loading area.

*f) Sediment dewatering area*

Dedicated sediment dewatering areas must be provided adjacent to sediment ponds to enable sediments to be dried prior to being removed offsite. Design requirements for the sediment dewatering area include:

- Be accessible from the maintenance access ramp or sediment pond perimeter
- Have a length to width ratio no narrower than 10:1
- Have a maximum 1:12 cross fall
- Be able to contain all sediment removed from the sediment accumulation volume spread out at 500 mm depth
- Be located above the peak 10 year ARI water level and within 25m of the sediment pond or as close as possible,
- Be located at least 15 metres from residential areas and public access areas (like pathways, roads, playgrounds, sports fields etc), and consider potential odour and visual issues for local residents
- Address public safety and potential impacts on public access to open space areas,
- Be free from above ground obstructions (e.g. light poles) and be an area that Council has legal or approved access to for the purpose of dewatering sediment.

#### 3.5.4 Maximum water level

Sediment ponds designed as part of a wetland system must have an Extended Detention Depth (EDD)  $\leq 350$  mm. Sediment ponds that are standalone treatment assets or are hydraulically disconnected from the associated macrophyte zone (i.e. NWL in the sediment pond and macrophyte zone are different) may have an EDD  $>350$  mm.

#### 3.5.5 Outlet

The outlets from a sediment pond may comprise of pipes or culverts, overflow pit and pipe, or weir, and will depend upon whether the sediment pond is a standalone treatment system or part of a wetland system.

The outlet on a standalone sediment pond must be configured to pass the peak event flow to the downstream waterway.

Where the sediment pond is part of a wetland system, the connection between the sediment pond and the macrophyte zone must be configured to enable the sediment pond to be drained whilst maintaining the water level in the macrophyte zone at NWL.

Refer to Section 3.6.5 for the design requirements for the connection between the sediment pond and the macrophyte zone.

#### 3.5.6 High flow bypass

Where the sediment pond is located upstream of other treatment systems (i.e. a wetland or bioretention system), a high flow bypass is to be provided to protect the downstream treatment system from inflows during large runoff events. The high flow bypass generally comprises of an overflow weir and bypass channel and must be sized to convey the maximum overflow from the sediment pond for events up to the 100-year ARI event.

Standalone sediment ponds do not require a high flow bypass. Where a sediment pond is located within a retarding basin, the high flow bypass must convey at least the peak 1-year ARI flow to the retarding basin outlet structure.

A minimum freeboard of 300 mm must be provided between the maximum water level above the overflow weir during the peak major flow event and the top of all embankments.

#### 3.5.7 Liner

The sediment pond must have a compacted clay or GCL liner to minimise leakage. This is particularly important where groundwater may interact with the sediment pond or where there are saline in-situ soils.

#### 3.5.8 Gross pollutant control

The sediment pond must have an upstream GPT or sufficient gross pollutant control at the inlet such that litter does not accumulate within the sediment pond or enter downstream waterways during storm events.

### 3.5.9 Topsoil

A topsoil layer (minimum 200 mm depth) must be provided along the edges of the sediment pond to 350 mm below NWL to provide a substrate for the edge vegetation to establish. Topsoils used within the sediment pond must comply with AS 4419 Soils for landscaping and garden use<sup>5</sup>.

### 3.5.10 Edge profile

The edge profile of the sediment pond must consider public safety, structural stability and maintenance access requirements.

Minimum requirements for the sediment pond edges include (Figures Figure 20, Figure 24 and Figure 25):

- Vegetated approach batters no steeper than 1:5, with a 2.8 m wide vegetated safety bench at 1:8 between NWL and 350 mm below NWL, and a maximum 1:3 slope beyond 350 mm below NWL, or
- Batters no steeper than 1:4 (between TED and 350 mm below NWL), with dense impenetrable planting that is a minimum of 2.8 metres wide and 1.2 metres high, or
- Batters steeper than 1:4 (between TED and 350 mm below NWL) - permanent fencing is required to preclude public access to the sediment pond.

Note: Batter slopes steeper than 1:2 are not permitted around permanent waterbodies (above or below water) due to stability and erosion risks.

The edge profile of the sediment pond must consider public safety, structural stability and maintenance access requirements.



**Figure 20 Examples of well established, vegetated sediment pond edges.**

### 3.5.11 Vegetation

Dense vegetation must be planted around the perimeter of the sediment pond to enhance sediment removal and also to provide a barrier to public access.

The sediment pond edge must have a 2 m band of vegetation planted above NWL and emergent macrophytes planted between NWL and 350 mm depth.

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<sup>5</sup> The AS 4419 requirement for % organic matter content does not apply. Topsoils used in and sediment ponds and wetlands must have a minimum of 5% organic matter content.

The vegetation planted around the perimeter of the sediment pond must conform to the vegetation requirements outlined for the wetland macrophyte zone in Section 3.6.10.

### 3.6 Constructed wetlands

The design standards for wetland macrophyte zones are provided below. These design criteria are based upon the Melbourne Water Wetland Design Manual and have been modified to reflect specific Surf Coast Shire Council requirements.

Wetlands generally comprise of a sediment pond and macrophyte zone. This section outlines Council's design standards for the wetland macrophyte zone. The design standards for sediment ponds are outlined in Section 3.5.

#### 3.6.1 Location

The macrophyte zone must be located offline from all waterways, drains and high flow bypass routes. Refer to the Melbourne Water Wetland Design Manual for the definition of waterways and drains.

The macrophyte zone must be located above the 10 year ARI flood level and not impact upon the flood storage capacity of the adjacent waterway up to the 100 year ARI flood level (i.e. the wetland must be located below the floodplain level or located above the 100 year ARI flood level).

A minimum offset of 10 metres (subject to Council approval) must be provided from the edge of macrophyte zones (at NWL) to any allotment or road reserve. This ensures that there is sufficient space available for public safety, maintenance access and landscaping.

#### 3.6.2 Maintenance

The macrophyte zone should be configured to enable maintenance vehicle access to at least 50% of the perimeter. Vehicular access must be provided as close as possible to macrophyte zone structures that are prone to blockage including the outlet control pit, overflow weirs and pits.

Outlet pits must be easily identifiable and located within or adjacent to the maintenance access track where the pit can be accessed safely. Overflow pits (if present) must be located near the edge of the wetland so that the edge of the pit closest to the bank (maintenance access point) is in less than 350 mm water depth.

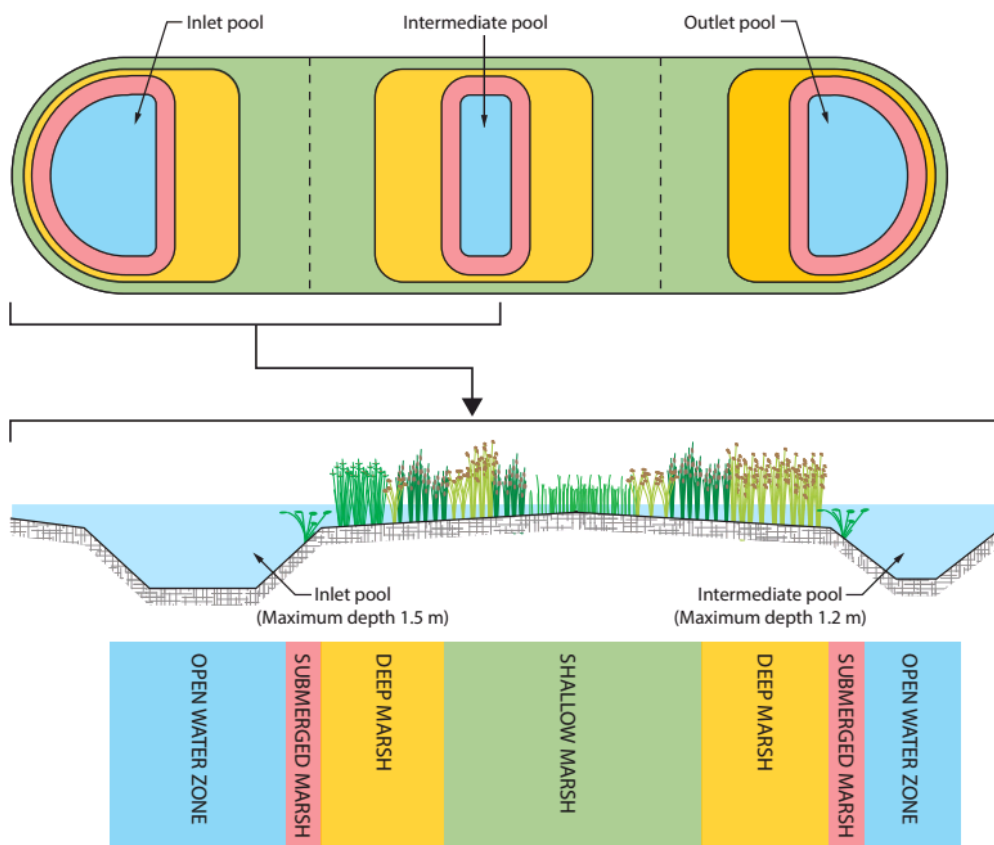
A water level gauge must be located at the wetland outlet and enable the wetland water level (relative to NWL and EDD) to be read from the bank.

#### 3.6.3 Bathymetry

Macrophyte zones must be configured to support the establishment and growth of emergent and submerged marsh vegetation.

The majority of a macrophyte zone (at least 80%) must be less than 350 mm deep (at NWL) to enable emergent macrophytes to grow. This means 20% or less of a macrophyte zone can be more than 350 mm deep and suitable for submerged macrophyte growth. Additional open water areas (in excess of 20% of the macrophyte zone area at NWL) must be located as a separate waterbody downstream of the wetland. The conceptual model for the wetland (e.g. MUSIC model) must assume that there is no reduction in pollutant loads within separate waterbodies.

Macrophyte zone bathymetry should be configured to provide approximately equal amounts of shallow marsh ( $\leq 150$  mm deep) and deep marsh (150 mm to 350 mm deep), with an even transition in slope between the two marsh zones to enable the wetland to freely drain (minimum grade = 1:150) (Figure 21).



**Figure 21 Typical macrophyte zone bathymetry showing the marsh and open water zones.**

### 3.6.4 Configuration

The length of the macrophyte zone must be at least four times the average width of the macrophyte zone to ensure that the stormwater flows through a sequence and mix of submerged, shallow and deep marsh zones arranged in bands perpendicular to the direction of flow.

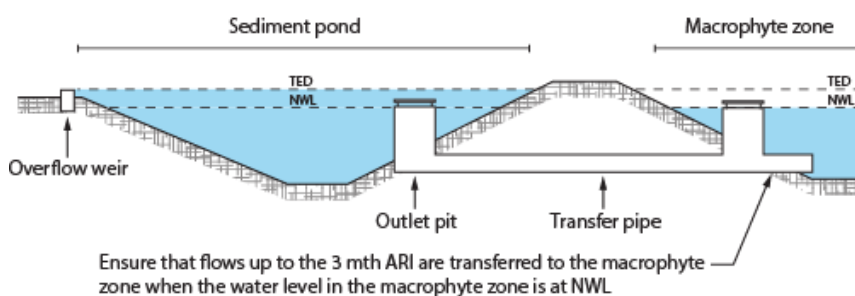
Macrophyte zones must have an inlet and outlet pool (located at opposite ends of the macrophyte zone). The inlet pool must be sized to dissipate the energy of inflows and to collect sediments that are not trapped by the sediment pond. The macrophyte zone may also have intermediate pools located between the inlet and outlet pools. The inlet and outlet pools must be  $\leq 1.5$  m deep, and the intermediate pools  $\leq 1.2$  m deep.

In situations where a macrophyte zone has multiple inlets, major inlets (i.e. those draining more than 10% of the catchment to be treated), must be located within the first 20% of the macrophyte zone.

