



Agenda

Ordinary Meeting of Council
Tuesday, 23 June 2015

To be held at
Council Chambers
1 Merrijig Drive, Torquay
Commencing at 6.00pm

Council:

Cr. Margot Smith (Mayor)
Cr. David Bell
Cr. Libby Coker
Cr. Eve Fisher
Cr. Clive Goldsworthy
Cr. Rose Hodge
Cr. Carol McGregor
Cr. Brian McKiterick
Cr. Heather Wellington

AGENDA FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL
TO BE HELD AT COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 23 JUNE 2015 COMMENCING AT 6:00PM

PRESENT:

OPENING:

Council acknowledge the traditional owners of the land where we meet today and pay respect to their elders, past and present and Council acknowledges the citizens of the Surf Coast Shire.

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.

APOLOGIES:

CONFIRMATION OF MINUTES:

Recommendation:

That Council note the minutes of the Ordinary meeting of Council on 26 May 2015 and the Special meeting of Council held on 9 June 2015, as a correct record of the meeting.

LEAVE OF ABSENCE REQUESTS:

CONFLICTS OF INTEREST:

Note to Councillors and Officers

Declaration of Interest

Councillors and Officers please note that in accordance with Section 77A of the Local Government Act 1989, there is an obligation to declare a conflict of interest in a matter before Council.

A conflict of interest can be a direct or indirect interest in a matter.

A person has a direct interest if:

There is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way.

A person has an indirect interest if the person has:

- 1. A close association whereby a "family member" of the person has a direct or indirect interest or a "relative" or member of a person's household has a direct interest in a matter;*
- 2. An indirect financial interest in the matter;*
- 3. A conflicting duty;*
- 4. Received an "applicable" gift;*
- 5. Become an interested party in the matter by initiating civil proceedings or becoming a party to civil proceedings in relation to the matter; or*
- 6. A residential amenity affect.*

Disclosure of Interest

A Councillor or Officer must make full disclosure of a conflict of interest by advising the class and nature of the interest immediately before the matter is considered at the meeting. While the matter is being considered or any vote taken, the Councillor or Officer with the conflict of interest must leave the room and notify the Chairperson that he or she is doing so.

PRESENTATIONS:

PUBLIC QUESTION TIME:

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1. OFFICE OF THE CEO

1.1 Monthly Finance Report – May 2015

☐ EMT Report ☐ Council Briefing ☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Authors Title: Manager Finance

Department: Finance

Division: Office of the CEO

Appendix:

1. Monthly Financial Report – May 2015 (D15/50001)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐ Yes ☒ No

Reason: Nil

Chief Executive Officer: Keith Bailie

File No: F14/1218

Trim No: D15/49992

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐ Yes ☒ No

Reason: Nil

Purpose

To receive and note a summary of the operating and capital works budgets as well as the financial position of the Surf Coast Shire Council to the end of May 2015.

Summary

An executive summary, financial analysis, capital works and new initiatives performance summary, financial position analysis and consolidated financial statements are included for the eleven months ending 31 May 2015. The report also contains an analysis of the significant year-to-date variations that are favourable or unfavourable to the revised forecast outcome.

The key financial results are as follows:

Year to date measure	Value (\$m)	Commentary
Operating Result	13.7	\$1.4m favourable to forecast
Capital Works expenditure	10.9	\$2.3m favourable to forecast
New Initiatives expenditure	1.2	\$0.6m favourable to forecast
Net Assets & Total Equity	380.0	\$1.4m favourable to forecast
Cash & Cash Equivalents	21.8	\$4.0m favourable to forecast
Working Capital Ratio	364%	85% favourable to forecast

Council remains in a sound financial position.

Recommendation

That Council:

1. Note the financial results, variances and explanations for the eleven months ended 31 May 2015;
2. Note the project adjustments approved by the Chief Executive Officer transferring a net \$2,050 to the accumulated unallocated reserve as listed in Appendix B of the May Finance report; and
3. Approve the project variations/reserve movements >\$5,000 net transfer of \$33,927 from the accumulated unallocated reserve as listed in Appendix B of the April Finance report.

Monthly Finance Report – May 2015

Report

Background

The attached financial report for the eleven months ended 31 May 2015 summarises the revenue and expenditure performance, capital works and new initiatives with an analysis of the overall financial position.

The report also contains an analysis of the significant year-to-date variations that are favourable or unfavourable to the revised forecast outcome.

Discussion

Operating Results

The year-to-date operating result for the 2014/15 year shows a net surplus of \$13.7 million, which is \$1.4 million favourable to the forecast. This variance is mainly due to:

- Operating expenditure favourable to forecast, including materials and services \$1.3 million.

Capital Works

The year-to-date capital works shows a total of \$10.9 million, which is \$2.3 million favourable to forecast. This variance is due to timing of several projects including:

- Anglesea Transfer Station Upgrade Stg 2 \$324,000, delay in associated road works, to be completed by the end of June
- Spring Valley Play Space & Car Park \$218,000, design has been finalised, awaiting cultural heritage approval

New Initiatives

The year-to-date new initiatives show a total of \$1.2 million which is \$0.6 million favourable to forecast. This variance is mainly due to timing of projects including:

- Torquay VIC & Surf World Refurbishment \$54,000, the contract has been awarded, the project is expected to be completed in August

Balance Sheet

The working capital ratio is currently 364%, which is favourable to forecast by 85%. The prudential limit required by the Department of Environment, Land, Water and Planning is a minimum working capital of 110%. The cash and investments balance at 31 May 2015 is \$23.4 million, which is \$4.0 million favourable to forecast.

Net assets and total equity is currently \$380.0 million, which is favourable to forecast by \$1.4 million. This variance is due to the net surplus being favourable to forecast \$1.4 million.

Borrowings have decreased to \$16.19 million. The borrowings have been updated to reflect the reclassification of the Cemetery agreement from provision to interest bearing liabilities. No new borrowings have been budgeted for the 2014/15 year.

The detailed Financial Report for May 2015 is attached.

Financial Implications

Year to date budget variations for the eleven months ended 31 May 2015 have been explained in this report.

Council Plan/Policy/Legal Implications

This report provides a consistent reporting format to the standard statements in the Annual Report as required under Section 131 of the Local Government Act 1989.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

Council's overall financial risk is low in accordance with the financial indicators applied over the next four years in the 2013 – 2023 Strategic Resource Plan, which are used by the Victorian Auditor-General to assess financial sustainability risk. Performance reporting against the financial sustainability indicators targeted in the annual budget and strategic resource plan are disclosed in the financial report.

Monthly Finance Report – May 2015

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

Not applicable.

Conclusion

Council remains in a sound financial position with all variances between the actual and forecast results explained in this report.

APPENDIX 1: MONTHLY FINANCIAL REPORT – MAY 2015 (D15/50001)

1.2 Business Improvement Program Guiding Principles

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Manager Business Improvement

Department: Business Improvement

Division: Office of the CEO

Appendix:

1. Council Financial Context Slides

Chief Executive Officer: Keith Baillie

File No: F15/883

Trim No: D15/48835

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐ Yes

☒ No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Purpose

For Council to adopt the developed set of principles which will guide the business improvement program.

Summary

Sustainable services and staff is one of three priority areas that will guide Council's focus during the remaining two years of Council's four year term. This priority area is critical when considering the financial challenges Council faces due to proposed rate capping and the recent freezing of Federal financial assistance grants. Council has committed resources to lead its effort to identify and implement business improvement opportunities to deliver financial, service and other benefits. Following a workshop with Councillors on 26 May 2015 a set of guiding principles has been developed to inform the work of the established business improvement program.

Recommendation

That Council adopt the developed set of principles which will guide the business improvement program.

Business Improvement Program Guiding Principles

Report

Background

The role of Manager Business Improvement was created in May 2015 to provide a dedicated resource to run a business improvement program which will identify and facilitate the delivery of financial, service and other benefits for Council.

A set of guiding principles is required to set the framework for the business improvement program to operate within. This was the topic of discussion at Council Briefing Workshop on 26 May 2015. Following the workshop a set guiding principles has been developed for adoption.

Discussion

Council has committed resources to lead its effort in identifying and implementing a business improvement program to deliver financial, service and other benefits. In particular, the realisation of financial gains is important in Council's pursuit of improved financial capability to deliver and maintain the services and new infrastructure required by the Shire's growing community. The business improvement program also acts a key element in Council's response to the challenges posed by the Victorian Government's policy of rate capping and the impact of the recent freezing of the Federal Governments Financial Assistance Grants.

The relationship of the business improvement program to Council's upcoming financial challenge is shown in the images at Appendix 1. The images show the impact that business efficiency can have on the capacity to generate additional discretionary funds, in the context of other obligations and challenges Council has. The indicative impact of rate capping and calculated impact of frozen Financial Assistance Grants is shown. As indicated the indicative cumulative impact on Councils' revenue is in excess of \$105M over the next 15 years.

The business improvement program will set and pursue a targeted level of benefits, on which Council will depend its long term financial plan. The program will focus on the delivery of a specific suite of projects to deliver a specific set of benefits.

Community groups and individuals that will be impacted by any change to service delivery are important stakeholders. Central to the success of the program will be establishing a community understanding of the rationale for the program and the principles and process to be followed.

The workshop with Councillors led to the development of 27 guiding principles. The principles were developed independently and were then grouped into five categories, or themes, to assist in communicating and understanding the principles. The themes are represented on the following page:

Business Improvement Program Guiding Principles



Five themes for guiding principles

A brief description of each of these themes, representing the principles within them, is below:

- Governance – Clarifies the topics of approvals, delivery mechanism, reporting and some key outcomes.
- Community – Highlights the principles regarding the way we will communicate with our community throughout the business improvement program.
- Value – Addresses the focus on creation of value throughout the delivery of the program. Includes statements regarding the identification and selection of business improvement opportunities.
- Collaboration – An important theme which focuses on working with partners, staff and other providers to discover and develop business improvement opportunities.
- Transparency – Linking in closely with Governance and Community this theme includes of principles that state Council's position on a number of key topics.

The following pages contain the principles developed in each of the five themes.

Business Improvement Program Guiding Principles

GOVERNANCE

1. Council authorisation will be obtained prior to reviewing a service.
2. Deliver all reviews / initiatives via a project framework. Implementation plans are key elements.
3. Potential benefits could include cost savings, improved quality of service delivery, environmental benefits or reduction in risk.
4. Maintain and communicate a tally of annualised savings / benefits.
5. Financial savings realised from opportunities should benefit the Shire as whole.
6. Review statutory services for efficiencies and others (discretionary, 'common') to determine if we should be in them and, if we are, what level of service we should be providing.

COMMUNITY

1. Ensure community is aware of Council's program to improve business efficiency and to focus resources on delivery of core business.
2. Actively seek feedback from service users regarding the delivery of services.
3. Ensure community is well informed as to the rationale behind any decision to change services.
4. Council won't leave the community without access to a critical service.
5. Review of a service will consider an equitable outcome across the Shire.

Business Improvement Program Guiding Principles

VALUE

1. Focus on opportunities that can provide greater potential benefits, however be open to address other opportunities as they arise.
2. Where the market can provide a service at an appropriate quality and cost, Council may not need to be a provider.
3. Identify and address those services currently delivered by Council that should be the responsibility of others.
4. Opportunities for optimising the use of Council assets will be encouraged.
5. Council wishes to maximise the contribution of non-rate revenue.
6. Address opportunities available even if the benefits will only be realised in the long term.
7. Understand the value of business improvement required to ensure that future budgets can be funded.

COLLABORATION

1. Actively investigate local government and other shared services opportunities.
2. Provide opportunities for the Community, Councillors and Council staff to propose great ideas.
3. Identify and address overlays in local service provision between Council and other Public Bodies.

Business Improvement Program Guiding Principles



These developed principles adequately guide the direction of the business improvement program by:

- Assisting to prioritise the opportunities for investigation.
- Narrowing the scope of works available to a manageable level.
- Providing rules around program governance, including a framework to act with Council's authority.
- Providing guidance around the points at which we will consult with the community.
- Delivering position statements on a number of key points.
- Providing a framework to measure success.

Financial Implications

Development of these principles has no implication on budget. Further work on the business improvement program will be subject to separate Council and budget approval processes.

Council Plan/Policy/Legal Implications

Sustainable services and staff is one of three priority areas that will guide Council's focus during the remaining two years of Council's four year term. This priority area states that Council will 'conduct rigorous reviews of services based on known expectations, using best practice examples and realistic resourcing and reporting to maximise long-term efficiency.' These principles will be used to guide work in this priority area.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

The business improvement program will be delayed if a set of guiding principles is not adopted. Future risk assessments, based on project management methodology, will be completed for opportunities identified for further assessment.

Social Considerations

There are no social issue to consider at this stage of the business improvement program.

Community Engagement

The community has been made aware, through the draft Council Plan, that Council has a focus on service review and efficiency gains. As discussed throughout this report the community is an important stakeholder in this program. A significant amount of time will be put into targeted community engagement as the program evolves.

Business Improvement Program Guiding Principles

Environmental Implications

There will be no impact on the environment through the consideration of this report.

Communication

The agreed guiding principles are being adopted through a Council meeting and as such are available to the public.

Conclusion

Sustainable services and staff is one of three priority areas that will guide Council's focus during the remaining two years of Council's four year term. Council has committed resources to lead its effort to identify and implement business improvement opportunities to deliver financial, service and other benefits. Following a workshop with Councillors on 26 May 2015 a set of guiding principles has been developed. It is recommended that Council adopt the developed set of principles to guide the business improvement program.

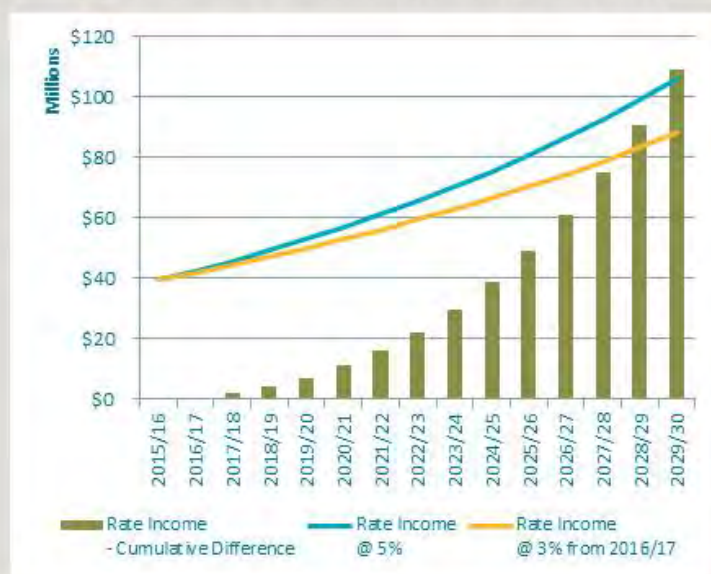
APPENDIX 1: COUNCIL FINANCIAL CONTEXT SLIDES

Our Dilemma



Revenue Challenges

Victorian Government: Rate Capping



Indicatively >\$100m reduction over 15 Years

Commonwealth Government: FAGs Freeze



Calculated >\$5m reduction over 15 Years

2. GOVERNANCE AND INFRASTRUCTURE

2.1 Community Satisfaction in Local Government – Surf Coast Shire Results 2015

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Coordinator Corporate Planning

Department: Governance and Risk

Division: Governance & Infrastructure

General Manager: Sunil Bhalla

File No: F14/1871

Trim No: D15/48721

Appendix:

1. Performance Graphs 2015 – Surf Coast Shire & Ward (D15/51155)
2. Performance Graphs 2012 – 2015 (D15/51170)
3. How to read the survey results and calculating the index score (D15/51097)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

☐ Yes

☒ No

Reason: Nil

Status:

Information classified confidential under Section 77 of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Purpose

To present the 2015 Community Satisfaction in Local Government Survey results for Surf Coast Shire Council.

Summary

The Community Satisfaction in Local Government Survey results for 2015 provide an opportunity for Council to:

Review Surf Coast Shire's performance against:-

1. State-wide and Large Rural Shire results
2. A number of core measures that have been applied across 69 other Victorian councils
3. A number of optional service related measures
4. Performance trends annually since 2012.
5. Ward based performance data; and
6. The levels of importance and performance experienced by specific demographic groups i.e. age, gender, resident and non-resident.

In 2015 Surf Coast Shire's performance exceeded the index score for Large Rural Councils and State-wide results for all core measures and 17 of the 22 service areas.

Significant gaps of 15 or more points exist between importance and performance where the community have rated importance above performance in 5 result areas.

Recommendation

That Council:

1. Receive and note the 2015 Community Satisfaction in Local Government Survey results.
2. Note that a further report will be provided outlining improvement actions as a result of the survey.

2015 Community Satisfaction in Local Government – Survey Results

Report

Background

Surf Coast Shire Council has participated in the annual Community Satisfaction in Local Government Survey for the past 16 years.

This is the fourth year that Surf Coast Shire Council has participated in the Community Satisfaction Survey in its current form. Results from the 2012 survey should be considered as a benchmark for the 2013, 2014 and 2015 results and comparisons should not be made with survey results from 2011 and prior years, due to changes in the survey methodology and sampling.

Discussion

Wards

For surveying purposes the Municipality was split into the four Victorian Electoral Commission (VEC) Wards with representative samples being taken from all Wards, refer table 1 below.

Table 1

Ward	Actual sample size	Weighted base
Anglesea	167	87
Lorne	74	39
Torquay	219	161
Winchelsea	140	112

As part of the change to a representative resident survey, results are weighted post survey to the known population distribution of Surf Coast Shire Council according to the most recently available Australian Bureau of Statistics population estimates.

The weighted base simply represents the conversion of numbers surveyed to the statistically reliable sample size of 400 for each council so results can be compared across councils.

In 2012 the Ward boundaries were approximated based on post code areas. Results for later surveys are based on VEC Wards. This means that accurate Ward based comparisons cannot be made between 2012 and later years.

Survey Methodology

The survey included a total sample size of 600 (400 residents and 200 non-resident) property owners.

Survey participants were asked to rate a range of Council services for importance and performance over the last 12 months on a number of core and targeted services. More information on the areas surveyed can be found throughout this report and in appendices 1 and 2.

Feedback was also sought in the following areas:-

- Would you prefer to see rate rises or service cuts?
- What was the best thing about Council?
- What does Council need to do to improve its performance?

More information on the responses to these areas can be found in tables 5, 6 and 7.

2015 Community Satisfaction in Local Government – Survey Results

Councils included in the “Large Rural Shires” group include:-

Table 2

Bass Coast	Baw Baw	Campaspe	Colac Otway
Corangamite	East Gippsland	Glenelg	Golden Plains *
Horsham *	Macedon Ranges	Mitchell	Moirā
Moorabool	Mount Alexander *	Moyne	South Gippsland
Southern Grampians	Surf Coast	Swan Hill	Wangaratta *
Wellington			

21

** Denotes Councils that have been added to this category since the last survey

The “State-wide” results against core performance measures include 69 of the 79 Victorian Councils in 2015.

The Results – Core Performance Measures

For ease of reporting and comparison of results over time an “Index Score” has been calculated and represented as a score out of 100 (on a 0 to 100 scale). This enables comparison between the initial 2012 benchmark for Surf Coast Shire Council, the “State-wide” results and the “Large Rural Shires” Council group and later survey results.

The methodology for calculating the ‘Index Score’ is found at Appendix 3.

The indexed scores for Surf Coast Shire Council against core community satisfaction areas, comparative to “Large Rural Shires” and “State-wide” results, are as follows:-

Table 3

Response area	Indexed Scores					
	Surf Coast in 2012	Surf Coast in 2013	Surf Coast in 2014	Surf Coast in 2015	State-wide result 2015	Large Rural Shires 2015
Overall performance	59	61	64	66↑	60	56
Consultation and engagement	56	58	59	60↑	56	54
Advocacy (Lobbying)	51	53	57	59↑	55	53
Making Community Decisions *	n/a	n/a	54	58↑	55	52
Sealed Local Roads *	n/a	n/a	60	65↑	55	45
Customer services	70	71	71	78↑	70	67
Overall direction	51	57	57	57	53	51

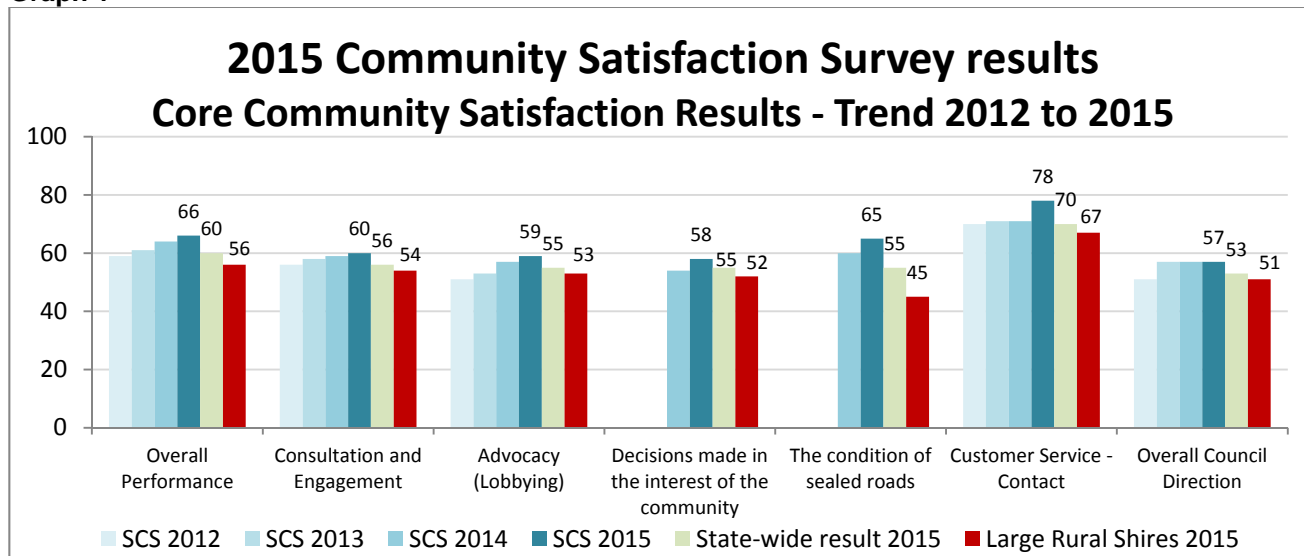
↑ indicates where 2015 results for Surf Coast Shire performance are higher than previous years.

** indicates where results are only available from 2014

Refer appendices 1 and 2 for more information.

2015 Community Satisfaction in Local Government – Survey Results

Graph 1



As you will see from Table 3 and Graph 1 above, Surf Coast Shire Council results for 2015 have improved in all core performance ratings from 2012, where results are available.

In 2015 Surf Coast Shire Council results also exceeded those for Large Rural Shires and State-wide results in all core community satisfaction result areas.

Specific results for Surf Coast Shire in 2015

1. Surf Coast Shire Council's performance for Community Satisfaction results is particularly strong in 2015 with improved ratings in six of the seven core performance areas as well as strong improvements in several individual service areas.
 - a. Results are significantly higher on all core measures when compared to the average results for other Large Rural councils and also the State-side averages.
 - b. Lorne residents in particular have given much improved ratings in 2015 across most core issues and many individual service areas.
2. **Overall performance** in 2015 has increased 2 points from 2014 results to 66
 - a. The ratings for Lorne residents have shown a 14 point increase in 2015 (index 72) when compared to 2014.
3. **Customer Service** has again been highlighted as a strength of the Surf Coast Shire Council. The index score of 78 is a seven point improvement on 2014 and the highest result between 2012 – 2015.
4. Overall **Council Direction** is at 57 and unchanged since 2013.
 - a. Lorne residents are particularly pleased with the direction of Council in 2015 (index score of 64 and 22 points higher than in 2014).
5. **Community consultation** has improved marginally on results from 2014 and reflects a steady pattern of improvement since 2012 (up 4 points).
 - a. Results for Surf Coast are significantly ahead of results for both State-wide and Large Rural Councils.
 - b. Most demographic and residential cohorts have given more favourable ratings on this issue.
 - c. Lorne has provided significantly improved ratings (67) up 15 points on 2014 results.
6. Council's **advocacy** score has increased by 2 to 59 in 2015 however there is some interesting polarisation on this issue:
 - a. Significantly higher ratings are reflected in:-
 - i. Residents aged 18 – 34 up 3 points to 64
 - ii. Lorne up 24 points to 63
 - iii. Torquay ratings up 6 points to 63
 - b. Significantly lower ratings are reflected for Anglesea ratings down 10 points to 53

2015 Community Satisfaction in Local Government – Survey Results

7. **Decisions made in the best interest of the community** show a significant 4 point increase on 2014 results, now 58
 - a. Torquay residents (62) and Lorne residents (61) have given much more favourable results on this issue in 2015
 - b. Winchelsea residents are far more critical of Councils performance (52)
8. **Sealed local roads** (65) show a significant increase of 5 points on 2014 results

The Results – Individual service areas - Optional Performance Measures and Open Ended Questions

In addition to the core performance related questions identified above, Surf Coast Shire Council elected to include a number of optional questions relating to key service areas and to gather additional general feedback.

Key service areas surveyed include:

1. Community consultation and engagement
2. Lobbying on behalf of the community
3. Informing the community
4. Local streets and footpaths
5. Local laws
6. Family support services
7. Elderly support services
8. Recreational facilities
9. Community and cultural activities
10. Planning and building permits
11. Environmental sustainability
12. Emergency and disaster management
13. Planning for population growth in the area
14. Roadside slashing and weed control

Service areas modified for reporting in 2014 include:-

1. Business and community development, and tourism which was split in 2014 to:
 - a. Business and community development, and
 - b. Tourism development

Additional services areas that were included in 2014 for the first time include:-

1. Waste Management
2. Making decisions in the interest of the community
3. Art centres and libraries
4. Disadvantage support services
5. Public places
6. Parking facilities
7. Traffic management
8. Roads – the condition of sealed roads
9. Roads – the condition of unsealed roads
10. Town planning policy

Refer Appendices 1 & 2 for performance related graphs and tables relating to the above service areas.

Key findings from individual service areas in 2015

1. Improved performance 2014 to 2015 in the following areas
 - a. Customer Service (+7 points to 78)
 - b. Unsealed roads (+5 points to 57)
 - c. Sealed roads (+5 points to 65)
 - d. Decisions made in the interest of the community (+4 points to 58)
 - e. Town planning policy (+4 points to 58)
 - f. Population growth (+4 points to 58)
 - g. Roadside slashing & weed control (+4 points to 64)
 - h. Informing the community (+3 points to 66)
 - i. Planning & Building Permits (+ 3 points to 56)
 - j. Lobbying on behalf of the community (+2 points to 59)
 - k. Local streets & footpaths (+2 points to 65)

2015 Community Satisfaction in Local Government – Survey Results

- l. Overall performance (+2 points to 66)
 - m. Tourism Development (+2 points to 70)
 - n. Emergency & Disaster Management (+2 points to 73)
 - o. Enforcement of Local Laws (+2 points to 67)
 - p. Environmental Sustainability (+2 points to 66)
 - q. Public places (+1 to 76)
 - r. Recreational facilities (+1 point to 73)
 - s. Art Centres & libraries (+1 to 73)
 - t. Community Consultation (+1 point to 60)
2. Lower service performance results in 2015
 - a. Traffic management (-1 point to 57)
 - b. Community & Cultural Activities (-1 point to 69)
 - c. Parking facilities (-1 point to 58)
3. Overall most favourably disposed towards Council were:-
 - a. Lorne
 - b. Torquay
4. Overall least favourably disposed towards Council
 - a. Winchelsea
5. Surf Coast Shire rates higher than both the state and other Large Rural Shires in the following areas:-
 - a. Customer service *
 - b. The appearance of public areas
 - c. Waste management
 - d. Emergency and disaster management
 - e. Recreational facilities
 - f. Tourism development
 - g. Family support services
 - h. Enforcement of local laws
 - i. Informing the community *
 - j. Overall performance *
 - k. Environmental sustainability
 - l. The condition of sealed roads *
 - m. Local streets and footpaths *
 - n. Roadside slashing and weed control *
 - o. Disadvantaged support services
 - p. Business and community development
 - q. Community consultation and engagement
 - r. Lobbying on behalf of the community
 - s. Decisions made in the interest of the community
 - t. Planning for population growth
 - u. Town Planning Policy'
 - v. Maintenance of unsealed roads *
 - w. Overall Council direction
 - x. Planning & building permits

* denotes 5 or more points higher than highest performer of State-wide or Large Rural Councils

6. Surf Coast Shire rates below the state and other Large Rural Shires in the following areas:-
 - a. Art centres and libraries (although respondents rate performance (65) above importance (64))
 - b. Traffic management (57)
 - c. Parking facilities (58) below Large Rural Councils (59), above State-wide results (57)

2015 Community Satisfaction in Local Government – Survey Results

7. Councils highest rate service areas are:-
 - a. Customer service (78)
 - b. The appearance of public areas (76)
8. The following table lists service areas where there is a significant gap of 15 points or more between the level of importance and performance.

Table 4

Service	SCS Importance	SCS Performance	SCS Net differential	State-wide Performance	Large Rural Councils Performance
Planning for population growth	79	58 ↑	-21	54	50
Making decisions in the interest of the community *	78	58↑	-20	55	52
Planning and building permits	75	56↑	-19	54	54
Town planning policy	76	58↑	-18	54	53
Consultation and Engagement *	76	60↑	-16	56	54

* denotes core measure

What we are doing to improve performance

As identified in table 4 above, survey results identified five service areas where importance was rated significantly higher than performance i.e. a gap of greater than 15 points.

Appendix 1 identifies nine service areas including the five mentioned above where gaps of 10 points or more were identified.

Best things about Council (Surf Coast Shire Council)

Ratepayers were asked “In your own words, please tell me what is the BEST thing about Council?” The following table shows the top 3 areas identified.

Table 5

2012	2013	2014	2015
<ul style="list-style-type: none"> Recreational and sporting facilities Accessible and polite customer service, including response times Councillors work well and are approachable 	<ul style="list-style-type: none"> Recreational and sporting facilities Councillors Customer services & beach/foreshore/waterfront 	<ul style="list-style-type: none"> Councillors Recreational / Sporting Facilities Beach / foreshore 	<ul style="list-style-type: none"> Councillors Customer Service Road/street Maintenance

2015 Community Satisfaction in Local Government – Survey Results

Need to improve

Ratepayers were asked “What does Council most need to do to improve its performance?” The following table shows the top 3 areas identified together.

Table 6

2012	2013	2014	2015
<ul style="list-style-type: none"> Financial management & Community consultation Town planning & lack of local infrastructure support Sealed road maintenance, rates too expensive, inappropriate development communication 	<ul style="list-style-type: none"> Community consultation Financial management & inappropriate development Treat all the same, recreational facilities, & infrastructure 	<ul style="list-style-type: none"> Sealed road maintenance Community consultation Communication 	<ul style="list-style-type: none"> Community consultation Communication Sealed road maintenance

Rate Rises versus Service Cuts

Ratepayers were asked “If you had to choose, would you prefer to see council rate rises to improve local services OR would you prefer to see cuts in Council services to keep Council rates at the same level as they are now?”

Table 7

Prefer service cuts to rate rises	54%	50% (31% definitely)	46% (22% definitely)	50% (29% definitely)
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Summary

Results from the Community Satisfaction Survey provide feedback on the level of community satisfaction with Council's performance.

Council have an opportunity to consider areas that it may like to focus on in order to improve future results including those service areas where community ratings for importance exceed that of performance.

Financial Implications

Financial implications will be dependent on the course of action that Council decides to take (if any) as a result of consideration of this report.

Council Plan/Policy/Legal Implications

The survey results provide valuable input to the review and development of strategic and service delivery plans and support the Council's 'High performing accountable organisation' objective within the Council Plan 2013-2017 'Governance' theme.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

There is a risk with engaging the community to seek their feedback and then not using results to drive service improvement. Lack of action could result in future community disengagement and lower levels of satisfaction.

2015 Community Satisfaction in Local Government – Survey Results

Social Considerations

The VEC Ward structure has been used to determine representative samples that have been obtained from across the Anglesea, Lorne, Torquay and Winchelsea Wards. As a result of our ability to report on this basis, the results may be of interest to some community members and groups.

Community Engagement

Consideration should be given to publicising the results of this survey in the media and in the 'Groundswell' newsletter, and also by posting survey results on the Council's website for interested persons to view,

Environmental Implications

There are no inherent environmental implications specifically related to this report. Survey results do provide feedback on community satisfaction related to environmental sustainability issues. Publicising results on the internet will make this information readily available in an environmentally sustainable way.

Communication

It is proposed that the results of the 2015 Community Satisfaction in Local Government survey be published on the internet once Council has considered them.

Conclusion

That Council receive and note the 2015 Community Satisfaction in Local Government Survey results and notes that a further report will be provided outlining improvement actions as a result of the survey.

APPENDIX 1: PERFORMANCE GRAPHS 2015 – SURF COAST SHIRE & WARD (D15/51155)

APPENDIX 2: PERFORMANCE GRAPHS 2012 – 2015 (D15/51170)

**APPENDIX 3: HOW TO READ THE SURVEY RESULTS AND CALCULATING THE INDEX SCORE
(D15/51097))**

2.2 Policy Review – SCS-020 Community Bus, SCS-006, Community House, SCS-008 Senior Citizens

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EMT Report

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Council Briefing

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Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Team Leader Governance

Department: Governance & Risk

Division: Governance & Infrastructure

General Manager: Sunil Bhalla

File No: F13/1226

Trim No: D15/44920

Appendix:

1. SCS-020 Community Bus (D13/4217)
2. SCS-006 Community House (D13/4210)
3. SCS-008 Senior Citizens (D13/4204)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐

Yes

☒

No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐

Yes

☒

No

Reason: Nil

Purpose

To adopt the updated SCS-020 Community Bus Policy and SCS-006 Community House Policy, and to revoke SCS-008 Senior Citizens Policy.

Summary

The Council Policy Review Sub-Committee was established in September 2013 to provide a comprehensive review process for Council policies, prior to presentation to Council for adoption.

The above three policies were considered at the Policy Review Sub-Committee meeting held on 12 May 2015. Following presentation to the Committee, the policies are now provided for the consideration of Council.

Recommendation

That Council:

1. Adopt the SCS-020 Community Bus Policy (Appendix 1).
2. Adopt the SCS-006 Community House Policy (Appendix 2).
3. Revoke the SCS-008 Senior Citizens Policy (Appendix 3).

Policy Reviews – SCS-020 Community Bus, SCS-006 Community House, SCS-008 Senior Citizens

Report

Background

At the September 2013 Ordinary Council meeting, Council formed a Policy Review Sub-Committee to assist in the review of Council policies prior to consideration by Council. Councillors appointed to the Council Policy Review Sub-Committee are Cr Heather Wellington, Cr. Clive Goldsworthy, Cr David Bell, Cr Libby Coker and the Mayor as ex-officio.

The objective of Council Policy Review Sub-Committee is to provide a comprehensive review process for Council policies, prior to presentation to Council for adoption.

A review of the SCS-020 Community Bus and SCS-006 Community House policies has been undertaken with minor amendments included and these policies are now presented for adoption. Following review of the SCS-008 Senior Citizens Policy revocation is suggested.

Discussion

SCS-020 Community Bus

A review of this policy has been undertaken. The single amendment proposed is to include reference to the Community Bus Agreement Form.

SCS-006 Community House

A review of this policy has been undertaken. The proposed amendments are:

- Make reference to State Government in policy scope
- Update sections 5.1, 5.2 and 5.3
- Update references / external documents.

SCS-008 Senior Citizens

A review of this policy has been undertaken and it is recommended that this policy be revoked. Senior citizen centre arrangements relating to the contributions are now covered under lease arrangements and funding and service agreement held with the State Government. It is therefore considered that a Council policy is no longer required.

Financial Implications

Not applicable.

Council Plan/Policy/Legal Implications

In accordance with the Council Plan strategic objective – 'Inclusive and accountable governance'.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

Council is required to ensure that all policies are current and meet legislative and organisational requirements.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

All policies are available on Council's website.

Conclusion

It is proposed that Council:

1. Adopt the SCS-020 Community Bus Policy (Appendix 1).
2. Adopt the SCS-006 Community House Policy (Appendix 2).
3. Revoke the SCS-008 Senior Citizens Policy (Appendix 3).

APPENDIX 1: SCS-020 COMMUNITY BUS (D13/4217)

APPENDIX 2: SCS-006 COMMUNITY HOUSE (D13/4210)

APPENDIX 3: SCS-008 SENIOR CITIZENS (D13/4204)

2.3 Removal of B Double access route on Barrabool Road, Gnarwarre

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EMT Report

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Council Briefing

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Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Manager Engineering Services

Department: Engineering Services

Division: Governance & Infrastructure

Appendix:

1. Petition (D15/46781)

General Manager: Sunil Bhalla

File No: F15/48

Trim No: D15/43076

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐

Yes

☒

No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

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Yes

☒

No

Reason: Nil

Purpose

To consider the response to a petition requesting removal of B Double access route on Barrabool Road, Gnarwarre.

Summary

Council received a petition tabled at the 26 May 2015 meeting requesting that Council as the road manager of the section of Barrabool Road, from Devon Road to the Princes Highway, approach the National Heavy Vehicle Regulator to request they remove this section of road from the network of roads on which B- Doubles and Higher Mass Limit vehicles may travel without a permit. Following a meeting with the residents, changes have already been made to access requirements for B Doubles and it has been confirmed that this will address the petitioners concerns.

Recommendation

That Council write to the members of the Gnarwarre Concerned Residents Committee confirming that B Double access on the section of Barrabool Road from Devon Road to the Princes Highway has been changed so that B Doubles may use this section of road for pick up or delivery only.

Removal B Double access route on Barrabool Road, Gnarwarre

Report

Background

Council has received a petition requesting that Council as the road manager of the section of Barrabool Road, from Devon Road to the Princes Highway, approach the National Heavy Vehicle Regulator to request they remove this section of road from the network of roads on which B- Doubles and Higher Mass Limit vehicles may travel without a permit.

Discussion

Council officers recently met with Barrabool Road Residents group on 9 January 2015 to discuss a similar concern. Following the meeting, the route has been changed from “approved gazetted route” to “approved with conditions route” which allows access for B Doubles for pickup and delivery only. In discussion with the lead petitioner it has been confirmed that their petition has over lapped the action taken by Council on 27 January 2015 and the recent changes which allow access for B Doubles for pick up or delivery address their concerns. This in effect allows farmers or businesses along Barrabool Road access for B Double pick up or delivery but the approved gazetted route for all other B Double traffic will be along Devon Road, which is a VicRoads managed road.

Financial Implications

Not applicable.

Council Plan/Policy/Legal Implications

A formal response to the petition will be required as resolved by Council at its meeting on 26 May 2015.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

The change to the approved route will help with safety of road users on this section of Barrabool Road

Social Considerations

The changes to the B Double access along Barrabool Road addresses road safety concerns raised by the petitioners.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

The petitioners will be informed of the Council resolution.