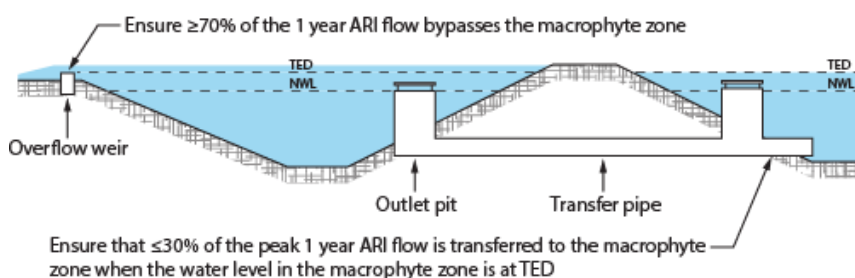
### 3.6.5 Inlet connection

The connection between the sediment pond and macrophyte zone may comprise of pit and pipe, culvert or weir. The connection must be sized such that (Figure 22):

- All flows up to the 3-month ARI (98.2% AEP) event are transferred into the macrophyte zone when the EDD in the macrophyte zone is at NWL, and
- At least 70% of the 1-year ARI (63.2% AEP) flow overflows from the sediment pond into the bypass channel/pipe when the water level in the macrophyte zone is at TED.



**Figure 22 Conditions for sizing the connection between the sediment pond and macrophyte zone – 3-month ARI flow check.**



**Figure 23 Conditions for sizing the connection between the sediment pond and macrophyte zone – 1-year ARI flow check.**

### 3.6.6 Velocities

It is important that velocities through the macrophyte zone are considered during the design process to protect the accumulated sediment, biofilms and macrophytes from scour. Maximum allowable velocities within the macrophyte zone are:

- less than 0.05 m/s for the 3-month ARI (98.2% AEP) flow
- less than 0.5 m/s for the 100 year ARI (1% AEP) flow<sup>6</sup>

Refer to the Melbourne Water Wetland Design Manual for guidance on undertaking velocity checks within the macrophyte zone.

<sup>6</sup> Assuming the macrophyte zone is at TED if the wetland is not within a retarding basin or flood plain, OR Assuming the water level is at the peak 10-year ARI (9.5% AEP) water level if the wetland is within a retarding basin or flood plain.



### 3.6.7 Hydraulic control

The macrophyte zone must have a controlled outlet that is configured to provide a 90th percentile residence time of 72 hours (assuming plug flow between inlet and outlet through the EDD and 50% of the permanent pool volume). Refer to the Melbourne Water online tool and Melbourne Water Wetland Design Manual for guidance on determining the wetland residence time.

The controlled outlet must be configured so that:

- NWL can be drawn down by up to 150 mm during plant establishment and maintenance,
- The maximum EDD is less than 350 mm.
- NWL can be permanently adjusted up or down by 100 mm to respond to changes in wetland hydrology.

Where stormwater is to be harvested from the permanent pool of a wetland, water extraction must not occur if the wetland water level is more than 100 mm below NWL.

### 3.6.8 Inlet and outlet structures

The design of pits, grilles and structures must conform to the standards outlined in the Melbourne Water Land Development Manual and Standard Drawings. All covered pits must have approved lids and all uncovered outlet structures must have approved grilles/grates.

The connection from the macrophyte zone outlet pool to the pit containing the controlled outlet must be submerged to minimise clogging from floating debris (refer to Melbourne Water Standard Drawing WG020).

The outlet pit must comprise of a twin chamber pit containing a side winding penstock and gate valve, and must have a gridded or grated lid to allow visual inspection and valve operation from the surface (refer to Melbourne Water Standard Drawings 7251/12/005 and 7251/12/006).

### 3.6.9 Overflow weir

An overflow weir comprising of either an overflow pit or weir located within the wetland embankment, must be provided to protect the macrophyte zone from additional inflows during large runoff events. The overflow weir must be sized to convey the maximum inflow to the macrophyte zone when the extended detention depth is full and the maximum design event is being bypassed by the sediment pond.

Where an overflow pit is located within the wetland, the closest edge to the bank (maintenance access point) must be located in <350mm water depth.

### 3.6.10 Vegetation

It is crucial that vegetation cover is established throughout the wetland to maximise stormwater treatment performance. This requires that at least 80% of the macrophyte zone (at NWL) is planted with emergent marsh vegetation. The remaining wetland area should be planted with submerged marsh vegetation.

The wetland design must include the following planting zones:

- Ephemeral batter      NWL to 350 mm above NWL
- Shallow marsh        NWL to 150 mm below NWL
- Deep marsh            150 to 350 mm below NWL

- Submerged marsh 350 to 700 mm below NWL

Where possible, the plant species selected for the wetland should be indigenous to the Surf Coast municipal region. Plant stock of local provenance must be used where any planted part of a wetland system is located adjacent (defined as being within 50 m) to a local waterway. Wetland systems located away from local waterways may be planted with other plant species from outside the Surf Coast municipal region.

A list of native aquatic and terrestrial plant species suitable for planting within each of the wetland planting zones is provided in Appendix A. The plant list provided in Appendix A is not exhaustive and designers are encouraged to consider the use of other locally indigenous plant species that may not be listed.

The wetland planting lists include a number of core plant species designated for each wetland planting zone. A minimum of three core plant species must be selected for each planting zone. The core plant species must comprise of at least 90% of the plants established in the shallow, deep and submerged marsh zones, and at least 80% of the plants established in the ephemeral batter.

The shallow and deep marsh zones must be planted at a minimum density of 2 plants per m<sup>2</sup> and the submerged zone plants at a minimum density of 1 plant per m<sup>2</sup> (using plants grown in individual pots or tray cells that are at least 550 cm<sup>3</sup> in volume (refer to Melbourne Water Aquatic Plant Supply Standard). Seedlings sourced from bare-root divisions from tub/tray grown stock or stock harvested from existing wetlands will not be accepted.

Seedlings grown in 550 cm<sup>3</sup> pots must have:

- A minimum stem height of 500 mm (except *Triglochin procerum* and *Eleocharis acuta*), and
- A total stem area occupying at least 50% of the pot surface area, and
- A well developed, healthy root system that occupies the full tube volume (i.e. the growing media must remain intact when the plant is removed from the pot).
- Not have a pot depth exceeding 150 mm.

The minimum stem height criteria does not apply to submerged macrophyte species.

The ephemeral batters must be planted at an average density of 6 plants per m<sup>2</sup> using plants grown in individual pots or tray cells that are at least 90 cm<sup>3</sup> in volume (i.e. the minimum acceptable pot/cell size is a hiko cell).

### 3.6.11 Liner

The macrophyte zone must have a compacted clay liner or GCGL to minimise leakage from the wetland. A rate of less than 1 x 10<sup>-9</sup> must be achieved. This is particularly important where groundwater may interact with the wetland or where there are saline in-situ soils.

### 3.6.12 Topsoil

A topsoil layer of minimum 200 mm depth must be provided in all areas of the macrophyte zone (including sediment pond) to provide a substrate for the wetland vegetation to establish. Topsoils used within the macrophyte zone must comply with AS 4419 Soils for landscaping and garden use<sup>7</sup>.

### 3.6.13 Edge profile

The edge profile of the macrophyte zone must consider public safety, structural stability and maintenance access requirements.

All macrophyte zone edge profiles must comply with the edge risk assessment outlined in Section 3.6.14. Common edge profiles for macrophyte zones include:

- Vegetated approach batters no steeper than 1:5, with a 2.8 m wide vegetated safety bench at 1:8 between NWL and 350 mm below NWL, and a maximum 1:3 slope beyond 350 mm below NWL (Figure 24), or
- Batters no steeper than 1:4 (between TED and 350 mm below NWL), with dense impenetrable planting that is a minimum of 2.8 metres wide and 1.2 metres high (Figure 25), or
- Batters steeper than 1:4 (between TED and 350 mm below NWL) - permanent fencing must be installed to preclude public access to the wetland. Where fencing is used, it must make up less than 10% of the wetland perimeter.

Note: Batter slopes steeper than 1:2 are not permitted around permanent waterbodies (above or below water) due to stability and erosion risks.

A minimum of 300 mm freeboard must be provided between the top of extended detention and the top of all embankments.

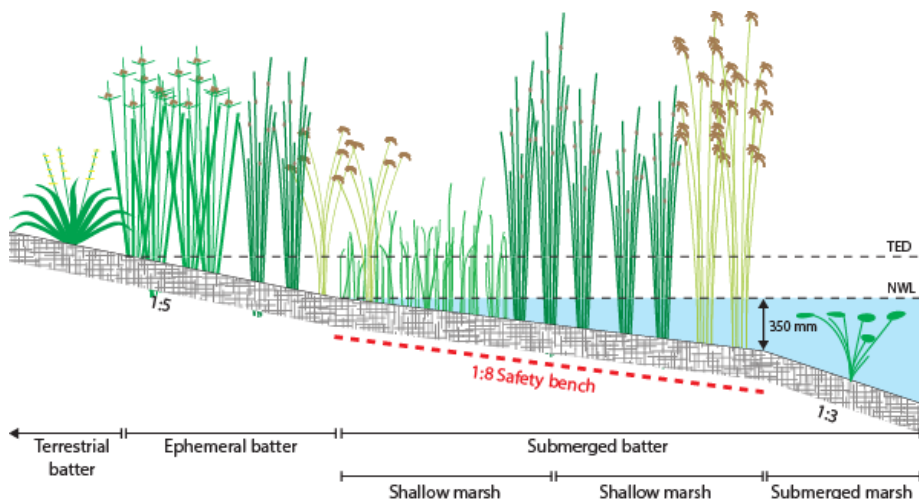


Figure 24 Wetland batter with submerged safety bench.

<sup>7</sup> The AS 4419 requirement for % organic matter content does not apply. Topsoils used in and sediment ponds and wetlands must have a minimum of 5% organic matter content.

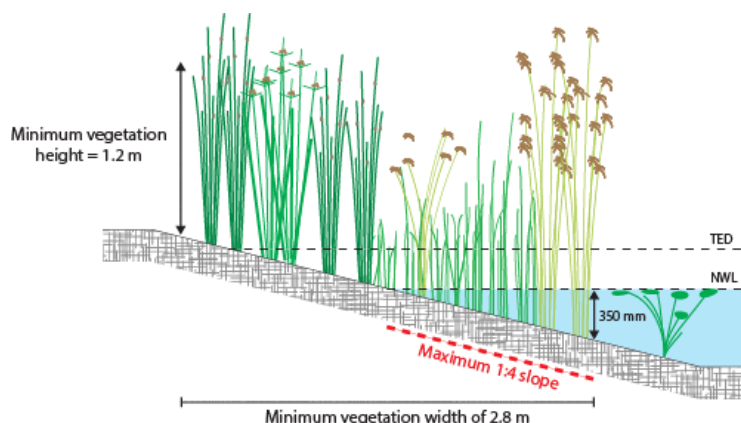


Figure 25 Wetland batter with densely vegetated edge barrier.

### 3.6.14 Edge risk assessment

An edge risk assessment must be conducted to assess whether the proposed edge design provides a sufficient public safety barrier. The risk assessment is undertaken by scoring each of the risk factors outlined in Table 5. An overall risk score is determined by summing each of the risk factor scores and the recommended minimum edge treatment determined using

Table 6.

Table 5 Risk score table (adapted from *Batter Slope Treatment and Fencing Guidelines for Constructed Wetlands and Detention Basins*, Lake Macquarie City Council).

	Risk score
<b>1. Approach batters (above normal water level)</b>	
Batter slope 1:6 or flatter	0
Batter slope 1:4 to 1:6	2
Batter slope 1:2 up to 1:4	6
Vertical wall $\leq$ 500 mm within perimeter wetted by top of extended detention	8
Vertical wall $>$ 500 mm within perimeter wetted by top of extended detention	16
<b>2. Vertical drop at water edge or below normal water level (and within 4m from normal water level edge)</b>	
No vertical drop or drop $\leq$ 150 mm	0
Vertical drop $>$ 150 mm and $\leq$ 300 mm	2
Vertical drop $>$ 300 mm and $\leq$ 500 mm	8
Vertical drop $>$ 500 mm	16
<b>3. Water depth 4 m from inside of normal water level edge</b>	
$\leq$ 500 mm (1:8 batter or flatter)	0
$>$ 500 mm and $\leq$ 670 mm (1:8 to 1:6 batter)	4
$>$ 670 mm and $\leq$ 1,000 mm (1:6 to 1:4 batter)	8
$>$ 1 m (steeper than 1 in 4 batter)	16
<b>4. Distance from closest property boundary to normal water level</b>	

> 20 m	0
≤ 20 m	4
<b>5. Surveillance</b>	
Residential area with good surveillance ≤ 150 m of normal water level	0
Good regular surveillance > 150 m of normal water level	4
<b>6. Presence of young children</b>	
Infant/primary school > 250 m from normal water level and playground/designated picnic area > 50 m from normal water level	0
Infant/primary school ≤ 250 m from normal water level and playground/designated picnic area > 50 m from normal water level	8

**Table 6 Recommended edge treatment.**

Recommended minimum edge treatment	Total risk score
Grass batter	≤ 11
Densely vegetated batter (2.5 m width minimum)	12-16
Densely vegetated batter plus accidental entry fence (1.2 m high cable fencing or equivalent)	17-21
Exclusion fencing (in accordance with AS 1926.1-1993)	> 21

### 3.6.15 Landscape features and infrastructure

All landscape features and infrastructure (i.e. boardwalks, piers, bridges, structurally treated edges, pedestrian paths and seating) are to be designed in accordance with relevant design codes and satisfy inundation and safety criteria.

All boardwalks, bridges and pedestrian paths, must be located at or above the peak 100 year ARI water level unless approved otherwise.

## 3.7 Gross pollutant traps

The design standards for GPTs are provided below. These design criteria have been modified to reflect specific Surf Coast Shire requirements.

### 3.7.1 Location

GPTs are required at all drainage connections to natural waterways. The location for a GPT should be consistent with the proposed catchment stormwater treatment strategy and located upstream of other stormwater treatment assets such as bioretention systems and wetlands.

### 3.7.2 Operational performance

GPTs must be sized to treat a minimum design flow of the three month ARI event and require a minimum cleanout frequency of six months.

### 3.7.3 Device selection

A range of GPT devices are available for use in urban catchments including in-ground and end of pipe systems. Important elements that must be considered when selecting a suitable GPT device include:

- The GPT must be a proprietary product for which the treatment performance has been validated by manufacturer testing.
- The level of treatment performance provided by the type of GPT selected must be commensurate with the estimated treatment performance in the conceptual model developed for the GPT asset (e.g. MUSIC model).
- If a GPT is located downstream of a diversion pit (i.e. on a 3 month ARI pipe), a suitable GPT must be selected to treat 100% of the flow in the pipe.
- The lifecycle costs (including both installation and maintenance costs) should be used to compare GPT options. Note: Council may not accept GPTs selected on the basis of the capital costs alone, as the most cost effective GPT option to purchase and install may not be the most cost effective option over the life cycle of the GPT asset.
- Council will not accept GPT devices which require specialist maintenance equipment (other than crane and eductor trucks) or cannot be maintained by Council works crews (i.e. require staff to enter confined spaces).

#### 3.7.4 Maintenance requirements

Maintenance access must be provided to the GPT for vehicles such as crane and eductor trucks, including the provision of hardstand areas. Maintenance access in developments and public areas must not require maintenance vehicles to reverse to the GPT site.

Maintenance of the GPT should involve no manual handling of the collected pollutants as they are considered hazardous material.

### 3.8 Bioretention-swales

The design standards for bioretention-swales are provided below. Bioretention-swales are permitted to be used as part of a treatment train to remove coarse-medium sediments and finer particulates and contaminants upstream of bioretention systems. Note: this condition applies only to private assets.

#### 3.8.1 Location

Bioretention swales may be integrated into road reserves (e.g. centre medians, nature strips), carparks, parklands and drainage easements with slopes of less than 4%.

#### 3.8.2 Maintenance

Bioretention swales must be designed to enable maintenance staff to safely access all areas of the system.

Bioretention swales located in public open spaces (e.g. parklands) must have a 200 mm wide concrete maintenance edge (minimum 250 mm depth) to delineate the bioretention swale from the adjoining landscape areas and to minimise the risk of turf and weeds encroaching into the system.

#### 3.8.3 Swale design

The swale cross-section should be trapezoidal with batter slopes between 1:9-1:3, have a longitudinal slope between 0.5-2 % and minimum base (filter bed) width of 600 mm.

Elevated crossings such as driveway crossings or earthen berms can be used to change the slope longitudinally and promote extended detention.

Manning's n value defines the roughness of the channel, and varies with flow depth, channel dimensions and vegetation type. A Manning's value between 0.15-0.4 should be used where the flow depth is less than the vegetation height.

### 3.8.4 Hydraulic design

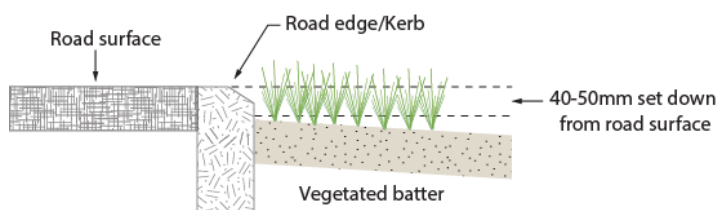
To avoid scouring, a maximum velocity of 0.5 m/s for flows up to the 10 year ARI is permitted, with no more than 1 m/s for flows up to 100 year ARI.

The calculation of design flows should consider the longitudinal slope and hydraulic roughness to reduce flow velocities. Flow velocities can also be managed by creating temporary ponding using check dams (or driveway crossovers).

### 3.8.5 Inlet design

Bioretention swales may receive stormwater runoff directly from kerb or piped inlet, lateral flows from adjacent impervious surfaces (e.g. roads, paths), or a combination of the two. A sediment trap or forebay is not required for bioretention swales.

Distributed inflows (e.g. from adjacent roads) must have a tapered flush kerb 40-50 mm lower than the road surface, and with the top of the filter surface 80-100 mm below the road surface (Figure 26).



**Figure 26 Example of a set down from the road surface.**

### 3.8.6 Filter bed media specifications

The bioretention-swale filter media should consist of three layers consistent with a bioretention filter bed. Refer to Section 3.4.7 for the filter media specifications.

### 3.8.7 Liner

An impervious liner must be used where exfiltration to the surrounding soils is to be avoided (e.g. road sub-base).

Permissible liners include:

- Bentonite geosynthetic clay liner (GCL) - consists of a layer of bentonite bonded between two layers of geotextile.
- Welded premium grade HDPE plastic sheeting - minimum 1mm thick.

The liner should cover the base of the filter bed and extend up the sides at a minimum to the top of the drainage layer.

### 3.8.8 Underdrain system

Refer to specifications in Section 3.4.8.

### 3.8.9 Outlet design

An overflow pit is required where the capacity of the bioretention swale is exceeded. This will enable excess flows to be discharged to the underground piped drainage system. Generally, outlet pits are located at the downstream end of a bioretention swale, with the pit crest set higher than the filter bed to promote ponding and additional infiltration through the filter bed.

Overflow pits must have a raised grate, positioned minimum 100 mm above the pit crest to minimise the risk of blockage. Note: flush grates will not be accepted.

A 50% blockage factor must be assumed when determining the size of the grated overflow pit (weir length).

### 3.8.10 Vegetation

The presence of dense vegetation on the base and batters of the bioretention-swale is essential to the functional performance and long-term sustainability of the system.

Refer to Section 3.4.14 for guidance on plant selection and planting densities. Where possible, the plant species selected for bioretention-swale systems should be indigenous to the Surf Coast Shire Council region. A list of locally indigenous plant species suitable for planting in the bioretention filter bed and edges is provided in Appendix A, however designers also are encouraged to consider other local species that are not listed. The use of deciduous trees within or adjacent to bioretention-swales should be avoided as leaf fall during autumn results in the clogging of the filter bed surface.

### 1.1.1 Safety

Given that most swales are publicly assessable, a velocity check must be undertaken to ensure that individuals cannot be swept away by flows within the swale. The following standards must be met (refer to Institution of Engineers 2001, Book VIII Section 1.10.4)

$$\text{Velocity (m/s) x depth (m) < 0.4 m}^2/\text{s}$$



## Chapter 4 Submission requirements

Council approval of stormwater treatment assets is subject to the submission of relevant design information to Council at each stage of the approval process. The minimum design information that must be provided to Council for the concept and detailed design stages is provided below.

### 4.1 Concept design

The concept design package must contain:

1. A concept design report that:
  - a. Identifies the development location
  - b. Describes the overall stormwater management strategy for the site
  - c. Identifies how gross pollutants in the catchment will be managed
  - d. Summarises the MUSIC modelling, including:
    - i. Version of MUSIC
    - ii. Rainfall data used
    - iii. Catchment areas with impervious percentage
    - iv. Details of any routing used
    - v. Treatment node parameters
    - vi. Details of any modelling parameters (i.e. land use zones and the pollution concentration data) that are not in accordance with City of Greater Geelong MUSIC Design Note.
    - vii. Pollutant removal results (percentage reduction for TSS, TN and TP) for the total treatment train and for each component of the treatment train.
  - e. A summary of site characteristics and constraints, including:
    - i. Summary of the geology, soils and groundwater conditions at the site.
    - ii. If applicable, a summary of the Biodiversity Assessment, including a risk assessment as to whether species listed under the *Flora and Fauna Guarantee Act 1988* and *Environmental Protection and Biodiversity Conservation Act 1999* will be impacted by the proposed treatment asset.
    - iii. If applicable, a summary of the Cultural Heritage Management Plan which clearly identifies areas of cultural heritage importance that may be impacted by the proposed treatment asset footprint.
    - iv. Information on existing or proposed services or assets
2. An electronic copy of the MUSIC model
3. A plan showing catchment boundary for each treatment system and location of receiving waterways
4. A plan of each proposed treatment asset showing the indicative footprint (allowing for minimum offsets, batter slopes, high flow bypass, maintenance access routes and location of any pipe connections. The plan must show these items overlaid on the site survey or a recent aerial photograph. The plan must show:
  - a. The boundary of the reserve that the treatment asset will be located within
  - b. Existing waterways and/or pipe networks within or adjacent to the reserve
  - c. Levels (m AHD) of land surrounding the treatment asset
  - d. Proposed location of the inlet, high flow bypass and outlet
  - e. Locations of existing or proposed services determined from a desktop study (e.g. sewer, gas, mains water underground electrical cables and overhead power lines)

- f. Locations of existing vegetation to be retained
  - g. Locations of cultural/historical features to be retained
  - h. Locations of existing or proposed community facilities adjacent to the treatment asset location (e.g. playgrounds, buildings and/or walking paths)
  - i. The boundary of any planning overlays
  - j. Details on which assets the developer is proposing will be transferred to Council
5. An indicative long section for the proposed treatment asset showing:
- a. Existing surface level
  - b. NWL or filter bed surface (m AHD)
  - c. TED
  - d. Base of permanent pool or filter bed
  - e. Invert of inlet pipe/channel(s)
  - f. Invert of outlet pipe and how this relates to the receiving waterway/drain
  - g. Weir crest levels (if applicable)
6. An indicative cross section showing batter slopes (if applicable)
7. Landscape Design Concept Plans for open space areas surrounding the asset.

The concept design package is to be submitted in the following file formats:

<b>Item</b>	<b>Format</b>
Report	Pdf
Plans and sections	Pdf or jpeg

## 4.2 Detailed design

The detailed design package must contain:

- 1) A design report that describes:
  - A. General design requirements
    - A statement that the stormwater treatment asset design complies with Council's stormwater treatment asset core objectives, asset selection and design standards.
    - The overall operation of the system, including any changes to assumptions made during the concept design stage
    - A summary of any consultation with other approval authorities (e.g. Barwon Water)
    - The design flow rates including the method, calculations and assumptions used to estimate them
    - How gross pollutants will be managed
    - A summary of the water quality treatment performance (e.g. a report from MUSIC auditor tool)
    - All calculations and assumptions used to complete the final design (e.g. scour protection and energy dissipation).
    - How the surrounding environment will be protected during construction (e.g. protection of significant existing vegetation and prevention of contaminated runoff leaving the site).
    - If required, a plan showing maintenance responsibility boundaries (i.e. which assets Council will be responsible for maintaining and which assets will be maintained by others).