Conclusion

Recent changes to the B Double access requirements on Barrabool Road between Devon Road and Princes Highway will reduce B Double traffic. These changes have addressed the petitioners concerns.

APPENDIX 1: PETITION (D15/38704)

3. ENVIRONMENT AND DEVELOPMENT

3.1 Review of the Instrument of Delegation for the Surf Coast Tourism Board

☐ EMT Report ☐ Council Briefing ☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Business & Tourism Strategy
Coordinator

General Manager: Kate Sullivan

Department: Economic Development & Tourism

File No: F15/486

Division: Environment & Development

Trim No: D15/44811

Appendix:

1. Current Functions of Tourism – Surf Coast Shire
2. Potential Responsibilities for Each Tourism Function per Option
3. Review of Instrument of Delegation Surf Coast Tourism Board Final Report May 2015 (D15/47104)
4. Terms of Reference – Tourism Reference Group
5. Letter of Support – Surf Coast Tourism Board.

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐ Yes ☒ No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐ Yes ☒ No

Reason: Nil

Purpose

To consider future options for a Tourism Board.

Summary

Volunteer representatives to the Surf Coast Tourism Board (Tourism Board) have played a significant and vital role in progressing and developing the tourism industry in Surf Coast Shire over the past 20 years. Their contribution has seen tourism locally become one of the driving pillars of the economy delivering millions of dollars and generating significant job creation. Council has valued this contribution and views the continuing connectivity with Trader Groups and industry specialists as very important in the context of any Option.

With significant changes to the regional tourism structure and the expiry of the Tourism Boards Instrument of Delegation, consultant Bill Fox & Associates was appointed to conduct a Surf Coast Tourism Board Instrument of Delegation Review to:

- Identify if a Tourism Board is still appropriate.
- Consider alternative models of Board composition and function.

A copy of the Review is attached for reference as Appendix 3.

The Review considered five alternative Options for a future Tourism Board in relation to the Victorian tourism industry model structure and functions.

It is recommended that Council proceed with a hybrid Option “Council delivery of the Tourism function supported by a Tourism Reference Group” (TRG).

The TRG will enable Council to engage with a cross section of tourism and other sectors on key issues and projects that relate to tourism. The TRG would consist of representatives of the Trader Groups and skills based representatives from key industry sectors including surfing, retail, accommodation, conferencing, attractions and agriculture.

Clear Terms of Reference would need to be established to outline the governance arrangements for the Group.

The Review identifies a 2 – 3 year transition period while Great Ocean Road Regional Tourism (GORRT) becomes established. The hybrid Option would achieve this.

Following this period GORRT will have had a chance to properly establish and Council will be better positioned to consider the most effective role and functions a possible future Tourism Board may have.

Recommendation

That Council:

1. Note that the Instrument of delegation to the Surf Coast Tourism Board ceases on 30 June 2015.
2. Recognise the valuable contribution of all current and past Surf Coast Tourism Board members as outlined in Appendix 5.
3. Endorse the establishment of the preferred option 'Council delivery of the Tourism function supported by Tourism Reference Group (TRG)'.
4. Undertake required actions to transition the functions of the current Surf Coast Tourism Board.
5. Endorse the Terms of Reference for the Tourism Reference Group contained in Appendix 4, and establish a Tourism Reference Group by September 2015 via an Expression of Interest process.
6. Advise Trader Groups, industry groups, GORRT and the business community of Council's decision.
7. Undertake a review of the tourism function in Surf Coast by June 2018.

Review of the Instrument of Delegation for the Surf Coast Tourism Board

Report

Background

Under Section 86(3) of the Local Government Act 1989, Council delegates certain powers, duties and functions to a Special Committee known as the Surf Coast Tourism Board (the Tourism Board) set out in an Instrument of Delegation.

At its meeting on the 9th December 2014, Council resolved to:

- Undertake a review of the Instrument of Delegation including the powers and functions of the Surf Coast Tourism Board for subsequent consideration by Council.
- Extend the current Instrument of Delegation until June 30, 2015 to enable the review to be undertaken.

Bill Fox & Associates was appointed to conduct a review to:

- Identify if a Tourism Board is still appropriate.
- Consider alternative models of Board composition and function.
- Undertake a review of the Instrument of Delegation including the powers and functions of the Surf Coast Tourism Board for subsequent consideration by Council.
- Provide recommendations on the most effective means for Council to continue with engagement with tourism operators and business groups given the new Great Ocean Road Regional Tourism (GORRT) structure.

Discussion

Current Functions of Tourism in Great Ocean Road Region compared to the Victorian Tourism industry model structure

The Review summarises the current functions of tourism in the Great Ocean Road Region compared to the Victorian Tourism industry.

While there is no standard structure for Tourism Boards, Tourism Victoria identified common functions of Tourism Boards / Associations in the Regional Victoria Tourism Action Plan 2009-2012 as pictured in Figure 1 on the next page.

The Regional Tourism Action Plan also defined the purpose of each board / association as below:

- Regional Tourism Board (RTB): Responsible for holistic tourism development and advocacy for the region. The RTB will play an important role in consolidating the strategic direction of the tourism industry for the entire region and communicating with key partners such as Tourism Victoria.
- Regional Tourism Association (RTA): Responsible for the management and development of tourism within a sub-region or product group and increasing visitation and yield through destination marketing. Activities include representing Local Tourism Associations (LTAs), industry sectors and/or Local Government on issues affecting the tourism industry within their region. RTAs will have an important liaison role between the RTB and local industry.
- Local Tourism Association: Represent local tourism businesses and focus their efforts on enhancing the visitor experience. Activities include conducting industry networking functions, conducting local familiarisation tours and advising Local Government on local tourism issues.

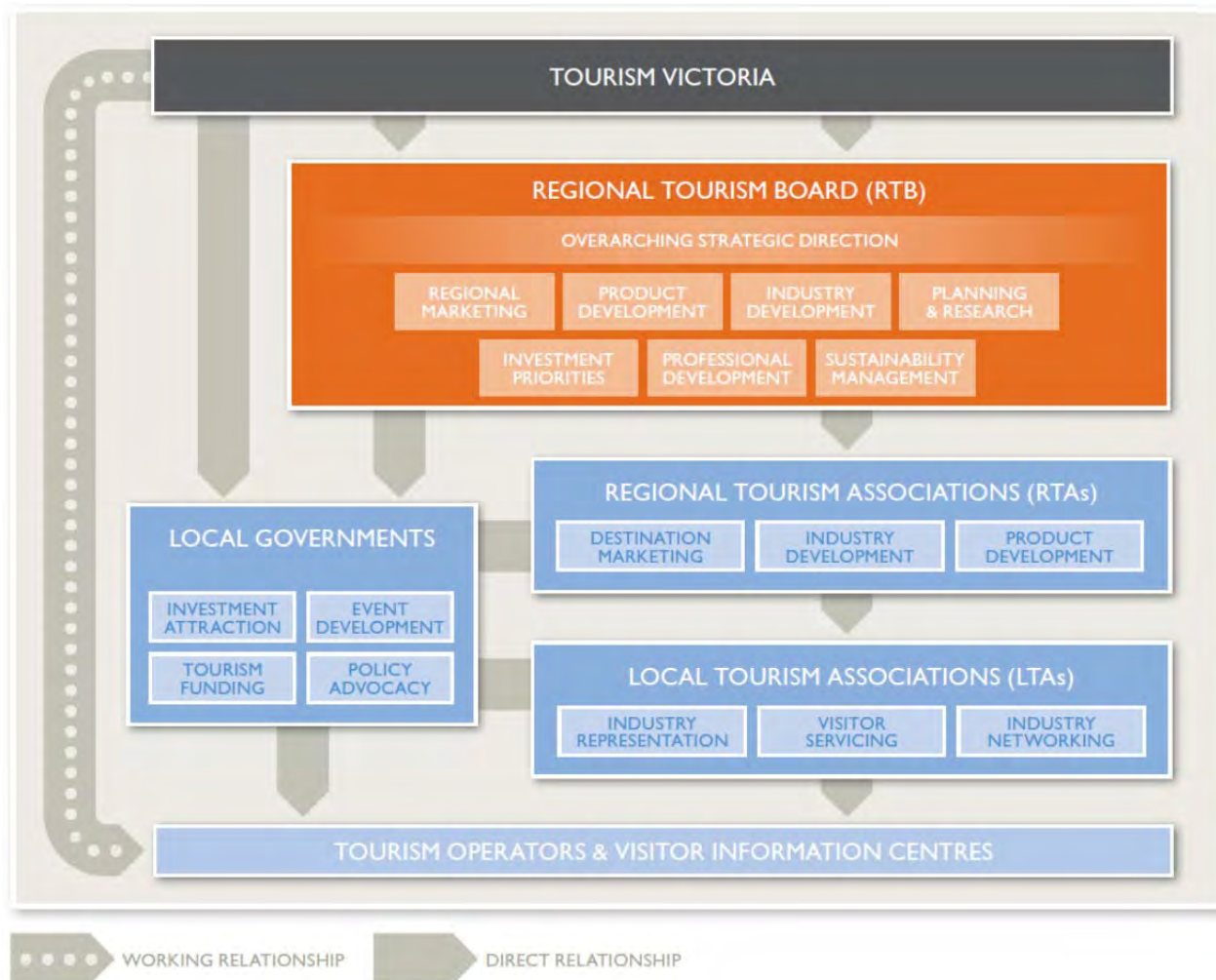


Figure 1: Potential Model for evolving industry structures in regional Victoria

Source: *Tourism Victoria Regional Tourism Action Plan 2009-2012*

If the model above were applied to this region, GORRT would be considered to be both the Regional Tourism Board and the Regional Tourism Association. The Trader Groups including Torquay, Anglesea, Aireys Inlet, Lorne and Winchelsea would be the Local Tourism Associations. The Surf Coast Tourism Board could be considered as Regional Tourism Association (noting that there is significant duplication of effort with GORRT).

Current functions of tourism in the Great Ocean Road region against the Victorian tourism industry structures have been identified and can be seen in Appendix 1. Areas of responsibility are identified with a tick.

As can be seen from Appendix 1, the Tourism Board in its current form has experienced a reduction in its scope as a result of a number of Council decisions over the years. Historically, the area of authority of the Tourism Board had been broader.

The role of volunteer representatives to the Tourism Board over its 20 year existence should be recognised. In many instances these representatives have made considerable time contributions while running a full time business. Significant project outcomes have been achieved which has seen tourism locally become one of the driving pillars of the economy delivering millions of dollars and generating significant job creation. This has included establishing and marketing the iconic Surf Coast Walk, creation of the Great Ocean Road Heritage Centre in Lorne, establishing collaborative conference marketing, Great Ocean Road Historic Bronze Plaques, Redevelopment of Lorne Visitor Centre and numerous other projects.

Review of the Instrument of Delegation for the Surf Coast Tourism Board

Strategic Tourism Planning and Destination Action Plans

The restructure of the tourism region and operational model to GORRT instigated several changes. GORRT's approach to strategic tourism planning is to develop Destination Action Plans (DAP's) in key destinations with relevant priorities to be consolidated in a Regional Tourism Master Plan. DAPs are now in place for Torquay, Anglesea and Lorne with future DAPs planned for Winchelsea and Aireys Inlet.

A key role of the Tourism Board in the Instrument of Delegation was to "develop and monitor an effective long term tourism strategy for tourism and the tourism industry on the Surf Coast.

Responsible groups now plan and liaise directly with GORRT on developing and implementing the Destination Action Plans. They have also appointed contractors to assist the DAP groups to implement priority actions. This approach has reduced the role of the Tourism Board as it is no longer the intermediary between business and GORRT or Council on strategic tourism planning matters. Council also has Agreements in place with GORRT.

It is worth noting while the Tourism Board was instrumental in developing Council's first tourism strategy in 2006, subsequent strategies developed with input from the Tourism Board and presented to Council were not adopted in 2009 and 2011. The Destination Action Plan approach may reduce the need for a Tourism Board to serve a strategic tourism planning function for Council.

Key Findings of Review

Consultation was conducted with Councillors, Council Officers, GORRT and both past & current members of the Tourism Board (which included Trader Groups presidents) and other tourism businesses.

Some key findings from the consultation are outlined below:

- The current Tourism Board in the cross over from Geelong Otway Tourism to GORRT has found it difficult to be strategic without the clarity of how the new structure worked.
- The Tourism Board have experienced a diminished role and function over the past 10 years, particularly in relation to the level of financial responsibility and role as a media spokesperson. During this time there have only been minimal changes to the actual Instrument of Delegation that hasn't reflected the change in role & responsibilities.
- A new 'non membership' approach to tourism engagement by GORRT reduces a representative role the Tourism Board played on behalf of all businesses.
- The Tourism Board has proactively sought to engage more closely with Council via planned Council briefings to demonstrate the value a Tourism Board provides.
- A number of ex skills-based members would still be on the Tourism Board if they felt their time and expertise would be put to good use from a strategic perspective and valued by Council.
- Some Trader Groups identified the need to build their capacity to be more strategic and clarify their role to businesses.
- There was support for a Tourism Board in future, but in a different form.

The review identifies five Options for Council to consider in relation to the future leadership and direction of the tourism industry in the Surf Coast including:

- Option 1: Continue with current Section 86 Board (advisory)
- Option 2: No Board – the 'no replacement' option
- Option 3: Small Skills Based Board (incorporated association)
- Option 4: Surf Coast (sub-regional) tourism board via an incorporated association
- Option 5: Surf Coast (sub-regional) tourism board via an incorporated association (including VICs)

Details on these Options are covered in Appendix 3.

The Review identifies the current structure of the Tourism Board (Option 1) is no longer appropriate due to the maturity of the tourism product in Surf Coast Shire and is therefore not recommended to continue .

Options 2 and 3 are further considered in this report given their identified ability to work in the short term with the new regional GORRT model and connect with industry. If Option 3 were to be chosen, it is recommended that it be an advisory committee only (not incorporated association as indicated in the Review).

Review of the Instrument of Delegation for the Surf Coast Tourism Board

Options 4 & 5 have proven to work in other locations, however the Review identifies it may be too premature to achieve these Options in the current environment and could be something to achieve in the longer term.

Given the new regional structure, the Review recommends that for any Option selected there needs to be a transition period of potentially 2-3 years. This transition period would allow GORRT to consolidate and its role and functions to become more established. There would then be a far greater ability to identify an Option suitable for Surf Coast Shire for the longer term. For example following this transition period other Options (such as Options 4 & 5) may become more suitable.

The potential Tourism Board functional responsibilities for each Option is summarised in Appendix 2. Given their ability to meet short term requirements Options 2 & 3 are covered in greater detail below.

Option 2: No Board – the ‘no replacement’ Option

In transitioning from the current model, most functions undertaken by the current Tourism Board could be readily assumed by Council, GORRT or Trader/ Industry Groups.

This Option is straight forward in that at the end of the current Instrument of Delegation, Council would assume responsibility for the tourism function. The traditional model of engagement with the tourism industry via Trader Groups would change to direct engagement on a needs basis for specific and relevant projects.

For each project, a project charter could be created which would identify the relevant working group which could include skills based representatives, GORRT, GORCC, Trader Groups, other associations, businesses or related industries.

GORRT have proven this to be an effective model of engaging with the tourism industry as this was the approach taken in the development of the Destination Action Plans. While the Trader Groups were included in the project group, GORRT also deliberately sought other skills based industry representatives with the time, expertise and interest to provide their input on a short term project basis.

Working in this way addresses some of the issues the Review found in the current Tourism Board structure in terms of authority, time and clear direction and provides the ability to engage with industry in a project specific way.

Council officers have found similar success in working directly with skills based industry representatives and trader groups as required on projects such as conference marketing.

The current Tourism Board itself also took a similar ‘skills based project team’ approach finding that it was a more effective use of board member time to work on proposals and projects outside of board meetings rather than directly with the full Board. Recent examples include:

- Tourism Board presentations to Council on the importance of tourism, the opportunity for major events & tourism, the purpose of the tourism board
- Review of event sponsorship and provision of input into new Event Grant Guidelines
- Assessment of Major Event applications to the February 2015 Event Grant program.

Another advantage to taking a ‘skills based project team’ approach to tourism and business engagement is that it may foster innovation and connect businesses in new and interesting ways to deliver both tourism and economic development outcomes.

Examples of future projects that might benefit from this innovative approach might be:

- Connecting Winchelsea, the Otway Harvest Trail and local food producers
- Surfing industry and Torquay

In the absence of a Tourism Board, Council and GORRT would directly engage with trader and industry groups and key businesses on a more regular basis.

Council officer time that was previously dedicated to an executive officer function for the Tourism Board could be used:

- attending and presenting at Trader Group meetings

Review of the Instrument of Delegation for the Surf Coast Tourism Board

- leading specific skills based project team to achieve identified outcomes
- holding industry specific engagement sessions (for surfing, agribusiness, retail, etc.) in conjunction with trader groups
- inviting all trader groups and members to an annual/quarterly business briefing

A deficiency of this Option is that it does not contain a structured connection to industry groups and Trader Groups.

Option 3: Small Skills Based Board (incorporated association)

This Option (as an Advisory Committee not an Incorporated Board) would provide a skills-based committee for Council to engage with on strategic tourism matters including budget priorities.

It differs from the current Tourism Board in that it would be more skills based including key industry sector representatives from Surf Coast Shires economy. Key industry sectors including surfing, retail, accommodation, attractions and agriculture could form the Advisory Committee.

While this Option is noted to have considerable merit, a review of the functions for Option 3 (Appendix 2) indicates that most of the functions are advisory only. For this reason, it is considered more appropriate to have an Advisory Committee function as this would not require the significant governance arrangements that are required by an incorporated association. If Council were to proceed with this Option, it is recommended that an "Option 3 be considered as a Small skills based Tourism Advisory Committee.

The 2015/ 2016 budget has provisioned for the existence of a Tourism Board or Advisory Committee. Terms of Reference for the Advisory Committee would need to be established to provide clear direction from Council on the role and function of a Tourism Advisory Committee. These roles and functions may not become evident until GORRT has had time to become properly established over the next 2-3 years.

Council's Recommended Option: Council Delivery of the Tourism Function Supported by Tourism Reference Group

While there are merits to Options 2 & 3, neither option fully addresses what could be considered 'core principles' of tourism that guides Council's approach to tourism engagement as below:

- Tourism is one of the largest contributors to the local economy that through careful planning can enable sustainable growth, improved quality of life for residents and the protection of the natural environment.
- All businesses in the Surf Coast Shire benefit from tourism and economic development activity directly or indirectly.
- Partnerships are vital to Council's capacity to deliver tourism outcomes. Individually our roles and resources are limited in certain areas. By forming partnerships, we can extend and multiply the effectiveness of our strategies and actions. Our partners provide different expertise, perspectives and resources and help to connect us to the diversity of our business community.
- More than 80% of our businesses are small business. Council needs to engage with a balance of large and small businesses (industry specialists) on key projects and priorities.
- Continued engagement by Council with Trader Groups and key stakeholders is very important

Option 2 can be successful by engaging with key stakeholders on a project basis in a different way to a Tourism Board but does not provide the industry and Council with the comfort of having a Tourism Board. Option 3 allows for a Tourism Board but does not acknowledge the importance and input of the Trader Groups into projects and strategic proposals.

It is proposed that Council proceed with an Option as a hybrid of Options 2 & 3 and establish a Tourism Reference Group (TRG) to use as a sounding board for key issues and projects.

The TRG would meet a minimum of four times a year and additionally when needed to workshop matters that relate to particular tourism projects such as the development of an Economic Development & Tourism Strategy. In addition, more specific meetings could be held on industry specific topics including the Hinterland and Conferencing.

Review of the Instrument of Delegation for the Surf Coast Tourism Board

The TRG would consist of representatives of the Trader Groups and skills based representatives from key industry sectors including surfing, retail, accommodation, conferencing, attractions and agriculture.

The membership of the Group could be larger than a traditional advisory committee or Section 86 Committee as it wouldn't be required to meet formally as a group. It would not be compulsory for all members of the Group to attend a TRG meeting. Attendance would be relevant to the representative's area of interest and the topic of discussion. The group would consist of a representative from each Trader Group (5), industry sector representatives (up to 10) as well as Council staff and a Councillor.

Beyond the TRG council staff would continue to meet with Trader Groups to ensure regular connectivity and discussion on items such as the Destination Action Plans, budgetary items or projects of interest.

Terms of Reference for the TRG (contained in Appendix 4) have been developed to cover the governance arrangements including the number of meetings to be held, appointment process for TRG representatives, membership of the Group and meeting processes.

A Tourism Reference Group provides Council with the ability to maintain a strong connection to the tourism industry and gain immediate feedback from a cross section of the business community. This connection to large and small business is viewed as very important and essential in any Option. The hybrid Option could be in place for three years. Within this time, GORRT will have become more established and their role and function will be clear. The current Tourism Board were briefed on this Option and provided in principle support. A copy of a Letter of Support from the Surf Coast Tourism Board is contained in Appendix 5. The relationship of this Option is highlighted below in Figure 2.

Relationships

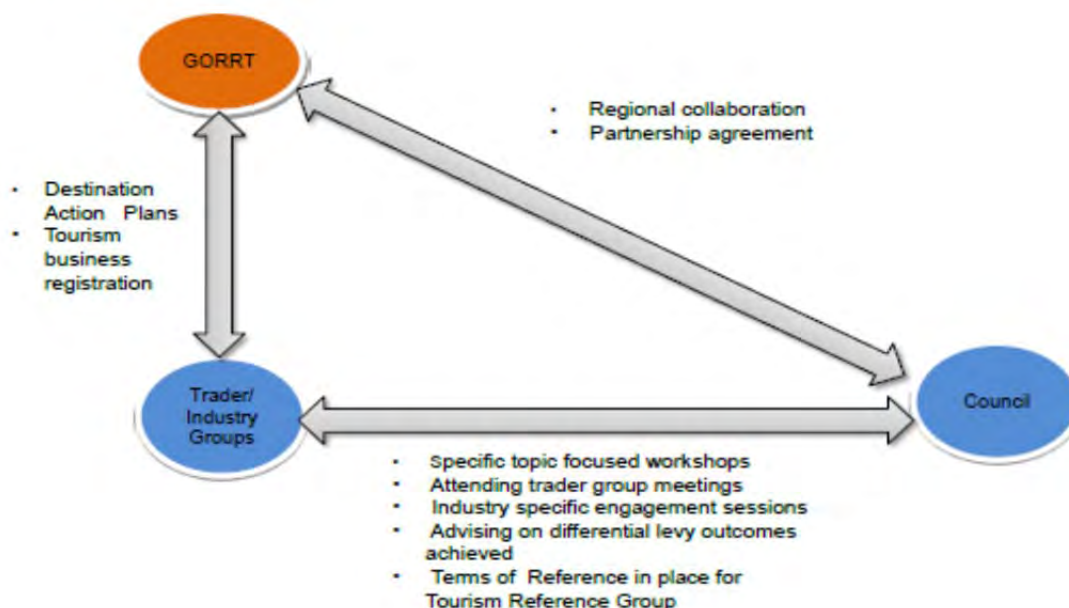


Figure 2: Tourism relationships in Surf Coast with Hybrid Option

Financial Implications

The Surf Coast Tourism Board is a section 86 committee with a financial delegation to expend funds allocated by Council for Tourism initiatives, in accordance with the Tourism Approved Budget, Business Plan and Strategy and within the objectives of the Commercial/Industrial differential rate. The current Instrument of Delegation for the Board expires on 30 June 2015.

If Council chooses to amend the current Tourism Board Instrument of Delegation as a result of this report, it will alter the financial delegation arrangements for the tourism function.

Review of the Instrument of Delegation for the Surf Coast Tourism Board

The hybrid Option would pose no additional requirements to what is identified in the proposed 2015 – 2016 budget.

Council will communicate with the business community how the differential rates levy is expended.

Council Plan/Policy/Legal Implications

Objective 3.4 Building leadership & skills within the community

- Strategy 3.4.1 : encourage & provide leadership of projects, including casuarina, to develop and enhance our community's leaders and leadership skills
- Strategy 3.4.2 : encourage community participation in relevant activities

Objective 5.3 Develop & grow sustainable year round tourism

- Strategy 5.3.6: Encourage collaboration with all tourism associations / businesses to develop off-season product

The Surf Coast Tourism Board is a section 86 committee with a financial delegation to expend funds allocated by Council for Tourism initiatives, in accordance with the Tourism Approved Budget, Business Plan and Strategy and within the objectives of the Commercial/Industrial differential rate.

The proposal complies with Section 86(3) of the Local Government Act 1989.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

Systems Risk: Tourism is a key industry of the Surf Coast Shire that generates over \$700 million in direct and indirect expenditure and accounts for 15.6% of total employment. If the wrong Option to engage with the tourism industry were selected, it could stymie or delay tourism growth.

Reputation: Council has engaged with the tourism industry via a Surf Coast Tourism Board for the past 20 years. Any decision in relation to the future direction of Council's engagement with the tourism sector would need to be properly communicated to reassure the industry that tourism remains a Council priority.

Social Considerations

If the recommendations in the report are implemented, it will result in the dissolution of the current Surf Coast Tourism Board and will change the way that Council engages with the Trader Groups and industry in each key town.

Community Engagement

Consultation was held with key stakeholders to assist in the identification of recommended future options for a Surf Coast Tourism board. Key stakeholders included:

- Councillors
- CEO and Executive Management Team (EMT)
- Council Officers
- Surf Coast Tourism Board Members (current members and past members that had retired within the past 12 months)
- Local Tourism & Trader presidents (where different from Tourism Board members)
- Great Ocean Road Regional Tourism (GORRT)
- Other tourism businesses.

The Review has been provided to the current Tourism Board for discussion at a Board meeting on 4 June 2015.

Environmental Implications

There are no anticipated impacts on the environment as a result of accepting the recommendations of this report.

Review of the Instrument of Delegation for the Surf Coast Tourism Board

Communication

The current volunteers on the Tourism Board should be acknowledged for their significant time and effort they provided to the Board. Their contribution and those before them has been significant and is to be acknowledged. A letter of thanks to the current Tourism Board is a minimum acknowledgement.

Council officers will meet with all trader groups and GORRT to discuss the review and decision of Council.

A Media Release should be prepared to inform the general community.

Council Staff will attend Trader Group Meetings to advise of the change.

Conclusion

An independent Review has identified five Options for Council to consider in relation to future direction and leadership of tourism in Surf Coast Shire.

It is recommended Council proceed with a hybrid Option of 2 & 3 identified in the Review being 'Council Delivery of the Tourism Function Supported by Tourism Reference Group'.

This Option can be reassessed in 3 years' time. Over the next 3 years GORRT will have had a chance to properly establish and Council will be better positioned to consider the most effective role and functions a possible future Tourism Board may have in this context.

APPENDIX 1: CURRENT FUNCTIONS OF TOURISM – SURF COAST SHIRE

Current functions of tourism in the Great Ocean Road region against the Victorian tourism industry structures have been identified. Areas of responsibility are identified with a tick.

FUNCTION	DESCRIPTION	GORRT	SURF COAST SHIRE	SURF COAST TOURISM BOARD	TRADER GROUPS
DESTINATION DEVELOPMENT					
Product/experience development	<ul style="list-style-type: none"> Development of product and infrastructure to improve visitor experience 	<ul style="list-style-type: none"> ✓ e.g. Touring Route, regional feasibility studies, supply & demand gap analysis 	<ul style="list-style-type: none"> ✓ Feasibility studies and management of projects for new experiences (e.g. Museum, Surf Coast Walk extension) 	<ul style="list-style-type: none"> ✓ Advice on product development 	–
Planning & research	<ul style="list-style-type: none"> Preparation of strategic tourism documents, strategies and frameworks 	<ul style="list-style-type: none"> ✓ Regional <ul style="list-style-type: none"> Tourism Master Plan Oversees Destination Action Plan Regional Tourism data 	<ul style="list-style-type: none"> ✓ e.g. Tourism Strategy <ul style="list-style-type: none"> Land use strategies Planning Frameworks Local Tourism data 	–	<ul style="list-style-type: none"> ✓ e.g. Destination Action Plans <ul style="list-style-type: none"> Local surveys
Investment attraction	<ul style="list-style-type: none"> Identifies investment opportunities, facilitates processes with investors, planning regulations & business cases. Develop support collateral and publications 	<ul style="list-style-type: none"> ✓ Letters of Support 	<ul style="list-style-type: none"> ✓ Takes a lead process in investment attraction functions 	–	–
Event development	<ul style="list-style-type: none"> Attraction, facilitation and coordination of high quality events via policy setting, grant program and calendar management and event attraction 	<ul style="list-style-type: none"> ✓ Regional events strategy 	✓	<ul style="list-style-type: none"> ✓ Advice on major event grants 	–
Visitor services	<ul style="list-style-type: none"> Provision of local services & infrastructure to improve visitor experience Setting customer service standards Supporting mystery shopper programs 	–	<ul style="list-style-type: none"> ✓ Visitor infrastructure e.g. signage, toilets, parking, etc. 	–	✓
DESTINATION MARKETING					
Destination marketing	<ul style="list-style-type: none"> Undertake marketing activities to promote area 	✓	✓	<ul style="list-style-type: none"> ✓ Advice on a \$35,000 budget 	–
Industry networking	<ul style="list-style-type: none"> Providing opportunities for tourism industry to meet and network 	<ul style="list-style-type: none"> ✓ Coordinates regional forums 	–	–	✓

DESTINATION MANAGEMENT					
Industry/professional development	<ul style="list-style-type: none"> Provides services such as skills development to enhance tourism industry related businesses and networks 	✓	✓	–	✓ Networking opportunities
Advocacy on investment priorities	<ul style="list-style-type: none"> Represents tourism industry on priorities 	✓ Regional	✓ Surf Coast Shire based priorities	–	✓ On selected local issues
Tourism funding	<ul style="list-style-type: none"> Generates funding to support tourism activities 	✓ From State Govt, Businesses and Councils	✓ Commercial Differential Rate (\$1.463m)	✓ Limited delegation of tourism budget	✓ Lorne only
Policy	<ul style="list-style-type: none"> Develop tourism policies on issues such as licences, funding, planning, product development and visitation 	✓ Regional	✓ Surf Coast based issues	–	–
Visitor Information Centres	<ul style="list-style-type: none"> Coordination of Visitor Centres and management of associated staff 	–	✓	–	–
Industry representation	<ul style="list-style-type: none"> Represent industry on local tourism related issues and opportunities 	–	–	–	✓

Note: ✓ Currently performing task – Not performing task

APPENDIX 2: POTENTIAL RESPONSIBILITIES FOR EACH TOURISM FUNCTION PER OPTION

FUNCTION	OPTION 1 Status Quo - (Continue current Section 86 Tourism Board)	OPTION 2 No Board - (Council responsibility)	OPTION 3 Small skills-based tourism Board (with sector representation)	OPTION 4 Surf Coast Tourism board (incorporated association - no VIC)	OPTION 5 Surf Coast Tourism board (incorporated association - with VICs)
Resources required	Volunteers with support from a Council staff member.	Council engages directly with industry groups including Trader Groups & GORRT. Possible functions below.	Volunteers with support from a Council staff member.	Board may employ staff or contractors - fully resourced.	Board employs staff or contractors - fully resourced.
DESTINATION MANAGEMENT					
Industry/professional development	—	▪ GORRT lead	✓ Advise Council on needs as required	✓ Board identifies industry training and development needs and implements a plan	✓ Board identifies industry training and development needs and implements a plan
Advocacy on investment priorities	—	▪ Council lead	✓ Board provides advice to Council	✓ Independent voice from Council on tourism matters	✓ Independent voice from Council on tourism matters
Tourism funding	✓ Limited delegation of tourism budget	▪ Council lead	✓ Input to Council on budget priorities	✓ The Board receives a significant portion of the levy under an MOU agreement with Council with KPIs	✓ The Board receives a significant portion of the levy under an MOU agreement with Council with KPIs
Policy	—	▪ Council lead	✓ Advice on tourism policy as required	✓ The Board develops tourism policies in partnership with Council	✓ The Board develops tourism policies in partnership with Council
Visitor Information Centres	—	▪ Council continues management	—	—	✓
Industry representation	—	▪ GORRT lead (regionally) & Industry/Trader Groups (locally)	✓ Board could assist Trader Groups	✓ Board could assist Trader Groups	✓ Board could assist Trader Groups
DESTINATION DEVELOPMENT					
Product/experience development	✓ Advice on product development	▪ GORRT (region-wide) or Council lead	✓ Advice to Council on product development	✓ Board identifies opportunities and conducts feasibility studies for new experiences	✓ Board identifies opportunities and conducts feasibility studies for new experiences
Planning & research	—	▪ GORRT (region-wide) or Council lead	✓ Provide sector input into strategy documents	✓ Develop a strategic plan in partnership with Council and implement	✓ Develop a strategic plan in partnership with Council and implement

Investment attraction	—	▪ Council lead	—	✓ Assist Council to identify investment opportunities	✓ Assist Council to identify investment opportunities Meet with potential investors and prepare business cases or an investment prospectus
Event development	✓	▪ Council lead	✓ Input on event grant funding for major events	✓ Develop an events strategy and manage event grants and leveraging benefits from events	✓ Develop an events strategy and manage event grants and leveraging benefits from events
Visitor services	—	▪ Industry/Trader Groups lead	✓ Board could assist Trader Groups	✓ Board would set standards for Surf Coast	✓ Board would set standards for Surf Coast
DESTINATION MARKETING					
Destination marketing	✓	▪ GORRT lead	✓ Advice on Surf Coast Shire marketing activities Could also initiate if required	✓ Manage production of all local area marketing collateral for visitors Council does 'live, work & invest'	✓ Manage production of all local area marketing collateral for visitors Council does 'live, work & invest'
Industry networking	—	▪ Industry/Trader Groups lead	✓ Participate as required Could encourage greater collaboration across Shire	✓ Board lead and ensure greater collaboration across Shire	✓ Board lead and ensure greater collaboration across Shire
Note: ✓ Currently performing task — Not performing task					

**APPENDIX 3: REVIEW OF INSTRUMENT OF DELEGATION SURF COAST TOURISM BOARD FINAL
REPORT MAY 2015 (D15/42973)**

APPENDIX 4: TERMS OF REFERENCE – TOURISM REFERENCE GROUP



TOURISM REFERENCE GROUP

Terms of Reference	Document No:	DO NOT USE
	Approval Date:	
	Approved By:	
	Review Date:	
Responsible Officer: Manager Economic Development & Tourism	Expiry Date:	
	Version No:	
Authorising Officer:		Chief Executive Officer

1. Introduction

The promotion of Surf Coast Shire and its townships as a destination (and as part of the Great Ocean Road region) forms a key part of growing the economy. Council recognises tourism as one of the largest contributors to the local economy and has in place a Commercial and Differential Rate to deliver on tourism and economic development objectives (see Appendix 1). Tourism's sustainable growth along with protection of the natural environment and improved quality of life for residents is vitally important.

Surf Coast Shire (Council) recognises the need to engage and partner with local industry to deliver the best tourism outcomes and meet the objectives of the commercial differential rate. Our industry and Trader Group partners provide different expertise, perspectives, connections and resources that will deliver the most effective outcomes for Surf Coast.

In recognition of this importance and the current regional structure of tourism, Council has resolved to establish the Tourism Reference Group (TRG).

The Terms of Reference provide a framework for how the TRG will function and the composition of its membership.

2. Purpose

Council will establish a TRG, to be in place until 30th June 2018. The key purpose of the Group is to partner with Council to provide input into a range of action items that will promote visitation to the Surf Coast. The reference group will be facilitated by Council or an appointed facilitator.

The purpose of the TRG will be further reviewed against Great Ocean Road Regional Tourism's level of establishment by June 2018.

3. Role & Objectives

Group members will participate in a series of four tourism and/or business themed workshops each twelve month period. The initial workshop each financial year will be used to determine the meeting focuses for the coming 12 month period.

The workshops will be approximately 2 hours in length and could include topics of:

- a) Developing an Economic Development & Tourism strategy
- b) Visitation and strategies to improve yield
- c) Programs and initiatives to support businesses

In some instances sub-groups will be formed to focus on specific topics including (but not limited to) the below. Additional businesses will be sought to participate in these sessions:

- d)** Hinterland tourism and agricultural opportunities
- e)** Conference marketing opportunities
- f)** Surfing industry sector opportunities
- g)** Leveraging events

These sub-groups will be comprised of individuals with specific skills in relation to the topic or industry sector.

4. Membership

The TRG will include up to a total of 15 members as below:

Surf Coast Shire Councillor (1)

Local Trader Group representatives (5) comprising

- o Torquay Commerce and Tourism Association
- o Business & Tourism Anglesea
- o Growing Winchelsea Inc.
- o Aireys Inlet Tourism & Traders Association
- o Lorne Business and Tourism Association

Skills based representatives (10) (from small or large businesses) from the sectors including (but not limited to) Surfing, Accommodation, Conferencing, Agriculture/ Hinterland, Attractions and Tours, Events management.

Individuals will be appointed by Council following an Expression of Interest process.

Appointments to the TRG will be made by Council resolution.

Council may invite representatives from State government and Great Ocean Road Regional Tourism to participate in workshops as a guest.

Council staff and Councillors will also form part of the TRG. The Surf Coast Shire Councillor position is by direct appointment of Council.

5. Workshop Procedures

The following meeting procedures apply to the TRG:

- a)** An introductory meeting will be held with the TRG to review and agree on the proposed topics and outline of the workshop sessions.
- b)** A minimum of four facilitated workshops will be held over each twelve month period.
- c)** A professional facilitator may be engaged to run the workshops and record the outputs of the discussion.
- d)** Each workshop will be a 2 hour facilitated working session enabling participants to actively engage in the topic.
- e)** A key output of each session will be to document input on innovative approaches to initiatives, advice to Council on how to progress action items or feedback on various matters.
- f)** TRG workshops are not open to the public.
- g)** Information provided to TRG participants is not to be distributed in any way without the consent of Council staff.
- h)** Meetings will usually be held at the Surf Coast Shire Council Offices in Torquay, however alternate meeting locations may be used as required.

The workshop process and outputs will inform Council's decision making process.

6. Scope of TRG Member role

TRG members must be willing to:

- a) Prepare for workshops by undertaking a small amount of background reading.
- b) Participate in open discussion on the identified topics.
- c) Respect the views and opinions of others within the TRG.
- d) Advise Council officers if they are an apology to a planned workshop.
- e) While attendance is not compulsory, members should endeavour to participate in the majority of broader workshops.

7. Council Commitment

Council will:

- a) Commit resources to facilitate or fund an independent facilitator to support each workshop.
- b) Provide suitable notice in advance of meetings. This will entail the distribution of agendas prepared and distributed 7 days in advance of the meeting, along with any appropriate briefing material.
- c) Provide guidance to the TRG as required.
- d) Manage all media enquiries about the TRG and the topics it works on.
- e) Provide a list of topics to be considered for the workshop series for input from the TRG.