Additional design information required for specific treatment asset types includes:

**B. Bioretention systems**

- I. The calculations used to design the following components:
  - Saturated zone depth
  - Coarse sediment forebay (if applicable)
  - Inlet energy dissipation (if applicable)
  - Filter media scour check
  - Underdrainage system
  - Overflow pit
  - Outlet pipe
  - Overflow weir (if applicable)
- II. The plant species and densities that will be planted in the filter bed and batters.
- III. Details of the mulch to be used (if applicable)

**C. Sediment ponds**

- I. The calculations used to size the sediment pond including:
  - Sediment pond basin (e.g. area and depth)
  - Connection between the sediment pond and high flow bypass (i.e. high flow bypass weir)
  - High flow bypass channel
  - The peak water levels above sediment pond and in surrounding reserve for 10 and 100 year ARI events, and the method and assumptions used to estimate them
  - Sediment dewatering area
  - Maximum flow velocities through sediment pond
- II. A description of the updated MUSIC model, including matching:
  - The inlet pond volume in MUSIC to the sediment pond volume shown on plans (excluding the sediment accumulation volume)
  - The high flow bypass configuration to the design
- III. A description of how the sediment pond can be dewatered during maintenance.

**D. Wetlands**

- I. The calculations used to size each of the sediment pond and wetland components including:
  - The peak water levels above the wetland and in surrounding reserve for 10 and 100 year ARI events, and the method and assumptions used to estimate them
  - Connection between the sediment pond and macrophyte zone
  - Macrophyte zone extended detention (e.g. controlled outlet)
  - Macrophyte zone overflow outlet
  - Maximum flow velocities through the macrophyte zone
  - The peak water levels above wetland and in surrounding reserve for 10 and 100 year ARI events, and the method and assumptions used to estimate them
- II. A description of the updated MUSIC model, including matching:
  - The inlet pond volume in MUSIC to the sediment pond volume shown on plans (excluding the sediment accumulation volume)
  - The high flow bypass configuration to the design
- III. The plant species and densities that will be used in each zone.

- IV. A summary of findings of geotechnical testing (full geotechnical report to be included as an appendix to the detailed design report). This summary must address:
    - Whether maximum groundwater level is within 0.5 m of the wetland base
    - Dispersiveness of soils
    - Whether wetland earthworks involve contaminated material and, if so, the required soil management approach and costs
    - Suitability of site soils to form an impervious wetland liner, for wetlands with a permanent pool
    - The likely infiltration rate from base of wetland, for ephemeral wetlands
  - V. A description of the updated MUSIC model, including matching:
    - The permanent pool volume to the proposed bathymetry (using the user defined stage-storage relationship)
    - The high flow bypass configuration to the design
    - The extended detention/controlled outlet configuration to the design (using the user defined stage-storage relationship).
  - VI. A table showing percentage of macrophyte zone (at NWL) that is in the following depth zones:
    - 0 to 150 mm below NWL
    - 150 to 350 mm below NWL
    - Greater than 350 mm below NWL
- E. Swales – Bioretention swales
- I. The calculations used to design the following components:
    - Filter media scour check
    - Underdrainage system
    - Overflow pit
    - Outlet pipe
    - Overflow weir (if applicable)
  - I. The plant species and densities that will be planted in the filter bed and batters.
  - II. Details of the mulch to be used (if applicable)
- 2) Scale plan(s) showing proposed surface levels (in m AHD) within the stormwater treatment asset and in the surrounding area (e.g. produced from earthworks model). The plan(s) must show lines indicating TED, NWL (wetlands), the edge of each planting zone, maintenance access tracks, sediment dewatering areas, any existing or proposed services within the treatment asset location and locations of any safety fencing. Note that the presence, alignment and estimate depth of any underground services must be based on physical site proving (unobtrusive testing using a detector is acceptable).
  - 3) Long section of stormwater treatment asset showing topsoil, liner, 100 year ARI water level (wetlands only) and the location and depth of any underground services.
  - 4) Long section of the high flow bypass.
  - 5) Schematic dimensioned drawings with levels to “m AHD” of:
    - Inlet connections
    - Connection between the sediment pond and macrophyte zone (wetlands)
    - Connection between the sediment pond and high flow bypass (wetlands)

- Macrophyte zone extended detention controlled outlet (including facility to temporarily lower the NWL by 150 mm) (wetlands)
  - Outlet structures and connections
  - Connection of outlet(s) to downstream drain/waterway (including the invert level of the outlet relative to the peak 1 year ARI water level in the downstream drain/waterway, and where applicable, the maximum high tide level (accounting for anticipated sea level rise))
- 6) Detailed landscape design plans for surrounding areas
- 7) Copy of supporting hydrologic, hydraulic and water quality models (e.g. MUSIC, RORB and HEC-RAS)
- 8) Civil and landscape construction drawings covering all aspects of the treatment asset design including where applicable:
- Dimensions and details for all hydraulic structures including inlets, pits, pipes, headwalls and weirs
  - Scour protection
  - Material for maintenance access tracks
  - Topsoil properties
  - Details of any fencing and signage
- 9) Civil and landscape specifications.
- 10) Details of establishment/maintenance to be undertaken in the first 24 months following construction through to the point in time when Council takes over maintenance of the assets.
- Note: Council will require an annual report be submitted summarising the maintenance activities undertaken on the WSUD asset during the practical completion period.
- 11) A detailed operations and maintenance plan including the ongoing maintenance requirements of the asset once handed over to Council.
- 12) Written approval from service authorities for any service alterations/relocations.
- 13) A summary of requirements of any Cultural Heritage Management Plan that relate to the treatment asset construction.

The detailed design package will be reviewed by Council. Please note that some amendments may be required prior to detailed design acceptance.

The final detailed design package should include the following to be accepted:

- Detailed design report
- Final modelling files (MUSIC, RORB, HEC-RAS, TUFLOW etc)
- Detailed Design Plans, sections, schematic drawings, including civil and landscape construction drawings
- Letters of consent to works from other authorities, landowners agreeing to ownership, maintenance, works and/or downstream landowners.

The detailed design package is to be submitted in the following file formats:

<b>Item</b>	<b>Format</b>
Reports	Pdf
Models	MUSIC, RORB, HEC-RAS files
Plans	Pdf and dwg
Specifications	Pdf

## References

City of Greater Geelong (2019) MUSIC Modelling Approach and Parameters - Design Note 3.

CRC for Water Sensitive Cities (2015) Biofilter Adoption Guidelines V2. Monash University Clayton.

Local Government Infrastructure Design Association (2016) Infrastructure Design Manual.

Melbourne Water Aquatic Plant Supply Standard.

Melbourne Water (2005) WSUD Engineering Procedures: Stormwater.

Melbourne Water (2015) Wetland Design Manual.

Melbourne Water (2018) MUSIC Guidelines. Input parameters and modelling approaches for MUSIC users in Melbourne Water's Service area.

## Appendix A: Plant species suitable for stormwater treatment assets

The following lists provide plant species that are suitable for planting in bioretention and bioretention-swale systems, constructed wetlands and sediment ponds. Note: where possible, locally indigenous species characteristic of the relevant regional Ecological Vegetation Classes should be utilised, particularly for selecting species to be planted in terrestrial zones.

### Bioretention and bioretention-swales systems:

Plant form	Scientific name	Common name	Filter bed (50 m <sup>2</sup> )	Filter bed (50 m <sup>2</sup> )	Batter	
<b>Grasses</b>	<i>Amphibromus neesii</i>	Southern Swamp Wallaby-grass		✓		
	<i>Amphibromus nervosus</i>	Common Swamp Wallaby-grass	✓	✓		
	<i>Lachnagrostis filiformis</i>	Common Blown-grass		✓		
	<i>Poa labillardierei</i>	Common Tussock-grass	✓	✓	✓	
	<i>Poa morrisii</i>	Soft Tussock-grass		✓	✓	
	<i>Poa poiformis</i>	Coast Tussock-grass		✓	✓	
	<i>Poa sieberiana</i>	Grey Tussock-grass		✓	✓	
	<i>Rytidosperma caespitosum</i>	Common Wallaby-grass	✓	✓		
	<i>Themeda triandra</i>	Kangaroo Grass		✓	✓	
	<b>Sedges/Rushes</b>	<i>Carex appressa</i>	Tall Sedge	✓	✓	✓
<i>Ficinia nodosa</i>		Knobby Club-sedge	✓	✓		
<i>Gahnia filum</i>		Chaffy Saw-sedge	✓	✓		
<i>Gahnia sieberiana</i>		Saw-sedge	✓	✓		
<i>Juncus pallidus</i>			✓	✓		
<i>Juncus procerus</i>				✓		
<i>Juncus subsecundus</i>		Finger Rush	✓	✓		
<i>Lepidosperma laterale</i>		Variable tall sedge	✓	✓		
<i>Lomandra filiformis</i>		Wattle Mat-rush		✓		
<i>Lomandra longifolia</i>		Spiny-headed Mat-rush	✓	✓	✓	
<i>Lomandra longifolia</i> var 'Tanika'		Spiny-headed Mat-rush	✓		✓	
<b>Groundcovers</b>		<i>Atriplex cinerea</i>	Coast Saltbush	✓	✓	✓



Plant form	Scientific name	Common name	Filter bed (50 m <sup>2</sup> )	Filter bed (50 m <sup>2</sup> )	Batter
	<i>Chrysocephalum apiculatum</i>	Common Everlasting		✓	✓
	<i>Craspedia variabilis</i>	Common Billy-buttons		✓	
	<i>Einadia nutans</i>	Nodding Saltbush	✓	✓	✓
	<i>Enchylaena tomentosa</i> var. <i>tomentosa</i>	Ruby Saltbush	✓	✓	✓
	<i>Goodenia ovata</i> 'prostrate'	Prostrate Goodenia	✓	✓	✓
	<i>Goodenia radicans</i>	Shiny Swamp-mat	✓	✓	
	<i>Myoporum parvifolium</i>	Creeping Myoporum		✓	✓
<b>Trees/Shrubs</b>	<i>Acacia dealbata</i>	Silver Wattle		✓	✓
	<i>Acacia melanoxylon</i>	Blackwood		✓	✓
	<i>Acacia paradoxa</i>	Hedge Wattle		✓	✓
	<i>Acacia pycnantha</i>	Golden Wattle		✓	✓
	<i>Banksia marginata</i>			✓	✓
	<i>Cassinia aculeata</i>	Common Cassinia		✓	✓
	<i>Cassinia sifton</i>	Sifton Bush		✓	✓
	<i>Allocasuarina littoralis</i>	Black Sheoak		✓	✓
	<i>Correa alba</i>	White Correa			
	<i>Bursaria spinosa</i>	Sweet Bursaria		✓	✓
	<i>Leptospermum continentale</i>	Prickly Tea-tree		✓	✓
	<i>Leptospermum lanigerum</i>	Woolly Tea-tree	✓	✓	✓
	<i>Leucopogon parviflorus</i>	Coast Beard-heath			
	<i>Leptospermum myrsinoides</i>	Heath Tea-tree		✓	✓
	<i>Leucophyta brownii</i>	Cushion Bush	✓	✓	✓
	<i>Melicytus dentatus</i>	Tree Violet		✓	✓
	<i>Myoporum insulare</i>	Boobiella			
	<i>Goodenia ovata</i>	Hop Goodenia		✓	✓
	<i>Leptospermum lanigerum</i>	Woolly Tea-tree		✓	
	<i>Olearia axillaris</i>	Coast Daisy-bush			

Plant form	Scientific name	Common name	Filter bed (50 m <sup>2</sup> )	Filter bed (50 m <sup>2</sup> )	Batter
	<i>Rhagodia candolleana</i>	Seaberry Saltbush	✓	✓	✓

Constructed wetlands and sediment ponds:

Planting zone	Scientific name (core species denoted by *)	Common name	Comments
<b>Macrophyte zone (350 mm above NWL to -700 mm depth)</b>			
<b>Ephemeral marsh</b> (NWL + 350 mm)	<i>Amphibromus nervosus</i>	Common Swamp Wallaby-grass	
	<i>Baumea rubiginosa</i>	Soft Twig-rush	
	<i>Carex appressa</i>	Tall Sedge	
	<i>Carex breviculmis</i>	Common Grass-sedge	
	<i>Carex tereticaulis</i>	Common Sedge	
	<i>Craspedia variabilis</i>	Swamp Billy-buttons	Near water edge
	<i>Crassula helmsii</i>	Swamp Crassula	Shallow water near water edge
	<i>Cyperus gunnii</i> subsp. <i>gunnii</i>	Flecked Flat-sedge	Near water edge
	<i>Cyperus lucidus</i>	Leafy Flat-sedge	Near water edge
	<i>Eryngium vesiculosum</i>	Prickfoot	
	<i>Ficinia nodosa</i>	Knobby Club-sedge	
	<i>Isolepis inundata</i>	Swamp Club-sedge	Near water edge
	<i>Juncus krausii</i>	Sea Rush	
	<i>Juncus pallidus</i>	Pale Rush	
	<i>Juncus procerus</i>	Tall Rush	
	<i>Juncus subsecundus</i>	Finger Rush	
	<i>Lachnagrostis filiformis</i>	Common Blown-grass	
	<i>Lobelia anceps</i>	Angled Lobelia	
	<i>Lobelia pratioides</i>	Poison Lobelia	
	<i>Mentha australis</i>	River Mint	Near water edge
<i>Persicaria decipiens</i>	Slender Knotweed	Near water edge	
<i>Poa labillardierei</i> var. <i>labillardierei</i>	Common Tussock Grass		
<i>Rytidosperma semiannulare</i>	Wetland Wallaby-grass		
<b>Shallow marsh</b> (NWL – 150 mm)	<i>Alisma plantago-aquatica</i>	Water Plantain	Shallow water near water edge
	<i>Baumea articulata</i> *	Jointed Twig-sedge	
	<i>Bolboschoenus caldwellii</i> *	Sea Club-sedge	
	<i>Bolboschoenus medianus</i> *	Marsh Club-sedge	

Planting zone	Scientific name (core species denoted by *)	Common name	Comments
	<i>Eleocharis acuta</i> *	Common Spike-sedge	
	<i>Cycnogeton procerum</i> *	Water Ribbons	
	<i>Marsilea drummondii</i>	Common Nardoo	
	<i>Myriophyllum simulans</i> *	Amphibious Water-milfoil	
	<i>Schoenoplectus pungens</i>	Sharp Club-sedge	Shallow water near water edge
	<i>Schoenoplectus tabernaemontani</i> *	River Club-sedge	
<b>Deep marsh</b> (150 mm - 350 mm)	<i>Baumea articulata</i> *	Jointed Twig-sedge	
	<i>Bolboschoenus caldwellii</i> *	Sea Club-sedge	
	<i>Bolboschoenus medianus</i> *	Marsh Club-sedge	
	<i>Cladium procerum</i> *	Leafy Twig-rush	
	<i>Cycnogeton procerum</i> *	Water Ribbons	
	<i>Eleocharis sphacelata</i> *	Tall Spike-sedge	
	<i>Schoenoplectus tabernaemontani</i> *	River Club-sedge	
<b>Submerged marsh</b> (350 mm – 700 mm)	<i>Potamogeton crispus</i>	Curly Pondweed	
	<i>Potamogeton ochreatus</i> *	Blunt Pondweed	
	<i>Potamogeton tricarinatus</i> *	Floating Pondweed	
	<i>Myriophyllum variifolium</i> *	Varied Water milfoil	
	<i>Vallisneria australis</i> *	Ribbonweed	
<b>Terrestrial zone (&gt;350mm above NWL)</b>			
- Grasses	<i>Austrostipa bigeniculata</i>	Tall Spear-grass	
	<i>Austrodanthonia casespitosa</i>	Common Wallaby grass	
	<i>Austrostipa</i> sp.	Spear Grass	
	<i>Dianella revoluta</i>	Black Anther Flax Lily	
	<i>Dianella brevicaulis</i>	Small-flower Flax-lily	
	<i>Dianella admixta</i>	Spreading Flax-lily	
	<i>Dichelachne crinita</i>	Long-hair Plume-grass	
	<i>Gahnia filum</i>	Chaffy Saw-sedge	
	<i>Lomandra filiformis</i>	Wattle Mat-rush	
	<i>Lomandra longifolia</i>	Spiny-headed Mat-rush	
	<i>Lepidosperma congestum</i>	Clustered Sword-sedge	

Planting zone	Scientific name (core species denoted by *)	Common name	Comments
	<i>Microlaena stipoides</i>	Weeping Grass	
	<i>Poa poiformis</i>	Coast tussock grasss	
	<i>Rytidosperma caespitosum</i>	Common Wallaby-grass	
	<i>Rytidosperma racemosum</i>	Slender Wallaby-grass	
	<i>Rytidosperma setaceum</i>	Bristly Wallaby-grass	
	<i>Themeda triandra</i>	Kangaroo Grass	
- Herbs/Forbs	<i>Acaena novae-zelandiae</i>	Bidgee-widgee	
	<i>Atriplex semibaccata</i>	Berry Saltbush	
	<i>Einadea nutans</i>	Nodding Saltbush	
	<i>Haloragis heterophylla</i>	Varied Raspwort	
	<i>Selliera radicans</i>	Shiny Swamp-mat	
- Trees/Shrubs	<i>Acacia acinacea</i>	Gold-dust Wattle	
	<i>Acacia mearnsii</i>	Black Wattle	
	<i>Acacia melanoxylon</i>	Blackwood	
	<i>Acacia implexa</i>	Lightwood	
	<i>Acacia provincialis</i>	Wirlida	
	<i>Acacia pycnantha</i>	Golden wattle	
	<i>Allocasuarina littoralis</i>	Black Sheoak	
	<i>Allocasuarina verticillata</i>	Drooping Sheoak	
	<i>Banksia marginata</i>	Silver Banksia	
	<i>Bursaria spinosa</i>	Sweet Bursaria	
	<i>Correa alba</i>	White Correa	
	<i>Dodonaea viscosa ssp. spatulata</i>	Sticky Hop-bush	
	<i>Eucalyptus camaldulensis</i>	River Red Gum	
	<i>Eucalyptus ovata</i>	Swamp Gum	
	<i>Eucalyptus viminalis</i>	Manna Gum	
	<i>Goodenia ovata</i>	Hop Goodenia	
	<i>Gynatrix pulchella</i>	Hemp Bush	Ephemeral edge
	<i>Leptospermum lanigerum</i>	Woolly Tea-tree	Ephemeral edge

Planting zone	Scientific name (core species denoted by *)	Common name	Comments
	<i>Leptospermum continentale</i>	Prickly Tea-tree	
	<i>Melicytus dentatus</i>	Tree Violet	
	<i>Myoporum insulare</i>	Common Boobialla	
	<i>Rhagodia candoleana</i>	Seaberry Saltbush	
	<i>Solanum lancinatum</i>	Large Kangaroo Apple	

## 4.8 Award of Contract T24-015 Roadworks and Resealing Merrijig Drive and Fischer Street, Torquay

<b>Council Plan</b>	<b>Theme Seven - Accountable and Viable Council</b>
<b>Author's Title:</b>	Strategy 18 - Establish a sustainable financial position.
<b>General Manager:</b>	Manager Assets and Engineering
<b>Division:</b>	Jane Spence, Acting General Manager Placemaking and Environment
<b>Department:</b>	Placemaking and Environment
<b>Attachments:</b>	Placemaking and Environment
	Nil

### Purpose

1. To seek Council approval to award Contract T24-015 Roadworks and Resealing Merrijig Drive and Fischer Street, Torquay.

### Recommendation

That Council:

1. Awards contract T24-015 Roadworks and Resealing Merrijig Drive and Fischer Street, Torquay to Fulton Hogan Industries Pty Ltd for the lump sum amount of \$2,115,147 (ex-GST).
2. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

### Council Resolution

#### **Moved Cr Schonfelder, Seconded Cr Bodsworth**

That Council:

1. Awards contract T24-015 Roadworks and Resealing Merrijig Drive and Fischer Street, Torquay to Fulton Hogan Industries Pty Ltd for the lump sum amount of \$2,115,147 (ex-GST).
2. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

CARRIED 8|1

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Cr Barker	Nil

### **Outcome**

2. The award of the Contract will allow Council to renew the road surface and undertake road safety improvements along Fischer Street between Merrijig Drive and Inshore Drive between Fischer Street and Wadawurrung Way. Based on past project experience, expertise and the project risks, the award of the contract to the recommended tenderer is expected to deliver the best value for money outcome for Council.

### **Key Considerations**

3. A public tender process was conducted in accordance with Council's Procurement Policy.
4. A total of three suppliers submitted tenders for this contract.
5. Each submission was assessed against pre-determined evaluation criteria, including price and non-price criteria.
6. The contract will operate on a lump sum for the duration of the works.
7. The value of the contract exceeds officers' delegated authorities and therefore requires a decision by Council.

### **Background**

8. Council has received external grant funding to undertake road safety improvement works. This funding combined with Local Roads and Community Infrastructure Program and renewal funding will be used to renew the road surface using a mill and fill process with an asphalt overlay.

### **Options**

9. **Alternative Option 1** – Award Contract T24-015 Roadworks and Resealing Merrijig Drive and Fischer Street, Torquay to another tenderer.

This option is not recommended as the officer recommendation is the result of considerable due diligence and is in accordance with published evaluation criteria and conditions of tender. Any decision that is not in accordance with the formal conditions of tender may compromise good governance and probity standards.

10. **Alternative Option 2** – Do not award the contract as per the recommendations in this report.

This option is not recommended by officers as Council has tested the market to find the most acceptable tender. The option of running a new tender process is unlikely to generate improved value for money resulting from cost escalations due to delay and it being unlikely that market conditions will change in a short time.



## **Council Plan (including Health and Wellbeing Plan) Statement**

### **Theme Seven - Accountable and Viable Council**

Strategy 18 - Establish a sustainable financial position.

### **Financial Considerations**

11. The successful tender falls within the budget for these works. Council has sufficient funds and resources to deliver the project.
12. A full description of the 'Financial and Resource Impact Analysis' is provided as part of Confidential Tender Evaluation Summary that has been issued to Councillors.

### **Community Engagement**

13. An initial flyer was mailed out on 9 November 2023 to residents along the impacted carriageway highlighting the proposed road safety aspects of the project, including road remediation, and the ways in which they relate to Council's Safer Cycling Strategy.
14. Direct letters were mailed out on 5 February 2024 to impacted residents that own properties adjacent to specific work areas, such as roundabouts, notifying of the works and potential impacts to ingress and egress.

### **Statutory / Legal / Policy considerations**

15. This tender was conducted accordance with the requirements of section 108 of the *Local Government Act 2020* and Council's Procurement Policy.

### **Strategic Risk**

16. **Failure to plan and deliver infrastructure which keeps pace with growth**  
Inherent Risk Rating - *Serious*, Residual Risk Rating – *High*
17. Implementation of these works will assist in managing this risk by improving the condition of existing infrastructure and providing new safety treatments to help keep pace with growth.

### **Risk Rating**

18. The project has a risk rating of low and can be managed at department level.

### **Risk Appetite**

19. We will manage and support population growth in the Municipality, but not at the expense of the most important elements of our environment or the unique heritage and character of the different areas of our Shire.

### **Sustainability Considerations**

20. Tenderers were asked to submit sustainable options for asphalt, however due to the nature of the strength requirements, a sustainable alternative was not available.

**Conflict of Interest**

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

**Confidentiality**

22. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

**Audit and Risk Committee involvement**

23. This report is not within the scope of the Audit and Risk Committee.

**Council Briefings:**

24. A briefing on the contract was not provided.

## **Tender Details**

### ***Invitation to Tender***

25. Council issued an open tender T24-015 Roadworks and Resealing Merrijig Drive and Fischer Street, Torquay to appoint a suitably qualified and experienced contractor to undertake works.