8. Expected Outcomes of the TRG

When tourism is developed in line with sustainable tourism principles, it generates more opportunity for local business, job creation and career paths and a greater spread of activities throughout the year and region. It also fosters a pride of place in the local community.

A key outcome will be a partnership approach to workshopping a range of initiatives and action items between Council and industry sectors on tourism related matters.

Tourism developed in line with sustainable tourism principles will deliver the following benefits to each stakeholder:

Council

- Economic and social benefits through increased visitation, business development and employment.
- An increase in the yield (expenditure) from visitors to the Surf Coast.
- Strong links between Council, the business community and state agencies.

Community

- Strengthen local economies and generate greater employment opportunities.
- Support for visitor infrastructure and services that benefit both residents and visitors.
- Encouragement of greater dispersal of visitation geographically and seasonally to ensure that the entire region maintains strong visitor numbers all year round.
- Greater diversity of local businesses.
- The careful management of tourism to ensure it provides maximum possible benefit.

Tourism Industry

- Assistance to maintain a well co-ordinated, strategic and progressive tourism region.
- Ability to maximise marketing effort through cooperative and co-ordinated approach.
- Provision of regional industry knowledge and contribution to state and national policies and programs.

Local Businesses/ Industry

- A voice on tourism matters to provide input into tourism related strategies and plans.
- Yield-based strategies to grow the profitability of tourism in the Surf Coast.
- Knowledge and advice on tourism industry research and trends.
- Participation in specific workshops to advance key sectors and initiatives.

9. Terms of the Tourism Reference Group

The TRG will be in place for until 30 June 2018. During this time it will assist in running four facilitated workshop sessions on specific topics each 12 months.

Council has committed to a review of the Tourism Reference Group in the context of the Great Ocean Road Regional Tourism structure by June 2018.

These Terms of Reference expire in June 2018 unless otherwise extended or revoked in writing by Council.

Members of the TRG will be appointed for a period of 12 months and may apply to continue for additional terms.

These Terms of Reference may be varied or revoked at any time by Council if, in the view of the Council, the TRG is not operating in accordance with its objectives or in the best interests of the community or Council. Council shall not exercise this power of revocation unless all reasonable attempts at negotiation have been exhausted between Council and the TRG.

Appendix 1: Commercial Differential Rate

Council has a commercial differential rate that applies to all rateable business properties.

Commercial/Industrial Rate Land means any rateable land, which is:

- Used primarily for the carrying out the manufacture or production of, or trade in goods or services (including tourist facilities and in the case of a business providing accommodation for tourists, is prescribed accommodation under the Public Health and Wellbeing Act (Vic) 2008); or
- Unoccupied building erected which is zoned Commercial or Industrial under the Surf Coast Shire Planning Scheme; or
- Unoccupied land which is zoned Commercial or Industrial under the Surf Coast Shire Planning Scheme

Council believes the commercial differential rate will contribute to the equitable and efficient carrying out of council functions by meeting the following objectives:

- a) To enhance the economic viability of the Commercial / Industrial sector through targeted programs and projects;
- b) To extend regional initiatives toward the establishment of ventures and themes that complement
- c) Council's strategic objectives;
- d) To identify, develop and market the strengths and attractions of each town and village;
- e) To determine the feasibility of establishing tourism education facilities;
- f) To identify and develop opportunities for rural tourism;
- g) To participate as an active partner in regional tourism initiatives;
- h) To encourage employment opportunities;
- i) To promote economic development;
- j) To facilitate the establishment or improvement of tourism infrastructure;
- k) To ensure that signage, street-scaping and promotional activity is complementary to the achievement of commercial and tourism objectives; and
- l) To ensure that the differential rate in the dollar declared for defined Commercial / Industrial land properties is fair and equitable having regard to the cost and the level of benefits derived from provision of council services to the commercial / industrial sector.

APPENDIX 5: SURF COAST TOURISM BOARD LETTER OF SUPPORT

Surf Coast Tourism Board

Letter of Support for Proposed Tourism Reference Group

Dear Council,

The Surf Coast Tourism Board understands that the review of the Instrument of Delegation report has been completed with a report going to Council for consideration.

We thank you for the opportunity to summarise on this report, comment on the proposed changes to the structure and also to reflect back on previous accomplishments of the Board.

The report clearly highlighted what we were all aware of and that was the need to consider a different way for the tourism industry to collaborate with Council. The Board's ability had become quite limiting over the past couple of years and although the Board continued to commit many volunteer hours towards the 3 core strategies, it recognised the importance of finding a more effective way for us to contribute, especially in light of the new regional tourism structure under Great Ocean Road Regional Tourism.

At our meeting on the 4th June 2015 the Board discussed the proposed Tourism Reference Group structure with council staff. This letter is to confirm the Board's support for this structure in principle.

It is vitally important that industry continue to have a conduit to work with Council on the expenditure of the 'Commercial Levy' and as such the Board strongly suggests the Terms of Reference be endorsed by Council before the end of the current Instrument of Delegation on June 30th 2015.

We would encourage any new Tourism Reference Group to be strategic in their thinking, to set clear goals with a process in place to review outcomes. This approach has proven invaluable in the Boards desire for clear outcomes, with Key Performance Indicators easily accessing the success of any goal.

All five of the Trader Group Association representatives (Torquay, Anglesea, Aireys Inlet, Lorne and Winchelsea) support the new model proposed and will be calling on each of their Ward Councillors to be further involved in the on the ground issue's above and beyond this group.

As a conclusion to the Board and as recognition of the many achievements during its tenure, please see the attached summary of the key achievements over the past decade.

Regards,

Raylene Fordham

Raylene Fordham
Chairperson – Surf Coast Tourism Board

9th June 2015



Surf Coast Tourism Key achievements over the past 10 years

It is with great pride that I highlight to the Council some of the many achievements of the Board over the past decade. Some of these outcomes are of major importance for our region, for example, the completion of the Surf Coast Walk. Others were just as important, but may not have been so grand in their scale. In many cases it was a discussion at Board level which resulted in Council then owning and following a goal to completion. Hosting the Saudi Arabian team for the Asian Cup is such an example.

Some other notable mentions include:

- Print Collateral – Town Maps, Guides and Fact sheets etc. for all key townships over the past 10 years.
- Event Sponsorship of approximately \$200,000 in the past 10 years
- Local Tourism and Trader Association support of approximately \$200,000 over the past 10 years (including special events).
- Yearly National Volunteer Week Functions recognising the important contribution of the 100+ local volunteers who assist visitors to our regions' Visitor Information Centres.
- Split Point Lighthouse tour fees
- Tourism Newsletters/E-newsletter
- Online Industry Surveys
- Visitor servicing via the VIC's, with approximately 3,540,600 visitors serviced over the past 10 years since 2004/05.
- Bells Beach Bus Licence Fees
- And supporting a ten year implementation project to see a series of historic Bronze Plaques installed along the Great Ocean Road educating the many millions of visitors on the significance of the Road as the world's largest living war memorial.

I will conclude by thanking the many wonderful volunteers that have contributed many hours to their industry over the past two decades. We want to acknowledge the contribution of the councillor representatives and also the tremendous effort of the tourism staff. You should all be proud of the work that delivered the attached list of achievements and we will not say this is the end but instead we look forward to a newer way to engage with you.

Raylene Fordham,

Chairperson, Surf Coast Tourism Board



Surf Coast Tourism

Key achievements over the past 10 years

2003/04

- Major review of the Board
- Plans for New VIC in Lorne
- Creation of a VIC in Winchelsea
- Create & then introduce biodegradable potato starch bags for sale at the VIC's, to reduce plastic bag reliance
- Feasibility study to create an adventure endurance race, which then became the Lorne Anaconda race, finally known as the Lorne Adventure race
- Lorne Shuttle Bus Summer & Easter
- Rip Curl Economic Impact study
- Revamp of the website
www.visitsurfcoast.com.au

2004/05

- Caretaker mode for ½ year, new council elected
- Construction of the new Lorne VIC funded by a tourism board reserve fund
- Opening of the Winchelsea VIC
- Work on the extension of the William Buckley Heritage Trail
- Lorne Shuttle Bus Summer & Easter
- Green Globe Accreditation – one of only 3 councils to receive recognition for its environmental practices
- Local traders invited to join the campaign to stamp out plastic bags. 1000 took up the offer and commenced using the biodegradable bags. This started the path to Anglesea and other towns becoming plastic bag free.

2005/06

- Opening of the new Lorne VIC
- Opened the Split Point Lighthouse to tours
- Creation of the 1st Surf Coast Tourism Strategic Plan

- Partnerships. Establishing effective organisational arrangements for tourism and enhancing arrangements for tourism and enhancing relationships between key stakeholders.
- Funding Arrangements. Ensuring the continuation of an appropriate and sustainable funding base for tourism.
- Research & Communication. Providing up-to-date information to support tourism planning and to educate and inform the industry, the local community and other stakeholders.
- Promotion & Marketing. Maximising the effectiveness of tourism marketing in line with the objectives of this strategy.
- Product and Infrastructure Development. Identifying improvements and opportunities for tourism and infrastructure to meet the needs of the community and visitors.
- Industry Professionalism. Ensuring continuous improvement in business skills and customer service.
- Installation of trail headers to support the William Buckley Heritage Trail
- Ongoing use of the eco bags
- Again achieving the Global Green Accreditation
- Expanding the town information on the visit GOR website, which performs better than the visitvictoria website
- Creation of the Schoolies Accommodation Code of Practice
- Torquay officially recognised as the "Official" start of the Great Ocean Road
- Develop the Surf Coast Wine & Produce Trail, later known as the Otway Harvest Trail
- New Tourism Membership Model
- Study on the social impacts of tourism on permanent and non-permanent residents. A first ever study in Australia.
- Promoting the Surf Coast as a conference destination



Surf Coast Tourism

Key achievements over the past 10 years

2006/07

- Support and implement the Tourism and Commercial Signage Policy.
- Develop a Code of Conduct for the Industry.
- Review the current roles and responsibilities of tourism industry associations.
- Develop an MOU between Surf Coast Tourism and Geelong Otway Tourism to ensure transparency and accountability.
- Support GORM in the Great Ocean Road 75th Memorial at the Memorial Arch. A fantastic event which received great media coverage.
- Continue to support the Summer Shuttle buses in Lorne and Torquay.
- Developing a Membership database.
- Improve the tourism marketing collateral to develop a Shire wide approach.
- Anglesea Mountain Bike Park was officially opened
- Funding announced for the Anglesea Riverbank Community Hub, later to become the Anglesea Info Hub

2007/08

- Completion of the Surf Coast Walk feasibility study
- Completion of the Surf World Museum and Torquay VIC opportunity study
- 1st Regional Tourism Conference
- GOT MOU renewed
- Commence the Surf World Museum Accreditation process
- December 2007 saw the introduction of a more sustainable tickets bus service in Lorne and Torquay
- Entered a submission into the Victorian Tourism Awards for Visitor Information and Services
- 2008 GOR Tactical Marketing Campaign
- Develop a new town signage plan

2008/09

- 2nd Regional Tourism Conference, Received a Tourism Victoria Tourism Excellence Grant for \$45,000 to support the conference and other training in GOR region
- Adoption of the instrument of delegation
- Renewal of the MOU with GOT
- Surf Coast Code of Conduct was adopted by council and introduced to all SCT Members
- Working on a consumer branding project for the shire
- Review the event sponsorship policy
- Online accommodation booking ability via the GOR website
- Updated Tourism Strategic Plan to be provided to Council for adoption in late 2009
- Investigate the feasibility of a Mountain Bike Trail Network in Anglesea
- Provide information boards in Lorne, Torquay, Winchelsea (x2), Aireys Inlet, Urquaharts Bluff and Anglesea
- Hosted Tourism Victoria in Torquay for a discussion on the Regional Tourism Action Plan 2008-2011.

2009/10

- Adopted the Surf Coast brand
- Opened the Anglesea Info Hub
- Surf Coast Tourism and the CFA, developed a Fire Smart Tourism pilot training program for small business.
- Fire Danger Period Policy for Visitor Information Centres drafted by Surf Coast Tourism in response to the change in Fire Danger Ratings has also been adopted by the CFA and Tourism Alliance Victoria.
- GOT MOU extended for 1 year



Surf Coast Tourism Key achievements over the past 10 years

- Revised the Tourism Event Support Program policy to focus more on supporting events that could most clearly demonstrate their power to attract new visitors outside of peak times.
- Develop a Bells Beach Interpretative Plan.
- Establish a committee to develop the Otway Harvest Trail 2010-2015 plan.
- Major grant obtained to enhance the Surf Coast walk from Point Impossible to Fairhaven.

2010/11

- Improvement and future extension of the Surf Coast Walk
- Video's 5 Towns and 4 for Surfing, Golf, Food & Wine and Adventure – 60 to 90 seconds that will be produced for use on YouTube and in the VIC
- Continuing the investigation of the viability of a Surf City redevelopment
- Celebrating 50 years of Rip Curl via several promotions & marketing strategies throughout Torquay
- Commencement of the economic development and tourism strategy

2011/12

- Surf Coast branding 'Start of the Great Ocean Road'
- Town Entrance Signs Installed
- Surf World Museum achieved accreditation
- Amy Gillett Gran Fondo cycling event achieved UCI qualifier status
- Rip Curl Live Sites
- Surf Coast Walk Interpretation plans complete
- Participation at the Regional Victoria Living Expo – Melbourne
- DRAFT of the economic development and tourism strategy for 2011/2016

2012/13

- Funding for the Great Ocean Road Natural Adventure Trails (Cycling & Walking)
- Development of a Surf Coast Walk Marketing Plan and Launch
- Pre AIME tour
- AIME, in collaboration with GOT
- PAICE Expo in New Zealand
- Development of the Surf Coast Arts Trail
- Marketing plan support for the Otway Harvest Trail
- Delivered a number of industry information and networking sessions "Let's Talk"
- Bells Beach Entrance Sign
- Funding secured for the Lorne Heritage Centre project

2013/14

- Surf Tourism Work Plan 2013/14
- Commencement of board subcommittees to focus reducing the impact of seasonality, by working on plans to strengthen 3 core product offerings: Trails, Events and Conferencing. Also we formed teams to deliver the council briefing presentations
- Council Briefings
 - A case for sustainable tourism
 - The importance of Events to the Surf Coast Region
- Commencement of the extension of the Lorne VIC Centre
- Collaboration on the GOR adventure trail strategy, which became the boarder Barwon South West Regional strategy, which addresses Mountain Biking, Hiking and Road Cycling.
- Surf Coast Walk all the way to Aireys Inlet.



Surf Coast Tourism Key achievements over the past 10 years

- Completion of the Bronze Plaque project (10 year project) – The final plaque was installed in Lorne
- The board and council completed a major review of events
- Board suggested that council consider making a bid to host a team for the Asian Cup. The board funded the creation of a GOR video that directly contributed to the successful bid
- Creation & transition to the new GORRT tourism (ongoing)

2014/15

- Opening the Lorne VIC Extension as the Great Ocean Road Story – telling the construction story of the Great Ocean Road
- Nov 14 Council briefing– The Importance of Event Conferencing & The request to review the function of the board, the instrument of delegation and the relationship of the board with council, taking into account the new regional tourism structure
- Participation on the new event sponsorship committee
- Review of who, how and what the board is for the year ahead goals.
- Meetings with all LT&TA's to talk about the old GOT and new GORRT model
- Review of the financial agreement between GORRT & the LT&TAs
- AIME Conference stall – 1st ever Surf Coast, Torquay and Lorne specific stand, website and supporting print & digital collateral
- Review of the 3 town destination plans: Lorne, Torquay and Anglesea



3.2 Declaring Winchelsea an RV Friendly Town

☐ EMT Report

☒ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Coordinator Business & Tourism Strategy

General Manager: Kate Sullivan

Department: Economic Development & Tourism

File No: F15/827

Division: Environment & Development

Trim No: D15/43738

Appendix:

1. Cover Letter from Growing Winchelsea Inc.
2. Petition
3. Winchelsea – an RV Friendly Town Proposal

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

☐ Yes

☒ No

Reason: Nil

Status:

Information classified confidential under Section 77 of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Purpose

To consider the process of Winchelsea being identified as an RV Friendly Town and undertake community engagement on the matter.

Summary

Growing Winchelsea Inc. (the Winchelsea business & trader group) submitted a petition to the 28 May 2015 Council meeting along with an accompanying report requesting Council declare Winchelsea an RV Friendly Town and designate an area for short –stay overnight RV parking.

In accordance with its Local Law No. 2 – Meeting Procedure, Council received and noted the petition and requested a report on the petition be presented to the 23 June 2015 Ordinary Council Meeting.

Growing Winchelsea Inc. believes by Winchelsea being declared an RV Friendly Town, visitation and resultant expenditure in Winchelsea will be generated. This report identifies the potential to achieve this and key points that need to be considered if an RV Friendly overnight parking facility is provided.

Free camping on public land is currently prohibited; however there is an opportunity to designate a proposed camping area using the Local Law. This would allow RV vehicles to park overnight for 1-2 nights.

A summary of key points to consider prior to proceeding with the proposal include:

- Winchelsea could meet the criterion to qualify as an RV Friendly Town.
- While there is some sensitivity on the site, there are no objections to the proposal from DEWLPA or CCMA.
- The RV market is growing but Winchelsea may need to review its offerings in order to attract and cater for this market segment.
- Supporting the proposal needs to be considered in light of a regional tourism strategy prepared by GORRT.
- An issue of competitive neutrality needs further investigation.
- Further community engagement is required.

Preliminary assessment indicates the set up cost could be from \$65,500 to \$82,000 and ongoing annual costs may be between \$31,100 to \$41,100.

The proposal represents the provision of a new service not currently provided by Council.

It is recommended that the proposal also be considered in light of the work being undertaken by GORTT on a regional approach to freedom camping.

Recommendation:

That Council:

1. Notes the proposal represents the provision of a new service not currently provided by Council with indicative cost estimates ranging between \$65,500 to \$82,000 initially and \$31,100 to \$41,100 annually.
2. Conduct further consultation with the Winchelsea community in regards to an RV Friendly Parking area on the proposed site on the Barwon River at the end of Mercer Street in Winchelsea for a set period, in particular with the caravan park operator and surrounding land owners to the proposed site.
3. Note the Great Ocean Road Regional Tourism forum on 17th July to discuss the regional challenges and opportunities of freedom / RV camping.
4. Request a report on the consultation findings to be presented at a Council meeting by December 2015.

Declaring Winchelsea an RV Friendly Town

Report

Background

In November 2014, Growing Winchelsea Inc. (the Winchelsea business & trader group) developed a Growing Winchelsea Strategy plan reflecting the views, wishes and needs of the community.

A key strategic priority identified the need for an area in Winchelsea for short term (no more than two nights) no or low-cost camping for self-contained RV's to facilitate designation of Winchelsea as an RV Friendly Town (RVFT).

An RVFT is part of a scheme developed by the Campervan Motorhome Club of Australia aimed at assisting RV Tourists as they journey throughout Australia.

Growing Winchelsea Inc. collected 191 signatures on a petition between 17 February 2015 and 29 March 2015 supporting the idea that "Winchelsea be made into an RV friendly town by allowing free camping along our beautiful Barwon River, thus attracting tourists and contributing to the economy of our town."

In accordance with its Local Law No. 2 – Meeting Procedure, Council received and noted the petition on 28 May 2015 and requested a report on the petition be presented to the 23 June 2015 Ordinary Council Meeting.

Discussion

The primary intention of declaring Winchelsea as an RV Friendly Town is to encourage more RV travellers to stop in Winchelsea and as a result spend more time and money in the township.

This report identifies the potential to achieve the outcomes above and key points that need to be considered if an RV Friendly overnight parking facility is provided including:

- Definition of RV Friendly town,
- Issue of competitive neutrality
- Proposed Site for RV Short Stay Overnight Parking,
- Key segments of the RV market,
- Potential to generate Visitor Expenditure,
- Alignment with Regional Tourism Strategy,
- Pros & Cons of providing an RV Friendly Parking area,
- Process to declare an area to allow RV Friendly parking,
- Risk, financial, environmental and social factors.

Definition of an RV Friendly Town

The Campervan Motorhome Club of Australia (CMCA) developed the RV Friendly Town concept to assist RV tourists as they travelled throughout Australia. For a town to qualify as RV Friendly, it must meet the following criterion:

- Appropriate parking within the town centre,
- Access to potable water,
- Access to a free dump point within the town precinct,
- Provision of short term (24/48 hour) parking for self-contained vehicles within the town precinct. Ideally, this area would be:
 - In close proximity (walking distance) to shops & toilets
 - Serviced with rubbish bins
 - Small enough to restrict mass gatherings
 - Buffered from residential areas
 - Serviced and configured in such a way to as to discourage multiple night stays
 - Able to accommodate heavy vehicles (Winnebago's) on a well compacted surface area.

The following aspects are desirable for an RV Friendly Town:

- Access to medical facilities or an applicable evacuation plan,
- Access to a pharmacy,
- Visitor Information Centre (VIC) with appropriate parking facilities within a reasonable distance,
- VIC to provide a town map showing essential facilities such as the local hospital, mechanic, medical services, fuel, shopping area, dump point, fresh water, etc.,

Declaring Winchelsea an RV Friendly Town

- RV Friendly Town™ signs to be erected within the town precinct.
- Provision of long term parking for self-contained vehicles

Winchelsea meets most of the criterion to qualify as an RV Friendly town with the exception of signage and short term or long term parking for self-contained vehicles. For the purpose of this report, only short term parking of 24/48 hours is being considered as this is the proposal from the Growing Winchelsea petition.

Issue of Competitive neutrality

There is an identified risk of competitive neutrality if Council were to proceed with this proposal.

Competitive neutrality identifies that government cannot use its cost advantages to disadvantage the operation of private businesses. E.g. A private holiday park cannot compete with council on providing free accommodation due to their operational costs (rates, taxes and return on investment requirements).

The Department of Treasury & Finance advise that “competitive neutrality policy measures are designed to achieve a fair market environment without interfering with the innate differences in size, assets, skills and organisational culture which are inherent in the economy. The competitive neutrality policy applies only to the significant business activities of publicly owned entities, and not to the non business non profit activities of those entities.”

In Victoria, it is the responsibility of government agencies and local governments to determine if their business activities fall within the scope of competitive neutrality policy. Council should consult further with the Victorian Competition and Efficiency Commission (VCEC) in relation to this.

Proposed Site for RV Short Stay Overnight Parking

Growing Winchelsea Inc. in their submission to Council proposed a site for short term self-contained RV Friendly Parking in an area on the north east side of the Barwon River on the gravel turn-around area at the end of Mercer Street. The area is open and easily accessible from the Princes Highway.
(See Map overleaf)

There are very few RV Friendly parking areas in the south west region. The strategic location of Winchelsea holds significant merit in becoming an identified rest point.

Nearby facilities within 300m of the proposed site include the Winchelsea Pool, Visitor Information Centre, Public toilets, a café and a playground. A dump point and access to potable water is located within 500m of the area as marked on the map (on the next page) in front of the nearby Hotel.

The entire site is Crown land (back to the alignment of Barwon Terrace) reserved for Public Purposes and is under the control of Surf Coast Shire (SCS) as the appointed Committee of Management (CoM). All Crown land regulations relating to the reserve were revoked in 2000 so there is no impediment from a regulation perspective that would conflict with the proposed RV Parking use.

The Department of Environment, Land, Water & Planning (DELWP) has no objection to the proposed use and Council as the CoM can undertake a trial. No further approval is required from DELWP and if Council chooses to proceed, it can utilise local laws to control the activity.

The Corangamite Catchment Management Authority (CCMA) has no objection to the proposal; however advise that the area is subject to flooding 1 in every 2 years.

Basalt Peppercress is present in the areas marked in yellow on the map and is found on the slopes of the Barwon River riverbank and the surrounding area near the riverbank. The species is listed as Endangered under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (federally listed). Any works or proposed uses of the area would need to be mindful of this species.

There is a protected site next to the proposed location. It is likely that any works may disturb existing cultural heritage. A Cultural Heritage Management Plan may be required before any works proceed.

There is a history of travellers informally camping on the proposed site over the past several years. The Growing Winchelsea group report a moderate but important contribution to the town's economy from this activity.

Declaring Winchelsea an RV Friendly Town

Map of the Proposed Site for RV Short Stay Overnight Parking



Declaring Winchelsea an RV Friendly Town

Key segments of the RV Market

The RV market is growing both in terms of domestic and international travellers. Victoria currently has 33 RV friendly towns. Predominantly these towns have little or no tourism base and do not have a commercial holiday park in or around the township. Becoming an RV friendly town is therefore seen as a way to capture visitors in instances where there is no significant visitor product.

Of the 33 RV friendly towns, only three Victorian towns which could be considered as 'tourist' towns – Beechworth, Yarrawonga and Heathcote – currently identify as being RV friendly.

It is important to understand the segments of the RV market in order to ensure any provision of an RV Friendly parking area will meet the needs of the market and derive a desired outcome for Winchelsea.

A report by Bill Fox & Associates (2013) for Geelong Otway Tourism summarises the segments as follows.

- **Budget RV segment** (e.g. 'Wicked Campers')

These are the hire vehicles of choice of European backpackers who are generally travelling on a limited budget. They have a strong preference for free camping, enabling them to spend more on adventure type experiences. Winchelsea has a lack/absence of paid adventure products and the attraction to stay overnight and resultant expenditure would therefore be low unless these travellers were moved on from coastal areas through enforcement.

- **Up-market RV segment**

Widely travelled internationals aged 35-50, with a high disposable income, well informed of what Australia has to offer and enjoying reasonably long stays. They prefer to stay in holiday parks (well run, secure and at good locations), eat out at high quality cafes and restaurants, experience a range of activities and visit repeatedly. This is a particularly high yielding market segment and one that most tourism destinations wish to attract. Improved experiences for dining and activities would need to be developed over time to appeal to these types of visitors.

- **Caravan/campers**

There is a wide range of Australians who travel extensively throughout the country staying at holiday parks as well as free camping. They prefer the comfort and security a holiday park provides but to reduce costs they will also free camp where appropriate.

- **Self-contained RV segment**

Owned by retired or semi-retired people with a desire to see Australia at their leisure and have a strong preference for free camping. Many belong to the Campervan & Motorhome Club of Australia (CMCA).

The 'Self-contained RV' segment and the 'caravan/ campers' segment are the market segments that will likely utilise an RV friendly parking facility and expend money on food and retail in Winchelsea. While not having an extensive range of options, there are a number of nearby shops including cafes, supermarket, hotels, butcher, bank and giftware shops that could cater for these types of travellers in Winchelsea.

Potential to generate visitor expenditure

Visitors and their resultant expenditure form an important part of Surf Coast Shire's economy. In 2013 over 1.96 million visitors expended approximately \$500 million locally, generating over 15.5% of employment in Surf Coast Shire.

Winchelsea is not viewed as a visitor destination in the same light as the coastal towns of Torquay, Anglesea, Aireys Inlet and Lorne. However, its strategic position on a key inland tour route for those travelling further afield along the Great Ocean Road provides considerable scope for capturing travellers on their journey. This may be for a day or an overnight stop.

A key motivation for the Growing Winchelsea Inc. supporting this proposal is to encourage visitors to stop in Winchelsea and spend more time and money in the town.

The submission provided by Growing Winchelsea Inc. along with the petition to declare Winchelsea as RV friendly estimates that the 'grey nomads' or self-contained RV segment spend \$82.50 on average per night.

While there is currently no reliable data available specifically for Winchelsea that quantifies visitor numbers and expenditure, Tourism Research Australia (2014) indicates each day visitor to Surf Coast Shire expends \$96. Day visitors are used as a point of comparison, as overnight visitor expenditure includes accommodation (this would not be the case for the RV market in this scenario).

Declaring Winchelsea an RV Friendly Town

An overnight visitor to the Surf Coast shire spends on average \$130 per night. Therefore the typical RV traveller spends \$13.50 per night less on average than the regular day visitor to the Surf Coast and \$47.50 less per day than the average overnight visitor.

To estimate the 'best case' scenario economic impact, if five RV travellers per night used the RV Friendly parking space and spent on average \$96 in Winchelsea, \$175,200 would be generated in direct expenditure for the town. It is likely that the most common days of use are the weekends. If there were 5 RV travellers staying both nights every weekend (with no stays during the week), there would be an economic benefit of \$49,920 annually.

As an indicator of current RV demand, the Winchelsea IGA supermarket keeps a record of usage for the RV Dump Point. Since August 2014, the Dump Point has been used 18 times or two times per month on average. While this would suggest a lower number of RV stops than indicated above in the basic modelling it does highlight the opportunity to capture more of the passing RV market in Winchelsea to utilise these existing facilities. Further, the significant road works taking place in Winchelsea during this period would have had an impact on an RV travellers desire to stop.

Alignment with Regional Tourism Strategy

In a recent Great Ocean Road Regional Tourism (GORRT) Freedom Camping Issues paper distributed to the GORRT Board in March 2015, it was noted that:

- The Great Ocean Road faces a number of issues with illegal overnight stays in heavily populated areas causing noise & disruption to residents.
- Litter and waste (rubbish and human) in roadside areas is more prevalent and the surrounding landscape as a result of freedom campers.
- The economic contribution from self-contained RV's is minimal. The major costs are fuel and groceries and their average stay in a location often results in little or no spend where the stay does not correspond with the need to replenish their vehicle.
- Support of freedom camping may be inconsistent with the regions focus on increasing yield and visitor satisfaction.
- A consistent regional approach is required to the management of freedom camping.

Great Ocean Road Regional Tourism (GORRT) has recently invited all partner Councils to a forum on 17th July to discuss the challenges and opportunities of freedom / RV camping. This meeting would provide a valuable insight into the regional perspective of RV camping and how the current proposal from Growing Winchelsea Inc. would fit.

Pros & Cons of providing an RV Friendly Parking area

The implementation of an RV Friendly Parking area presents a number of positive and negative aspects. These are listed in the table below. The main advantages focus around attracting additional visitors while the main disadvantages lie in resourcing costs to police and maintain the site.

Pros	Cons
Potentially increase number of stops in Winchelsea.	Local law currently does not allow.
Potentially increase amount of visitor expenditure in Winchelsea.	May give the perception that staying overnight in free areas is acceptable elsewhere in Surf Coast Shire.
Winchelsea would be the only town offering a free camping spot between Geelong and the Otways.	Possible opposition from commercial accommodation providers. Particularly the existing caravan park in Winchelsea.
Located on key travel route between Melbourne – Warrnambool at an ideal spot for a rest stop.	Amenity impacts on nearby residents.
Potentially reduce congestion from coastal routes which have known issues of illegal campers.	Potential litter issues to arise around the proposed site.

Declaring Winchelsea an RV Friendly Town

Pros	Cons
Caravan Park regulations do not apply for free camp spots.	Possible extended stays beyond 1-2 nights if infrastructure is too good.
Creates the opportunity to brand Winchelsea as an RV friendly town.	This type of traveller may not generate much additional expenditure (self-catered).
There is existing community support (needs to be further tested).	Policing requirements of site would need to be increased and this would carry a cost factor.
Council has the ability to designate a specific area for camping.	Ongoing budget implications for: <ul style="list-style-type: none"> • Policing the site • maintenance
Supports VicRoads road safety messaging.	Inconsistent with regional tourism strategy
Formalises an activity which is currently taking place in illegal locations	
Neither DEWLPA or CCMA have any objections to the proposal	

Financial Implications

There is no provision in the 2015/ 2016 budget to create an RV Friendly Parking Area in Winchelsea. If supported, the proposal represents the provision of a new service not currently provided by Council.

Preliminary assessment indicates the set up cost could be from \$65,500 to \$82,000 and ongoing annual costs may be between \$31,100 to \$41,100.

Description	\$ Initial Cost	\$ Annual Costs
Cultural Heritage Management Plan (may be required)	\$30,000	\$0
Initial construction / readying of site – gravel road, bollards, etc.	\$16,500 (\$33,000 for asphalt)	\$0
Maintenance costs to ensure the site was clean, tidy and useable	\$10,000	\$10,000
Estimated staff costs for increased daily enforcement and response to complaints	\$0	\$20,000 - \$30,000
Installation of a set of garbage and recycling bins plus servicing fees	\$5,000	\$100
Directional signage at key entry points and intersections and on site information board	\$4,000	\$1000
Total Costs	\$65,500 - \$82,000	\$31,100 - \$41,100
Estimated 'best case' Economic Benefits		
Estimated direct expenditure for Winchelsea generated from RV travellers per year		\$49,920 - \$175,200

Council Plan/Policy/Legal Implications

No planning permit is required to create an RV Friendly parking area vehicles in this instance.

Regulatory Considerations

Staying overnight in car parks and on the roadside is illegal and has been identified as an issue in Surf Coast Shire between Torquay and Lorne. Policing of illegal roadside camping and sleeping in vehicles is undertaken via *Community Amenity Local Law 1 of 2011: 4.6 and 4.8*.

An area can be designated under resolution of Council to be available for camping under section 4.6 of the Local Law. In deciding whether to grant a permit under this clause, Council must consider the following:

- The location of the land;
- The statutory planning requirements relevant to the land;
- The suitability of the land for camping;
- The number of persons or other structures to be located or accommodated on the land;
- The length of time the tents and other structures will be erected on the land;
- The availability of sanitary facilities to the land;
- The likely damage to be caused;

Declaring Winchelsea an RV Friendly Town

- (h) The likely impact on nearby residents;
- (i) Council policy; and
- (j) Any other matter relevant to the circumstances of the application.

Other Regulations that need to be considered prior to implementing a facility are below:

- Crown Land (Reserves) Act 1978
- The Land Act 1958
- The Local Government Act 1989
- The Country Fire Authority Act 1958
- The Occupational Health and Safety Act 2004
- The Environment Protection Act 1997

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

Key risks in relation to an RV Friendly parking area include:

- Potential for negative impact on the existing caravan park in Winchelsea and the aspect of competitive neutrality. Competitive neutrality identifies that government cannot use its cost advantages to disadvantage the operation of private businesses. E.g. A private holiday park cannot compete with council on providing free accommodation due to their operational costs (rates, taxes and return on investment requirements). The existence of the caravan park in Winchelsea may elevate the need to consider competitive neutrality in regards to the proposal. The Victorian Competitive and Efficiency Commission (VCEC) is the responsible body that investigates complaints of this nature.
- High ongoing costs of maintaining a site outweigh the positive impact of additional expenditure.
- Potential reduction in public amenity due to noise and litter.
- Increased number of complaints from the local community.
- Council's reputation is diminished if the proposal is not supported.
- Doing nothing does not assist the Winchelsea economy to grow.
- Concerns about enforcement and ability to be proactive to respond to any issues that arise from the site.

Social Considerations

The following social considerations need to be factored into a decision. In some cases the provision of infrastructure will minimise the potential occurrence.

- Litter – caused by people camping
- Human waste – caused due to lack of nearby toilet facilities
- Noise – caused by inappropriate gatherings (parties) or generators
- Alcohol consumption
- Lighting
- Could attract an unintended markets such as squatters, campers in tents (short or long term) or Mass gatherings (parties)

Community Engagement

In November 2014, Growing Winchelsea Inc. developed a Growing Winchelsea Strategy plan reflecting the views, wishes and needs of the community. The meeting was well attended from a large and varied representation of the Winchelsea community.

A key strategic priority identified the need for an area in Winchelsea for short term (no more than two nights) or low-cost camping for self-contained RV's to facilitate designation of Winchelsea as an RV Friendly Town (RVFT).

Growing Winchelsea Inc. collected 191 signatures on a petition between 17 February 2015 and 29 March 2015.

There was one objection on the petition which stated that "camping has only happened because Surf Coast Shire did not apply by-laws. No RV on river. This is for residents only."

Declaring Winchelsea an RV Friendly Town

The Winchelsea Caravan Park has not been consulted by Growing Winchelsea Inc. in relation to the proposal. A written submission has been received from the managers of the caravan park identifying they do not support the proposal and would like further consultation.

The level of support from landowners in the area directly surrounding the proposed site is currently unknown.

Additional consultation with those landowners would be required should Council decide to pursue the creation of a rest point further. A Local Government Act section 223 engagement process requesting formal submissions may be required due to a change in designation of the land.

Environmental Implications

There is Basalt Peppercreese growing in the area on the slopes of the Barwon River riverbank and the surrounding area near the riverbank. The species is listed as Endangered under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999. (Federally listed).

A Cultural Heritage Management Plan may be required as the proposed site is located next to a protected site and is within 200m of the Barwon River.

The Corangamite Catchment Management Authority (CCMA) advise the area is a floodplain and estimate that the proposed area is regularly inundated (probably every 1 in 2 years).

Communication

An engagement plan would need to be created to consult with the Caravan Park to investigate issues of competitive neutrality and the landowners and in the immediate vicinity. Council may need to consider whether a Section 223 process receiving formal submissions is required.

Conclusion

Free camping on public land is currently prohibited; however there is an opportunity to designate a proposed area as a camping area. This would allow RV vehicles to park overnight for 1-2 nights.

It should be noted the proposal represents the provision of a new service not currently provided by Council. A Preliminary assessment of cost indicates the set up cost could be from \$65,500 to \$82,000 and ongoing annual costs may be between \$31,100 to \$41,100.

Other potential sites previously identified were less suitable than the proposed site due to their distance from available infrastructure and services as well as space requirements.

Further consultation is required with the Winchelsea community, in particular the caravan park owners and nearby landowners.

On a regional level Great Ocean Road Regional Tourism is considering the opportunities and challenges of 'freedom camping' at a forum on 17th July 2015.

APPENDIX 1: COVER LETTER FROM GROWING WINCHELSEA INC.



30 March 2015

Attn: Mr Matthew Taylor
Coordinator Economic Development Projects
Surf Coast Shire
1 Merrijig Drive
Torquay VIC 3228

Dear Mr Taylor

Re: Winchelsea - an RV Friendly Town - Proposal

Growing Winchelsea Inc was formed in 2014, following the merger of the Winchelsea Business and Traders Association and the Working With Winchelsea Group.

Our very pro active and enthusiastic group has a membership base of 111, and is growing.

We comprise of community leaders and volunteers across a range of portfolio's including: Business, Tourism, Communications, Heritage Arts and Culture, Social Wellbeing, Sports and Recreation and Environment.

Growing Winchelsea Inc is providing a strong voice for the community of Winchelsea.

In November 2014, Growing Winchelsea Inc hosted a Community Meeting to establish our own Growing Winchelsea Strategy plan reflecting the views, wishes and needs of the community. The meeting, facilitated by Councilor Heather Wellington was extremely successful with attendance from a large and varied representation of the Winchelsea Community.

Growing Winchelsea Inc. is proud to present a proposal and petition calling on the Shire to declare our town as 'RV Friendly'.

We have every amenity in place for this status, and look forward to welcoming our first RV overnights to the banks of the beautiful Barwon River.

We would appreciate if you could address one of our next meetings to discuss any concerns you have with our proposal.

We look forward to your response on our proposal, so that we can move forward with this exciting project for Winchelsea.

Yours sincerely

Stuart Fountain
President, Growing Winchelsea
0417 160 559

APPENDIX 2: PETITION



Make Winchelsea an RV friendly town - Petition

We the undersigned, agree with our representatives in Growing Winchelsea Inc. that Winchelsea be made into an RV friendly town by allowing free camping along our beautiful Barwon River, thus attracting tourists and contributing to the economy of our town.

Name	Address	Signature	Date
Sue Kergulley		Sue Kergulley	17/2/15
Brian Kergulley		Brian Kergulley	17/2/15
J. M. Conacher		J. M. Conacher	17.2.15
Beryl Read		Beryl M Read	17.2.15
C. HADGSON		C. HADGSON	19.2.15
Adrianne Minchinton		Adrianne Minchinton	19/2/15
K. Jensen		K. Jensen	19/2/15
Lesley Christie		Lesley Christie	19/2/15
Helen Davie		H. Davie	19/2/15
Lee Rochow		L. Rochow	19/2/15
Pat Crosbie		Pat Crosbie	19/2/15
Martha Campbell		Martha Campbell	19/2/15
N. N. BERR		N. N. BERR	19.2.15
M. J. Vesey		M. J. Vesey	19.2.15
C. WILLIAMS		C. WILLIAMS	19.2.15
A. Drayton		A. Drayton	19.2.15
D. LITTLER		D. LITTLER	19.2.15
A. LITTLER		A. LITTLER	19.2.15
E. LEWIS		E. LEWIS	19.2.15
P. McConachy		P. McConachy	19.2.15



Make Winchelsea an RV friendly town - Petition

We the undersigned, agree with our representatives in Growing Winchelsea Inc. that **Winchelsea be made into an RV friendly town** by allowing free camping along our beautiful Barwon River, thus attracting tourists and contributing to the economy of our town.

Name	Address	Signature	Date
Jenny Hawkins		J. Hawkins	
WYNE REID		W. Reid	17/2/2015
LLOYD SEWELL		L. Sewell	17/2/15
Sally Dunkley		S. Dunkley	17-2-15
Carrene Stanley		C. Stanley	17/2/15
Shirley Leak		S. Leak	17-2-15
Manuel S. Siff		M. Siff	17-2-15
Matilda Trounson		M. Trounson	17/2/15
Di Melesen		D. Melesen	17/2/15
Frank Convo		F. Convo	17/12
Ray King		R. King	17/2/15
Lyn Nagerre		L. Nagerre	17/12
Zach Dunkley		Z. Dunkley	17/2
Tom Stephenson		T. Stephenson	17/2
Lynette Jones		L. Jones	17/2
Beth Armstrong		B. Armstrong	17/2
1. AIT WALKER		A. Walker	17-2-15
Annie Walker		A. Walker	17-2-15
Rae Peters		R. Peters	17-2-15
Lyn Redding		L. Redding	17-12-15



Recreational vehicles in Winchelsea - Petition

Name	Address	Signature	Date
JACQUI DOYLE	[REDACTED]	[Signature]	11/3/15
Rosemary Gillett	[REDACTED]	[Signature]	12/3/15
Emily Stephenson	[REDACTED]	[Signature]	12/3/15
Rene Peters	[REDACTED]	[Signature]	12/3/15
Molly Dark	[REDACTED]	[Signature]	12/3/15
Archer Bourdow	[REDACTED]	[Signature]	12/3/15
Tim Dark	[REDACTED]	[Signature]	12/3/15
Pete Chambers	[REDACTED]	[Signature]	12/3/15
Lilian Kent	[REDACTED]	[Signature]	12/3/15
Jared Dunkley	[REDACTED]	[Signature]	12/3/15
TRACEY LANAUER	[REDACTED]	[Signature]	13/3/15
Klara Jiri-Vel	[REDACTED]	[Signature]	13.3.15
Rachael Bourdow	[REDACTED]	[Signature]	13/3/15
Tania Grant	[REDACTED]	[Signature]	13/3/15
LD McKinzie	[REDACTED]	[Signature]	13.3.15
Jyle Price	[REDACTED]	[Signature]	13/3/15
Sue Stuart	[REDACTED]	[Signature]	15/3/15
John Whitwell	[REDACTED]	[Signature]	15/3/15
Jeanie Scott	[REDACTED]	[Signature]	15/3/15
Kathy Paliaga	[REDACTED]	[Signature]	15/3/15
BRIAN & WENDY KING	[REDACTED]	[Signature]	15/3/15



Recreational vehicles in Winchelsea - Petition

Name	Address	Signature	Date
Simon Paliaga	[REDACTED]	[Signature]	15-3-15
SKANNY HUKAY	[REDACTED]	[Signature]	15-3-15
TED PHENNER	[REDACTED]		
Nina Marcham	[REDACTED]	[Signature]	15-3-15
Betty Hochmiller	[REDACTED]	[Signature]	15/3/15
Ben Minkley	[REDACTED]	[Signature]	
Carolus Babel	[REDACTED]	[Signature]	15/3/15
Mac Kirsopp	[REDACTED]	[Signature]	15/3/15
James Bushell	[REDACTED]	[Signature]	15/3/15
Deo Lumsden Torquay.			
Deo Burgess	[REDACTED]	[Signature]	18/3/15
ROBERT GRANT	[REDACTED]	[Signature]	18/3/15
ROSALIE CLARK	[REDACTED]	[Signature]	21/3/15
Beverley Tate	[REDACTED]	[Signature]	19/3/15
Tahila Berg	[REDACTED]	[Signature]	21.03.15
Laura Child	Inverleigh	[Signature]	21.03.15
Jordan Clancy	OCEAN GROVE	[Signature]	21.03.15
Kate Child	Inverleigh	[Signature]	22.03.15
Kim Turner	Geelong.	[Signature]	22.03.15
Stephen Turner	Geelong.	[Signature]	22.03.15



Make Winchelsea an RV friendly town - Petition

We the undersigned, agree with our representatives in Growing Winchelsea Inc. that Winchelsea be made into an RV friendly town by allowing free camping along our beautiful Barwon River, thus attracting tourists and contributing to the economy of our town.

Name	Address	Signature	Date
Sue Hutton	[REDACTED]	Sue Hutton	19-2
J. MATHISON	[REDACTED]	J. Mathison	19/2/15
R. HOPKINS	[REDACTED]	R. Hopkins	19/2/15
GLENYS BATH	[REDACTED]	Glenys Bath	19/2/15
P. BENTON	[REDACTED]	P. Benton	19/2/15
L. BATSON	[REDACTED]	L. Batson	19.2.15
Darren Boyd	[REDACTED]	Darren Boyd	26.2.15
John Read	[REDACTED]	John Read	26-2-15
Wendy Farrell	[REDACTED]	Wendy Farrell	26-2-15
Jo-Ann Wilkey	[REDACTED]	Jo-Ann Wilkey	26-2-15
ROSALIE GUYE	[REDACTED]	Rosalie Guye	26.2.15
Jessica Warr	Winchelsea	Jessica Warr	26.2.15
TATSY PATTEN	Winchelsea	Tatasy Patten	26.2.15
KATY KELLY	Winchelsea	Katy Kelly	26.2.15
MAUREEN KING	[REDACTED]	Maureen King	26.2.15
Nancy LUCKY	[REDACTED]	Nancy Lucky	26-2-15
Donna [unclear]	[REDACTED]	Donna [unclear]	26.2.15
Lindsay Warner	Winchelsea	Lindsay Warner	26-2-15
Abeyonie Gregory	"	Abeyonie Gregory	26/2/2015
Yvonne Orchard	[REDACTED]	Yvonne Orchard	26.2.15



Make Winchelsea an RV friendly town - Petition

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Name	Address	Signature	Date
VEN STANESBY	Winchelsea	[Signature]	26/2/15
Les Hunter	Winchelsea	[Signature]	26/2/15
A. Hellest	Winchelsea	A. Hellest	26/2/15
GREG RIBBY	Winchelsea	[Signature]	26/2/15
M. Boddington	Winchelsea	[Signature]	26-2-15
GLENYS CASTLE	WINCHELSEA STH	Glenys M. Castle	26/02/15
Ray O'Brien	Winchelsea	[Signature]	26/10/15
V. Duncanson	Winchelsea	V. Duncanson	26/2/15
M. Bentley	Winchelsea	[Signature]	26/2/15
G.F. BURKE	Winchelsea	[Signature]	26/2/15
Rob Rennie	Wensleydale	[Signature]	26.02.15
Arlene Doherty	Winchelsea	Arlene Doherty	26/2/15
Judy NORLAND	Winchelsea	[Signature]	26/2/15
Jane Rowe	Winchelsea	[Signature]	26/2/15
B. Carter	Winch	[Signature]	26/2/15
Bernie Noy	Bambra	[Signature]	26/2/15
RAY TEUNON	INNISFAIR	[Signature]	26/2/15
Jillie Halse	Winchelsea	[Signature]	26/2/15
Maureen Armstrong	Winchelsea	[Signature]	26/2/15
Heather M. Conachy	Winchelsea	Heather M. Conachy	26.2.15



Make Winchelsea an RV friendly town - Petition

We the undersigned, agree with our representatives in Growing Winchelsea Inc. that Winchelsea be made into an RV friendly town by allowing free camping along our beautiful Barwon River, thus attracting tourists and contributing to the economy of our town.

Name	Address	Signature	Date
Jenny McCarthy	Winchelsea	Jenny McCarthy	17/2/15
Jodie McCallum	Winchelsea	Jodie McCallum	17/2/15
Sandra Jones	Winchelsea	Sandra Jones	17/2/15
Belinda Austin	Cherang	Belinda Austin	17/2/15
Norma Lambeth	Winchelsea	Norma Lambeth	17-2-15
Wendy Groulin	Winchelsea	Wendy Groulin	17-2-15
GROFF OREHARR	[REDACTED]	GROFF OREHARR	17-2-15
Katie Bruton	[REDACTED]	Katie Bruton	17/2/15
JOHN LANCASTER	[REDACTED]	JOHN LANCASTER	17/2/15
Anne Hendry	[REDACTED]	Anne Hendry	17-2-15
STAN SMITH	[REDACTED]	STAN SMITH	17-2-15
CLAUDE POLIAR	[REDACTED]	CLAUDE POLIAR	17-2-15
A FRITH	[REDACTED]	A FRITH	17-2-15
W. WHITTAKER	[REDACTED]	W. WHITTAKER	17-2-15
A Sturges	[REDACTED]	A Sturges	17-2-15
Hick + Binky Weel	Simpson View	Hick + Binky Weel	17-2-15
Jeremy Morris	Winchelsea	Jeremy Morris	17/2/15
Gregory McWilliams	Wynnewarre	Gregory McWilliams	26/2/15
Philip McLangton	Winchelsea	Philip McLangton	26/2/15
Cennie Walsh	Winchelsea	Cennie Walsh	26/2/15



Make Winchelsea an RV friendly town - Petition

We the undersigned, agree with our representatives in Growing Winchelsea Inc. that Winchelsea be made into an RV friendly town by allowing free camping along our beautiful Barwon River, thus attracting tourists and contributing to the economy of our town.

Name	Address	Signature	Date
M. TUDBALL	[REDACTED]	[Signature]	11/03/15
S. Dunkley	[REDACTED]	[Signature]	11/03/15
J. MORGAN	[REDACTED]	[Signature]	13/3/15
DAVID COOKS	[REDACTED] WINCHELSEA.	[Signature]	16/3/15
(CAMPING HAS ONLY HAPPENED BECAUSE SCS DID NOT APPLY BY-LAWS). NO RV. ON RIVER THIS IS FOR RESIDENTS ONLY)			
TANYA BUDGE	[REDACTED]	[Signature]	20/3/15
PHILIP FLOURSTADT	[REDACTED]	[Signature]	20/3/15
S. Clissold	[REDACTED]	[Signature]	Winchelsea 20.3.15
B FALK	[REDACTED]	[Signature]	Winchelsea 26.3.15
K ORCHARD	[REDACTED]	[Signature]	hore. 26.3.15
S ORCHARD	[REDACTED]	[Signature]	25-3-15
R EARL	[REDACTED]	[Signature]	26-3-15
D FOSKES	[REDACTED]	[Signature]	28-3-15
G Drayton	Winchelsea	[Signature]	28.3.15
P. REDDING	[REDACTED]	WINCHELSEA	28/3/15
P. LEA	[REDACTED]	WINCHELSEA 3241	28/3/15
D. CHAPPELL	[REDACTED]	JEAN'S MARINE R	28.3.15



Recreational vehicles in Winchelsea - Petition

Name	Address	Signature	Date
Colleen Abhill	Leopold.	[Signature]	22.3.2015
Tim Abhill	Leopold.	[Signature]	22.3.2015
Glennys Turner	Newcomb	[Signature]	22.3.15
B. Turner	"	[Signature]	22.3.15
Timothy Sims	Winchelsea	[Signature]	22.3.15
Paul Taylor	Winchelsea	[Signature]	28.3.15
P.B. WRT 177	Winchelsea.	[Signature]	28.3.15
Lynette Rangley	[Redacted]	[Signature]	28.3.15
Leigh Plowman	Winchelsea	[Signature]	29/3/15
DAVID LANGLEY	Winchelsea	[Signature]	29/3/15
MICHAEL LEAKE	BARNHAM	[Signature]	29/3/15
Eliza Leake	Barnham & Leake	[Signature]	29/3/15
Margie Roberts	Beel Post Hill	[Signature]	29/3/15
Edel Scott	Beel Post Hill	[Signature]	29.3.15
Rebecca Everett	Clifton Springs	[Signature]	29.3.15
Brooke Everett	Clifton Springs	[Signature]	29.3.15
Kathy Smith	Leopold	[Signature]	29/3/15
Joe Simms	Leopold.	[Signature]	29/3/15
Mark Savage	Barnhamburn	[Signature]	29/3/15
Imela Wihart	Barnhamburn	[Signature]	29/3/15



Make Winchelsea an RV friendly town - Petition

We the undersigned, agree with our representatives in Growing Winchelsea Inc. that Winchelsea be made into an RV friendly town by allowing free camping along our beautiful Barwon River, thus attracting tourists and contributing to the economy of our town.

Name	Address	Signature	Date
MICHAEL PINK	[REDACTED]	[Signature]	17/3
G. Brown	[REDACTED]	[Signature]	
Elizabeth Leak	[REDACTED]	EL	18/3
Janine Benson	[REDACTED]	[Signature]	19/3
John Budd	[REDACTED]	[Signature]	19/3
Caroline Wojtowicz	[REDACTED]	Winchelsea [Signature]	20/3
Graham Matheson	[REDACTED]	Wick [Signature]	20/3
B. Lloyd	[REDACTED]	Colac [Signature]	20/3
Cheryl Dawson	[REDACTED]	Winchelsea Stn [Signature]	20/3
K. Galloway	Tarnet	[Signature]	24/3
Elizabeth Taylor	[REDACTED]	[Signature]	24/3
DAVE GLYNN	[REDACTED]	Winchelsea [Signature]	26/3
Mei Jones	[REDACTED]	[Signature]	27-3-15
James Jennings	[REDACTED]	[Signature]	27-3-15

APPENDIX 3: WINCHELSEA – AN RV FRIENDLY TOWN PROPOSAL



Winchelsea - an RV Friendly Town Proposal

30.03.15

www.growingwinchelsea.com



About Winchelsea

Winchelsea is a small township located adjacent to the Barwon River, equidistant from Geelong and Colac. It is highly strategically placed, being the first township encountered by travellers on the Princes Highway between Sydney and the Western and Otway Districts. While its economy is small, it is well served with major infrastructure (rail, road, health services and sporting infrastructure). It has a welcoming and supportive community.

Winchelsea is predicted to grow. The following draft vision statement has been prepared, articulating the preferred long term future for Winchelsea, based on the collective values, concerns and hopes of the community:

"Winchelsea is a welcoming and thriving township with a rich cultural heritage and country village feel. The residents of Winchelsea have the best of both worlds, benefiting from a full range of activities and access to learning, employment, civic and cultural experiences, whilst living in a place that has a strong connection to the beautiful Barwon River and rural hinterland."

Recreational vehicles in Winchelsea

Recreational vehicles (RVs) are motorized or towable vehicles that combine transportation and temporary living quarters for travel, recreation and camping.

For many years, owners of RVs have used the Barwon River banks at Winchelsea for short term (1-2 night) breaks. The experience for both visitors and locals has been very positive, and the Winchelsea community has generally welcomed the economic and social contributions made by these visitors.

Surf Coast Shire's Local Law No.1 defines 'camping' as using a tent, caravan, articulated recreational vehicle, self-propelled self-contained motor home, vehicle or any temporary form of accommodation including sleeping bags or swags, for overnight sleeping. Clause 4.6 provides as follows:

4.6 Camping

(1) A person must not without a permit camp on any land in the Municipal District in or under a vehicle, tent, caravan, registrable movable dwelling, or any other type of temporary or provisional form of accommodation.

Note - This does not apply to camping or the use of a caravan or mobile home in a registered caravan park or an area designated by the council to be available for camping.

Infringement Notice Penalty: 1.25 Penalty Units

Penalty: 20 Penalty Units

Recently, Surf Coast Shire enforcement officers have 'advised RV owners that they cannot use the Barwon River banks in Winchelsea for short term camping. Signs have been installed, notifying of the Shire's local law.

There is considerable support within the community, however, for Winchelsea to be designated as an 'RV Friendly Town' (RVFT). The Growing Winchelsea Group, which represents business, tourist and social enterprises in Winchelsea, has prioritised resolution of this issue. It seeks the support of Surf Coast Shire to designate a portion of the Barwon River bank in Winchelsea as available for short term RV camping.



RV friendly towns and destinations

The Campervan Motorhome Club of Australia (CMCA) developed the RV Friendly Scheme; an initiative aimed at assisting RV tourists as they journey throughout Australia. The scheme is made up of two parts, RVFTs and RV Friendly Destinations (RVFDs).

An RVFT is one that happily provides amenities and services for the mobile traveller. By promoting the partnership between the RV tourist and small towns, the CMCA encourages expansion of tourism-related infrastructure and services, and promotes the economic advantages to small towns providing RV tourist specific amenities.

For a town to qualify as RV Friendly, it must meet the following criteria:

- Provision of appropriate parking within the town centre, including access to a general shopping area with groceries or fresh produce.
- Provision of short term (24/48 hour) parking for self-contained vehicles within the town precinct.
- Access to potable water.
- Access to a free dump point within the town precinct.
- The following are also desirable:
 - Provision of long term parking for self-contained vehicles.
 - Access to medical facilities or an applicable evacuation plan
 - Access to a pharmacy or a procedure to obtain pharmaceutical products.
 - Visitor Information Centre (VIC) with appropriate parking facilities within a reasonable distance.
 - VIC to provide a town map showing essential facilities such as the local hospital, medical services, fuel, shopping area, dump point, fresh water, etc.
 - RV Friendly Town™ signs to be erected within the town precinct.

There is a nation-wide network of RVFTs – see Figure 1.

An RVFD is a small town with an area such as an oval, reserve or rest area. An RVFD can also include businesses such as wineries, cheese factories, specialist farms, hotels, homesteads or country pubs that are friendly towards all mobile travellers. The destination will have an area for overnight or longer stays for travellers in recreational vehicles.



Figure 1:
Australia's RV Friendly town network
Source: CMCA



The economic benefits of becoming an RVFT

The economic benefits of becoming an RVFT have been recognised by numerous councils across Australia. According to Macedon Ranges Shire Council:

“Victoria has more registered RVs than any other state in Australia. It is estimated that RV travellers using the RV Friendly Town™ network contribute more than \$200,000 a day to local economies, for a total spend in excess of \$70 million a year. Camping is the fastest growing segment of the Australian domestic tourism market, valued at over \$5.4 billion, and over the past 10 years more than 200,000 RVs have been sold in Australia.”

Figure 2 demonstrates the rate of growth in RV production in Australia.

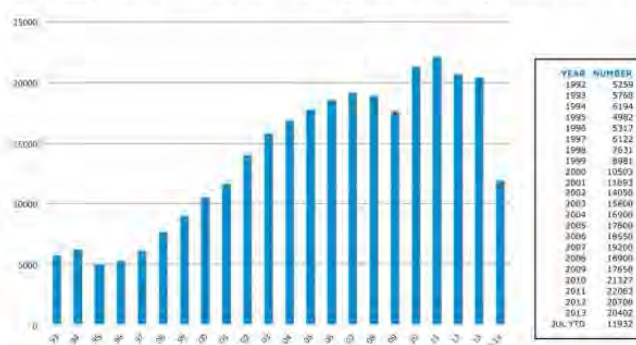


Figure 2: Recreational vehicle production in Australia 1993-2014

Source: rvma.com.au/statistics/

In 2010-11 the Queensland Parliament Economic Development Committee conducted an inquiry into developing Queensland's rural and regional communities through 'grey nomad' tourism. The Committee defined 'grey nomads' as retired or semi-retired persons who travel for all, or part, of the year throughout Australia and noted the economic, social and environmental importance of tourism to regional areas. It noted difficulties estimating expenditure by grey nomads, but provided the following metrics (Table 1).

Source	Weekly spend (\$)	Daily spend (\$)	Average length of stay (days)	Total spend per trip/ year (\$)
Carter (2001)	469	67	7	442
Creiner, Stoeckl and Schweigert (2004)	424	61	76	4,618
CARRS-Q (2010)	589	84	67	5,646
CMCA (2003)	360	51	157	8,074
Cridland (2008)	840	120	126	15,120
CMCA (2010)	572	82	197	16,100
Submissions (2010)	420-960	60-140	-	-

Table 1: Comparison of grey nomad expenditure

Source: Queensland Parliament Economic Development Committee Report No.5, February 2011



Associate Professor Rosemary Leonard, from the University of Western Sydney, has surveyed 'grey nomads' and reported that they spend on average \$386 a week on expenses such as food, petrol, accommodation sites and vehicle repairs .

According to the Campervan Motorhome Club of Australia :

- there is rapid and continuing market growth, with an estimated 500,000 RVs registered in Australia;
- on current trends, RV travellers will increase by more than 60% in the next 10 years;
- there were 9.2 million caravanning and motor home trips in 2012, representing a 5.3% growth on 2011;
- the market is worth \$6.5 billion a year to the Australian economy;
- RV owners are the biggest spending travellers in the domestic tourism market and spend on average \$500-\$900 per week;
- new vehicles are increasingly low impact and self contained and will dominate over the next five years;
- RV travellers prefer activities such as visiting markets, heritage sites and museums, going bushwalking, visiting National Parks and undertaking half- or full-day tours;
- 50% use a mix of non-commercial and caravan park accommodation, and these are the largest spending segment;
- RV travellers spending patterns are more like residents in that they spend directly into the community, mainly on day-to-day needs, purchasing tourism services and products as it suits.
- the caravan, motorhome and camping industry is the fastest growing domestic tourism sector in Australia and has been for the past 15 years;
- in 2011, visitors using commercial/non commercial camping and caravan accommodation accounted for about 10% of all visitor nights in Australia
- in total, those visitors contributed approximately \$7 billion dollars to the Australian economy.

The consistent experience of Winchelsea retailers has been that RV owners, when informally camping on the banks of the Barwon over the past several years, have made a moderate but important contribution to the town's economy. That contribution has been lost following recent Shire enforcement activity.



Proposal to designate Winchelsea as an RVFT

Along with communities in more than 200 RVFTs in Australia, Growing Winchelsea and the Winchelsea community want RV owners to stop, shop and enjoy Winchelsea and environs.

Growing Winchelsea seeks designation of an area on the north east side of the Barwon River for short term (no more than two nights) no- or low-cost camping for self-contained RVs, to facilitate designation of Winchelsea as an RVFT.

This is a key strategic priority for Growing Winchelsea, for the following reasons:

1. RV owners provide an important boost to the local economy. Those that stay overnight invariably re-stock with food and incidentals and patronise local hospitality venues. Further, a number of tourism enterprises, including Barwon Park, are located in the Winchelsea vicinity and an overnight or short stay allows visitors to enjoy those attractions.
2. Hospitality is part of the ethos of the Winchelsea community. Many members of the community believe refusal to allow RV owners to stay overnight and enjoy Winchelsea and its surrounds is inconsistent with the community's welcoming culture, and are deeply uncomfortable about the perception it creates of the Winchelsea community.

Winchelsea would join a growing list of designated RVFTs in Victoria (Table 2):

RVFTs in Victoria

Ararat	Dimboola	Numurkah	St Arnaud
Avoca	Donald	Nyah/Nyah West	Stawell
Beechworth	Heathcote	Ouyen	Tallangatta
Birchip	Heyfield	Pyramid Hill	Warracknabeal
Bridgewater on Loddon	Hopetoun	Rainbow	Wedderburn
Charlton	Jeparit	Robinvale	Yarram
Cobram	Kyabram	Rosedale	Yarrawonga
Corryong	Kyneton	Sale	
	Nathalia	Sea Lake	

Growing Winchelsea makes the following additional points in support of designating a camping area in Winchelsea as part of a strategy to designate the town as an RVFT:

- Attraction of tourists to inland areas is a key strategic priority for the Surf Coast Shire. Designating Winchelsea as an RVFT is entirely consistent with the Surf Coast Shire tourism strategy. Winchelsea is the gateway to the Otway Ranges and Western District. It is the first township traversed by the Princes Highway between Sydney and the Otways. Providing an opportunity for free or low cost camping is likely to encourage people to stop, rest and take some time to enjoy the wider Surf Coast region, rather than travelling directly beyond the Shire to the Great Ocean Road or Western District.
- Winchelsea has some highly attractive tourism options, but the paucity of commercial accommodation options in Winchelsea is a major barrier to attracting tourists.



- Provision of no- or low-cost facilities for RV camping is unlikely to have any detrimental effect on other businesses in the town. There is only one small commercial caravan park, which caters predominantly for permanent residents and is inaccessible to larger RVs. In any case, research suggests that some RVs are likely to utilise a combination of free/low cost and commercial camping opportunities, creating an economic opportunity for the existing Winchelsea caravan park.
- There will be no detriment to the remainder of the Shire if Winchelsea is designated for short-term RV camping. Winchelsea is removed geographically from other townships and it is most unlikely that any commercial caravan parks or other accommodation providers would suffer any detriment from designation of a modestly-sized camping ground in Winchelsea.
- Winchelsea already has a wastewater 'dump' point installed and there is an adequate camping area available which has been used safely for many years. Apart from a potential modest investment in training volunteer rangers (see below) there is no need for significant expenditure to implement this initiative.
- In the past, RV owners camping on the banks of the Barwon River have almost universally been good community citizens. There have been no problems with litter, noise or other nuisance. Modern RVs are self contained and environmentally friendly, and RV owners tend to be highly responsible.
- The presence of RVs on the Barwon River bank has discouraged 'hoons' from abusing the area.
- There is strong community support for this initiative and a great community desire to show hospitality to RV travellers. There is no good reason for the Shire to suppress the community's aspirations.

Conclusion

Past experience has been that RV tourists are responsible and respectful and have enhanced the social and economic prosperity of Winchelsea.

An appropriate area is available and there is community support to partner with the Shire to make this initiative a success.

Growing Winchelsea is strongly supportive of formalising a no- or low-cost RV camping option in Winchelsea, but needs the support of the Surf Coast Shire to do so.

Growing Winchelsea would be pleased to work in partnership with the Shire to test the impact of providing a no- or low-cost RV camping option over a 2 year trial period. We would be pleased to commit to an evaluation strategy to determine the real social and economic costs and benefits of making Winchelsea a destination that is friendly to the growing RV sector.

We seek the support of the Shire to progress this exciting initiative.

Stuart Fountain
President, Growing Winchelsea
30 March 2015



Working
together...

Growing
Winchelsea

www.growingwinchelsea.com

3.3 Planning Permit Application 14/0339, Adventure Park Proposal, 660 Great Ocean Road, Bellbrae

☐

EMT Report

☐

Council Briefing

☒

Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Senior Statutory Planner

Department: Planning & Development

Division: Environment & Development

General Manager: Kate Sullivan

File No: 14/0339

Trim No: D15/38471

Appendix:

1. Officer Report (D14/84849)
2. Map of Site and Surrounding Properties
3. Lodgement – planning report (D14/83650)
4. Lodgement – Station Design Plans (D14/83717)
5. Lodgement – Landscaping Plan (D14/83675)
6. Further Information – Site Plan Rev P3 dated 15 April 2015 (D15/32564)
7. Further Information – Park Centre Building & Station Plans & Elevations Rev P2 (D15/43391)
8. Further Information – Photo Montage (D15/37665)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

☐

Yes

☒

No

Reason: Nil

Status:

Information classified confidential under Section 77 of the Local Government Act:

☐

Yes

☒

No

Reason: Nil

Purpose

To determine a position on Planning Permit Application 14/0339 seeking to use and develop the land as an outdoor adventure park including advertising signs, a caretakers dwelling, access to a Category 1 road at the land 660 Great Ocean Road and native vegetation removal road reserve Gundrys Road, Bellbrae.

Summary

The application proposes development of a 31ha site at the corner of the Great Ocean Road and Gundrys Road Bellbrae for an Adventure Park (Leisure and Recreation). The Adventure Park will provide a range of indoor and outdoor recreational facilities including high and low ropes courses, climbing walls, zip lines, mazes and trampolines and is supported by a Park Centre building containing office administration, a café, showers/toilets, trampolines and indoor playroom, and a carpark with parking for 260 cars and 9 buses.

The Adventure Park is to be designed on environmentally sustainable principles and includes on-site waste water management, stormwater capture and distribution, building orientation to north, solar roofing panels, minimal external lighting and site revegetation. All access to the site will be from Gundrys Road.

The site is zoned Farming with a part Bushfire Management Overlay and abuts a Road Zone Category 1 – the Great Ocean Road. The surrounding area is zoned Farming and Low Density Residential and generally subject to a Bushfire Management Overlay.

The proposal is a \$5million development and the applicant has supplied an economic analysis outlining the benefits of the proposal in terms of job creation (44 jobs) and input into the local economy.

The Adventure Park will increase daily traffic volumes and more so at peak holiday periods. VicRoads, the managing road authority, is not objecting to the proposal and is requiring road works to be undertaken at the Gundrys Road/Great Ocean Road intersection via a works agreement.

The application was placed on public notice and 115 objections (*3 additional to original received*) and 78 submissions supporting the proposal were received. Some of the main issues raised in objections are summarised as follows:

- Appropriateness of the development in the Farming Zone
- Conflict with the Bellbrae Structure Plan.
- The precedent to be set leading to ribbon development along the Great Ocean Road
- Failure of the Traffic Assessment Report to look at peak traffic times and local traffic patterns
- Roadworks at the intersection of Gundrys Road/Great Ocean Road will inconvenience local residents
- Scale of building and structures not in keeping with the rural character and landscape of Bellbrae
- Impact on agricultural production of surrounding farms
- Loss of amenity for surrounding residents by noise, music, rubbish, dust, loss of privacy and lighting
- Compromise of fire evacuation plans of local residents by increased traffic
- Treatment of waste water and stormwater
- Impact on native fauna and native vegetation

Recommendation

That Council having considered all matters required under Section 60 of the Planning and Environment Act 1987 determine to issue a Notice of Decision to Grant a Permit for Use & Development for Leisure and Recreation and associated Earthworks, Use for Caretakers House, Alteration of Access to a Road in Road Zone Category 1, Display of Advertising Signage, at the land 660 Great Ocean Road and Removal Native Vegetation road reserve Gundrys Road Bellbrae, subject to the following conditions:

Amended Plans

1. Before the use and development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a) Sealing of the entry off Gundrys Road including the access lanes to the main access to the building, to the satisfaction of the responsible authority;
 - b) Unsealed pavement for the access lanes within the car park and bus parking area to the satisfaction of the responsible authority including the access to the staff car park;
 - c) A detailed plan of the car parking area showing the space dimensions and the aisle widths to the satisfaction of the responsible authority;
 - d) On the detailed car park plan noted in sub-clause c) suitable bus parking and access of the buses to the main building;
 - e) On the detailed car park plan, provide locations for pedestrians to safely access the main building from the car park;
 - f) Detailed plans of the access off Gundrys Road to include access to the site by buses;
 - g) Detail of footings and land treatment around Station 3 including the bridge and climbing wall 4, so that overland flow and offsite discharge from the central drainage gully will not be impeded from existing levels;
 - h) Re-alignment of the tube slides outside of the central gully drainage line with no reduction in the proposed 50 metre setback from the west side property boundary;
 - i) Location of the earth wall mounds in accordance with the requirements of condition 2.
 - j) A schedule of external materials, finishes and colours incorporating colour samples. External colours should be neutral and muted to assist in visually blending the building with the surrounding rural landscape;
 - k) A Signage Plan that shows:
 - i. the total advertisement area not exceeding 3sqm, pursuant to Signage Category 4 of Clause 52.05 as nominated by the Farming Zone;
 - ii. a reduction in the height of the Sign A structures (Gundrys Road entrance) to a maximum of 3 metres;
 - iii. deletion of Sign B (Emergency Access Great Ocean Road);
 - iv. a reduction in the height of the Sign C structure (internal) to a maximum of 3 metres and the signage to be only a business logo and directional .
 - v. details of any illumination.
 - l) The location of external plant and equipment including but not limited to service units for heating, cooling and hot water, solar panels, service shafts, ventilation systems, waste chute, television antennae and communication devices, service metres, clotheslines, car park mechanical exhaust and ventilation which is to be located and designed so as not to be visually prominent from the public realm or neighbouring properties. Where visible the plant shall be appropriately screened.

Landscaping Plans

2. Before the development starts, a detailed landscaping construction plan, to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - a) The location, extent and width of native canopy tree vegetation adjacent to the Great Ocean Road, Gundrys Road and the west site boundaries;
 - b) Offset of the earth wall mounds from the above site boundaries so that there is no more than 10% encroachment over the tree root zones;
 - c) Removal of the earth wall mounds from the central gully drainage line and the smaller northeast gully line so that overland flow and offsite discharge will not be impeded from existing flow levels
 - d) Typical sections and elevations of the earth wall mounds for each site boundary.
3. Before the development starts, an amended landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The landscape plan must be generally in accordance with the landscape concept plan by Mexted Rimmer Pty Ltd dated 26.08.2014 submitted in support of the application, except modified to show:
 - a) The location of the Park Centre building, Stations, pedestrian pathways, access road and carpark as detailed in the amended Site Plan required by condition 1;
 - b) The location of the earth wall mounds as required by condition 2;
 - c) A detailed Planting Schedule of all proposed trees, shrubs , grasses and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
 - d) The Planting Schedule based on species selected from EVC 175 Grassy Woodland and EVC16 Lowland Forest groups;
 - e) A 1.00m high post and wire fence starting at the Great Ocean Road boundary and running across the rear of the public carpark and extending around the offset vegetation area to the west site boundary;
 - f) A 2 metre high chain mesh wire fence to the west (common) property boundary starting at the Gundrys Road boundary and extending to the offset vegetation area;

All species selected must be to the satisfaction of the responsible authority. The landscaping plantings and works shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

Stormwater Management Plan

4. Before the development starts a stormwater management plan (three copies) to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must ensure that stormwater and drainage discharge from the development site meets current best practice performance objectives for stormwater (Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO 1999)) and must include:
 - a) a construction site plan that incorporates the stormwater management measures to be implemented during the construction phase of the development and outlines in detail how stormwater is to be managed, including sediment controls, during both the land development phase and the building phase. The plan should have regard to the Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995). The management controls are to be regularly monitored and maintained;
 - b) The incorporation of on-site retention/infiltration, storage and re-use stormwater management techniques to reduce pollutant export and peak discharge from the site to pre-development levels.

Construction Management Plan

5. Before the development starts a construction management plan (three copies) to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must address the following matters:

- a) measures to minimise the impact of construction vehicles arriving at, queuing, and departing from the land;
 - b) measures to accommodate the private vehicles of workers/ tradespersons;
 - c) details of the location of all construction equipment and facilities, including delivery points, storerooms, toilets, temporary offices and workers' facilities;
 - d) noise attenuation measures to be put in place to protect the amenity of nearby residents during construction having regard to the EPA Guidelines on Construction and Demolition Noise;
 - e) measures to minimise the generation and dispersal of dust;
 - f) details of a 24 hour hotline for access to a contact person or project manager accountable for the project and compliance with the CMP;
 - g) arrangements for waste collection and other services to be provided during construction.
6. Before any road/drainage works associated with the development start, detailed construction plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must include:
- a) Upgrade of the access to provide adequate access for buses;
- All works constructed or carried out must be in accordance with those plans.

Operational Noise

7. Before the development starts, background noise measurements must be determined in accordance with the procedure set out in Noise from Industry in Regional Victoria (NIRV) EPA publication no 1411, to the satisfaction of the responsible authority. Background noise level measurements may be reviewed from time to time, and submitted to the responsible authority for approval.
8. Patron noise must not exceed the background noise level under condition 7 plus 10dB Leq over a 30 minute period at the dwelling located at 105 Gundrys Road, Bellbrae.

Access and Parking

9. Before the use starts, the area(s) set-aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
- a) Constructed;
 - b) Properly formed to such levels that they can be used in accordance with the plans;
 - c) Surfaced with an all-weather-seal coat on the access lane from Gundrys Road to the main access to the building to the satisfaction of the responsible authority;
 - d) Surfaced with gravel or crushed rock for the access lanes within the car park and access to the staff car park to the satisfaction of the responsible authority;
 - e) Drained;
 - f) Line marked to indicate the access lanes and car spaces on the sealed section of the access lanes and car park;
 - g) marked to indicate each space on the unsealed car park
 - h) clearly marked to show the direction of traffic along access lanes and driveways to the satisfaction of the responsible authority.
- Car spaces, access lanes and driveways must be kept available for these purposes at all times.
10. The following requirements shall apply to vehicle crossings and driveways that shall be constructed to the satisfaction of the responsible authority:
- a) Entrance culverts with endwalls and suitable pavement material must be constructed to suit the proposed driveways to the satisfaction of the responsible authority.
 - b) A "Non-Utility - Minor Works" permit shall be obtained from the Coordinating Road Authority defined in the Roads Management Act 2004 prior to any works being undertaken in road reserves.