*Table 1 Invitations to Tender*

<b>Medium</b>	<b>Date Advertised</b>
Council eTendering Portal (Tenderlink)	12 January 2024

### ***Evaluation Panel***

26. A Tender Evaluation Panel comprising of two voting members assessed all tender submissions received. Due to an unforeseen staff absence, the General Manager, Placemaking and Environment endorsed the decision to vary Council's standard Evaluation Panel composition for this contract from three voting members to two voting members.

### ***Evaluation Criteria***

27. Submissions were evaluated by the panel against pre-established selection criteria.

*Table 3 Mandatory Evaluation Criteria*

<b>Mandatory Criteria</b>	<b>Assessment</b>
Occupational Health & Safety Systems	Pass / Fail
Financial Capacity	Pass / Fail
Insurances	Pass / Fail

28. Tenderers who satisfied the above mandatory criteria were then assessed against the following comparative criteria.

*Table 4 Comparative Criteria*

<b>Comparative Criteria</b>	<b>Weighting</b>
Financial Assessment	40%
Experience and Staff	25%
Capacity, Systems & Methodology	30%
Sustainability	5%

29. Details of submissions received, pricing and final rankings of the evaluation is provided in the **Confidential Tender Evaluation Summary** that has been provided to Councillors.

## 4.9 Project Budget Adjustments and Cash Reserve Transfers - March 2024

<b>Council Plan</b>	<b>Theme Seven - Accountable and Viable Council</b>
	Strategy 18 - Establish a sustainable financial position.
<b>Author's Title:</b>	Coordinator Management Accounting
<b>General Manager:</b>	Damian Waight, Acting General Manager Strategy and Effectiveness
<b>Division:</b>	Strategy and Effectiveness
<b>Department:</b>	Finance
<b>Attachments:</b>	Nil

### Purpose

1. This report contains proposed project budget adjustments and cash reserve transfers for Council approval. The report presents adjustments including existing projects requiring adjustment, project closures, new projects to be initiated, Chief Executive Officer (CEO) approved transfers under delegation or corrections to prior reports presented to Council.

### Recommendation

That Council approves the project budget adjustments outlined in Tables 1 to 6 of this report, with the net changes to cash reserves summarised below:

Funding Sources	Transfers From/ (To) Reserve \$
Asset Renewal Reserve	(6,710)
Torquay Jan Juc DCP Reserve	(65,000)
<b>Grand Total</b>	<b>(71,710)</b>

### Council Resolution

#### **Moved Cr Allen, Seconded Cr Stapleton**

That Council approves the project budget adjustments outlined in Tables 1 to 6 of this report, with the net changes to cash reserves summarised below:

Funding Sources	Transfers From/ (To) Reserve \$
Asset Renewal Reserve	(6,710)
Torquay Jan Juc DCP Reserve	(65,000)
<b>Grand Total</b>	<b>(71,710)</b>

CARRIED 8|1

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Cr Barker	Nil

**Outcome**

2. This report regularly brings decisions to Council about material changes to project budgets and provides visibility about CEO approved project changes. Material project budget transfers or new projects endorsed by the Executive Management Team which not yet approved by Council are presented for approval. This process ensures that Councillors decide on changes and are kept informed; whilst allowing for smooth project delivery. The report also provides transparency for the community.

**Key Considerations**

3. This report contributes to Council’s financial management principles by recording the allocation and movement of project funds that may impact on current and future budgets.
4. This report contributes to public transparency by ensuring that the allocation and movement of project funds is made available to the community.

**Background**

5. The project budget adjustments presented in this report relate to the 2023-24 financial year. All figures in this report are exclusive of GST.
6. The following project adjustments, detailed in Table 1, are projects that require adjustments to their approved budgets to allow achievement of project scope and objectives, or there is a request to adjust project scope. The project adjustments in Table 1 have been endorsed by the Executive Management Team.

**Table 1 - Projects Requiring Adjustment**

Project Name	Funding Source	Basis for Variation	Project Allocation / (Saving) \$
Natural Disaster Funding Assistance - October Storm Event 2022	Grant Funded	Natural Disaster Financial Assistance Emergency works grant funding totalling \$430,303. This is reimbursement for costs incurred including staff time. Budgeted income was \$372,798 therefore \$57,505 more than budgeted. Higher amount than budgeted due to Victorian Government averaging state costs to calculate payments to councils.	57,505
Winchelsea Child Care Centre Mural	Grant Funded	Corangamite Financial Services, the body that administers the Community Banks of Winchelsea, Anglesea and Lorne, community grant \$3,000. Regional Arts Fund quick response grant contribution \$5,000 and The Lions Club of Winchelsea contribution \$2,727 to the delivery of the Winchelsea Child Care Mural.	8,000
	Partner Contribution Funded		2,727
Anglesea Netball Pavilion Redevelopment	Partner Contribution Funded	Anglesea Football Netball Club contribution to the Anglesea Netball Pavilion Upgrade.	25,000
Upgrade Grass Tree Park (OR05)	Torquay Jan Juc DCP Reserve	Partial return of funds to source, leaving \$15,000 available budget in project account to complete soil management plan and recommended works. Expected completion this financial year.	(65,000)
Stribling Reserve Pavilions Redevelopment	Project Savings Account	Funding for safety improvement to level 1 balcony edge protection at the Stribling Reserve Pavilion.	10,000

Construct Pathways along Spring and Deep Creeks (PC01) - Spring Creek Pedestrian Bridge / Ocean Views (Barwon Water Reserve) / Future Design	Project Account	2023/24 adopted budget contains three Torquay Jan Juc DCP pathway projects described and allocated as a single project. For delivery purposes these projects are being separated in to three projects. One design project and two separate delivery projects.	(1,197,213)
Torquay North Pathways (PC01) – Future Design.			159,213
Spring Creek Pedestrian Bridge (PC01)			401,000
Ocean Views - Barwon Water Reserve (PC01)			637,000
Shire wide Settlement Strategy (Urban Futures Strategy)	Project Savings Account	Additional funding for the Shire wide Settlement Strategy to support future planning in Winchelsea and Torquay, specifically to determine employment land requirements in growth towns and the next level of information regarding housing needs.	10,000

The budget transfers, detailed in Table 2, are newly initiated projects and have been endorsed by the Executive Management Team.

**Table 2 – New Projects**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Detailed design of Fischer Street pedestrian improvements.	Grant Funded	Department of Transport and Planning grant funding for development of detailed design to support construction of pedestrian improvements along Fischer Street, Torquay, including raised wombat crossing at high-risk intersections and design of a section of shared footpath.	40,000

Project closures detailed in Table 3 have been endorsed at an Executive Management Team meeting.

**Table 3 – Closed Projects**

Project Name	Funding Source	Basis for Variation	Project Allocation / (Savings) \$
Deferred Works - Torquay Town Centre improvements	Asset Renewal Reserve	Reinstatement of streetlight. Scope complete. Life of project cost \$14,150.	(5,210)
Mt Moriac Reserve Oval 1 Drainage and Irrigation Upgrade	Asset Renewal Reserve	Scope complete. Life of project cost \$474,997.	(1,500)

Table 4 contains projects that have been endorsed under Council delegation by the Chief Executive Officer.

**Table 4 – CEO Approved Transfers**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Nil			

Table 5 contains corrections or adjustments to prior reports presented to Council.

**Table 5 – Corrections to Prior Reports**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Nil			



**Table 6 – Accumulated Unallocated Cash Reserve Movements**

<b>Accumulated Unallocated Cash Reserve</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Opening Balance	7,157	7,691	7,242	6,189
Budgeted Annual Surplus/(Deficit)	625	(449)	(1,053)	(1,545)
Net Allocations During Year (From)/To	(91)	-	-	-
New Allocations Proposed (From)/To	-	-	-	-
<b>Closing Balance *</b>	<b>7,691</b>	<b>7,242</b>	<b>6,189</b>	<b>4,644</b>

<b>Accumulated Unallocated Cash Reserve</b>	<b>2023-24</b>
	<b>\$'000</b>
<b>Net Allocations During Year (From)/To</b>	
New Stretcher Access - Stribling Reserve Pavilions, Lorne	(14)
Stribling Reserve Pavilions Redevelopment, Lorne	(11)
LRCIP Phase 2 - Lorne School Traffic Management Improvement Stage 2	(55)
Christmas Carols Event Funding - Aireys Inlet & Anglesea	(1)
Tiny Houses on Wheels Pilot	(10)
<b>Net Allocations (From)/To</b>	<b>(91)</b>
<b>New Allocations Proposed (From)/To</b>	
Nil	
<b>Total New Net Allocations (From)/To</b>	<b>-</b>

\*Note: Includes budgeted annual surplus/(deficit) as per Adopted Budget 2023-24.

### Options

7. **Alternative Option 1** – Not approve transfers as recommended.

This option is not recommended by officers because transfers are necessary to allow ongoing delivery and closure of projects that have been through a series of governance checks.

### Council Plan (including Health and Wellbeing Plan) Statement

#### **Theme Seven - Accountable and Viable Council**

Strategy 18 - Establish a sustainable financial position.

### Financial Considerations

8. This report contributes to Council's financial management principles by recording the allocations and movements of project funds that may impact on the budget, current and future, and the achievement the Council Plan strategies and objectives.

### Community Engagement

9. Community engagement was not undertaken on the content of this report. Many projects are subject to community engagement on scope and project completion is regularly communicated to community members involved in projects and the wider community. This report contributes to public transparency by ensuring that the allocation and movement of project funds is made available to the community.

### **Statutory / Legal / Policy Considerations**

10. Under the *Local Government Act 2020*, this report contributes to:
  - 10.1. Financial viability by ensuring Council approves and is well informed about the allocation and movement of project funds to achieve the best outcomes for the municipal community;
  - 10.2. Transparency by ensuring that the allocation and movement of project funds is made available to the community;
  - 10.3. Financial management principles by recording the allocation and movement of project funds that may impact on the budget, current and future; and
  - 10.4. Performance for project delivery by considering the allocation and movement of project funds for successful project outcomes.

### **Risk Assessment**

11. If Council did not receive this report, this would risk public transparency and potentially reduce the financial rigour applied to managing projects.
12. Decisions in this report support project delivery and the implementation of the Council Plan (including Health and Wellbeing Plan 2021-25).

### **Conflict of Interest**

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

### **Confidentiality**

14. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020* (Vic).

### **Transparency**

#### **Audit and Risk Committee involvement**

15. This monthly Council Report item is not within the scope of matters considered by the Audit and Risk Committee.

### **Councillor Briefings**

16. This item was not presented at a Councillor Briefing.

## 4.10 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

<b>Council Plan</b>	<b>Theme Seven - Accountable and Viable Council</b> Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.
<b>Author's Title:</b>	Acting Governance Officer
<b>General Manager:</b>	Damian Waight, Acting General Manager Strategy and Effectiveness
<b>Division:</b>	Strategy and Effectiveness
<b>Department:</b>	Integrity and Governance
<b>Attachments:</b>	<ol style="list-style-type: none"><li>30 - S 11 A Authorisation - ( Planning and Environment Act 1987) - Final [4.10.1 - 1 page]</li><li>S 11 A Authorisation - ( Planning and Environment Act 1987) - Tracked Changes [4.10.2 - 1 page]</li></ol>

### Purpose

1. The purpose of this report is to seek Council's endorsement for authorised officers under the *Planning & Environment Act 1987* through the updated Instrument of Authorisation and Appointment ('the instrument'). This instrument requires updating due to recent staff changes.

### Recommendation

That Council:

1. Approves the Instrument of Authorisation appointing the Council officers listed in it as authorised officers under the *Planning and Environment Act 1987* (**Attachment 1**).
2. Authorises the Chief Executive Officer to execute the instrument by affixing the common seal in accordance with Local Law No. 2 of 2020 Common Seal and Miscellaneous Penalties.
3. Notes that the instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. Notes that the previous Instrument of Appointment and Authorisation is revoked upon execution.