Completion of Road works

11. Before the use starts, or as otherwise approved by VicRoads and the Responsible Authority in writing:
- a) All road works required by VicRoads conditions of this permit must be completed to the satisfaction of VicRoads and the responsible authority, must be submitted to and approved

Emergency Management Plan

12. Before the use starts, an Emergency Management Plan, to satisfaction of the responsible authority, must be submitted to and approved by the responsible authority in consultation with CFA. The plan must address the following matters:
 - a) Actions during the declared Fire Season
 - b) Actions on Code Red days
 - c) Actions for other emergencies
 - d) Identification of an emergency access

S173 Agreement

13. Before the use starts the owner must enter into an agreement with the responsible authority made pursuant to section 173 of the *Planning and Environment Act 1987*, and make application to the Registrar of Titles to have the agreement registered on title to the land under section 181 of the Act, which provides for the following:
 - a) No application for Liquor License will be applied for to sell or consume liquor on the subject land.The owner/operator under this permit must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement.

On Site Waste Water Management

14. Before the use starts, the proposed wastewater flow in the Land Capability Assessment undertaken by Provincial Geotechnical Pty Ltd, Report Number E4035, dated 16/5/14 must be reviewed in relation to the projected visitation numbers provided.
15. A revised site plan must be provided to Council for approval indicating type and location of septic tank system and adequately sized land application area for treated effluent dispersal.
16. A "Septic Tank Application (install/alter septic tank system)" must be submitted to Council for approval.
17. The dedicated effluent dispersal area must be protected against damage from any works undertaken on the site.
18. Compliance with the Environment Protection Authority Victoria (EPA) Certificates of Approval, EPA Code of Practice – Onsite Wastewater Management Publication 891.3, AS/NZS 1547:2012, relevant permits issued by Council and any other direction made by the relevant authority.
19. Stormwater must be diverted away and below the effluent disposal fields.
20. If the premises on or from which sewerage (including sullage) effluent, exceeding a design or actual flow rate of 5,000 litres per day, is treated, discharged or deposited, Schedule 1 of the *Environmental Protection (Scheduled Premises and Exemptions Regulations 2007)* applies and an environment Protection Authority Victoria Works Approval is required under Section 19A (1) (a) of the *Environment Protection Act 1970*.

Tree Protection Zones

21. Before any construction and earthworks start;
 - a) a tree protection zone must be delineated around the native canopy trees, identified as to be retained in the endorsed Landscape Plan, including within the central forest area, adjacent to the boundaries with the Great Ocean Road and Gundrys Road, the west (common) site boundary and the proposed offset forest area at the southwest area of the site,
 - b) the tree protection zones must be fenced and signed to the satisfaction of the Responsible Authority, in a manner that does not compromise the trees' root zones.
 - c) the Responsible Authority must have advised in writing that the fencing and other tree protection measures are to its satisfaction.
22. During construction works:
 - a) the areas within the fenced off tree protection zones must not be used for any other purpose, including storage or building materials or machinery, except as provided for in this permit.
 - b) all contractors and subcontractors engaged to undertake construction work on the site must have included in their contract a reference to the retention of trees and these planning permit requirements for their protection.
 - c) signs to the same effect must be displayed at all times on the tree protection zone fences.

Completion of Landscaping

23. Before the use starts or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

Confirmation of Set out and Height

24. Written statements from a licensed surveyor shall be submitted for approval to the responsible authority confirming:
- that the building and station structures have been set out in accordance with the endorsed plans; and
 - that the building roof levels and station structures levels will not exceed the levels specified on the endorsed plan.
- The statements shall be submitted to the responsible authority at completion of the set out of the building and station structures and at completion of the frame of the building and station structures.

Completion of External Ropes Course

25. Before the use starts, or by such later date as is approved by the responsible authority in writing, the external ropes course, including all stations and ancillary structures and connecting pathways, as shown on the endorsed plans, must be completed to the satisfaction of the responsible authority.

Hours of Operation

26. The hours of operation of the leisure and recreation use are as follows:
- Open to the Public between 9.00am - 5.00pm with all patrons leaving the site by 5.30pm inclusive, off peak periods;
 - Open to the Public between 9.00am – 6.30pm with all patrons leaving the site by 7.00pm inclusive, summer and school holiday periods, except Christmas Day.
 - Code Red days - closed
27. The hours of operation of the leisure and recreation use for safety inspections, maintenance, cleaning and management operations are as follows:
- 8.00am - 7.00pm each day, except Christmas Day.
28. Emergency maintenance may be undertaken at any time;
29. The hours of operation shall be clearly displayed in a prominent position on the exterior window of the premises and also within the interior of the premises.
30. Deliveries to and pick up from the site (including waste collection) must take place only between:
- 8.00am – 7.00pm each day, except Christmas Day.

Amenity

31. The use must be conducted to the satisfaction of the responsible authority so that the amenity of the area is not detrimentally affected by the use or development, through the:
- Transport of materials, goods or commodities to or from the land;
 - Appearance of any buildings, works or materials;
 - Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - Presence of vermin.
32. All rubbish bins must have self-closing lids and/or be designed to withstand the effects of wind and access by birds, vermin and foxes.
33. External lighting must be designed, baffled and located, other than in association with the manager's dwelling and caretaker's house, so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.
34. Sound amplification equipment, juke boxes or loud speakers must not be located external to the building. Any music noise must comply with SEPP No N2. (Control of Music Noise from Public Premises)
35. Sound amplification equipment or loud speakers must not be used in outside areas.

Barbeques and fireplaces

36. No barbeques and fireplaces are to be installed and used at the land in association with the leisure and recreation use.

Environmental Weeds

37. No environmental weeds as identified in “Environmental weeds: Invaders of the Surf Coast” booklet shall be planted on the site or allowed to invade the site and the site managed and maintained to exclude weeds.

Ancillary Use

38. The café must only be used in conjunction with the leisure and recreation use hereby approved, to the satisfaction of the responsible authority.
39. The caretakers house must only be occupied by a supervisor of the approved leisure and recreation use undertaken on the land to the satisfaction of the responsible authority.

Alteration to Approved Use & Development

40. The use and development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

Note: Any plan approved under the Building Act and Regulations must not differ from the endorsed plan forming part of this Permit.

Expiry of Permit

41. This permit will expire if one of the following circumstances applies:
- a) The development is not started within two years of the date of this permit
 - b) The development is not completed within four years of the date of this permit
 - c) The use is not started within two years after the completion of the development
 - d) The use is discontinued for a period of two years.
- The Responsible Authority may extend the period for commencement of the development if a request is made in writing before the permit expires or within six months afterwards.
- The Responsible Authority may extend the period in which the development must be completed if the request for an extension of time is made in writing within twelve months after the permit expires and the development or stage started lawfully before the permit expired.

VicRoads conditions

42. Prior to the development coming into use at the intersection of Gundrys Road and the Great Ocean Road, the following works must be completed to the satisfaction of, and at no cost to VicRoads:
- a) Install a right turn lane
 - b) Install a left turn lane
 - c) In its current alignment, modifications must be undertaken to the intersection to prohibit vehicles turning right from Gundry's Road and onto the Great Ocean Road.
 - d) The existing vehicle track from 615 Great Ocean Road, Bellbrae to Addiscott Road must be upgraded.
40. Prior to the works commencing, the applicant must enter into a works agreement with VicRoads, confirming design plans and works approvals processes, including the determination of fees and the levels of VicRoads service obligations.

DELWP

41. In order to offset the removal of 0.008 hectares of native vegetation approved as part of this permit, prior to the removal of any native vegetation, the applicant must provide a native vegetation offset that meets the following requirements and is in accordance with the *Permitted clearing of native vegetation – Biodiversity assessment guidelines* (DEPI 2013) and the *Native vegetation scoring manual*:
- The Offset must:
- e) contribute gain of 0.002 general biodiversity equivalence units
 - f) be located within the Corangamite CMA boundary or Surf Coast municipal district
 - g) have a strategic score of at least 0.274
42. Vegetation removal and disposal must not cause damage to vegetation stands to be retained.

Note: Prior to the removal of any Wattles (acacia species) and/or Grass Trees (*Xanthorrhoea* species) from Gundry's Road (as identified as being present in the application) a protected Flora Permit must be obtained from the Dept. of Environment and Primary Industries to remove protected flora. Contact details N McDonald tele 03 5226 3897 for further information.

Planning Permit Application 14/0339, Adventure Park Proposal, 660 Great Ocean Road, Bellbrae

Report

Background

The application proposes development of a 31ha site at the corner of the Great Ocean Road and Gundrys Road Bellbrae for an Adventure Park (Leisure and Recreation). The Adventure Park will provide a range of indoor and outdoor recreational facilities including high and low ropes courses and is supported by a Park Centre building containing office administration, a café, showers/toilets, trampolines and indoor playroom. All vehicle access to the site will be from Gundrys Road and on-site car parking for 260 cars and 9 buses and staff will be provided.

The site is zoned Farming with a part Bushfire Management Overlay and abuts a Road Zone Category 1 – the Great Ocean Road. The surrounding area is zoned Farming and Low Density Residential and generally subject to a Bushfire Management Overlay.

The Surf Coast Planning Scheme identifies Leisure and Recreation as a Section 2 Permit required land use and the application is required to be assessed against the relevant planning provisions and issues associated with the site and its context. Formal referral to VicRoads, CFA and Dept. Environment, Lands, Water and Planning (DELWP) is also required.

Discussion

The Adventure Park will result in rural land zoned Farming converting to a non-agricultural land use. The provisions of the Farming zone, of the *Surf Coast Planning Scheme*, allow non-agricultural uses such as proposed to be assessed on merit against the purpose and decision guidelines of the zone and in the context of the State and Local Planning Policy Framework.

Broadly, the SPPF and LPPF seek retention of productive agricultural land and discourage its loss and fragmentation through non soil based land uses, ad hoc subdivision and dwelling development. The importance of tourism to the economy, including the local economy, is also recognised. Where tourist developments are to be located in non-urban areas policy highlights:- productive agricultural land and the rural amenity of the area should be protected, development should be within proximity of existing townships and positive landscape and environmental outcomes should result.

The Adventure Park proposes public opening hours of 9.00am - 5.00pm extending to 6.30pm at peak holiday periods and projects visitation numbers in the order of 50,000 to 70,000 visitors per year. The development will increase daily traffic volumes and more so at peak holiday periods and VicRoads, the managing road authority, is requiring road works to be undertaken at the Gundrys Road/Great Ocean Road intersection via a works agreement.

The development is to be designed on environmentally sustainable principles and includes on-site waste water management, stormwater capture and distribution, building orientation to north, solar roofing panels, minimal external lighting and site revegetation in conjunction with earth wall mounding which will assist screening of the site from roadways and adjacent properties.

Tourist developments which create all-weather attractions away from the beach are important in the local Surf Coast economy as they provide an alternative opportunity for visitors and encourage people to stay in the area for longer. Adventure based tourist developments such as proposed can also provide recreational opportunity for the local community.

It is acknowledged that concerns have been raised by objecting parties in relation to the scale of the development, traffic management, agricultural and amenity impacts. However most of these issues have been addressed by the road works treatments required by VicRoads or are at a level which is not considered unreasonable. Risk factors associated with waste water treatment, stormwater management, farm security and bushfire have been or are able to be adequately addressed.

Financial Implications

There are no direct financial impacts to Council for the processing of the application which occurs via operational budgets.

The proposal is a \$5million development and the applicant has supplied an economic analysis outlining the benefits of the proposal in terms of job creation (44 jobs) and input into the local economy.

Planning Permit Application 14/0339, Adventure Park Proposal, 660 Great Ocean Road, Bellbrae

Council Plan/Policy/Legal Implications

The proposal is responding to changes to the Farming Zone in 2013 that allow use for leisure and recreation to be considered on merit in rural areas.

The proposal relates to Theme 5 Development and Growth in the Council Plan 2013 – 2017 particular Objectives 5.3 and 5.4

The Surf Coast Planning Scheme has a range of policy that need to be considered when testing the merits of the proposal, ranging from protection of agricultural land, to the locating of non-rural uses in rural areas and supporting tourism development.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

Analysis of the merits of the application is that the application should be approved.

Any decision made by Council on this application can be challenged at Victorian Civil and Administrative Tribunal.

In the event the application was refused and appealed to the Tribunal Council is required by VCAT procedures to circulate draft “without prejudice” conditions to all parties at least 10 days prior to a hearing. This will be actioned if the circumstance arises. In the event that the Tribunal determines to grant a permit these conditions will form the basis of discussion between the parties.

Social Considerations

The proposed use will provide for tourism related activity in the rural hinterland offering activity for residents and tourist alike. There are matters that need to be considered in terms of impacts to the surrounding areas and the key themes raised in objections include appropriateness of the development in the Farming zone, traffic risk and management, the impact on agricultural production, and the impacts on the landscape and amenity.

These issues have been considered in the analysis of the proposal and are reflected in the recommendation to Council.

Community Engagement

The planning permit application has been placed on public notification including that written notices were sent out to surrounding land owners totalling 214. A further information letter was sent to all land owners notified and to all submitters May 2015.

Public notification of the proposal has generated 115 objections and 78 letters of support.

Officers have met with a number of individual land owners/submitters. A Hearing of Submitters was held 2 June 2015.

Environmental Implications

The proposal includes the development of building and works adjacent native vegetation and relies on septic waste water treatment and should be appropriately conditioned in the event it is decided to issue a permit.

Communication

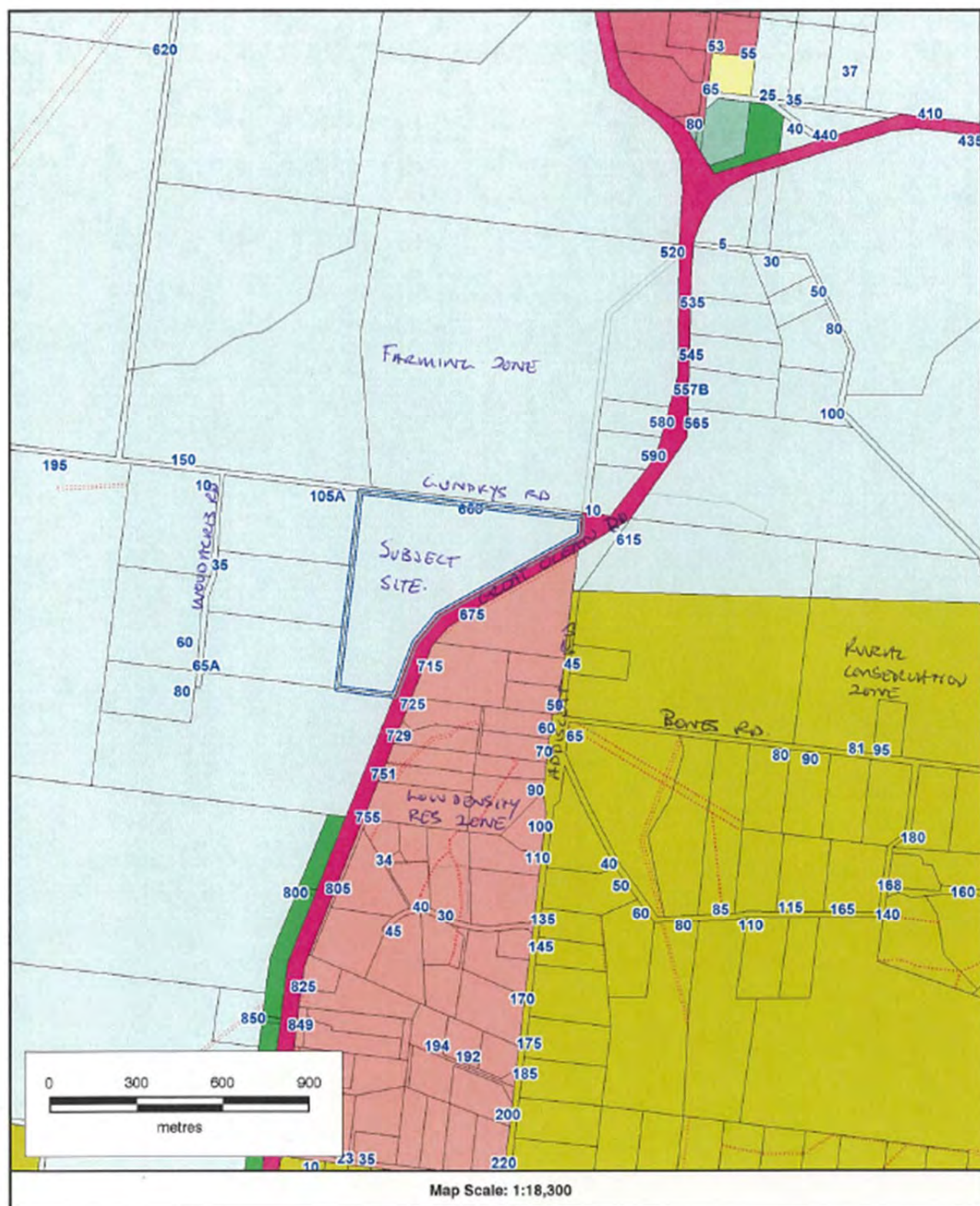
The decision on the application will be reported via media and Council's web site and a copy of the decision will be provided to the application and all submitters.

Conclusion

After due consideration of the relevant provisions of the Surf Coast Planning Scheme and supporting documentation, it is considered that Planning Permit Application 14/0339 which seeks approval to use and develop the land as an outdoor adventure park including advertising signs, a caretakers dwelling, native vegetation removal and access to a Category 1 road at the land 660 Great Ocean Bellbrae should be approved subject to conditions.

APPENDIX 1: OFFICER REPORT (D14/84849)

APPENDIX 2: MAP OF SITE



Contains Map Information
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The map is produced on the Geocentric Datum of Australia (GDA94).
GDA94 supersedes the Australian Geodetic Datum 1984 (AGD84).

Surf Coast Shire uses the Map Grid of Australia (MGA94) Zone 56 projection.



1 MERRIUG DRIVE
PO BOX 350
TORQUAY, VICTORIA
AUSTRALIA 3228
PHONE : +61 3 5261 0600
FAX : +61 3 5261 0525
INTERNET : www.surfcoast.vic.gov.au
EMAIL : info@surfcoast.vic.gov.au



APPENDIX 3: LODGEMENT - PLANNING REPORT (D14/83650)

APPENDIX 4: LODGEMENT - STATION DESIGN PLANS (D14/83717)

APPENDIX 5: LODGEMENT - LANDSCAPING PLAN (D14/83675)

APPENDIX 6: FURTHER INFORMATION - SITE PLAN REV P3 DATED 15 APRIL 2015 (D15/32564)

APPENDIX 7: FURTHER INFORMATION - PARK CENTRE BUILDING & STATION PLANS & ELEVATIONS REV P2 (D15/43391)

APPENDIX 8: FURTHER INFORMATION- PHOTO MONTAGE (D15/37665)

3.4 Amendment C103 – Miscellaneous Amendment - Authorisation

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Senior Strategic Planner

Department: Planning & Development

Division: Environment & Development

General Manager: Kate Sullivan

File No: F15/498

Trim No: D15/40555

Appendix:

1. Table of proposed Planning Scheme corrections (D15/34673)
2. Draft Explanatory Report (D15/43245)
3. Planning Scheme Map changes (D15/43598)
4. Planning Scheme Ordinance changes (D15/43872)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐ Yes

☒ No

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

To seek authorisation from the Minister for Planning to prepare and exhibit an amendment with mapping and Planning scheme changes to correct miscellaneous items in the Surf Coast Planning Scheme.

Summary

In August 2014 Council adopted the *Surf Coast Planning Scheme Review Report* and resolved to prepare an amendment to correct some anomalies and improve the operation of the Surf Coast Planning Scheme. Ministerial Amendment C101 was gazetted during early 2015 to correct obvious or technical errors, remove or update redundant references and clarify and improve the scheme's provisions. That amendment did not require exhibition as it met the criteria in the *Planning and Environment Act 1987* for a 'prescribed amendment'.

During the Planning Scheme Review in 2014 various other anomalies and unrelated changes were identified which did not meet the criteria necessary to be included in the Ministerial Amendment. As these changes do not relate to one particular strategic project it is proposed to run a separate amendment for these miscellaneous items with full notification of the amendment to affected landowners and in the local newspapers.

Ministerial authorisation is now required to commence this Amendment.

Recommendation

That Council:

1. Seek authorisation from the Minister for Planning to prepare a Planning Scheme Amendment C103 pursuant to the *Planning and Environment Act 1987*.
2. Upon receiving authorisation, exhibit the Amendment for the minimum statutory period of one month.

Amendment C103 – Miscellaneous Amendment - Authorisation

Report

Background

In August 2014, Council adopted the *Surf Coast Planning Scheme Review Report*. This review is a legislated requirement in the *Planning and Environment Act 1987* to enhance the effectiveness and efficiency of the Planning Scheme in achieving the objectives of planning in Victoria. Consequently, a Ministerial Amendment C101 was gazetted during early 2015 to correct obvious or technical errors, remove or update redundant references and clarify and improve the scheme's provisions.

Amendment C103 proposes further unrelated changes to the Planning Scheme as part of this continuous improvement process. The changes include:

- Additions to the wording in the Heritage Overlay for Heritage Place HO3 for 1135 Barrabool Road, Barrabool to include the former manse and significant trees as a result of a revised heritage assessment for the entire site.
- Corrections to the Heritage Overlay as a result of redevelopment or subdivision that has confined the heritage place within a new allotment.
- Inconsistencies in the Planning Scheme Overlay mapping affecting property ownership and boundaries.
- Redundancies in the application of Planning Scheme Overlays on some properties.
- Correction to an inconsistency between zoning provisions and policy.
- Corrections to zoning of land as a result of land transfers to adjoining properties.

The Amendment is considered to be house-keeping in nature and has been proposed to 'tidy-up' the Scheme. It is incumbent on Council to resolve these changes so that the Planning Scheme is relevant, up-to-date, of a high quality and standard, and meets the Department of Environment, Land, Water and Planning (DELWP) requirements.

Discussion

The changes proposed by Amendment C103 are documented in detail in Appendix 1. However, in summary the changes are as follows:

Planning Scheme Map Changes (Refer Appendix 3)

1. Delete Heritage Overlay (HO63) from land at 116 Mountjoy Parade, Lorne.
2. Delete Heritage Overlay (HO90) from land at 4 Anderson Street, Torquay and apply HO90 to 2A Pearl Street.
3. Delete Heritage Overlay (HO120) from part of land at 17-19 Anderson Street, Torquay and apply HO120 to Lot 2 PS711120B and associated heritage outbuildings.
4. Delete Heritage Overlay (HO121) from 27 Anderson Street and 8 Beale Street, Torquay and apply HO121 to 27 Anderson Street only.
5. Delete Heritage Overlay (HO140) from land at 41 Hesse Street, Winchelsea and apply HO140 to Lot 1 PS 729111C of the subject land.
6. Delete Heritage Overlay (HO19) from land at 33 Main Street, Winchelsea and apply HO19 to Lot 2 PS 734342C of the subject land.
7. Delete Development Plan Overlay (DPO1) affecting land at Bimbadeen Drive and Narani Way, Fairhaven.
8. Apply the Wildfire Management Overlay (WMO) to the northern strip of the land at 1 Beacon Boulevard, Torquay.
9. Delete the Design and Development Overlay (DDO14) affecting land at Pimelea Way, Torquay (Former Council depot site).
10. Apply the Neighborhood Character Overlay (NCO1) to part of land at 15-17 Boundary Road, Aireys Inlet.
11. Apply Restructure Overlay (RO2) to 10 Lorne Terrace, Lorne.
12. Rezone land at the Point Impossible / Breamlea area including 365 The Esplanade, Torquay and part of the Thompson Creek, Torquay from part Rural Conservation Zone (RCZ) and part Comprehensive Development Zone (CDZ2) to Public Conservation Resource Zone (PCRZ).
13. Rezone 9,747 sq m parcel of land abutting St George Way, The Sands, Torquay from Comprehensive Development Zone (CDZ2) to Public Conservation Resource Zone (PCRZ).
14. Rezone part of land at 35 Boyd Avenue, Moggs Creek from part Public Conservation Resource Zone (PCRZ) and part General Residential Zone (GRZ1) to Rural Conservation Zone (RCZ).

Amendment C103 – Miscellaneous Amendment – Authorisation

16. Rezone strip of land at 85 Torquay Boulevard, Jan Juc, from Public Purposes and Recreation Zone (PPRZ) to General Residential Zone (GRZ1).

Planning Scheme Changes (Refer Appendix 4)

17. Amend 'Map 1 to Clause 21.08: Torquay/Jan Juc Framework Map'; 'Map 2 to Clause 21.08: Residential Development Framework' and 'Map 3 to Clause 21.08: Activity Centre' to align settlement boundary at 460 Grossmans Rd with the boundary of the Low Density Residential Zone in Amendment C84.
18. Amend Table 1 to Clause 22.09 – Torquay–Jan Juc Residential Development and Neighbourhood Character Policy to replace the preferred housing density of 2,500 sq m for sewerer Low Density Residential Zone (LDRZ) lots with 2,000 sq m, except where a schedule to the LDRZ specifies a local variation to the minimum lot size.
19. Amend Clause 43.01 in the Schedule to the Heritage Overlay, "Heritage Place" HO3 relating to 1135 Barrabool Road, Barrabool, to include the Church, former Manse and mature exotic garden setting. Apply external paint control to both Church and former Manse. Apply internal alteration controls to the Church, and apply specific tree controls on the property.
20. Amend Clause 43.01 Schedule to the Heritage Overlay to delete HO63 relating to the former Ozone Milk Bar 116 Mountjoy Parade, Lorne.
21. Amend Clause 43.02 Schedule 12 to the Design and Development Overlay (DDO12) – Lorne Residential Areas, to include subdivision exemption provisions.
22. Delete Clause 43.02 Schedule 14 (DDO14) – affecting land at Pimelea Way, Torquay (Old Council depot).
23. Delete Clause 43.04 Schedule 1 (DPO1) – affecting land at Bimbadeen Drive and Narani Way.

An 'Explanatory Report' (Refer Appendix 2) provides a strategic assessment of the Amendment as required by Ministerial Direction No 11. The strategic assessment in the Explanatory Report indicates that the Amendment is consistent with the State and Local Planning Policy Frameworks and that the various requirements under the Planning and Environment Act and Ministerial Directions can be met.

Under section 19 of the Planning and Environment Act 1987, Council must give notice of an Amendment to land owners and occupiers that it believes may be materially affected by an Amendment. As this Amendment proposes changes including recommendations arising out of a heritage assessment and reservation of public land, there may be wider community interest. It is therefore considered to give full notice of the amendment to owners of land affected by the Amendment and in the local newspaper.

Financial Implications

Funding has been allocated in the 2015 – 2016 budget to undertake Planning Scheme Amendments including Panel Hearing fees of \$10,000. It is anticipated that a panel may not be required in this instance because the Amendment is correctional in nature.

Council Plan/Policy/Legal Implications

This Amendment complies with the *Planning and Environment Act 1987* to enhance the effectiveness and efficiency of the Planning Scheme provisions. In addition, this Amendment is consistent with the outcome of Council Plan Objective 5.4 'Transparent and responsive land use planning, by providing land use directions that are clearly articulated in the Planning Scheme'.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

The Amendment builds on a review of the Planning Scheme. The risk in not implementing this Amendment is that the Planning Scheme will not be up to date.

Social Considerations

This Amendment continues the on-going improvement to the content of the Surf Coast Planning Scheme, having regard to improved social and economic outcomes in accordance with the objectives of planning in Victoria.

Amendment C103 – Miscellaneous Amendment - Authorisation

Community Engagement

Much of this amendment involves corrections and format improvements to the planning scheme. The community will be informed during the notification stage.

Environmental Implications

The Amendment will not have any significant environmental effects. The proposed rezoning of land in Moggs Creek and Point Impossible/Breamlea areas will recognise the ownership and environmental significance of the land.

Communication

The Amendment will be placed on public exhibition for a minimum period of one month pursuant to the legislative requirements of the *Planning and Environment Act 1987* and will be communicated through letters to affected landowners, on Council's website and in the local newspaper.

Conclusion

This Amendment builds on the recommendations of the Planning Scheme Review Report 2014 and further advances the continuous improvement to the Surf Coast Planning Scheme.

APPENDIX 1: TABLE OF PROPOSED PLANNING SCHEME CORRECTIONS (D15/34673)

APPENDIX 2: DRAFT EXPLANATORY REPORT (D15/43245)

APPENDIX 3: PLANNING SCHEME MAP CHANGES (D15/43598)

APPENDIX 4: PLANNING SCHEME ORDINANCE CHANGES (D15/43872)

3.5 Unconventional Gas - Surf Coast

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Authors' Title: Manager Environment & Community Safety

General Manager: Kate Sullivan

Department: Environment & Community Safety

File No: F13/1658

Division: Environment & Development

Trim No: D15/42270

Appendix:

1. Final Report on Community and Stakeholder Attitudes to Onshore Natural Gas (D15/43294)
2. Mayor's letter to the Premier 28 March 2014
3. Council's motion to the Municipal Association of Victoria State Council 2014
4. Sample council resolutions opposing unconventional gas
5. List of Australian councils concerned about or opposed to unconventional gas
6. Map showing location of exploration licence PEP163 Mirboo Ridge Pty Ltd/Lakes Oil
7. Key Matters – Surf Coast Shire Council Submission – Parliamentary Inquiry into Unconventional Gas

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

☐ Yes

☒ No

Status:

Information classified confidential under Section 77 of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

To consider Council's position on unconventional gas exploration and mining following release of the final Report on Community and Stakeholder Attitudes to Onshore Natural Gas and to provide a submission to the Parliament of Victoria Inquiry.

Summary

Council was previously briefed about unconventional or 'onshore' gas on 23 October 2013 and 11 February 2014. Council has expressed its concerns about unconventional gas on several occasions, including notices of motion calling on the state government to institute and then to extend a moratorium on coal seam gas exploration and mining in August 2012 and November 2013. Prior to the 2014 state election, Council passed a notice of motion expressing its 'extreme concern' about the potential impacts of unconventional gas and called upon all major political parties to explain their policy position and to extend the current moratorium to encompass all unconventional gas.

Council submitted a motion to the Municipal Association of Victoria (MAV) State Council in October 2014 regarding unconventional gas and wrote to the Premier in March 2014 supporting Bass Coast Shire Council's submission to the Gas Market Taskforce. Several communities in the Shire have declared themselves 'frack' or 'gasfield' free and a public forum on unconventional gas in Winchelsea in May 2014 attracted approximately 300 people. There is currently one exploration permit for unconventional gas in the Shire – PEP 163 - which is due to expire on 18 October 2015.

A Council position is being sought on unconventional gas that considers the recent release of the final Report on Community and Stakeholder Attitudes to Onshore Gas in Victoria and will provide the basis of a formal submission to the Victorian Parliamentary Inquiry. The proposed recommendation outlined below and Appendix 7 forms Council's policy position on unconventional gas exploration and mining and is consistent with Council's commitment to environmental leadership.

The Victorian parliamentary inquiry is now seeking community views on the exploration, extraction, production and rehabilitation for onshore unconventional gas in Victoria. Appendix 7 is a summary of key points to be made in the Council submission to the inquiry and is consistent with Council's previous resolutions on this matter and its commitment to environmental leadership. Subject to Council approval, the submission will be finalised and signed by the CEO and Mayor prior to the 10 July deadline.

Recommendation

That Council:

1. Note the final Report on Community and Stakeholder Attitudes to Onshore Natural Gas in Victoria and the upcoming Parliamentary Inquiry into this activity.
2. Oppose the exploration and mining of unconventional gas within the Shire.
3. Seek support from the Victorian and Federal Governments for the development of renewable energy projects in the Shire, including community renewable energy.
4. Advocate this position through a range of methods including through the proposed State Parliamentary Inquiry into unconventional gas, through meetings with relevant ministers, opposition leaders and peak bodies and through written submissions and consultation processes.
5. Keep the community informed about these activities and promote opportunities for community participation.
6. Write to the Premier and the Minister for Energy and Resources detailing Council's resolution.
7. Advocate to the Minister for Energy and Resources not to renew exploration permit PEP 163 pending the outcome of the Parliamentary Inquiry.
8. Notify other Victorian councils of the resolution through the Municipal Association of Victoria.
9. Approve the summary of key matters (Appendix 7) to be included in Council's submission to the Parliamentary Inquiry into Unconventional Gas.

Unconventional Gas - Surf Coast

Report

Background

Council has publicly expressed its concerns about unconventional gas on several occasions, including:

- Notice of motion calling on the state government to institute a moratorium on all new coal seam gas exploration and operations until there has been a comprehensive investigation into the likely effects of the industry – 22 August 2012;
- Notice of motion reaffirming Council's support for the continuation of the current moratorium on coal seam gas explorations and operations and requesting a comprehensive investigation into the likely effects of unconventional gas exploration and mining – 26 November 2013;
- Letter to the Premier - supporting Bass Coast Shire Council's submission in response to the Gas Market Taskforce Report and calling for suspension of all exploration and mining of unconventional gas until a robust, transparent and independent regulatory framework is established, a full peer reviewed research study of the impacts had been undertaken and there has been 'full and genuine consultation' with communities across Victoria (see Appendix 1) - 28 March 2014;
- Notice of motion expressing Council's 'extreme concern' at the potential impact of exploration and development of unconventional gas on Shire communities and the lack of an appropriate regulatory framework; and calling upon all major political parties to explain their position on this issue prior to the election, and to extend the current moratorium on fracking to encompass all unconventional gas exploration and development – 26 August 2014;
- Motion to MAV State Council – the motion (see Appendix 2) called upon the MAV to 'strongly advocate' to the state government that unconventional gas exploration should not occur unless social and environmental impacts are definitively demonstrated not to be detrimental, an appropriate level of community support is evident and there is an appropriate regulatory framework in place - 24 October 2014.

Council has been well informed of the unconventional gas issue having received briefings from its officers and a briefing from the State Government's Earth Resources officers (11 February 2014).

A Natural Gas Open Day was held in Torquay on 19 June 2014 as part of the state government's community consultations on onshore natural gas. The result of these consultations is outlined in the final Report on Community and Stakeholder Attitudes to Onshore Natural Gas in Victoria (see Appendix 1).

Discussion

Current Status

In August 2012 the previous state government implemented a moratorium on hydraulic fracturing (fracking) and the issuing of any new exploration licences. The moratorium was extended in May 2014 to include work plan approvals for onshore gas exploration and was due to expire in July 2015.

The current state government has confirmed the moratorium will be maintained until a Parliamentary Inquiry into unconventional gas has been held and the findings delivered. The state government has drafted Terms of Reference for the Inquiry and is proposing an interim report no later than 1 September 2015 and the final report no later than 1 December 2015. The Inquiry will be conducted by the Legislative Council's multi-party Environment and Planning Committee. The parliament of Victoria announced on 9 June 2015 that the inquiry is seeking community views on the exploration, extraction, production and rehabilitation for onshore unconventional gas in Victoria submissions before 10 July 2015. Appendix 7 is a summary of key points to be made in the Council submission to the inquiry and is consistent with Council's previous resolutions on this matter and its commitment to environmental leadership. Subject to Council approval, the submission will be finalised and signed by the CEO and Mayor prior to the 10 July deadline.

There is one existing hydrocarbon exploration approval relating to unconventional gas in the Shire, PEP 163, issued to Mirboo Ridge Pty Ltd (Lakes Oil). This is a licence to explore for hydrocarbons generally, including tight and shale gas. This licence is due to expire on 18 October 2015.

Final Report on Community and Stakeholder Attitudes to Onshore Natural Gas

The final Report on Community and Stakeholder Attitudes to Onshore Gas in Victoria (see Appendix 1) was released on 18 May 2014. The report covers the consultation process undertaken by the Naphthine government in 2014 'to discuss and seek community input on issues surrounding a potential onshore gas industry in Victoria'.

Unconventional Gas – Surf Coast

The consultation involved both qualitative engagement with approximately 2,000 people across the state (open days, key stakeholder meetings, discussion groups and community panels) and a quantitative survey with 960 Victorians.

The key findings of the report are:

- In terms of support for the introduction of an onshore gas industry in Victoria, 29% of respondents are supportive, 27% are opposed and the remaining 44% were either undecided or didn't know;
- For many significant questions about onshore gas, more than 50% of respondents fall within the undecided/don't know category;
- There were only slight differences between metropolitan Melbourne and rural respondents;
- Community attitudes in potentially affected areas indicate stronger opposition than in other areas – 46%;
- There are strong expectations that government will strictly control a potential industry (70%) and there is a strong interest in learning more about onshore gas (55%); and
- Many people participating in both the community consultations and the survey raised concerns about the effectiveness of regulation of onshore natural gas development. The current regulatory framework does not meet community expectations.

The report describes the characteristics of those who support unconventional gas, those who oppose it and those who are undecided/don't know.

- Supporters of unconventional gas 'typically have extensive and longstanding experience in the oil and gas industry', including investors and employees.
- Those who oppose unconventional gas fear the industry will profoundly and permanently change the landscape, structure of the economy and community character for the worse.
- Undecided people range from quite well informed to not well informed but generally feel that their knowledge is inadequate and wish to learn more. Those who 'don't know' are less engaged in the issue, less informed and less interested because of other concerns.

Rationale for Unconventional Gas

The state government has identified various reasons why Victoria needs unconventional gas:

- Natural gas is a cheap, reliable and safe source of energy;
- Electricity produced from natural gas has lower emissions than coal;
- The consumption of gas in Victoria is expected to double by 2030; and
- Victoria may need to source gas from other states if demand can't be met.

The Gas Market Taskforce Report (October 2013) commissioned by the former state government supported an onshore gas industry for Victoria, noting that an onshore gas industry can not only provide benefits to farmers, revitalise regional communities and create jobs but also be managed to conserve the environment.

Concerns about Unconventional Gas

Surf Coast's towns and rural hinterland support over 3,000 businesses driving an economy worth almost \$1 billion annually. The economy is unique, dominated by nature based tourism, surfing, construction and retail sectors, and emerging sectors of agriculture and health. These sectors combine to create a distinctly different economy to that of Geelong and surrounding regions. The Shire's clean, natural landscape of world famous beaches, national parks and scenic rural hinterland is the critical factor in attracting approximately 2 million visitors annually who expend over \$510 million visiting Surf Coast Shire.

Based on the impacts of unconventional gas operations in other parts of Australia, Council and its community is very concerned that this activity could undermine the Surf Coast's clean and natural image that our local economy depends upon. Council in its previous resolutions on this matter has made clear that it would like to see much greater consideration of the impacts of unconventional gas activities on public health, the environment, agriculture and food security, local communities and tourism. Until these impacts are fully understood, and able to be managed effectively, Council believes the state government should not be authorising onshore gas development.

Community Action

There has been strong community interest and opposition about onshore gas in the Shire. The communities of Deans Marsh and Bambra declared themselves 'gasfield free' in early 2014 and the communities of Moriac, Mt Moriac and Paraparap declared themselves 'frack free' at a town declaration day on 14 September 2014.

Unconventional Gas – Surf Coast

A public forum and expert panel was held by the Winchelsea Business and Tourism Association in Winchelsea on 28 May 2014, with sponsorship from Council, and attracted approximately 300 people. The strong community interest in this issue was also reflected in attendance at the state government's Onshore Gas Open Day held at Torquay on 19 June 2014. Over 140 people attended the Open House, despite limited advertising of the event.