## **Council Resolution**

### **Moved Cr Barker, Seconded Cr Hodge**

That Council:

1. Approves the Instrument of Authorisation appointing the Council officers listed in it as authorised officers under the *Planning and Environment Act 1987* (**Attachment 1**).
2. Authorises the Chief Executive Officer to execute the instrument by affixing the common seal in accordance with Local Law No. 2 of 2020 Common Seal and Miscellaneous Penalties.
3. Notes that the instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. Notes that the previous Instrument of Appointment and Authorisation is revoked upon execution.

CARRIED 9|0

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen	Nil	Nil
Cr Barker		
Cr Bodsworth		
Cr Gazzard		
Cr Hodge		
Cr Pattison		
Cr Schonfelder		
Cr Stapleton		
Cr Wellington		

### **Outcome**

2. Council will update the officers who have the authority to carry out their roles within legislated requirements, enabling services to continue to be delivered to the community.

### **Key Considerations**

3. Officers acting under the *Planning and Environment Act 1987* have authorisation for regulatory and enforcement work if required, as appropriate to their level of experience and qualifications.
4. The specific authorisations provided through this instrument include:
  - 4.1. under section 147(4) of the *Planning and Environment Act 1987* – appointment as an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
  - 4.2. under section 313 of the *Local Government Act 2020*, authorisation generally to institute proceedings for offences against the Act and/or any regulations.
5. The attached instrument has been reviewed and updated to reflect recent staff changes.

### **Background**

6. Officers are appointed as authorised officers to exercise statutory powers under various Acts and regulations. Appointments of authorised officers are to individual staff members.
7. The power to appoint authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be done through a resolution of Council.

### **Options**

8. **Alternative Option 1** – That Council does not endorse the updated instrument of authorisation.

This option is not recommended by officers as it will prevent new officers from being able to properly carry out their roles and provide services to the community.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

### **Financial Considerations**

9. There are no financial implications arising from this report.

### **Community Engagement**

10. Community engagement is not undertaken when updating the Instrument of Appointment and Authorisation - *Planning and Environment Act 1987*.

### **Statutory / Legal / Policy Considerations**

11. The appointment of authorised officers under the *Planning and Environment Act 1987* ensures Council is compliant with the legislation and that officers are able to carry out their enforcement roles.

### **Strategic Risk**

12. **Failure to meet Councils Governance and Compliance obligations**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
13. By approving the Instrument of Appointment and Authorisation *Planning and Environment Act 1987 (Attachment 1)*, Council is mitigating the risks associated with officers not being properly authorised to carry out their roles as responsibilities. The risks mitigated include legal and reputational risks.

### **Risk Rating**

14. The risk rating associated with accepting the recommendation in this report is low and can be managed at department level.

**Sustainability Considerations**

15. There are no sustainability considerations associated with this report.

**Conflict of Interest**

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

**Confidentiality**

17. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

**Transparency**

**Audit and Risk Committee involvement**

18. This report was not considered by the Audit and Risk Committee.

**Councillor Briefings**

19. This item was not discussed at Councillor Briefings.



**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means –

- |                        |                         |
|------------------------|-------------------------|
| Andrew Hewitt          | Leanne Rolfe            |
| Anthony (Tony) Rolfs   | Mathew Mertuszka        |
| Barbara Peppard        | Melinda (Mindy) Vardy   |
| Ben Hynes              | Michelle Warren         |
| Ben Schmied            | Narelle Tozer           |
| Benjamin Lowe Jabornik | Nick Helliwell          |
| Bianca Wilkin          | Paul Lees               |
| Carol Mitchell         | Paul Sarapuu            |
| Chris Pike             | Rhiannan Glenister      |
| David O'Connor         | Rhonda Gambetta         |
| Dee Gomes              | Robert Page             |
| Emma Monteath          | Robert Pitcher          |
| Finn Tewson            | Robyn Neville           |
| Foti Dimopoulos        | Rochelle Humphrey       |
| Gabrielle O'Shea       | Samantha Natt           |
| Guy Price              | Sandra Tomic            |
| Jacqueline Randles     | Sarah Farrer            |
| Jason Scammell         | Sarah Storen            |
| Jayde Whitten          | Shaun Barling           |
| Jennifer Davidson      | Tim Waller              |
| Karen Campbell         | Travis Ferrari          |
| Kate Sullivan          | Veronica Abbot          |
| Kristin Davies         | William (Bill) Cathcart |
| Kristy Prothman        |                         |
| Leah Protyniak         |                         |

**By this instrument of appointment and authorisation Surf Coast Shire Council -**

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers 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 Surf Coast Shire Council pursuant to the Council resolution dated 26 March 2023.

*The COMMON SEAL of SURF COAST  
SHIRE COUNCIL was affixed in the  
presence of:* )  
)  
)

.....  
*Chief Executive Officer*

.....  
*Mayor/Deputy Mayor*

.....  
*Date*

.....  
*Date*



**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means –

- |                          |                          |
|--------------------------|--------------------------|
| Andrew Hewitt            | Leanne Rolfe             |
| Anthony (Tony) Rolfs     | Mathew Mertuszka         |
| Barbara Peppard          | Melinda (Mindy) Vardy    |
| Ben Hynes                | Michelle Warren          |
| Ben Schmied              | Narelle Tozer            |
| Benjamin Lowe Jabornik   | Nick Helliwell           |
| Bianca Wilkin            | Paul Lees                |
| Carol Mitchell           | Paul Sarapuu             |
| Chris Pike               | Rhiannan Glenister       |
| David O'Connor           | Rhonda Gambetta          |
| <del>David Priddle</del> | Robert Page              |
| Dee Gomes                | Robert Pitcher           |
| Emma Monteath            | Robyn Neville            |
| Finn Tewson              | Rochelle Humphrey        |
| Foti Dimopoulos          | Samantha Natt            |
| Gabrielle O'Shea         | Sandra Tomic             |
| Guy Price                | Sarah Farrer             |
| Jacqueline Randles       | Sarah Storen             |
| Jason Scammell           | Shaun Barling            |
| Jayde Whitten            | Tim Waller               |
| Jennifer Davidson        | Travis Ferrari           |
| Karen Campbell           | Veronica Abbot           |
| Kate Sullivan            | <del>Wayne Sandars</del> |
| Kristin Davies           | William (Bill) Cathcart  |
| Kristy Prothman          |                          |
| Leah Protyniak           |                          |

**By this instrument of appointment and authorisation Surf Coast Shire Council -**

- under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- under s 313 of the *Local Government Act 2020* authorises the officers 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 -**

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Surf Coast Shire Council pursuant to the Council resolution dated ~~28 November~~ 26 March 2023.

The COMMON SEAL of SURF COAST )  
SHIRE COUNCIL was affixed in the )  
presence of: )

.....  
Chief Executive Officer

.....  
Mayor/Deputy Mayor

.....  
Date

.....  
Date



## 4.11 Conflict of Interest Records

### Council Plan

### Theme Seven - Accountable and Viable Council

Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.

### Author's Title:

Acting Coordinator Governance

### General Manager:

Damian Waight, Acting General Manager Strategy and Effectiveness

### Division:

Strategy and Effectiveness

### Department:

Integrity and Governance

### Attachments:

1. Conflict of Interest Record - Councillor Briefing - 20 February 2024 [4.11.1 - 2 pages]
2. Conflict of Interest Record - Councillor Briefing - 27 February 2024 [4.11.2 - 1 page]
3. Conflict of Interest Record - Councillor Briefing - 5 March 2024 [4.11.3 - 2 pages]
4. Conflict of Interest Record - Councillor Briefing - 12 March 2024 [4.11.4 - 2 pages]

### Purpose

1. To present conflict of interest records received since the previous Council meeting.
2. Conflict of interest records are required in accordance with the *Local Government Act 2020* (the Act) and these records inform Council and the community if any conflicts of interest have been declared by Councillors at meetings held under the auspices of Council which are not Council meetings.

### Recommendation

That Council notes the conflict of interest records as presented in **Attachments 1 to 4** for the following meetings:

1. Conflict of Interest Record - Councillor Briefings - 20 February 2024
2. Conflict of Interest Record - Councillor Briefings - 27 February 2024.
3. Conflict of Interest Record - Councillor Briefings - 5 March 2024.
4. Conflict of Interest Record - Councillor Briefings - 12 March 2024.

### Council Resolution

#### **Moved Cr Gazzard, Seconded Cr Schonfelder**

That Council notes the conflict of interest records as presented in **Attachments 1 to 4** for the following meetings:

1. Conflict of Interest Record - Councillor Briefings - 20 February 2024
2. Conflict of Interest Record - Councillor Briefings - 27 February 2024.
3. Conflict of Interest Record - Councillor Briefings - 5 March 2024.
4. Conflict of Interest Record - Councillor Briefings - 12 March 2024.

CARRIED 9|0

4.11 Conflict of Interest Records

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen Cr Barker Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

**Outcome**

3. This report promotes public transparency by disclosing any conflicts of interest declared by Councillors during meetings conducted under the auspices of Council.

**Key Considerations**

4. The *Local Government Act 2020* (the Act) outlines requirements for Councillors to declare and manage conflicts of interests. Councillors disclosing conflicts of interests and following the prescribed requirements promote transparency in decision-making.
5. The attached conflict of interest records are prepared in accordance with the Act and Council's Governance Rules. The Act outlines that the procedure for disclosing conflicts must be included within the Governance Rules and Chapter 3 of these Rules prescribes that a record of any meeting held under the auspices of Council must be kept and presented to the next possible Council meeting.
6. Publication of these records is an important part of the overall management of conflicts of interest. By making these records publicly available, the community is made aware that interests are recorded and managed effectively. This helps Councillors perform their roles in a way that meets the requirements of legislation and is consistent with community expectation.

**Background**

7. Conflict of interest records are required to be presented to Council in accordance with the *Local Government Act 2020* and Council's Governance Rules.
8. Council notes these conflict of interest records monthly. Declaring conflicts of interest helps Councillors comply with legal requirements and meet community expectation.
9. These records replace the previous requirement under the *Local Government Act 1989* to present an Assembly of Councillors to Council.

**Options**

10. **Alternative Option 1** – That Council does not note the conflict of interest records.

This option is not recommended as it would mean Council is not compliant with legislation.

## **Council Plan (including Health and Wellbeing Plan) Statement**

### **Theme Seven - Accountable and Viable Council**

#### **Financial Considerations**

11. There are no financial considerations associated with presenting the conflict of interest records.

#### **Community Engagement**

12. Community engagement has not been undertaken as this report is a presentation of conflict of interest records.
13. Providing these records to the community provides information if any Councillor conflicts of interests are recorded.

#### **Statutory / Legal / Policy Considerations**

14. These records are published in accordance with section 131 of the *Local Government Act 2020*.

#### **Strategic Risk**

15. **Failure to meet Councils Governance and Compliance obligations**  
Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*

#### **Risk Rating**

16. Risk rating is low and can be managed at department level. Individual departments are responsible for completing these records, mitigating risks of non-compliance.