Local Government Action

Councils across Australia have expressed their concern about or opposition to unconventional gas, including several Victorian and G21 councils (see Appendix 4). At its May 2015 meeting, Colac-Otway Shire Council resolved to write to the Victorian government supporting an extension of the existing moratorium, approach the MAV to determine its interest leading a collaborative advocacy approach on this issue and contact each member council of the G21 and Great South Coast regions and urge them to also consider advocacy on this issue. Council's motion to the 2014 MAV State Council regarding unconventional gas was passed by members, with an addition that MAV provide information to all councils about unconventional gas exploration in Victoria and the potential impacts on food security, water resources and carbon emissions.

Local governments have also been active on this issue internationally, particularly the United Kingdom and the United States.

Financial Implications

Council's draft 2015/16 budget includes a budget provision of \$15,000 for community consultation on unconventional gas exploration. In terms of broader financial implications, unconventional gas exploration and mining could have significant adverse economic implications for tourism and agriculture in the Shire. Property values can also be negatively impacted. The potential revenue that could be generated in the local economy from unconventional gas exploration and mining needs to be weighed against the potential adverse impacts on tourism, agriculture and other economic activity in the Shire.

Council Plan/Policy/Legal Implications

The draft amended Council Plan 2013 – 2017 includes a strategy under the 'Environment' theme that Council continue to advocate to all relevant political parties to extend the current moratorium on fracking to all other unconventional gas exploration and development extraction methods, unless and until there is a clear community mandate to proceed. This strategy is consistent with the existing Council Plan commitments to preserve and enhance our natural environment (Environment theme); to establish healthy and safe environments (Communities Theme) and encouraging clean industries and development that respect the Surf Coast's environment and lifestyle (Development and Growth). The recommendation in this report is consistent with and in addition to the actions proposed in the Council Plan.

If council passes a resolution opposing unconventional gas exploration and mining in the Shire, the implications are primarily political rather than legal. The state government, not local government, is responsible for the regulation of unconventional gas exploration and mining in the Shire. The Minister does, however, have the power under the Mineral Resources (Sustainable Development) Act 1990 to exempt land from being subject to an exploration or mining licence. In the Victorian Labour election platform 2014, the Labor party specifically committed to maintain the ability of the Minister to exempt certain areas from exploration and/or mining licences. It is unclear whether this power would ever be exercised to exempt an entire municipality from exploration and/or mining.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

There does not appear to be any community support for unconventional gas in the Shire because there are significant risks with little or no benefit. Although Council does not have legal jurisdiction in this matter, this resolution may reduce the likelihood of unconventional gas being approved in the Shire and/or encourage the most robust regulatory regime possible to control any negative impacts of these activities.

Social Considerations

The CSIRO has identified various social issues arising from unconventional gas mining, particularly where coal seam gas fields are on agricultural land. Social impacts arise from the access and use of land and water resources, competing demands placed on social and natural resources and challenges to existing rural community identities and ways of life. Tension can also be caused by the rapid influx of higher income residents resulting in a sharp increase in competition among residents for social and natural resources.

Unconventional Gas – Surf Coast

While there are both positive and negative impacts, spatially most negative impacts are accrued locally and may not be offset by substantial positive impacts that accrue at larger regional scales (CSIRO fact sheet, *Coal seam gas developments – predicting impacts*, April 2012).

Community Engagement

Community engagement on this issue to date has been coordinated primarily by community action groups, in particular Lock the Gate/Quit Coal and by larger conservation groups, particularly Friends of the Earth. Council did support the Winchelsea Business and Tourism Association to hold a public expert panel forum on unconventional gas, which approximately 300 people attended. The state government coordinated a community and stakeholder engagement process in 2014, which included an Open House in Torquay in June 2014. The final report on this engagement process has just been released (see discussion above and Appendix 1). The proposed Parliamentary Inquiry should provide a broader public platform for community and stakeholder engagement on unconventional gas.

Environmental Implications

CSIRO has indicated that the potential impacts of coal seam gas on the environment will depend on the volume and quantity of produced water, its treatment and the extent of built infrastructure associated with the operations. (CSIRO fact sheet, *Coal seam gas developments – predicting impacts*, April 2012). The Gas Market Taskforce Supplementary Report (October 2013) noted that the issue most commonly raised with the Taskforce concerning unconventional gas development is the potential local and cumulative impacts of gas extraction on water quality and quantity. Impacts on water resources include impacts on the level and flow of groundwater, the risk of contamination of groundwater from chemicals used for hydraulic fracturing and cumulative impacts on water resources of multiple projects occurring in the same area. Other potential environmental impacts include surface subsidence and environmental disturbance such as dust, noise and light.

Communication

A resolution formally opposing unconventional gas exploration and mining in the Shire will be communicated through Council's usual communication channels, including local media, social media, website and the Mayor's column. A letter will be sent to the Premier and the Minister for Energy and Resources notifying them of the decision and also to the Municipal Association of Victoria. The resolution will be included in a formal submission to the upcoming Parliamentary Inquiry on unconventional gas.

Conclusion

Council and Surf Coast Shire communities have already been vocal in their opposition to potential unconventional gas exploration and mining in the Shire. Unconventional gas exploration and mining poses significant potential economic risks (especially to tourism and agriculture), environmental risks (especially to water resources) and social risks (dislocation and disruption of rural community identities and ways of life).

Other Councils have concerns about unconventional gas. As with Bass Coast, tourism and agriculture are critical industries in our Shire and we do not support any exploration or mining activities that could jeopardise or significantly compromise these industries or the natural environment. We also support Bass Coast's request to the state government that before the onshore gas industry is developed in Victoria, adequate controls must be in place to protect biodiversity, high quality agricultural land and community amenity.

The Victorian parliamentary inquiry is now seeking community views on the exploration, extraction, production and rehabilitation for onshore unconventional gas in Victoria. The parliament of Victoria announced on 9 June 2015 that the inquiry is seeking submissions before 10 July 2015. Appendix 7 is a summary of key points to be made in the Council submission to the inquiry and is consistent with Council's previous resolutions on this matter and its commitment to environmental leadership. Subject to Council approval, the submission will be finalised and signed by the CEO and Mayor prior to the 10 July deadline.

**APPENDIX 1: FINAL REPORT ON COMMUNITY AND STAKEHOLDER ATTITUDES TO ONSHORE
NATURAL GAS (D15/43294)**

APPENDIX 2: MAYOR'S LETTER TO THE PREMIER 28 MARCH 2014

Our Ref: KS/KS/SW: F13/1658: D14/26211
Contact: Kate Sullivan 5261 0821

Office of the Mayor

28 March 2014

Premier of Victoria
The Hon. Dr Denis Naphine
Level 16, 121 Exhibition Street
MELBOURNE VIC 3000

By email: gastaskforcereport@dsdbi.vic.gov.au

Dear Premier

Response to the Gas Market Taskforce Final Report

I refer to Council's letter to you dated 21 January 2014 commending the State Government for extending the moratorium on hydraulic fracturing until at least July 2015. As noted in our letter, unconventional gas exploration and mining is a matter of significant concern to our Council and Shire residents. Council has now passed two separate resolutions supporting the continuation of the current moratorium and requesting a comprehensive investigation into the likely effects of unconventional gas exploration and mining.

Bass Coast Shire Council has kindly shared their submission on the Gas Market Taskforce Report with our Council. Our Council resolutions are consistent with the outcomes requested in the Bass Coast submission, namely:

"Suspension of all exploration and mining of unconventional gas until:

- A robust, transparent and independent regulatory framework is established;
- A full peer reviewed research study has been undertaken into the impacts of unconventional gas exploration on aquifers and water supply catchments; and
- There has been full and genuine consultation with communities across Victoria."

Consistent with the two previous resolutions of our Council, we would also like to see the research study consider impacts on public health, the environment, agriculture and food security, local communities and tourism. Until these impacts are fully understood and able to be managed effectively the State Government should not be authorising onshore gas development.

As with Bass Coast, tourism and agriculture are critical industries in our Shire and we do not support any exploration or mining activities that could jeopardise or significantly compromise these industries or the natural environment. We also support Bass Coast's request that before the onshore gas industry is developed in Victoria, adequate controls must be in place to protect biodiversity, high quality agricultural land and community amenity.

As noted in our letter of 21 January, our Council is keen to participate in the proposed 12 month community consultation process for onshore gas and to ensure that potentially affected communities in our Shire are consulted and have the opportunity to provide feedback. We strongly support Bass Coast's request for a 'full and robust community consultation process' so that 'communities are effectively and genuinely engaged in discussions about whether this industry is appropriate in Victoria and if so, how it should be regulated'.

We look forward to receiving information from the State Government regarding the upcoming community consultation process.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Hodge', written in a cursive style.

Cr. Rose Hodge
Mayor

Cc: Cr. Neil Rankine, Mayor Bass Coast Shire Council
Minister for Energy and Resources, the Hon Russell Northe
Member for Polwarth, the Hon Terry Mulder
Member for South Barwon, the Hon Andrew Katos

**APPENDIX 3: COUNCIL'S MOTION TO THE MUNICIPAL ASSOCIATION OF VICTORIA STATE
COUNCIL 2014**

That the MAV strongly advocate to the relevant State Government Minister and Department that unconventional gas exploration should not occur unless:

- Social and environmental impacts are definitively demonstrated not to be detrimental;
- An appropriate level of community support is evident; and
- There is an appropriate regulatory framework in place to ensure protection of the natural environment, local communities, rural industries and private property rights.

APPENDIX 4: SAMPLE COUNCIL RESOLUTIONS OPPOSING UNCONVENTIONAL GAS

Bass Coast Shire Council – 19 March 2014

That Council:

1. Adopts the following policy position on coal and unconventional gas mining and exploration:
 - Council is totally opposed to exploration and mining of coal, and unconventional gas within the Shire;
 - Council will advocate this position through a range of methods including through relevant ministers, opposition leaders, peak bodies, participating in consultation processes and making submissions; and
 - Council will keep the community informed about these activities and opportunities that are available for community participation.
2. Council writes to the Premier detailing Council's resolution;
3. Council adopts the submission in response to the Gas Markets Taskforce Final Report and Recommendations October 2013 at Attachment 1;
4. Council communicates the decision and shares the submission with Local Governments and Water Management Authorities across Victoria.

Carried unanimously

Greater Geelong City Council – 14 October 2014

That Council:

1. Note the high number of submissions received opposing onshore gas extraction and hydraulic fracturing;
2. Write to the Victorian Government advising that the City of Greater Geelong rejects onshore gas extraction including fracking and supports a permanent ban;
3. Write to the Victorian and Federal governments requesting support for the development of renewable energy sources to replace fossil fuels in the provision of heating, cooling and power.

Carried unanimously

Glenelg Shire Council – 26 August 2014

That the Glenelg Shire be an unconventional gas field free zone.

Carried

**APPENDIX 5: LIST OF AUSTRALIAN COUNCILS CONCERNED ABOUT OR OPPOSED TO
UNCONVENTIONAL GAS**

Lock the Gate Alliance list of Councils http://www.lockthegate.org.au/lock_your_council

The Councils listed below have supported moratoria or passed motions of opposition or concern about coal and/or unconventional gas mining in recent years:

South Australia

- South East Local Government Association, 13 June 2014
- Robe Council, 14 January 2014
- Wattle Range Council, March 2014
- Mt Gambier, 22 May 2014

Victoria

- State Council of the Municipality Association of Victoria, 16 May 2014
- Surf Coast, 26 November 2013
- Moorabool, May 2013
- Moyne, March 2014
- Moreland City Council, 2012
- South Gippsland Council, 2012
- Yarra Council, June 2012
- Port Phillip Council, May 23 2012
- Bass Coast Council, May 2012
- Colac Otway, April 2012

Queensland

- Southern Downs, January 2015
- Lockyer Valley, November 2014
- Port Douglas, November 2014
- Somerset Council, January 2012
- Scenic Rim, March 2011

Western Australia

- Shire of Coorow, August 2014
- Shire of Carnamah, December 2014

New South Wales

Riverina

- Wagga Wagga, March 2014
- Griffith, May 2014
- Orange, April 2014

Northern Rivers

- Richmond Valley, 15 May 2012
- Clarence Valley, 15 December 2014
- Kyogle, 19 December 2011
- Ballina, May 2011
- Byron Bay, 12 May 2011
- Tweed, 19 April 2011
- Lismore, 13 December 10

Hunter / Newcastle

- Newcastle, 5 June 2012

- Lake Macquarie, 25 June 2012
- Gloucester, 21 December 2011
- Port Stephens, December 2011
- Singleton, February 2013
- Cessnock, 7 August 2013

Central Coast

- Wyong, 01 September 2011 and 11 February 2015
- Gosford, 02 October 2012 and 10 February 2015

Mid North Coast

- Coffs Harbour, 25 July 2012
- Great Lakes, 10 April 2012
- Greater Taree, 14 December 2011

North-west NSW

- Moree Plains, 01 July 2011
- Warrumbungles, 01 November 2011
- Mid-Western Regional Council, April 2012 (called on government to provide more protection for landowners)
- Coonamble, 2011
- Walgett, July 2011

Sydney

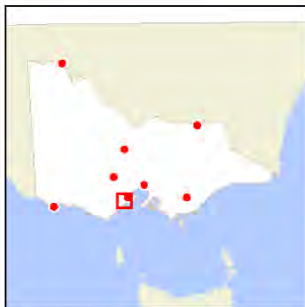
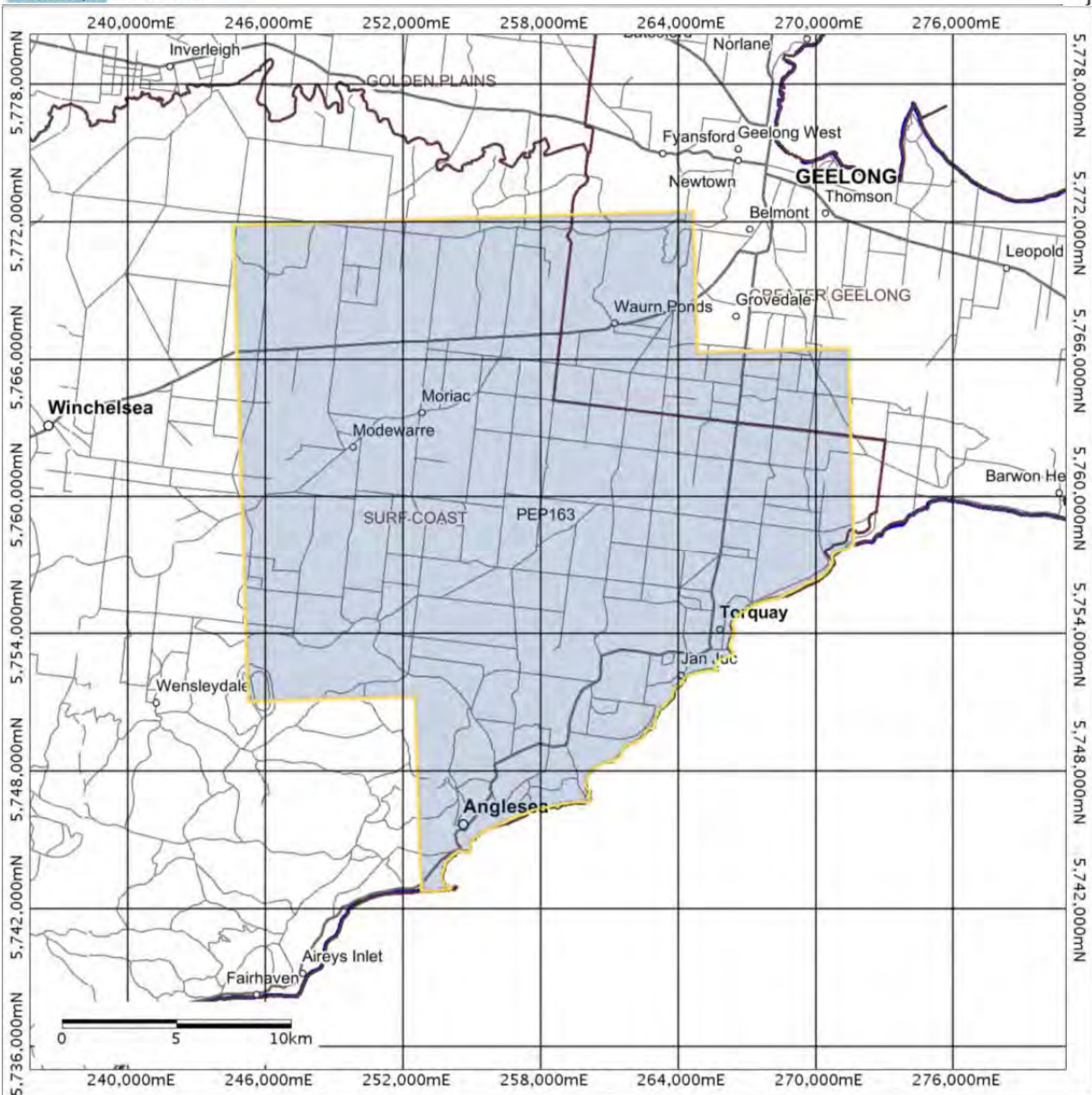
- Hawkesbury, March 2014
- Woollahra, 2013
- Liverpool, 2013
- Blue Mountains City Council, 27th November 2012
- Sutherland, 28 August 2012
- Burwood, 24 July 2012
- Randwick, 24 July 2012
- Campbelltown, 29 May 2012
- Canada Bay, 15 May 2012
- Ashfield, 27 March 2012
- Waverley, 20 March 2012
- Camden, March 2012 (Council asked government for report on issues relating to CSG)
- Wingecarribee Shire, November 2011
- Marrickville, 02 July 2011
- Leichhardt, 23 June 2011
- City of Sydney, 06 December 2010

Illawarra

- Kiama, 13 December 2011
- Wollongong, 7 April 2014

APPENDIX 6: MAP SHOWING LOCATION OF EXPLORATION LICENCE PEP 163 MIRBOO RIDGE PTY LTD/LAKES OIL

Department of Economic Development,
Jobs, Transport and Resources



Legend

Towns (250K)

- Large Town
- Town

Local Government Areas

Petroleum - Vic (bou

- Production
- Retention
- Exploration

Roads (2:

- Major Road
- Other Road

Map Scale: 1:260,576

Projection: MGA 55

The map contains zonal grid lines that extends beyond their zone boundary.

Disclaimer: This map is a snapshot generated from Victoria Government data. This material may be of assistance to you but the State of Victoria does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. All persons accessing this information should make appropriate enquiries to assess the currency of the data.



Generated from GeoVic 3

Map Created Mon May 18 2015 12:03:47 GMT+1000 (EST)

**APPENDIX 7: KEY MATTERS – SURF COAST SHIRE COUNCIL SUBMISSION – PARLIAMENTARY
INQUIRY INTO UNCONVENTIONAL GAS**

Key Matters – Surf Coast Shire Council Submission – Parliamentary Inquiry into Unconventional Gas in Victoria

The following are the key points or matters that Council will raise in its submission to the Inquiry. Due to the notice of the submission deadline, the CEO and Mayor will finalise a submission based on these points.

Introduction

- The Surf Coast Shire Council welcomes the Victorian Parliament's Environment and Planning Committee Inquiry into Unconventional Gas in Victoria and provides this submission to assist the inquiry.
- Council advises the Inquiry that because only one month was provided to make submissions, this tight time frame may result in a lower number or standard of submissions than if more time were allowed.
- There is currently one exploration permit for unconventional gas in the Shire – PEP 163 - which is due to expire on 18 October 2015.
- There has been very strong community interest and concerns expressed in our community regarding the potential for unconventional gas in the Surf Coast Shire. Several communities in the Shire have declared themselves 'frack' or 'gasfield' free and unconventional gas forums held in the Shire have attracted large numbers of the public.
- Council has made a number of resolutions on this matter and in March 2014 wrote to the Premier calling for a suspension of all exploration and mining of unconventional gas until a robust, transparent and independent regulatory framework is established, a full peer reviewed research study of the impacts had been undertaken and there has been 'full and genuine consultation' with communities across Victoria.
- Council resolved at its June 2015 meeting to provide a submission to the Inquiry

Background about the Shire

The Surf Coast Shire is located 1.5 hours' drive south west of Melbourne's CBD and 20 minutes south west of Geelong's CBD. The Shire is home to nine distinct townships: Aireys Inlet, Anglesea, Deans Marsh, Fairhaven, Jan Juc, Lorne, Moriac, Torquay and Winchelsea.

- The Shire's towns and rural hinterland support over 3,000 businesses driving an economy worth almost \$1 billion annually. The economy is unique, dominated by nature based tourism, construction and retail sectors, and emerging sectors of agriculture and health. These sectors combine to create a distinctly different economy to that of Geelong and surrounding regions.
- The Shire's clean, natural landscape of world famous beaches, national parks and scenic rural hinterland is the critical factor in attracting approximately 2 million visitors annually who expend over \$510 million visiting Surf Coast Shire.

Concerns relating to unconventional gas

Council advises the Inquiry that it is concerned about potential environmental, economic, health and social impacts including that:

Environmental concerns

- There has been inadequate independent assessment of key potential adverse environmental impacts of unconventional gas exploration and mining including the local and cumulative impacts of gas extraction on water quality and quantity, the risk of contamination of groundwater, potential contamination of underground aquifers, the management of waste water and loss of access to groundwater for other users.
- There is a particular concern about using hydraulic fracturing because of the use of toxic chemicals, potential chemical spills, contamination of land and water, the triggering of seismic activity and land subsidence.

Health and social concerns

- There has been inadequate independent assessment of the potential social and health impacts of unconventional gas exploration and mining.
- The CSIRO has identified various social issues arising from unconventional gas mining, particularly where the gas fields are on agricultural land. Issues include competing demands on social and natural resources and challenges to existing rural community identities and ways of life.
- The CSIRO has identified that while there are both positive and negative impacts, spatially most negative impacts are accrued locally and may not be offset by substantial positive impacts that accrue at larger regional scales. There is community concern that potential costs greatly outweigh any benefits, last for longer and are borne by local communities.
- Local amenity and quality of life may be adversely impacted by potentially large scale mining development, and operational impacts including dust, noise and light.

Regulatory Framework concerns

Our Council, along with many other Councils and the MAV State Council's view is that current regulatory framework may not be adequate to ensure protection of the natural environment, local communities, rural industries and private property rights.

Community Concern

- Five shire communities have declared their opposition to unconventional gas (Deans Marsh, Bamba, Moriac, Mt Moriac and Paraparap)
- A public forum and expert panel about unconventional gas held in Winchelsea in May 2014 attracted approximately 300 people
- Over 140 people attended the state government's Open Day in Torquay on 19 June 2014.

Council's position

Based on the known impacts of unconventional gas operations in other parts of Australia, Council and its community is very concerned that this activity could undermine the Surf Coast's clean and natural image that our local economy depends upon.

Council in its previous resolutions on this matter has made clear that it would like to see much greater consideration of the impacts of unconventional gas activities on public health, the environment, agriculture and food security, local communities and tourism. Until these impacts are fully understood, and able to be managed effectively, Council believes the State Government should not be authorising onshore gas development. This view is now included in Strategy 1.1.4 of The Surf Coast Shire Council Plan: *“Council to continue to advocate to all relevant political parties to extend the current moratorium on fracking to all other unconventional gas exploration and development extraction methods, unless and until there is a clear community mandate to proceed.”*

Furthermore, at its June 2015 meeting Council resolved to oppose the exploration and mining of unconventional gas within the Shire and advocate this position to the Inquiry.

Council’s recommendation to the Inquiry

That the Inquiry

- Is encouraged to visit and talk with Councils and local communities that may be affected by unconventional gas developments, including at Surf Coast Shire.
- Note and consider Surf Coast Shire Council’s resolution made at its June 2015 meeting.
- Note and consider other Council’s and the MAV’s positions on unconventional gas

3.6 Rural Conservation Zone

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Manager Planning & Development

Department: Planning & Development

Division: Environment & Development

Appendix:

1. Draft letter to Minister for Planning (D15/40800)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐ Yes

☒ No

Reason: Nil

General Manager: Kate Sullivan

File No: F12/1415

Trim No: D15/44512

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Purpose

To write to the Minister for Planning to advocate for changes to the Rural Conservation Zone to facilitate nature based tourism uses to occur in the zone.

Summary

The Rural Conservation Zone applies across areas of the Surf Coast Shire surrounding some of the coastal towns and in the rural hinterland to the north of the Otway National Park. Surf Coast Shire Council has in the past advocated for changes to the Rural Conservation Zone to provide for more opportunities for nature based tourism outcomes.

The Rural Conservation Zone was amended by the previous State Government however the degree of change still limits leisure and recreation based uses that could include proposals such as tree top walks and nature based adventure activities. These activities are considered well placed to occur in Rural Conservation Zone areas given the context of these areas. In some locations such as Lorne sustainable tourism outcomes are actively promoted in the Rural Conservation Zone land surrounding Lorne (per the Lorne Strategy at Clause 21.10 in the Surf Coast Planning Scheme). There are current projects being considered by land owners in some of the Rural Conservation Zone areas in Surf Coast and a change to the Rural Conservation Zone at State level would allow these projects to be considered on merit via a planning permit process rather than site specific amendments which are more costly and time consuming and are limited to specific sites.

The issue of developing a land use definition to help foster nature based tourism uses in the Rural Conservation Zone has been supported via the Peri Urban Group of Councils and the G21 Planning Pillar. Representations to the previous Government via the Peri Urban Groups of Councils resulted in further work being done on the development of a land use definition that could be included as a permit required use in the Rural Conservation Zone however this work has not been finalised and implemented into the Victorian Planning Provisions. It is proposed to alert the current Minister for Planning of this work and seek support for its implementation.

Recommendation

That Council:

1. Support changes to the Rural Conservation Zone to facilitate nature based tourism outcomes and write to the Minister for Planning advocating for such change per the letter in Appendix 1.
2. Note that an amendment will be processed in the 15/16 financial year to strengthen policy to minimise development in the rural hinterland of Bells Beach.
3. Note that the proposed Rural Hinterland Strategy project to be undertaken in 15/16 financial year will assist in providing clarity on how and where development will occur in rural areas.

Rural Conservation Zone

Report

Background

The Rural Conservation Zone was changed as part of broader zone reforms by the former State Government. Despite the changes to the Rural Conservation Zone nature based tourism uses such as tree top walks and adventure rope courses are still prohibited within the zone. The context of Rural Conservation Zone areas means they have vegetation and topography suited to such uses.

Discussion

There is an opportunity to provide for nature based tourism uses in some the Rural Conservation Zone areas in Surf Coast Shire. Currently such uses would be defined under the term “Leisure and Recreation” and are prohibited. Surf Coast Shire’s involvement in the Peri Urban Group of Councils allowed this issue to be raised with the former State Government. Advocacy through the Peri Urban Group of Councils resulted in the previous State Government investigating changes to land use terms to allow for such uses to be a potential permit require use in the Rural Conservation Zone. Such work was not implemented before the election in 2014 and it is considered that alerting the current Minister for Planning to the potential opportunity would be of benefit.

There are current projects being considered by land owners in some of the Rural Conservation Zone areas in Surf Coast and a change to the Rural Conservation Zone at State level would allow these projects to be considered on merit via planning permits rather site specific amendments which are more costly and time consuming and are limited to specific sites.

The Rural Hinterland Strategy project and a proposed amendment to strengthen policy to protect the hinterland of Bells Beach will be undertaken in the 15/16 financial year to ensure guidance exist for rural areas to manage any change tot eh Rural Conservation Zone.

Financial Implications

There are no specific financial implications to Council of writing to the Minister for Planning and alerting him to the Rural Conservation opportunity. If change was to occur then broader economic benefit could result in the form of nature based tourism projects that could contribute to the Surf Coast economy.

Council Plan/Policy/Legal Implications

The issue relates to Theme 5 Development and Growth in the Council Plan 2013 – 2017 particularly relevant to objectives 5.3 and 5.4 related to sustainable tourism and responsive land use planning.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

There are no direct risks in writing to the Minister for Planning on changes to the Rural Conservation Zone. In the absence of any change there is a risk that tourism opportunities may be lost or will have to be processed via complicated and costly site specific planning scheme amendments.

Social Considerations

Advocating change to the Rural Conservation Zone will help support tourism outcomes that reflect the Surf Coast experience and help support local economies through jobs and visitors.

Community Engagement

There has been no specific community engagement around the changes suggested to the Rural Conservation Zone however the concepts of promoting nature based tourism outcomes have been supported by the community and Council in the past through the 2007 Rural Strategy and township strategies such as the Lorne Structure Plan.

If change was to occur then any planning permit applications under an altered Rural Conservation Zone could be processed via planning permits which would include public notification.

Environmental Implications

The changes being suggested to the Rural Conservation Zone will allow uses to be considered that integrate with environmental assets on a site and deliver outcomes that respect the values of Surf Coast.

Rural Conservation Zone

Communication

In the event that the Government altered the Rural Conservation Zone advice would be provided across the State to relevant stakeholders.

Conclusion

An opportunity exists to alter the Rural Conservation Zone to provide for nature based tourism outcomes via planning permit assessment. The change would involve developing a new definition for such uses that could be included as a permit required use. Surf Coast Shire, via the Peri Urban Group of Councils, has been active in suggesting such change to occur to help support economic and tourism opportunities around coastal towns and the rural hinterland aligned with Surf Coast Shire planning policy. Some work was done by the previous Government to support such a change and alerting the new Minister for Planning of the potential changes would be beneficial.

APPENDIX 1: DRAFT LETTER TO MINISTER FOR PLANNING (D15/40800)

3.7 Assessment of Proposal for Service Station at 740-750 Torquay Road Mount Duneed in City of Greater Geelong

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Acting Statutory Planning Coordinator

General Manager: Kate Sullivan

Department: Planning & Development

File No: F15/42

Division: Environment & Planning

Trim No: D15/50404

Appendix:

1. Application Plans

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

☐ Yes

☒ No

Status:

Information classified confidential under Section 77 of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

To consider lodgement of an objection to an application to the City of Greater Geelong for the use and development of a service station at 740-750 Torquay Road Mount Duneed on the northern boundary of Surf Coast Shire.

Summary

The application proposes the use and development of a service station with associated construction of access to Torquay Road and Lower Duneed Road, to display advertising signs and to remove vegetation. The development involves a substantial building with large canopy over the bowser area, significant hard stand areas, car parking and access lanes. The site is located within the Farming Zone and within the area identified in the planning scheme (both Greater Geelong and Surf Coast) as a settlement break between Geelong (Armstrong Creek Urban Growth Area) and Torquay.

The approval of the use and development would prejudice the maintenance of the settlement break free of urban uses and maintaining a rural character that exists both in the City of Greater Geelong, south of the Armstrong Creek growth area and in Surf Coast along the Thompsons Valley. The site is also at a gateway location for Surf Coast Shire being the northern entrance leading to Torquay (Torquay Road/Surf Coast Highway) and on the significant east-west link of Mount Duneed-Lower Duneed Road. It is considered that it would diminish from the arrival experience which is intended to be maintained by the non-urban break.

Traffic movements to and from the site, in particular increasing turning movements at the round-about intersection, especially U-turns, is likely to impact on the flow of traffic through the intersection increasing queuing and reduce traffic safety.

Based on the above it is considered reasonable for Surf Coast Shire to lodge an objection to the application to register the concerns and influence any future decisions on the application by the City Of Greater Geelong.

Recommendation

That Council submit an objection under Section 57 of the *Planning and Environment Act 1987* to Planning Permit Application 420/2015 for a service station development at 740-750 Torquay Road, Mt Duneed in the City of Greater Geelong including the Council report and based on the following reasons:

1. The use of the land for a service station is contrary to the purposes of the Farming Zone.
2. The service station use and development represents an inappropriate intrusion into the settlement break between the Armstrong Creek Urban Growth Area and Torquay Jan Juc detracting from the rural character of this break.

3. The use and development would encourage further intrusions into the settlement break and diminish the integrity of this break.
4. The use and development being at a gateway location would be detrimental to the arrival experience to the Surf Coast Shire.
5. The development would be visually prominent in the rural landscape from public and private location within the Thompson Creek valley within Surf Coast Shire, including silhouetting against the sky from some locations.
6. The use and development represents an inappropriate unplanned out of centre commercial use in the context of a major sub-regional centre planned within the Armstrong Creek Urban Growth Area.
7. The proposed use has been inappropriately characterised by the applicant as the single use of Service station, but it is submitted that the real and substantive purpose is that of Service station and Shop. Shop is a prohibited use in the Farming Zone.
8. The application does not properly document all advertising signs, but in any event the proposed signs are all prohibited within Category 4 of Clause 52.05 of the planning scheme, emphasising the inappropriateness of the use.
9. The use and development would impact on traffic movement on the adjoining roads and is likely to reduce road safety. The traffic impact assessment submitted with the application does not account for the increase in turning manoeuvres within the roundabout intersection deriving from vehicles accessing or departing the site, in particular performing additional unnecessary U-turn movements or right turns immediately after leaving the site.
10. It represents a piecemeal application creating uncertainty about the full use and development of the land or the interim treatment of land not developed under this proposal.

Assessment of Proposal for Service Station at 740-750 Torquay Road Mount Duneed in City of Greater Geelong

Report

Background

Council has received notice of Planning Permit Application 420/2015 submitted to the City of Greater Geelong (COGG) for the Use and Development of Service Station, Signage, Removal of Native Vegetation and Access to Road Zone 1 at 740-750 Torquay Road, Mount Duneed.

Discussion

The application site is located on the northern boundary of the Surf Coast Shire at a prominent gateway to the Shire being on the main road between Torquay and Geelong. Mount Duneed/Lower Duneed Road is also a significant link to Anglesea Road to the west and to the Bellarine Peninsula to the east. Mount Duneed/Lower Duneed Road lies along a ridgeline which visually separates Geelong from Surf Coast Shire in this location.

Within Surf Coast Shire on the southern side of Lower Duneed Road is a small church, a rural residential style dwelling and a rural dwelling with poultry farm. On the southern side of Mount Duneed Road is a small cluster of rural residential dwellings (1.5-2ha), but more broadly land is used for broadacre farming, with or without dwellings. The Mount Duneed low density estate (Kalkarra Crescent) is approximately 700m to the south east.



The land is zoned Farming (FZ) under the Greater Geelong Planning Scheme and both Torquay Road and Lower Duneed Road are zoned Road Zone Category 1 (RDZ1). The private property is not affected by any overlays but part of the adjoining road side is covered by Vegetation Protection Overlay – Schedule 1 (VPO1).

Under the FZ a planning permit is required to use the land for the purpose of a Service station. Retail premises, including Convenience restaurant, is a prohibited use. A permit is also required under the FZ for:

- The construction of buildings and works associated with a section 2 (permit required) use
- The construction of a building within 100m of a road in RDZ1
- The construction of a building within 100m of a dwelling not in the same ownership

Assessment of Proposal for Service Station at 740-750 Torquay Road Mount Duneed in City of Greater Geelong

For the purpose of advertising signs (Clause 52.05 of the scheme), FZ is Category 4, pursuant to which the total advertisement area of Business identification signs to each premises is 3m². A planning permit is also required under:

- VPO1 to remove vegetation
- Clause 52.29 to create or alter access to a road in RDZ1
- Clause 52.17 to remove native vegetation

The plans submitted with the application show the proposed service station in the north-western portion of the site and will comprise a building of 700m² and canopy of about 1140m² covering four rows of two bowzers (16 filling stations) and 13 car parking spaces across the front of the building. The canopy is estimated to be setback 20m from the road boundary. On the plans it is branded as an Apco service station and the styling of the building and canopy is typical of this brand. Approximately two thirds of the building is allocated to retail display and storage, with the remaining area to be the sales counter and a small café area, toilet and back of house functions. An outdoor dining area is provided on the southern side of the building. The supporting documentation identifies that the application is made for the use to operate 24 hours a day, 7 days per week (with the exception of fuel deliveries which will be within limited hours).

The plans also describe an 8.5m tall pylon sign to each road frontage which will display business identification and promotion signage. It is not explicitly stated, but it is assumed that these signs will be internally illuminated. Other signage is not properly documented but from the artists impression will include signs affixed to the fascia of the canopy over the fuel bowzers.

Left turn entry only and exit only crossovers are proposed to Torquay Road and a left turn only entry crossover is proposed from Lower Duneed Road. In addition to the forecourt around the bowzers at the front of the site an access lane circles the building and links within the Lower Duneed Road access.

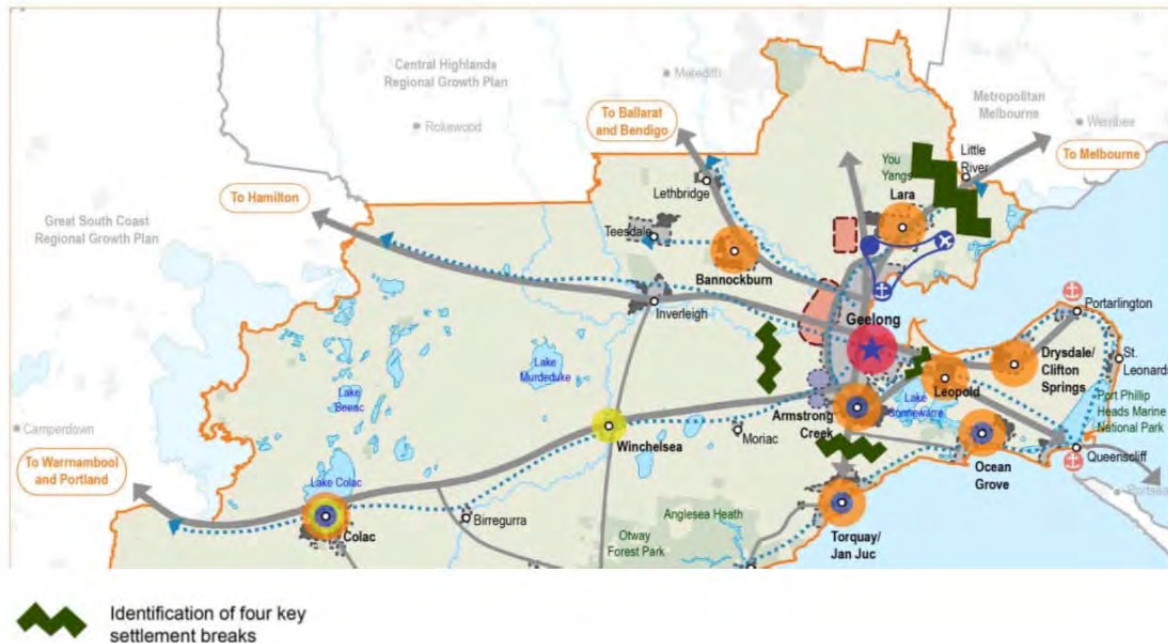
The plans also show in the south-western portion of the site a Convenience restaurant with drive-through service and car parking for 42 vehicles. The Convenience restaurant is also referenced within the technical documents (such as traffic assessment) supporting the application but it is explicitly not included in the application (the use being prohibited in the FZ). The planning report refers to a future application being made for the Convenience restaurant at such time as the land is re-zoned but there is no knowledge of an a rezoning being entertained by the City. The eastern third of the site is to remain vacant though a “future access” connection is shown from the proposed southern access. This area is notated as “vacant lot” but subdivision does not form part of the application. It isn’t clear from the application how these two areas of the land will be developed or treated in the interim.

The proposed use and development raises a number of issues which affect the Surf Coast Shire, its residents and visitors:

Intrusion of urban use into urban break

The maintenance of a rural settlement break between Torquay and Geelong has been a long standing strategic direction which is made explicit within Clause 11.07 of all planning schemes, with the stated strategy of *“Provide for settlement breaks between towns to maintain their unique identities”* to support the objective *“To create unique and connected communities.”* This is shown on the G21 Regional Growth Plan within Clause 11.07 (extracts below):

Assessment of Proposal for Service Station at 740-750 Torquay Road Mount Duneed in City of Greater Geelong



This regional strategy is reflected in the Surf Coast Planning Scheme, with references such as in Clause 21.01 – “To maintain a clear rural-landscape separation between Torquay-Jan Juc and the Armstrong Creek southern growth corridor of Geelong.” Within the Greater Geelong Planning Scheme (GGPS) there are a number of relevant references:

Clause 21.02 – Council will... Set clear settlement boundaries and consolidate development within those boundaries in a managed way.

Clause 21.06 – To limit urban sprawl by directing urban growth to designated urban growth areas.

Clause 21.07:

- Farming activity and the rural landscape are very significant elements to the identity, image and liveability of the City of Greater Geelong.
- Farming and rural landscapes form non urban breaks and are a critical element to the settlement strategy, tourism function and lifestyle of the region.
- To ensure that rural areas provide an attractive setting through the preservation of a farmed rural landscape.
- Minimise non farming land uses in rural areas.
- Ensure development in rural areas respects the farmed landscape character, particularly significant landscapes identified through the Coastal Spaces Landscape Assessment Study.

Clause 21.11 is strategy for the Armstrong Creek Urban Growth Area (ACUGA) and within this clause key issues and influences are identified as including:

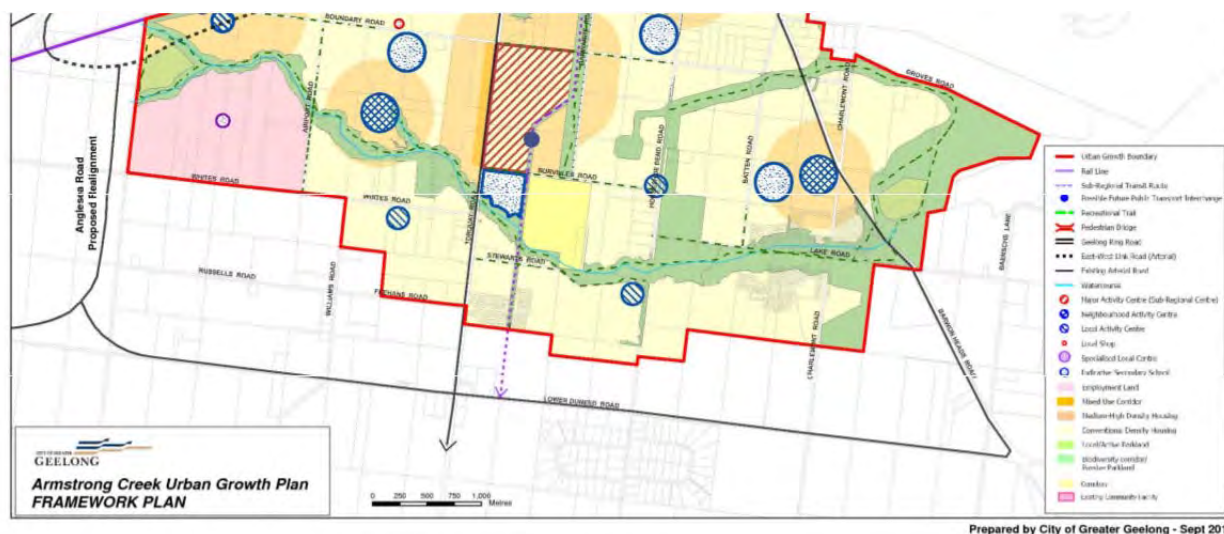
Areas of visual sensitivity along the Mount Duneed ridgeline and flood prone areas to the east of Barwon Heads Road will be protected from urban development.

The rural break between the ACUGA and Surf Coast Shire is to be maintained.

Rural land outside of the ACUGA will be maintained in productive agricultural parcels which provide an attractive rural setting.

The subject site is located outside the urban growth boundary identified on the framework plan under that clause instead falling within the rural break. Clause 21.11 is consistent with the *Armstrong Creek Urban Growth Plan – Framework Plan* (November 2008, Updated September 2012) which an incorporated document and includes that “The Plan protects from development...the high landscape value of Mt Duneed which will form the backdrop to urban development in Armstrong Creek Growth Area” (Extract of framework plan below).

Assessment of Proposal for Service Station at 740-750 Torquay Road Mount Duneed in City of Greater Geelong



The proposed use and development represents a significant intrusion of an unplanned urban use into this rural break between the settlements. Whilst a significant break remains within the bounds of the Surf Coast Shire it diminishes the break on the COGG side of the boundary. In addition the sites location on the ridgeline means that development will be visible from the Surf Coast Shire side. The proposed development includes substantial buildings and significant areas of hard surface with relatively small areas of landscaping which aren't intended to be densely planted. Further the proposed pylon signs are 8.5m high and it is likely that these and other elements of built form will silhouette against the sky in the view of motorists approaching the intersection.

Whilst the development may be visible to motorists for a relatively short time as they travel along the adjacent roads, only a fleeting observation of the development is needed to negatively alter the perception of character from that of a rural break between the settlements. The development may also lie within the viewshed of surrounding dwellings which would diminish the quality of the rural outlook.

In addition to being an encroachment on the settlement break, the proposal represents an unplanned out of centre development. A sub-regional activity centre of about 40,000m² is planned for Armstrong Creek approximately 2km north of the site. It is expected that this centre will provide a full range of consumer services which is likely to include service station/s.

Precedent for further encroachment

Planning operates on the principle that each application must be considered on its individual merits; however this proposal has the potential to substantially alter the context in which future applications may be considered. The establishment of this intrusion into the settlement break would diminish the integrity of the break making it easier for each subsequent proposal. This is demonstrated in this application by the foreshadowing of an attempt to rezone the land to allow a convenience restaurant. It is foreseeable that such a rezoning amendment, if a service station is established, would be approached on the basis of the FZ no longer being an appropriate zone to reflect that use. A rezoning, presumably to a commercial zone, would open up a wide range of urban uses and more intensive development.

The erosion of the settlement break could cumulatively lead to ribbon development along Torquay Road/Surf Coast Highway, particularly given the economic advantage of relatively inexpensive rural land in comparison to land within an activity centre.

Appropriate characterisation of use

The application has been made to use the land for a Service station, being a permit required use in the FZ. The plans describe a substantial building with a large proportion allocated to the display of retail goods. The range of goods is not explicitly described but it includes sections for meat, fruit and vegetables, delicatessen and a significant length of cool room and freezer displays. The proposal clearly provides a significant floor area to convenience retailing, estimated at 400-420m² (including storage) and the signage details show the use as being co-branded with IGA.

Assessment of Proposal for Service Station at 740-750 Torquay Road Mount Duneed in City of Greater Geelong

The definition of Service station at Clause 74 of the scheme is [emphasis added]:

Land used to sell motor vehicle fuel from bowsters, and lubricants. It may include the:

- a) *selling of motor vehicle accessories or parts;*
- b) *selling of food, drinks and other convenience goods;*
- c) *hiring of trailers;*
- d) *servicing or washing of motor vehicles; and*
- e) *installing of motor vehicle accessories or parts.*

The selling of fuel is an essential component of the use, whereas the activities listed a) to e) are optional activities which may or may not be provided as a part of that use. Whether the use has been properly characterised is a matter of considering the real and substantive purpose of the use or uses. It is considered that the proposal has been improperly characterised as a single use of Service station and that the real and substantial purpose is of a Service station and another use relating to the sale of convenience goods, given the real and proportional scale allocated to this activity, the range and diversity of goods being provided and the IGA branding.

Convenience shop, would appear to be appropriate, however the definition is “*A building with a leasable floor area of no more than 240 square metres, used to sell food, drinks, and other convenience goods. It may also be used to hire convenience goods*” [emphasis added]. Therefore the size of the use precludes this being the defined use and it must fall to the broader term Shop (or Supermarket which is included in same). Irrespectively, Shop (which include Convenience shop) is prohibited in the FZ.

Appropriate characterisation of signage

The application proposes large pylon signs which are typical of service stations, including the corporate branding of the particular service station, updatable fuel price signs and other signs promoting the services available within the premises (eg ATM, food). The FZ places the land within Category 4 – Sensitive areas with maximum limitation under Clause 52.05 – Advertising signs. Like use controls, signage controls provide for signs which don't require a permit (Section 1), those that do (Section 2) and prohibited signs (Section 3). Relevant to this proposal Business identification sign requires a permit and it is subject to the condition that “*The total advertisement area to each premises must not exceed 3 sq m.*” Floodlit sign also requires a permit. Under Section 3 is the catch all of Any sign not in Section 1 or 2, this includes a Business identification sign where the Section 2 condition is not met. Advertising sign types are defined at Clause 73 and Clause 52.05-1 provides that “*If a sign can be interpreted in more than one way, the most restrictive requirement must be met.*”

For the proposed pylon signs they can be defined as the following sign types:

- Business identification sign – for Apco and perhaps café 24-7 component
- Promotion sign – for the price displays, IGA, NAB Atm, Unigas LPG
- Panel sign – as at 19.68m² it exceeds 10m²
- Internally illuminated sign – assuming that it is illuminated
- Sky sign – as part of it is more than 7m above the ground

The area of business identification exceeds 3m², particularly when measured across all signs, and as Promotion, Panel, Internally illuminated and Sky signs all come under ‘Any sign not in Section 1 or 2’, the proposed signs are prohibited in all circumstances. Specific details haven't been provided for the other signs, but they will each contribute to exceeding 3m² and therefore by default are prohibited.

The nature of the signage controls applying under the FZ means that the type of signage sought for a service station, including Promotion signs for price display, will be prohibited, further emphasising the inappropriateness of the use in this zone.

Impact on traffic safety

The application proposes two entry points, one from each road frontage and one exit point onto Torquay Road at about 40m north of the intersection roundabout. VicRoads is the coordinating road authority for both roads and a determining referral authority under Section 55 of the Act. A traffic impact assessment supports

Assessment of Proposal for Service Station at 740-750 Torquay Road Mount Duneed in City of Greater Geelong

the application which concludes that there are no traffic or access impediments to the grant of a permit. It is respectfully considered, following discussion with the Coordinator Design and Traffic, that this assessment has not properly considered the likely movement scenarios and the impact on traffic safety.

With the limitations on entrance to the site, vehicles travelling from the south (from Torquay) will need to turn right into Lower Duneed Road and vehicles from the east will need to perform a U-turn at the roundabout to reverse their direction of travel to utilise the Lower Duneed entrance. It is reasonable to expect that this will increase the number of turning manoeuvres within the intersection; particularly of U-turns which can be unexpected for other drivers (the expectation being for a 90° turn rather than a 180° turn).

Vehicles exiting the site have to travel south towards Torquay. Torquay Road has two lanes of travel in each direction, therefore the left lane can turn left or go straight and the right lane can turn right or go straight. Therefore those that are wanting to travel north or west would need to quickly cross to the right lane (within 40m) to perform a right turn into Mount Duneed Road or a U-turn to travel towards Geelong.

It is considered reasonable to expect that a significant number of motorists would want to complete these sorts of manoeuvres either having been travelling north before turning into the Service station or having diverted from Armstrong Creek to access the Service station and convenience shopping before returning back to the residential areas of Armstrong Creek.

Without the benefit of a proper assessment of the impact of these manoeuvres it is considered likely that the safety of motorists would be reduced by traffic conflicts, therefore to the detriment of the safety of Surf Coast Shire residents and visitors. There have been a number of high impact accidents at this intersection in recent years and the additional turning movements is likely to increase the risk level. Convenience could also be reduced through longer queueing with more vehicles having to wait for the additional turning manoeuvres.

Piecemeal application

The application has been made for the Service station, but a Convenience restaurant is foreshadowed and even included on the application plans and referred to in the supporting documents but the prohibition of this use under the zone means that a rezoning is required before it could even be considered.

Only the restaurant building is labelled as “subject to future application” leaving it uncertain as to whether the current application includes the construction of car parking and access lanes around and which would support the restaurant. If none of this development is included in the application there has been no indication of how this land will be treated in the interim.

The proposal represents a piecemeal application which makes it more difficult for Council (and other interested parties) to understand the full scope of the use and development of the land. It would be more appropriate for a rezoning amendment to be considered before proceeding with the use and development applications (or a combined process followed). Council may still object to the rezoning for the same reasons as have been outlined but it would allow a strategic assessment of removing rural land from the settlement break and the appropriate zoning.

Financial Implications

There are no budget implications for submitting an objection, however there could be costs incurred beyond the operational budget if Council is required to support its position at the Victorian Civil and Administrative Tribunal. Legal representation at the Tribunal is estimated as being \$10-15,000, as any hearing is likely to extend over a number of days given the breadth and complexity of likely issues and likelihood of expert witnesses being called. Costs would further increase if Council decided to engage its own expert witnesses.

Council Plan/Policy/Legal Implications

The submission of an objection to the grant of a permit on the basis of the issues discussed above is consistent with Objective 5.4 - Transparent and responsive land use and strategic planning - of the Council Plan. An outcome under this objective is “*Maintain a clear rural-landscape separation between settlements to protect landscapes and environmental qualities*” and the proposal threatens this outcome.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Assessment of Proposal for Service Station at 740-750 Torquay Road Mount Duneed in City of Greater Geelong

Risk Assessment

The *Planning and Environment Act 1987* explicitly provides for neighbouring municipalities to be notified of applications by which they may be materially affected and ergo make an objection. It is considered given the negative policy impact of this proposal as outlined in this report, it is appropriate for Council to lodge an objection.

Social Considerations

The grant of a planning permit has the potential to impact on the identity and character of the Surf Coast Shire, given the gateway location.

Community Engagement

Public notice of the application is being carried out by the City of Greater Geelong. The limited timeframe for submitting an objection to ensure it is lodged before a decision is made by the City prevents Council undertaking its own community engagement on the matter.

Environmental Implications

It is unlikely that the proposal would have environmental implications of direct concern to Surf Coast Shire.

Communication

Council can inform the community of its decision after consideration of this report. Any objection to an application is available for public viewing during the application process.

Conclusion

The application to the City of Greater Geelong proposes a significant development in an area identified in the COGG as a rural break which connects to a similar rural break in Surf Coast. The application has the potential to detrimentally affect the Surf Coast Shire, its residents and visitors. The application lacks details in a number of regards and is made in a piecemeal approach towards achieving a more significant overall development. It is appropriate for Council to submit an objection to the grant of a permit per the grounds in the recommendation.

APPENDIX 1: APPLICATION PLANS





TOWN PLANNING

PROJECT
PROPOSED SERVICE STATION

AT 148-150 TORQUAY RD, MOUNT DUNEED
FOR APCO SERVICE STATIONS PTY LTD

DATE MONDAY, 2 MARCH 2015

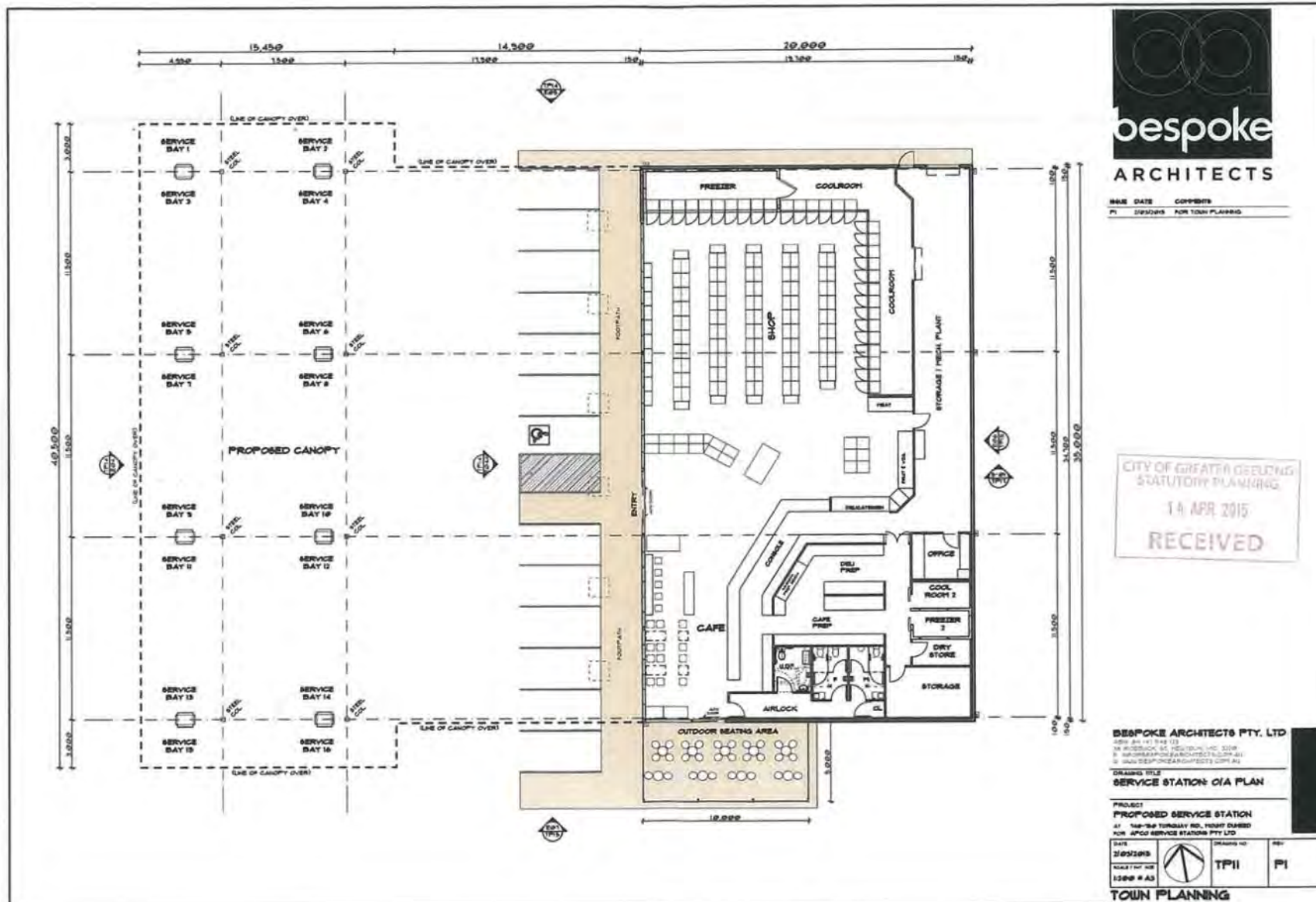
REV P1

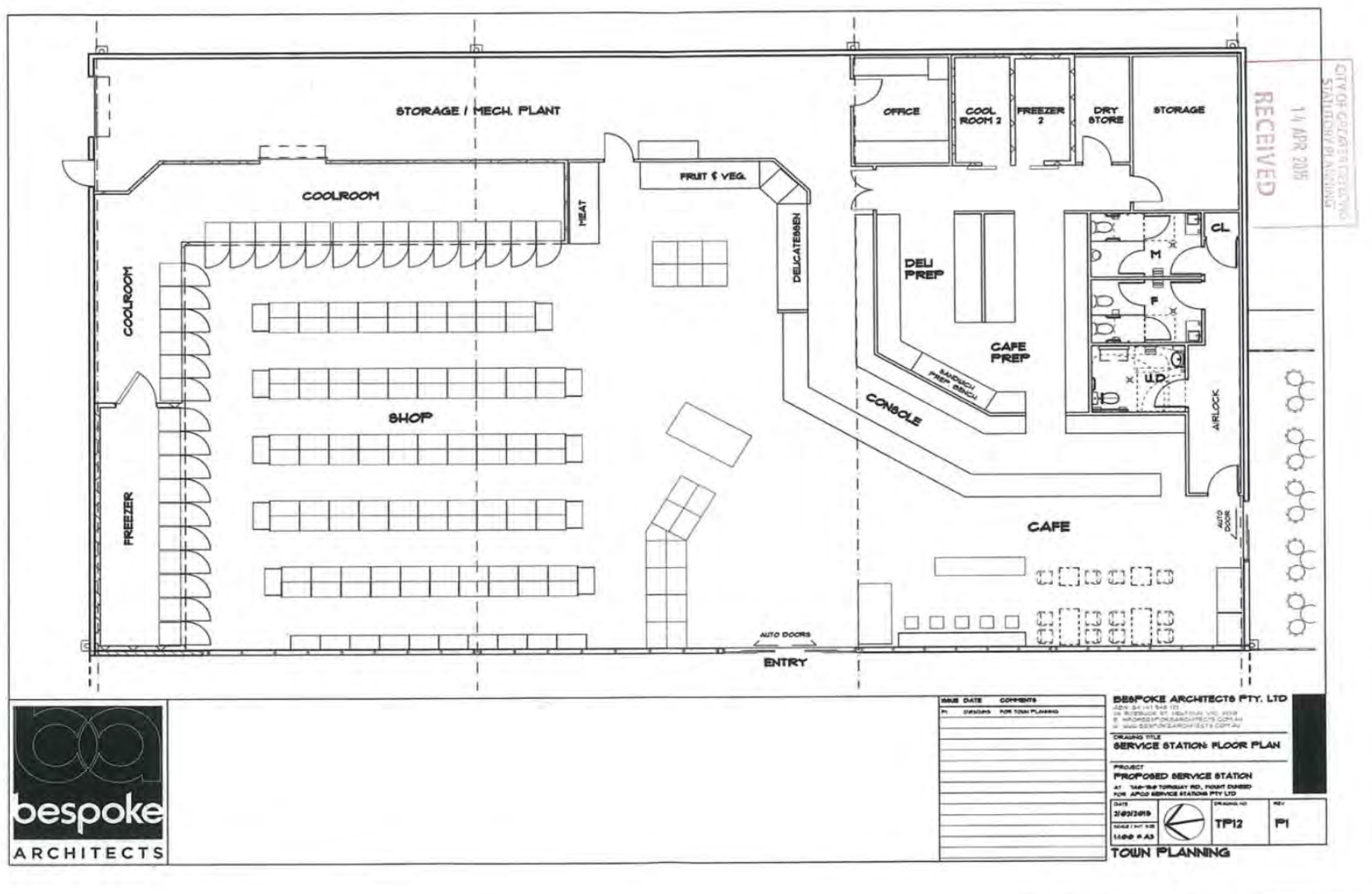


BESPOKE ARCHITECTS PTY LTD
ADV 84 141 548 123

35 ROEBUCK ST, NEWTOWN, VIC, 3220
E INFO@BESPOKEARCHITECTS.COM.AU
W WWW.BESPOKEARCHITECTS.COM.AU

PERSPECTIVE
FOR INFORMATION ONLY. REFER TO ELEVATIONS FOR DETAIL





4. CULTURE AND COMMUNITY

4.1 Communications and Community Engagement Strategy 2015-2018

☐ EMT Report ☐ Council Briefing ☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Coordinator Communications & Community Engagement

General Manager: Chris Pike

Department: Community Relations

File No: F15/532

Division: Culture & Community

Trim No: D15/42856

Appendix:

1. Communications and Community Engagement Strategy 2015-2018 (D15/44614)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status:

Information classified confidential under Section 77 of the Local Government Act:

☐ Yes ☒ No

Reason: Nil

Purpose

To adopt the Communications and Community Engagement Strategy 2015-2018 following a review of submissions received during public exhibition of a draft version of the strategy.

Summary

At its April 2015 Ordinary Meeting the Surf Coast Shire Council resolved to make its draft Communications and Community Engagement Strategy 2015-2018 available for public comment until Monday 18 May 2015.

The strategy was published on the Council website and the public submissions period was advertised through Council communications channels, including a media release, press advertising, web article and posts on social media. Community groups were also directly invited to comment as were Surf Coast Shire Council officers. Five comments on the strategy were received with a sixth comment relating to an unrelated operational issue being received and forwarded to the relevant internal business unit for follow up.

All submissions were considered and revisions were made to the draft strategy as the result of the comments including minor proof reading corrections and layout adjustments to improve readability.

More significant changes are:

- The addition of a diagram to describe the formal Council decision making process.
- The addition of a continuous improvement action noting the need to stay up to date with current best practice in communications and community engagement
- The addition of an acknowledgment that traditional media channels will remain an important means of communication for many people

The Communications and Community Engagement Strategy 2015-2018 contains a series of objectives and actions aimed at improving the community's understanding and knowledge of Council activities and providing opportunities for members of the public to contribute to Council decision making.

Recommendation

That Council adopt the Communications and Community Engagement Strategy 2015-2018.

Communications and Community Engagement Strategy 2015-2018

Report

Background

The strategic approach to communications and community engagement at Surf Coast Shire Council to date has been captured in separate documents. Combining communication and community engagement activities into one strategy reflects the close alignment of the two disciplines and mirrors the existing organisational structure within Surf Coast Shire Council.

The strategy is built on four overarching principles - each time Council communicates and engages with the community it commits to be: Trustworthy, Responsive, Simple and Progressive.

The unique characteristics of the Surf Coast Shire municipality have been taken into account within the strategy. These include the geography of the shire, an understanding of the distinct townships and communities within the municipality and consideration of the socio-economic diversity of the population.

Equally, future population growth has informed the objectives and actions contained within the strategy.

The Communications and Community Engagement Strategy 2015-2018 seeks to build on the recent positive results achieved by the Surf Coast Shire Council as evidenced in formal surveys such as the Department of Transport, Planning and Local Infrastructure's Local Government Community Satisfaction Survey.

The Communications and Community Engagement Strategy 2015-2018 has been informed by the Council Plan 2013-2017, the Community Engagement Framework 2010, the Local Government Community Satisfaction Survey 2014 and the Health and Wellbeing Plan 2013-2017.

A comprehensive review of comparable strategies from Councils and other organisations also formed part of the research into the new strategy.

Discussion

Communications and community engagement both consistently rate as high priorities for the community in formal surveys and through anecdotal comment.

A well informed community that has ready access to feedback and is empowered to participate in decision making is a key objective for the Surf Coast Shire Council.

The increasing diversity of communications channels will have a major impact on how Surf Coast Shire Council communicates and engages with its constituents. The Council in effect must compete for the attention of its audience alongside the many other communications channels that people are typically exposed to on any given day.

The traditional media industry is likely to undergo significant change in coming years as print based formats experience declines in circulation.

The advent of social media has altered how individuals engage with organisations. Social media is defined by the fact that consumers can publish their own content. This characteristic presents an opportunity for the Council to exchange information and receive feedback in a direct and readily accessible way.

At the same time community expectation is likely to be influenced by the attributes of these new media channels.

The draft Communications and Community Engagement Strategy 2015-2018 was made available for public comment between Wednesday 25 April 2015 and Monday 18 May 2015.

Comments were received from community groups, members of the public. Council officers also reviewed the strategy and provided feedback. Some of the comments related to typographical errors and minor layout adjustments. These comments have been noted and changes made to the strategy accordingly.

Comments were received expressing concern regarding existing engagement processes on specific matters which have been referred to the relevant Council unit for follow up. A summary of the comments and how the final strategy responds to these is included below.

Communications and Community Engagement Strategy 2015-2018

Comment	Response
Request for a diagram to describe how Council decision are made.	Diagram has been added on page 10 of the strategy.
Request that a new continuous improvement action be added noting the need to stay up to date with current best practice in communications and community engagement.	A comment to this effect has been added to page 15.
Request that the strategy acknowledge that traditional media channels will remain an important means of communication for many people.	A comment to this effect has been added to page three.
Request that specific mention be made of working with community groups	The need to work with community groups is already noted in the strategy on pages 13 and 15. Individual naming of community groups has not been added.
Request that the key challenges section of the strategy include the line 'Ensure local communities are engaged about local issues.	The strategy already notes engaging with communities and supporting the community as key challenges on page 11.

Financial Implications

Some of the actions proposed in the strategy can be delivered through existing resources. There are however initiatives that would require consideration in future budgets to be fully implemented.

Council Plan/Policy/Legal Implications

The Communications and Community Engagement Strategy 2015-2018 supports the themes and objectives contained in the Council Plan 2013-2017. In particular the strategy supports objectives listed under the Governance theme:

- Objective 2.2 High performing accountable organisation
- Objective 2.4 Transparency in decision making and access to information
- Objective 2.5 Enhanced community engagement

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

A failure to communicate clearly or to engage in a meaningful way with the community would have a negative impact on the organisation and the community it serves. Confidence in Council would be diminished and decision making would be less informed.

Social Considerations

Providing clear and timely information to the community is a fundamental tenet of good governance. Just as important is the need to provide genuine opportunities for members of the community to participate in decision making. Open access to information and engagement builds trust and results in policies that are sustainable because they accurately reflect the needs and aspirations of the community.

Community surveys consistently show that people rank the disciplines of communication and community engagement as amongst the most important of all Council attributes.

Community Engagement

The draft Communications and Community Engagement Strategy 2015-2018 was informed by the results of consultation activities already undertaken, by the Council and other agencies, including the Department of Transport, Planning and Local Infrastructure.

Ideas were tested through numerous stakeholder groups including non-permanent residents and those from the rural hinterland, trader groups and age specific sections of the community.

The draft Communications and Community Engagement Strategy 2015-2018 was made available for public comment between Wednesday 25 April 2015 and Monday 18 May 2015. Members of the community were invited to comment on the draft strategy through press advertising, a media release, web article and posts on social media. Community groups were invited to comment by direct contact.

Feedback received was assessed and incorporated into the version tabled with this report.

Communications and Community Engagement Strategy 2015-2018

Environmental Implications

Clear and regular communication is likely to improve community understanding of local environmental issues. A greater take up of digital communications channels may result in less reliance on printed based publications.

Communication

The Communications and Community Engagement Strategy 2015-2018 will be published on the Council's website. People who provided direct input into the strategy will be notified of its adoption.

Conclusion

Communications and community engagement both consistently rate as high priorities for the community in formal surveys and through anecdotal comment. Adoption of this strategy will ensure the Council's communications and community engagement activity is timely, considered and best meets the needs of the community.

The Communications and Community Engagement Strategy 2015-2018 has been developed following extensive research including assessment of existing engagement activities and feedback received during the public exhibition phase has been incorporated into the strategy tabled with this report.

**APPENDIX 1: DRAFT COMMUNICATIONS AND COMMUNITY ENGAGEMENT STRATEGY 2015-2018
(D15/44614)**

4.2 Torquay Synthetic Hockey Pitch Feasibility Study

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Coordinator Sport & Recreation

Department: Leisure & Wellbeing

Division: Culture & Community

General Manager: Chris Pike

File No: F12/407

Trim No: D15/38008

Appendix:

1. Torquay Synthetic Hockey Pitch Feasibility Study (D15/41372)
2. Hockey Victoria Strategic Facilities Master Plan 2015 – West Metropolitan Zone Key Priorities 2015 - 2025

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

☐ Yes

☒ No

Status:

Information classified confidential under Section 77 of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

To receive the findings of the Synthetic Hockey Pitch Feasibility Study.

Summary

The Torquay Hockey Club made a successful budget bid for \$5,000 in the 2013/14 budget to undertake a feasibility study for a synthetic hockey pitch in Surf Coast Shire based on a hearing of submission paper by the Torquay Hockey Club. The delay in preparing this report was largely due to the timing of Hockey Victoria's State-wide Strategic Facilities Master plan and the opportunity to use the same consultant for both pieces of planning. Hockey Victoria's report aims to help guide the future development and provision of new hockey facilities over the next 20 – 30 years.

This study references broader strategic planning undertaken by Hockey Victoria and includes site option assessments for Connewarre Reserve, Quay Reserve, Banyul-Warri Fields and Surf Coast Secondary College. The study does not acknowledge the planned development of synthetic pitches planned for Armstrong Creek in coming years.

This study is a local one and has not been developed by the five local Councils within the G21 region. There is potential for this study to be included as part of a broader regional discussion around planning for future hockey facilities and the mechanism to do this is through the G21 Sport and Recreation Pillar. By providing this information to the Sport and Recreation Pillar, there may be further opportunities to progress hockey facility development opportunities on a regional basis.

Recommendation

That Council:

1. Note the findings of the Synthetic Hockey Pitch Feasibility Study
2. Refer the study to the G21 Sport and Recreation Pillar to establish a coordinated regional approach to the provision of new hockey facilities.
3. Through G21, seek further advice from Hockey Victoria on the relative priority of a new facility in the region and its own capacity to leverage funding for such a facility.
4. Continue to explore hockey facility development options with other interested stakeholders, including the Torquay Tornados Hockey Club, Surf Coast Secondary College, Department of Education and Training, and Sport and Recreation Victoria.
5. Consider the findings of these investigations at a meeting of Council before the end of 2015.

Torquay Synthetic Hockey Pitch Feasibility Study

Report

Background

In 2014/15 Hockey Victoria developed a State-wide Strategic Facilities Master Plan to guide the future development and provision of new hockey facilities and for detailing strategies for the maintenance and replacement of existing facilities over the next 20 to 30 years. It is intended that this Strategic Facilities Master Plan for community hockey facilities will be used by Hockey Victoria, the Victorian State Government, Local Government Agencies and other relevant organisations as a key reference guide for the management of existing facilities and for the future planning of new facilities. This study was funded in partnership with the Victorian Government to address the situation that over a long period of time hockey facilities have been developed in a mostly ad-hoc manner, often with very little strategic planning. This approach has created a situation whereby several areas across Victoria are arguably overpopulated with facilities for the hockey playing population, and other parts are severely lacking quality facilities.

The Torquay Synthetic Hockey Pitch Feasibility Study (Study) was able to be undertaken with a modest budget by engaging the same consultant that was undertaking the Strategic Facilities Master Plan project with Hockey Victoria, insideEDGE Sport and Leisure Planning. The broader project provided a source of data to under-pin a more detailed local analysis of demand and options for a synthetic hockey pitch in Surf Coast Shire.

The Study included an overview of State and regional hockey, Torquay Hockey Club, hockey facilities across Victoria and in the G21 region, site opportunities and options analysis, Torquay Hockey Club survey on site preferences, pitch development principles and strategic considerations.

Discussion

The Study explores a number of key benchmarks including:

- The 'Strategic Facility Planning Issues' section (**p. 72**) states that industry benchmarks for providing a synthetic pitch for any one or a collection of clubs is **20 teams or 300 active players** as a minimum, allowing for all club training and match scheduling. Any number below this will seriously test the ability of pitch managers (including clubs, Council, schools and user groups) to operate the pitch sustainably and provide investment back into the pitch to replace the surface over a 12 – 15 year lifespan. Torquay Hockey Club was established five years ago and currently has 11 teams. The Club is projected to increase to 15 teams by 2021 based on population growth alone however the actual participation growth achieved by the Club over the past five years is significantly higher than state-wide benchmarks.
Torquay Hockey Club participates in the Geelong Hockey Association. Stead Park was recently upgraded from one synthetic pitch to two and hosts around 40 teams of the 60 competing regularly. The Association also fixtures games at King Lloyd Reserve (natural grass) Geelong College (synthetic – no lighting) and Geelong Grammar (synthetic). To ensure that the new second pitch remains viable and maximised, the GHA competition would need to continue to grow and increase by around 20 new teams if Torquay Hockey Club changed to playing at a Torquay based venue.
- The current facility provision ratio for hockey is **1 synthetic pitch per 100,000 population (p. 34)**. G21 has a current provision ratio of 1 per 74,596 population based on two at Stead Park and two at private schools, therefore below the above provision ratio. If the two school pitches are removed from this equation, the ratio changes to 1 Pitch per 112,133 population, therefore below the provision ratio.
- Facility provision ratios for six main sports in Surf Coast Shire are detailed on **p. 37** however are only an indication. The number of registered players may not represent participation because there is variable affiliation rates with state associations and domestic competition is not included. Also, the figures do not capture growth that has occurred for the current winter season. It does however highlight that there is no dedicated natural grass or synthetic hockey facility in Surf Coast Shire for a club with 11 teams and 156 players.

Hockey Victoria has completed the Strategic Facilities Master Plan 2015 – 2025 (refer appendix 2). Torquay Hockey Club is located in the West Metropolitan Zone and the strategic priorities for this zone are:

- Develop a new synthetic pitch in Torquay.
- Develop a new synthetic pitch in the Wyndham growth corridor.
- Renew the hybrid pitch at the Altona Hockey Centre and convert the existing pitch at Presidents Park to a synthetic hybrid surface.

Torquay Synthetic Hockey Pitch Feasibility Study

- Facilitate greater access to pitches at Geelong Grammar and Geelong College.

The Hockey Victoria Strategic Facilities Master Plan is quite specific in identifying a new synthetic pitch in Torquay as a strategic objective however the timing of delivery of this ambition is not specified. A business case with a G21 regional context would be required to identify location and timing to ensure the overall viability of hockey venues in the Geelong Hockey Association competition area. The requirement for a new community pitch would become more urgent if access to the school pitches at Geelong Grammar and Geelong College diminished or ceased however facilitating greater access is one of the strategic objectives.

The Hockey Victoria Strategic Facilities Master Plan also identified pressure points for facility development across the ten Hockey Victoria Regions based on the recommended 1:300 pitch to player ratio. The Western Metropolitan Zone, with a pitch to player ratio of 1:198 is under far less pressure than other zones including Central with a ratio of 1:474 and Eastern 1:519, both well above the 1:300 recommendation. This has implications for the potential of advocating for government funding support as business cases for synthetic pitch development in the zones with higher pressure would be more compelling in a state-wide assessment. Any business case for a synthetic pitch in Surf Coast Shire should seek information from Hockey Victoria on the facility development advocacy priorities across the state, and ranking of the strategic objective to 'Develop a new synthetic pitch in Torquay'. It is however worth noting that there are two synthetic hockey pitches planned for the Armstrong Creek in the West – sub- region precinct. The timing for this development is unknown, however, it can be assumed around 5-10 years in the future.