#### **Risk Appetite**

17. The Risk Appetite statement is not applicable to this report.

#### **Sustainability Considerations**

18. There are no sustainability considerations associated with this report.

#### **Conflict of Interest**

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

#### **Confidentiality**

20. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

#### **Transparency**

#### **Audit and Risk Committee involvement**

21. This report has not been presented to the Audit and Risk Committee.

**Councillor Briefings**

22. This item was not presented to a Councillor briefing.

File No F18/225-4  
Trim Reference Record Number



## Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Councillor Briefings #3
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> Tuesday 20 February 2024
<b>In Attendance:</b> Yes (✓) No (X)

Councillors		Officers	
Cr. Liz Pattison, Mayor	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Mike Bodsworth, Deputy Mayor	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	✓	Acting General Manager Strategy & Effectiveness - Damian Waight	✓
Cr. Paul Barker	X	General Manager Community Life - Gail Gatt	✓
Cr. Kate Gazzard	X	Acting Executive Manager - Strategic Projects & Partnerships – Darryn Chiller	✓
Cr. Rose Hodge	✓	Manager Integrated Planning - Kate Sullivan	✓
Cr. Adrian Schonfelder	✓	Coordinator Strategic Planning - Tim Waller	✓
Cr. Libby Stapleton	✓	Principal Strategic Planner - Michelle Warren	✓
Cr. Heather Wellington	X	Principal Strategic Planner - Samantha Natt	✓
		Principal Strategic Planner - Sarah Storen	✓
<b>External Presenters</b>		Manager Planning and Compliance - Dee Gomes	✓
Caz Redding - RedInk	✓	Coordinator Statutory Planning - Jacqueline Randles	✓
		Principal Statutory Planner - Jenifer Davidson	✓

<b>MEETING COMMENCED</b>	10:30 AM	<b>MEETING ADJURNED</b>	10:50 AM
<b>MEETING COMMENCED</b>	11:00 AM	<b>MEETING ADJURNED</b>	12:00 PM
<b>MEETING COMMENCED</b>	12:45 PM	<b>MEETING ADJURNED</b>	1:45 PM
<b>MEETING COMMENCED</b>	1:55 PM	<b>MEETING CONCLUDED</b>	2:55 PM

Matters considered at the meeting		
Motions for ALGA Conference and MAV State Council meeting and updated Advocacy Priorities.		
Strategic Conversations: Summary of community engagement findings from recent engagement on the Planning Scheme Review PSR and Urban Futures Strategy UFS projects.		
Strategic Conversations: Focus on the Planning Scheme Review.		
Strategic Conversations: Policy in Action. Statutory Planning Case studies		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil.		
<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Robyn Seymour
To be completed on conclusion of session and provided to Governance Officer.		

- Governance Rules, Chapter 3, Clause 3**
- 3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
- a) the names of all Councillors and members of Council staff attending;
  - b) the matters considered;
  - c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
  - d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.
- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
- a) reported at a meeting of the Council; and
  - b) incorporated in the minutes of that Council meeting.



**File No F18/225-4**  
**Trim Reference Record Number**

**Auspices of the Council**

Any meeting that is organised, sponsored or otherwise facilitated by the council should be treated as an 'auspiced' meeting. Council auspiced meetings may include, but are not limited to:

- regular councillor briefings or forums,
- other briefing meetings,
- committees other than a delegated or community asset committee (such as advisory committees),
- public consultations, and
- site meetings (include meetings the council arranges jointly with other organisations).

File No F18/225-4  
Trim Reference Record Number



## Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Councillor Briefings #4
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> Tuesday 27 February 2024
<b>In Attendance:</b> Yes (✓) No (X)

Councillors		Officers	
Cr. Liz Pattison, Mayor	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Mike Bodsworth, Deputy Mayor	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	✓	Acting General Manager Strategy & Effectiveness - Damian Waight	✓
Cr. Paul Barker	X	General Manager Community Life - Gail Gatt	✓
Cr. Kate Gazzard	✓	Acting Executive Manager - Strategic Projects & Partnerships – Darryn Chiller	✓
Cr. Rose Hodge	✓	Manager Integrity and Governance – Jake Brown	✓
Cr. Adrian Schonfelder	✓	Coordinator Governance – Liberty Nash	✓
Cr. Libby Stapleton	✓		
Cr. Heather Wellington	X		

<b>MEETING COMMENCED</b>	9:30 AM	<b>MEETING CONCLUDED</b>	10:30 AM
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**Matters considered at the meeting**

Agenda Review  
Councillor Topics

**Councillor Conflict of Interest Disclosures**

Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil.		

<b>Responsible Officer Signature:</b>	<b>Print Name:</b> Robyn Seymour
To be completed on conclusion of session and provided to Governance Officer.	

**Governance Rules, Chapter 3, Clause 3**

3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—

- a) the names of all Councillors and members of Council staff attending;
- b) the matters considered;
- c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
- d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—

- a) reported at a meeting of the Council; and
- b) incorporated in the minutes of that Council meeting.

**Auspices of the Council**

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- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).

File No F18/225-4  
Trim Reference Record Number



## Conflict of Interest Record

### Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Councillor Briefing #1
<b>Responsible Officer:</b> Acting Chief Executive Officer Chris Pike
<b>Date:</b> 5 March 2024
<b>In Attendance:</b> Yes (✓) No (X)

Councillors		Officers	
Cr. Liz Pattison, Mayor	X	Chief Executive Officer - Robyn Seymour	X
Cr. Mike Bodsworth, Deputy Mayor	✓	Acting Chief Executive Officer - Chris Pike	✓
Cr. Gary Allen	✓	Acting General Manager Place Making & Environment – Jane Spence	✓
Cr. Paul Barker	X	Acting General Manager Strategy & Effectiveness – Damian Waight	✓
Cr. Kate Gazzard	X	General Manager Community Life - Gail Gatt	✓
Cr. Rose Hodge	✓	Executive Manager - Strategic Projects and Partnerships – Darryn Chiller	X
Cr. Adrian Schonfelder	✓	Acting Executive Manager Strategic Projects and Partnerships - Jake Brown	✓
Cr. Libby Stapleton	✓	Governance Officer - Jess Menzel	✓
Cr. Heather Wellington	X	Acting Governance Officer – Candace Martin-Burgers	✓
		Manager Integrated Planning – Kate Sullivan	✓
		Coordinator Social Infrastructure and Open Space Planning – Kristin Davies	✓
		Social Infrastructure Project Development Officer – Bryce Balsillie	✓
		Environment Officer Biodiversity – Gabrielle O'Shea	✓
		Principal Strategic Planner – Samantha Natt	✓
		Manager Assets and Engineering – John Bertoldi	✓
		Coordinator Stormwater Infrastructure – Ronan Corcoran	✓
		Coordinator Strategic Planning – Tim Waller	✓
		Recreation Development Officer – Paul Elshaug	✓
		Manager Economic Development, Arts and Tourism – Matt Taylor	✓
		Manager Community Support – Jarrod Westwood	✓
		Acting Manager Integrity and Governance – Heidi Mellar	✓
		Coordinator Economic Development – Simon Loone	✓
		Coordinator Asset Management – Tymothy Guthridge	✓
		Senior Open Space Planner – Tom van de Ven	✓
		Economic Development Senior Projects – Officer Gretchen Gibson	✓
		Economic Development Officer – Amanda Palmer	✓
		Acting Manager Integrity and Governance – Heidi Mellar	✓
		Manager Finance – Gabby Spiller	✓
		Acting Coordinator Management Accountant – Kate Wardle	✓


<b>MEETING COMMENCED</b>	10:04AM	<b>MEETING ADJOURNED</b>	11:19AM
<b>MEETING RESUMED</b>	11:37AM	<b>MEETING ADJOURNED</b>	12:44PM
<b>MEETING RESUMED</b>	1:22PM	<b>MEETING CONCLUDED</b>	3:15PM

Matters considered at the meeting
SCS-063 Fair Access Policy - Community Consultation Phase
Application to Amend the Briody Drive West Development Plan
Adoption of Stormwater Treatment Asset Selection and Design Standards
Torquay Wayfinding Signage Strategy and Design Guidelines - Final for Endorsement
Deans Marsh Community Hub Facility Development Plan





File No F18/225-4  
Trim Reference Record Number

New Measures of Economic Success for the Surf Coast		
G21 Update		
Bi-annual Customer Experience Update - July to December 2023		
Proposed Lease to Powercor - Part of 30 Wadawurrung Way Torquay		
Gherang Quarry		
Budget Briefing (item added on the day)		
<b>Councillor Conflict of Interest Disclosures</b>		
<b>Councillor</b>	<b>Left Meeting (Y/N)</b>	<b>Classification and nature of interest(s) disclosed</b>
Nil.		
 <b>Responsible Officer Signature:</b>		
		<b>Print Name:</b> Chris Pike
To be completed on conclusion of session and provided to Governance Officer.		

**Governance Rules, Chapter 3, Clause 3**

3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—

- a) the names of all Councillors and members of Council staff attending;
- b) the matters considered;
- c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
- d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—

- a) reported at a meeting of the Council; and
- b) incorporated in the minutes of that Council meeting.

**Auspices of the Council**

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- other briefing meetings,
- committees other than a delegated or community asset committee (such as advisory committees),
- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).

File No F18/225-4  
Trim Reference Record Number



## Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Councillor Briefing #2
<b>Responsible Officer:</b> Acting Chief Executive Officer Chris Pike
<b>Date:</b> 12 March 2024
<b>In Attendance:</b> Yes (✓) No (X)


Councillors		Officers	
Cr. Liz Pattison, Mayor	✓	Chief Executive Officer - Robyn Seymour	X
Cr. Mike Bodsworth, Deputy Mayor	✓	Acting Chief Executive Officer - Chris Pike	✓
Cr. Gary Allen	✓	Acting General Manager Place Making & Environment – Jane Spence	✓
Cr. Paul Barker	X	Acting General Manager Strategy & Effectiveness – Damian Waight	✓
Cr. Kate Gazzard	✓	General Manager Community Life - Gail Gatt	✓
Cr. Rose Hodge OAM	✓	Acting Executive Manager - Strategic Projects and Partnerships – Darryn Chiller	X
Cr. Adrian Schonfelder	✓	Acting Executive Manager - Strategic Projects and Partnerships – Jake Brown	✓
Cr. Libby Stapleton	✓	Coordinator Governance – Liberty Nash	✓
Cr. Heather Wellington	X	Acting Governance Officer – Candace Martin-Burgers	✓
		Manager Economic Development, Arts and Tourism – Matt Taylor	✓
		Coordinator Tourism – Sarah Korakis	✓
<b>External Presenters</b>		Manager Planning and Compliance – Dee Gomes	✓
Eco Tourism Australia – Alyssa Sanders	✓	Coordinator Statutory Planning – Jacqueline Randles	✓
		Principal Statutory Planner – Jennifer Davidson	✓
		Manager Strategy and Program Delivery – Rowena Frost	✓
		Manager Community Strengthening – Katie Reaper	✓
		Coordinator Facilities Management – Meredith Kelly	✓
		Coordinator Stadium Operation and Recreation Development – Mark Campbell	✓
		Manager Assets and Engineering – John Bertoldi	✓
		Coordinator Asset Management – Tymothy Guthridge	✓
		Manager Operations – Travis Nelson	✓
		Coordinator Economic Development – Simon Loone	✓
		Coordinator Arts and Creative Economy – Evelyn Whitelaw	✓
		Senior Events Officer – Jim Lawson	✓

<b>MEETING COMMENCED</b>	10:04am	<b>MEETING ADJOURNED</b>	10:50am
<b>MEETING RESUMED</b>	10:55am	<b>MEETING ADJOURNED</b>	12:30pm
<b>MEETING RESUMED</b>	1:22pm	<b>MEETING CONCLUDED</b>	2:15pm

Matters considered at the meeting
VCAT Appeal – Planning Permit 21/0333 – Amended Plans Retirement Village – Cypress Lane, Torquay
Council Plan and Integrated Plans 2025-2029 - Update
Community Bus Place-based Trial Update
Stribling Reserve Stadium
Reports Coming to the March Council Meeting
Councillor Topics



File No F18/225-4  
Trim Reference Record Number

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil.		
		
<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Chris Pike
To be completed on conclusion of session and provided to Governance Officer.		

**Governance Rules, Chapter 3, Clause 3**

3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—

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- d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

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- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).

## 5 Closed Section

### 5.1 Closed Section

### 5.2 Closure of Meeting to the Public

#### **Council Resolution**

##### **Moved Cr Stapleton, Seconded Cr Gazzard**

That Council, pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020*, close the meeting to members of the public to resolve on matters pertaining to items that deal with information that is confidential in accordance with section 3(1) of the Act, as follows:

##### **Stribling Reserve Remediation Works**

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in this report is confidential because it contains Council business information, being information that would prejudice the Council's position in commercial negotiations.

CARRIED 8|1

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Cr Barker	Nil

## 6 Urgent Business

Nil.

## 7 Close of Meeting

The Council Meeting - 26 March 2024 closed at 10:02pm.