The study recommends that a business case be developed to further explore the feasibility and timing of construction of a synthetic hockey pitch in the G21 region, potentially in Surf Coast Shire, with consideration of the overall viability of other hockey facilities in the region. The study recommends that a detailed business case be prepared including technical site investigations, management plan, outline designs and quantity surveyor costs to fully understand long term use and viability of a synthetic hockey pitch in Torquay (as recommended by the Hockey Victoria Strategic Facilities Master Plan). It is not anticipated that Hockey Victoria or Victorian government would prioritise advocacy or funding for this planning work due to facility maintenance and development pressures in other zones.

The priority of further work on developing a business case also needs to be considered in the overall context of planning needs and opportunities for Surf Coast Shire and hockey is not an identified priority at this point in time. The sport of Hockey has not been considered as part of the Community and Civic Master plan or other master plans for sporting reserves across the Shire.

The site opportunities identified in the report include Banyul-Fields, The Quay Reserve, Connewarre Reserve and Surf Coast Secondary College. Yuurok Pitch (soccer pitch no. 3) at Banyul-Warri Fields is identified as an option for a future hockey facility development however any consideration of this would displace soccer when the Surf Coast Football club is advocating for Yuurok Pitch to be completed to accommodate soccer participation growth. The Torquay Hockey Club are keen to pursue this option as the site is already level, it is within the Community and Civic Precinct, the pitch is close to a pavilion (Grant pavilion), there is good access and car parking nearby.

Of note, traditionally hockey and football (soccer) are played on an entirely different synthetic surfaces. Hockey is played on a tighter shorter pile (12-18mm) surface which will have either no infill (watered surface) or a dressed surface which will have a small amount of sand in it. Football is played on a longer pile surface (40mm-60mm) and rather than have little or no infill has an infill which consists of granulated rubber and sand. It is difficult to find a surface that compliments both sports. The Quay Oval is currently in use for junior football. Connewarre Reserve Oval is not used by Surf Coast sports clubs and therefore available for non-Surf Coast bookings via the community committee of management.

Other key points arising from a final stakeholder workshop and included in the final pages of the Study are:

- P. 76 - It was noted that the Surf Coast Secondary College site was identified as an attractive site if a business case for an additional synthetic hockey pitch in the G21 region demonstrated that Surf Coast Shire was the desired location. Support of this option would be subject to the outcomes of a business case and School Council resolution.
- P. 75 – It was agreed by all present that there is potential for Surf Coast Shire to be the location for an additional synthetic hockey pitch in the G21 region that could meet Hockey Victoria strategic and participation objectives, Hockey Geelong event and club expansion potential, and immediate and future planned Torquay Hockey Club growth needs.

Torquay Synthetic Hockey Pitch Feasibility Study

- P. 77 - It was agreed that all stakeholder organisations would approach future planning for a synthetic pitch in a collaborative way, and in conjunction with the G21 Sport and Recreation Pillar, to ensure that further development of a business case would consider mutual organisation and community benefits can be derived through for the project. The G21 Sport and Recreation Pillar has not yet seen this Study.
- P. 77 - It was identified that none of the Study partners currently have funding to contribute to a business case or capital development costs, however would collectively assist in seeking funding support from State Government, education sector and from local fundraising if a business case supported a synthetic hockey pitch in Surf Coast Shire. Advocating for hockey facility funding would be subject to Council's priority for advocacy for major projects across the Shire.

Financial Implications

The draft 10 year capital expenditure plan does not include funds for further design work or construction of a hockey facility in Surf Coast Shire. The Study identifies the following cost estimates:

- \$15K for a complete detailed business case, management plan and likely funding models
- \$25K for detailed site investigations, engineered designs and quantity surveyor costs
- \$1.3 to 1.8M to construct a single synthetic, club level hockey pitch depending on site conditions, surface choice and floodlighting levels
- \$5K per year annual maintenance costs
- \$35K per year renewal and replacement fund including surface replacement over a 12 – 15 year lifespan

The overall costs stated do not include a pavilion or change facilities, nor do they allow for the relocation of existing infrastructure (e.g. basketball courts on the school site).

A detailed business case would be required to explore all of the above costs and overall viability of hockey venues in the G21 region if further facilities are developed.

The location of a facility would have a significant bearing on the sources of funding. For example, a facility on a school site would be of much interest to the Department of Education and Training.

The major source of Victorian Government funding for facility development projects is the Community Facilities Funding Program. This is a highly competitive process that first requires Council to prioritise projects to be put forward to Victorian Government as a proposal with confirmed Council funding contribution, followed by invitation to submit a full application, then a state-wide assessment process. The fund is particularly competitive at the moment due to election commitments made for the current three year term of government. The other funding option is the National Stronger Regions Fund program, however, noting that these grants are usually provided to projects of a significant regional benefit.

Formal discussions are yet to be held with potential funding partners including Sport and Recreation Victoria and the Department of Education and Training.

Council Plan/Policy/Legal Implications

Council Plan objectives relevant to this report:

Objective 3.3 Preservation of peaceful, safe and healthy environments

Residents have access to opportunities to improve individual and community health and wellbeing

Council Health and Wellbeing Plan objectives relevant to this report:

Objective 1.2 To increase participation in physical activities

Objective 1.3 To enhance mental health and wellbeing

Objective 3.4 Planning for and maximising use of infrastructure of health and wellbeing outcomes

The Banyul-Warri Fields Master Plan recently reviewed and updated by Council does not include a future hockey facility, nor does the draft Connemara Reserve Master Plan that will be presented to Council for consideration and approval.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Torquay Synthetic Hockey Pitch Feasibility Study

Risk Assessment

There is a risk to the rate of growth of participation in hockey in Surf Coast Shire due to the perceived barrier of travel to competition venues, however the latter is the case for a number of sports where competition is centralised in Geelong.

Social Considerations

The sport of hockey is growing rapidly in Surf Coast Shire. The Torquay Hockey Club has developed 11 teams and 156 players in five years. The club currently trains on natural turf at Polwarth Oval, Banyul-Warri Fields and competes on both natural turf and synthetic pitches in Geelong. The Club cites an inequity in facility provision and player skill development opportunity by comparison to other sports including existing and planned new facilities.

Community Engagement

The project methodology is detailed on p.10 of the study and has included a survey of Torquay Hockey Club members and meetings with key stakeholders including Hockey Victoria, Hockey Australia, Geelong Hockey Association, Surf Coast Secondary College and Surf Coast Shire.

Environmental Implications

No significant environmental implications arise from the recommendations in this report.

Communication

The outcome of the Council report will be communicated by officers to key stakeholders that have participated in the Study.

Conclusion

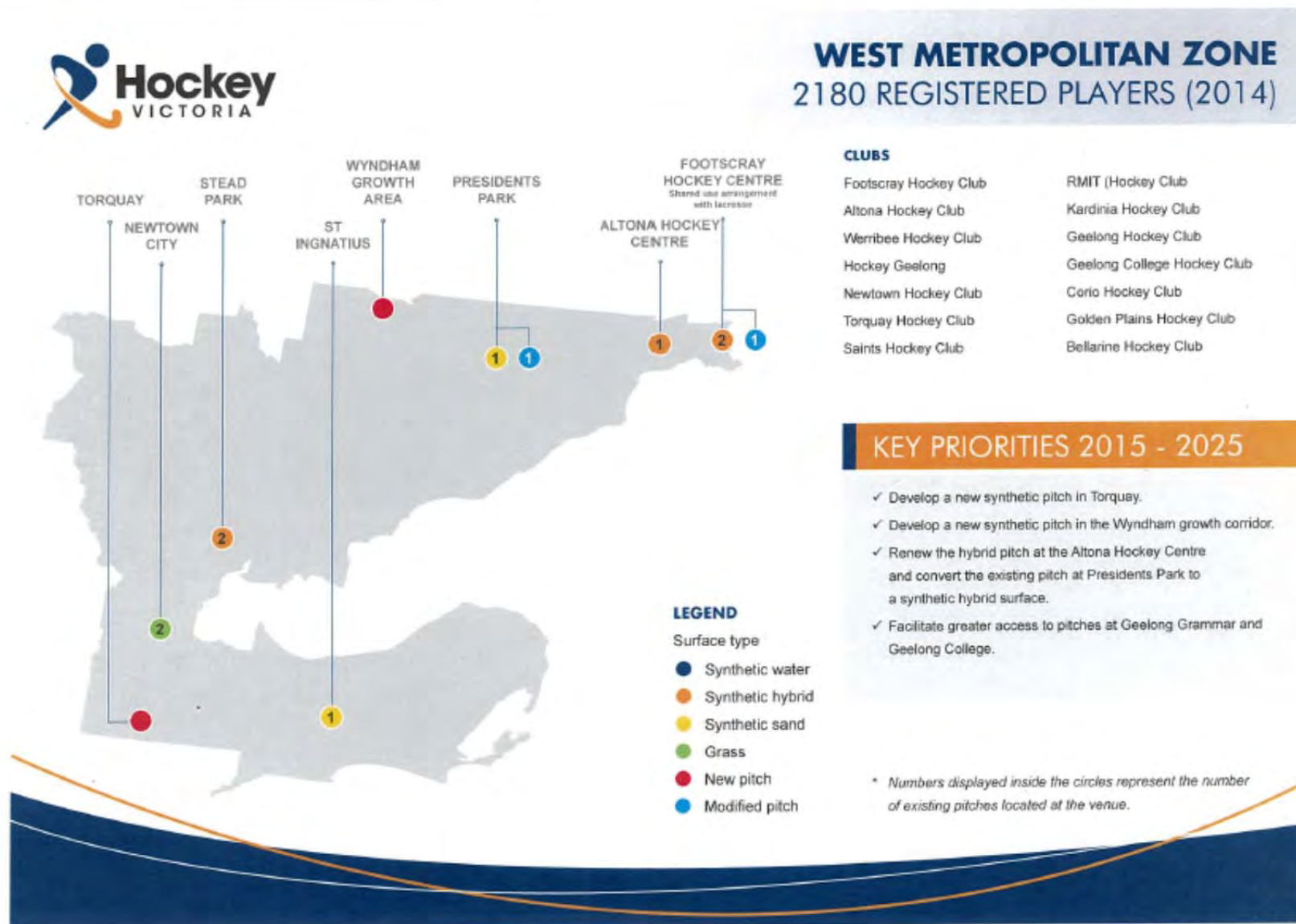
The study recommends that a business case be developed to further explore the feasibility and timing of construction of a synthetic hockey pitch in the G21 region, potentially in Surf Coast Shire, with consideration of the overall viability of other hockey facilities in the region. It is not anticipated that Hockey Victoria or Victorian Government would prioritise advocacy or funding for this planning work due to facility maintenance and development pressures in other Victorian hockey zones. The priority of further work on developing a business case also needs to be considered in the overall context of planning needs and opportunities for Surf Coast Shire.

Officers recommend that Council note the outcomes of the Synthetic Hockey Pitch Feasibility Study, refer this study to the G21 Sport and Recreation Pillar, seek further advice from Hockey Victoria on priority of facility development projects across the state and proposed advocacy to Victorian Government for funding, and continue to participate in further discussions with hockey stakeholders in the G21 region to explore hockey facility development opportunities.

APPENDIX 1: TORQUAY SYNTHETIC HOCKEY PITCH FEASIBILITY STUDY (D15/41372)

**APPENDIX 2: HOCKEY VICTORIA STRATEGIC FACILITIES MASTER PLAN 2015 – WEST
METROPOLITAN ZONE KEY PRIORITIES 2015 - 2025**

(Note: map does not include Geelong Grammar and Geelong College synthetic hockey pitches used by Geelong Hockey Association)



4.3 Eastern Reserve Committee of Management - Business Plan

☐

EMT Report

☐

Council Briefing

☒

Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Manager Leisure & Wellbeing

Department: Leisure & Wellbeing

Division: Culture & Community

General Manager: Chris Pike

File No: F12/407

Trim No: D15/46293

Appendix

1. Eastern Reserve Committee of Management – Business Plan

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐

Yes

☒

No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐

Yes

☒

No

Reason: Nil

Purpose

To adopt the 2015- 2016 Business Plan from the Eastern Reserve Committee of Management (ERCOM) as required under the committee's Instrument of Delegation.

Summary

The current Eastern Reserve Committee of Management (ERCOM) members were appointed as a special committee under Section 86 of the Local Government Act 1989 in July 2013 to manage the buildings and grounds at Eastern Reserve. This is for a three year term concluding on 30 June 2016, in accordance with the ERCOM instrument of delegation (IOD) that was adopted by Council at the same time. The IOD differs from other special committees in that it provides for ERCOM to build up working capital via Council paying for expenses that would otherwise be paid by the special committee and Council staff undertaking the bookings and invoicing role. It also required ERCOM to develop a business plan by 31 December 2013 to be submitted to Council for consideration and requiring Council's approval prior to implementation. A draft business plan was presented to Council at its 7 April meeting; however, further work was required. A further draft business plan has recently been completed for Council adoption.

Recommendation

That Council:

1. Adopt the Business Plan from Eastern Reserve Committee of Management (ERCOM).
2. Request that progress on the Business Plan is reported on a regular basis via the Committee's minutes which are received by Council.

Eastern Reserve Committee of Management - Business Plan

Report

Background

The Eastern Reserve Section 86 Committee of Management was the key driver for a community fundraising effort that contributed \$60,000 to the \$2.46m project including upgrade of the netball courts and redevelopment of the main building at Eastern Reserve to create the Eastern Reserve Community Centre (ERCC). Following completion of the redevelopment ERCOM experienced difficulty operating the facility and requested support from Council. A new instrument of delegation (IOD) was approved by Council on 23 July 2013 the aim to provide a three year period for ERCOM to build up working capital so as to achieve 'financial self-sufficiency' by 30 June 2016. Any new IOD will only come into force after that date with the approval of Council.

A new special committee was appointed by Council via an expression of interest process in accordance with the new IOD and with an emphasis on thirteen skills, rather than user group representation. The first meeting of this committee was on 11 September 2013.

There are eight community representatives on ERCOM who volunteer a significant amount of time to be part of the committee. The committee has created portfolios for 'Marketing' and 'Facilities' in addition to the elected roles of Chair, Treasurer and Secretary.

The IOD required ERCOM to 'develop a Business Plan by December 2013 which must be submitted to Council for its consideration and must not be implemented without Council's approval'. The IOD also required ERCOM to 'develop and document principles around how decisions are made that affect the major reserve users (football, cricket, netball clubs) and submit them to Council for approval within 3 months of Council approval of the instrument of delegation' therefore by end October 2013. A draft business plan was presented to Council at the April briefing, however, more work on the plan was required. This report presents a Business Plan for adoption.

Discussion

The draft business plan submitted to Council in April 2015 did not include a number of items as outlined in the IOD. The IOD required ERCOM to 'develop and document principles around how decisions are made that affect the major reserve users (football, cricket, netball clubs) and submit them to Council for approval within 3 months of Council approval of the instrument of delegation' therefore by end October 2013. It was also recommended that Council require a final business plan to be presented by June 2015 for approval prior to implementation and that ERCOM's performance is reviewed in February 2016 prior to conclusion of the current term being 30 June 2016.

This updated Business Plan is an improved one and it does include a number of actions for noting. These are:

- Well defined Mission Statement that balances the needs and expectations of local groups and community along with meeting the commercial requirements of Council and other users. The initial business plan was silent around the key stakeholder groups and the development of productive relationships.
- ERCOM wishes Eastern Reserve Community Centre to be a profitable enterprise rather than financial self-sufficient. The initial Business Plan was singularly focused on financial self-sufficiency and not in keeping with the original intent of the IOD. This aspiration is more realistic given the timeframe left for ERCOM to operate before considering an extension of the current model.
- There are a number of overarching goals included and the most ambitious one being the appointment of a part time facility manager. Should ERCOM realise sufficient working capital and engage a part time facility manager, Council may wish to re-consider the ongoing subsidy currently provided to ERCOM. Included in the revised Business Plan are a number of goals and actions around increasing community patronage and supporting local groups as a key priority.
- The Business plan incorporates principles and makes efforts around engaging with multiple partners including the tenant sports clubs. This inclusion is a pleasing attribute to the overall Business Plan as it recognises the value and importance of the key relationships with the sport clubs. The previous Business plan did not discuss the key sporting clubs as partners.

Eastern Reserve Committee of Management - Business Plan

- Included are detailed plans for both Marketing and Promotion outlining how ERCOM wishes to position the Eastern Reserve Community Centre for the future. Of interest is ERCOM's marketing plan and a key target market are meeting, conference and training users (MCT users). Caution should be applied in meeting this marketing goal as to ensure the key purpose of the Centre is not displaced by pursuing conferences at the expense of community and sporting groups. This component of the Business Plan is one to monitor. The marketing and promotion plans have been developed further from the previous Business plan and announce a number of key actions.
- A list of fees and charges illustrating greater transparency for anyone and all groups who wish to use the Centre. The previous Business plan only included the marketing budget and profit and loss statements.

This Business plan is a considerable start and improvement for ERCOM and provides a road map in which the Committee can work from. The most ambitious action is the appointment of a part time facility officer to run the facility and an action not approved under the current Instrument of Delegation. It is recommended that a progress report on the Business Plan should form part of the minutes circulated to Council so they can keep track of the business plan progress.

Financial Implications

Council is currently paying for utilities and cleaning as a special arrangement for the three year term, and maintains the structure and fixed assets in Eastern Reserve Community Centre as part of the standard arrangement for community buildings owned and managed by Council. As stated in the instrument of delegation, the special arrangement is for a period of three years while ERCOM establishes a base of working capital, concluding 30 June 2016 when ERCOM is expected to achieve financial self-sufficiency.

Council is providing staff support and associated software system for the bookings process estimated at five staff hours per week. Council is also providing a high level of general and governance support to ERCOM, relative to other Section 86 committees of management, via Coordinator Sport and Recreation and Manager Leisure and Wellbeing.

The Surf Coast Shire contribution to building and grounds maintenance, utilities and capital improvements was \$134,105 for 2013/2014 and \$58,176 for July to December 2014 therefore a total of \$192,281 for the 18 month period 1 July 2013 to 31 December 2014, coinciding with the new Instrument of Delegation.

Council Plan/Policy/Legal Implications

Council is responsible for the establishment and governance of special committees in accordance with Section 86 of the Local Government Act 1989.

The Council Plan 2013-17 objectives relevant to this report include:

- Objective 2.5 Enhanced community engagement
- Objective 3.4 Building leadership and skills within the community
- Objective 4.2 Accessible and well maintained Council facilities

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

Risks identified include:

- Quality of the relationship between ERCOM and the core sport clubs
- Capacity of ERCOM to manage the facility as volunteers
- Level of supervision of the facility including inductions, operational support to users and care of the asset

Social Considerations

The Eastern Reserve Community Centre is a significant sporting and social hub for the Winchelsea community and community expectation for involvement in management of the facility is high.

Eastern Reserve Committee of Management - Business Plan

Community Engagement

Council officers engage with ERCOM on a semi- regular contact. ERCOM does not require the same level of officer support as the initial start- up phase. Council has facilitated and participated in several planning and relationship building meetings with ERCOM and the core sports clubs.

Environmental Implications

Nil

Communication

Council officers will communicate the outcomes of this report to ERCOM.

Conclusion

The Eastern Reserve Committee of Management instrument of delegation has been in place for 20 months and it is 18 months since the first meeting in September 2013.

There have been a range of challenges for ERCOM in the start-up phase and the business plan that was due on 31 December 2013 has been delayed. This Business plan provides a framework and actions that the Committee can start using and developing. It is recommended that progress against the Business Plan are recorded as part of the minutes and then circulated to Council through the normal S86 minutes reports.

APPENDIX 1: EASTERN RESERVE COMMITTEE OF MANAGEMENT – BUSINESS PLAN

Eastern Reserve Community Facility Business Plan

Prepared by:

Eastern Reserve Committee of
Management

Revised May 2015

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1. Business Plan Summary

The Eastern Reserve Committee of Management (ERCOM) is a delegated Section 86 committee of the Surf Coast Shire Council (SCS).

Since the formation of the current ERCOM in July 2013, the task has been given to develop the site into a professionally run and profitable facility, incorporating and balancing community, existing user and commercial activity, whilst encapsulating many of the facets of a commercial social enterprise.

2. Background to ERCOM

The ERCC facilities provide a strong community infrastructure for community leisure, sports, outdoor sports, health and fitness, and meetings, conferences, or events.

Cultural activities, sports, parks and open spaces enrich local communities, provide opportunities for individuals to participate, to acquire skills, and to build good relationships with each other.

The successful delivery of the priorities of the ERCOM Plan will be largely achieved by strong partnerships working with community, users, private and voluntary contributors.

The development of the ERCC Hub brand, and a vibrant calendar of community-based events will enhance the reputation of the town, attract increasing numbers of visitors, create local employment opportunities, and position Winchelsea and the Shire as a desirable destination with excellent, high value facilities.

In delivering on its plans, ERCOM works with many partners including Surfcoast Shire, Winchelsea Football and Netball Club, Winchelsea Cricket Club, the RSL, and other regular users including playgroups, health services, business support groups and emergency services.

In doing so we are committed to contributing positively to the to the Shire's development plan for the facility and surrounds, and the local community, and to regular and occasional users.

There are 8 voluntary members of the Committee who manage the facility under delegation of Surfcoast Shire, and input into operating the facilities in accordance with contracts, leases and funding agreements made with Council.

3. Mission Statement

To develop the Eastern Reserve Community Site into a well patronised and highly valued community facility, that balances the needs and expectations of local groups and community, along with meeting the commercial requirements of Council and other users.

4. Our Values

ERCOM aims to deliver and maintain high standards, and we will adopt the following values and principles in dealings with our community, customers, colleagues and partners:

- We will act with integrity and show respect
- We will be honest and open
- We will listen, and put people at the heart of the decisions we make
- We will be accountable for our actions
- We will endeavour to be fair and equal, and balance the competing needs and requirements of various partners, regular users, the local community and other users.

5. Overarching Goal

At the end of three years from December 2013, to be a profitable enterprise, operating as a fully functional community facility, with the following components:

- Part time Facility Manager
- 60% bookings for each room
- Own Website based booking system
- 1300 booking phone number
- Range of caterers utilising facility with options for budget/taste
- Increasing community patronage and support locally and from outside of SCS.

Consistent with the Instrument of Delegation under which ERCOM operates, the objectives of ERCOM in managing the ERCC facilities on behalf of SCS are to control, promote and manage the Facility, to advise Council on policy development and planning for the Facility and in particular to:

- effectively manage and operate the Facility in the best interests of the community;

- ensure the effective financial control of the Facility to meet the Council's and Special Committee's objectives;
- act as an advisory and liaison body between the Council and those who use the Facility;
- encourage public interest and maximise involvement and participation of the community in the development of the Facility;
- facilitate the availability of a wide range of community, cultural and entertainment programs to give residents a choice of leisure-time activities; and
- make representation to Council on behalf of other organisations relating to the Facility

6. ERCOM Goals/objectives 2015/16:

Accordingly ERCOM's Key Objectives to deliver on the priorities of the Plan are:

Contribute positively to the value and utility of the local community and facility users

To demonstrate our impact to Partners

To be a more outward looking organisation

Opportunities and Access for All

To engage with our users, customers and communities to better understand their needs

To develop programming at facilities so that it meets the needs of the community

To increase levels of participation in the activities of the facility

A Safe and Enjoyable Experience

To ensure that health and safety policies continue to be properly implemented

A Role Model in Positive Partnering

To contribute to the delivery of the Eastern Reserve Master Plan and other community development plans

Successful Business

To trade successfully and be a financially sustainable organisation

Maximise Opportunities to Develop and Grow

To research opportunities to develop and grow the business

Quality and Consistency

To have in place a quality business model that delivers satisfied customers

An Excellent Organisation to Work With and For

To provide a positive and supportive culture for all those who engage with us and use the facilities

To create employment opportunities for local people

Best Value and Continuous Improvement

To explore the possibility of working in partnership with other similar organisations

These must all be addressed and incorporated into operational plans to ensure at October 2016 the facility is commercially viable and at least sustainably covers its operating costs.

7. Marketing strategy:

As the facility combines community and user group utilisation with potential increased additional and commercial usage, it is important that the plan focuses strongly on marketing targets, messages and priorities.

Partnerships

We recognise that we can have far greater impact when we work closely with partners who share a common purpose, and with limited resources we can achieve more when there is collaborative thinking and delivery.

Partners include those current regular and occasional users of the Facility, for example the Winchelsea Football and Netball Club, and the Winchelsea Cricket Club.

To achieve this, we will develop and build on relationships with key partners, continue to work with other partners, and develop and strengthen operational relationships that add value.

We will complete a Communications Plan that identifies current and potential partners and alliances, and detail how they will be proactively consulted and involved in decisions that directly affect them, or those where they can have input.

We will demonstrate our achievements by regular performance reporting via meetings, consultations and circulated reports or activities, issues, priorities and decisions to those partners.

We will also be active participants in strategic activities related to the local community. In doing so we are acutely aware that we are delivering a service on behalf of Surfcoast Shire Council.

7.1. Target markets:

- Major User Groups
- Local community functions
- Major Events x 1 p.a.
- Annual Events x 4 p.a.
- Corporate Meetings / Training
- Emergency Staging Point
- SCS user functions

7.2. Marketing Action Plan

Overview: Whilst there are a number of target markets suitable to pursue, it is evident from current bookings that a prime strength of the Eastern Reserve “Building Name” is the Meeting, Conference and Training resources that it provides. This is therefore natural to target this segment of users as a focus in the first year of ERCOM’s development. Marketing Action Plans for additional target markets will also be developed during 2015.

Target Market A: Meeting, Conference & Training Users (MCT Users)

Description: Government & Non Government Businesses and Organisations with offices / departments working across Victoria, in particular Western Victoria, who require a central location to hold training sessions, meetings and conferences.

Objective for Marketing Action Plan

Short Term Objective: To increase the number of MCT events held at Eastern Reserve to 2 events per week by the end of 2015.

Long Term Objective: To increase the number of MCT events held at Eastern Recreation Reserve to 4 events per week by the end of 2016.

Key Messages

- Eastern Reserve “Building Name” is a modern facility with all the resources required to hold a successful and professional meeting, conference or training event.
- Eastern Reserve “Building Name” is located in Winchelsea, a central and logical point for groups from Geelong, Colac, Ballarat, Melbourne, Warrnambool, Hamilton and everywhere in between to meet.
- Eastern Reserve “Building Name” offers a great value for money alternative, as the facility is run by the community for the community.

7.3. Advertising & Sales

Advertising & promotional strategy

The Marketing and Promotions Portfolio for ERCOM is responsible for the development and activation of a three year Marketing and Promotion Strategy (MPS).

The MPS will form a part of ERCOM's Business Plan and will aim to effectively promote the Eastern Reserve facilities with the desired outcome of increasing the usage of the facility over the three years and beyond.

The strategy will be required to identify the:

- products and services available at the Eastern Reserve;
- target markets that will fit with the offerings of the Eastern Reserve;
- budget allocated to the Marketing and Promotions Portfolio
- activities suitable for implementation within an effective timeline and budget
- key measurement tools to assess the effectiveness and provide direction beyond the three years.

Once the MPS has been developed and approved by ERCOM and the Surf Coast Shire Council, the activities the Marketing and Promotions Portfolio will be responsible for implementing are likely to include:

- Communication of the key messages from ERCOM about the Eastern Reserve and its offerings to the key user groups, stakeholders, target markets and the wider community, through the media channels available.
- Management of the Eastern Reserve website - www.easternreserve.com.au
- Development of promotional and informational collateral including Site Map, Promotional Brochure, Hire Information Guide, Preferred Suppliers List
- Management of sponsor relationships and execution of sponsor assets, within the Eastern Reserve building (and Grounds? Or will we leave the exterior signage to the clubs)
- Development of a user database for ongoing communication from ERCOM including direct and electronic newsletter/updates and research/feedback from users.

The Marketing and Promotions Portfolio will be managed in conjunction with the other key portfolios of ERCOM and will respond to the needs and priorities of ERCOM as required.

7.4. Promotional Ideas

- Add Google Business Listing, FB Page
- Photo Shoot of Facilities for Collateral and Website etc
- Cold Call, Direct Mail / Email to specific target markets detailing an overview of facilities and price guide relevant to that market segment.
- Monthly Events Calendar to be listed in Winchelsea Star, Birregurra Mail Newsletters with how to book clearly outlined.
- Open Day for the Eastern Reserve facilities, guided tours... visit the Eastern Reserve and put your business card in the bowl (have a bowl in each room) – to be in the running to win a Blues Bistro Dinner for 4 or other prize – maybe on the weekend of the Winchelsea Festival
- Promotion of facility with Media Release and or Paid Advertorial through Surf Coast Times, Golden Plains Miner, Colac Herald, Warrnambool Standard, Geelong Business News and Ballarat Courier

Promotional Task List Required to Meet Short Term Objective by Dec 2015:

TASK
Research & develop a database of all the Businesses / Organisations with offices across Western Victoria
Develop an "Eastern Reserve Conference & Training Facilities" Brochure (PDF & Printed) aimed at Conference & Training Users.
Conduct Direct Mail / email Brochure Drop and follow up phone call to Database
Research & develop a list of websites which promote Conference & Training Venues. Contact these websites and asses viability of adding Eastern Reserve to these sites. (Viability = Benefit – Cost)
Develop the Eastern Reserve website page / or new site, to include the Eastern Reserve resources, benefits, testimonials from past users

Whilst it is important to promote the facilities it is also important to develop the product offering in line with the increase utilisation of the facility by the MCT Users.

Product Development Task List:

TASK
Continue to develop and complete a guide to using Eastern Recreation Reserve "Building Name"

Develop a survey for gaining feedback using survey monkey or hard copy form
Contact current & past MCT Users to gain feedback on Eastern Reserve facility
Monitor feedback and implement suggestions where/when suitable and resources allow.

7.5. Fee schedules and Rates

The current rates set by ERCOM for meeting and room hire are:

Area	User Groups	Community	General	Corporate
Community Bank Room (per day)	\$200	\$250	\$300	\$350
Cleaning	\$90 – Community Bank Room, including toilets			
Members Room (per day)	\$100	\$100	\$100	\$100
Members (< 4 hours)	\$50	\$50	\$50	\$50
Cleaning	\$90 – Members Room, including toilets			
Cleaning	\$130 – Community Bank Room and Members Room combined, including toilets and foyer			
Bar Operation	Minimum tab \$105 plus cost of temporary licence when required			
Kitchen (major use - meal preparation)	\$35 per hour (3 hour min) when using fryers, stoves etc			
Kitchen (minor use)	No charge for minor food preparation i.e. sandwiches, tea, coffee			

Rationale for cost to hire kitchen

The cost of using the kitchen is not incorporated into room hire fees as some bookings do not require any access, or only minimal access. Hirers that have major use of the kitchen, it is considered appropriate to have a fee that acknowledges the specific impacts including:

- Wear and tear of equipment
- Utilities use

- Cleaning consumables
- Loss, damage and theft of loose items including crockery, cutlery and glassware

These fees will be reviewed by benchmarking against similar local, Shire and external facilities. A renewed fee schedule will be drafted, tested with users and submitted to SCS for approval.

The ERCOM Communications Plan will incorporate user input into development and implementation of marketing plans and strategies.

8. External Environmental Analysis

ERCOM's ability to deliver on its plans is impacted by many factors. The PESTLE analysis following identifies the main assumptions or risks that may impact over the period of the Plan, how they might impact, and any actions required to mitigate or manage those issues.

PESTLE analysis (external issues that may impact on our ability to progress the plan)

	ISSUE	IMPACTS	REQUIRED ACTIONS
POLITICAL	Change of State Govt	Minimal	Nil
	Change of SCS Councillors/officers/CEO	Potential change to policy	Communications plan Develop relationship with Stripling Reserve.
	Master Plan	Levels of support for the plan, inclusions/exclusions, timing and process	Ensure SCS incorporate ERCOM into all rollout plans.
ECONOMIC	Competition from other venues		Promote USPs, professional presentation and follow up
	Low local demand for ERCC		Limit user group bookings and target high % of non-local bookings
	Poor \$ position of user groups	Inability to cover costs of usage	Ensure all costs and suitable margins properly reflected in billing/usage options for all users.
SOCIAL	Nil		
TECHNOLOGY	Booking and billing systems ineffective	Lost revenue, unprepared facility, mixed communications	ERCOM own and manage booking and billing
LEGAL	WHS requirements and obligations	Increased maintenance costs, potential legal action, loss of confidence in ERCC	Ensure communications with SCS and appropriate follow up to issues locally and via SCS.
	Smoking regulations	Health risks, community perception, potential legal action	Implement SCS policy
	Liquor Licensing	Potential reputational damage of facility by breaches	Ensure users understand and self-manage requirements. Explore sanctions for breaches

			via policy.
ENVIRONMENT	Roads	Customers put off using facility	
	Facility maintenance costs rising	Especially unexpected items blow out budget	Clarify SCS position Build up ERCOM reserve funds to 25% of costs

The SWOT analysis is another common form of organisational analysis of issues impacting on plans.

Strengths	Weaknesses
<p>Modern New Facility</p> <p>Well positioned to cater for Groups with Western Victoria</p> <p>Good communications and IT capability within site</p> <p>Affordability for a range of uses</p> <p>Greenfield template to be developed with any history or encumbrance</p> <p>Council Senior management keen for this concept to be made to work</p>	<p>Volunteer ERCOM Committee members, limited available time</p> <p>Poor communication between council staff and ERCOM</p> <p>Current booking system loose</p> <p>No targeted marketing underway as yet</p>

Opportunities	Threats
<p>More and more government departments looking to meet outside of metro areas</p> <p>Increases population planned for the immediate region</p> <p>More users groups likely as site expands and caters for different sports</p>	<p>Regular User Groups not getting on board and being supportive of change</p> <p>Better facility with sharp marketing and pricing being developed in same market</p>

9. STRATEGIC PRIORTIES 3 YEAR TIMEFRAME

The strategic priorities include the main issues raised in researching, reviewing and planning for satisfactory usage of the ERCC facilities, whilst incorporating, values, objectives, risks and assumptions uncovered during the process.

The four congruous priorities focus broadly on the core components and elements that comprise the ERCC facilities – people, the facilities, finances and marketing and promotion - and lead to develop broad strategies to progress the mission and achieve the plan.

Priority	Categories	Targets	Main steps required
1 People	ERCOM	Communications Plan for all stakeholders	Identify and segment stakeholders Develop plan according to need Implement & monitor
	Staffing	One staff member resident on site	Scope role and timing Budget Confirm HR and IR implications and line reporting
	Users and partners	Current user groups 2 additional permanent user groups	Involve in: <ul style="list-style-type: none"> Regular ERCOM meetings and decision-making processes and reporting Annual review and benchmark of user agreements for consistency and value development and implementation of Communications PlanIntegrate with marketing plan Identify and target potential users Develop packages, options and draft agreement

		2 office spaces created and leased	<p>Integrate with marketing plan</p> <p>Identify and target potential users</p> <p>Develop packages, options and draft agreement</p> <p>Explore feasibility and funding options with SCS</p>
2 Facilities	Community and other bookings	<p>ERCOM own booking and billing system</p> <p>Community Liquor license in place</p>	<p>Investigate options and budget implications – staff, training, downtime and transition - including co- ordination and target date</p> <p>Target – 30 March 2015</p>
	Catering	Catering – approved suppliers register	<p>Develop options</p> <p>Selective tender</p> <p>Design package</p> <p>Advertise and monitor feedback</p>
	OH&S	Complete a risk audit and risk management plan for facilities	<p>Engage main users and SCS</p> <p>Complete, implement and review monthly</p> <p>Recommend to SCS effective reporting and follow up procedures for maintenance and OH&S actions as required.</p>
2 Finances	Mgt accounting	<p>15% net profit</p> <p>Community/Hub Gym</p>	<p>Budget and timing</p> <p>Stage incorporation of gym and user groups as and if possible</p> <p>Confirm real costs of gym and build into future</p>

			models 3+ years Establish acceptable target budget bottom line and identify alternative funding sources
	Bookings	Business model agreed Ts & Cs in place for all range of users	Segment targets Examine other facilities and competitors pricing and hiring structures Full cost + model adopted Develop options and packages for short and long one-off usage, and regular usage Integrate with Fees Schedule review
	Reserve funds	50% of normal operating costs	Rolling target
	Other funding	1 major event annually at Eastern Reserve – net \$20,000 Naming rights sponsor in place – 3 years Suitable Government funding secured -	Identify gaps and needs Potential partners, mentors, supporters, sponsors, underwriters Nominate working group Target date and style Scope options – cost/benefit, risks Plan, implement Develop packages and agreements Approval by SCS Target and implement Identify needs and potential funding related to

		\$10,000 p.a.	facility and mission Target and apply
4 Marketing	Collateral	Website Online booking Brochures	As per marketing plan
	Users	Permanent bookings # Standing bookings # Return bookings # Usage bookings – at least equivalent of 2 days a week, 1 on the weekend	As per marketing plan
	Fees Schedule	Review , benchmark and reset for segmented users	Benchmark similar SCS and other facilities Consult with permanent and occasional users Ratify with SCS Implement updated schedule Incorporate fees schedule into website and promotional user information packs.

4.4 Lorne & District Men's Shed – Crown Land Licence Agreement

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EMT Report

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Council Briefing

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Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Manager Leisure & Wellbeing

General Manager: Chris Pike

Department: Leisure & Wellbeing

File No: D15/45551

Division: Culture & Community

Trim No: F15/531

Appendix:

1. Lorne & District Men's Shed – Draft Crown Land Licence Agreement
2. Proposed Landscape plan
3. Proposed Landscape Plan – Side Elevation William St
4. 3D Render Landscape Image – William St
5. Lorne Mens Shed - Final Designs & Elevations
6. Aerial View – Lorne Mens Shed
7. Questions and comments – emerging issues

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

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Yes

☒

No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐

Yes

☒

No

Reason: Nil

Purpose

To receive an update on actions arising from Council's April 2015 resolution regarding the Lorne Men's Shed project and endorse the Draft Crown Land Licence between Council and Lorne & District Men's Shed Inc.

Summary

The Lorne Men's Shed project is an initiative between the Lorne & District Men's Shed Inc, Department Human Services and Council (including the Stribling Reserve Committee of Management). It will deliver Lorne's first men's shed for the purposes of social, health and recreation activities for men who reside in Lorne and the wider district. It will be located within Stribling Reserve.

Council affirmed its support for the project at its meeting on 28th April 2015. This support was subject to a number of conditions including the establishment of a formal agreement to regulate the operation of the facility.

This report outlines this proposed agreement and provides an update on activities since the Council meeting.

Recommendation

That Council:

1. Note the progression of actions arising from Council's April 2015 resolution regarding the Lorne Men's Shed project.
2. Endorse the draft Crown Land Licence Agreement between the Surf Coast Shire Council and Lorne and District Men's Shed Inc.
3. Affirms the project is being delivered by Council and the Stribling Reserve Committee of Management, and will need to be undertaken in accordance with Council's procurement requirements.

Lorne & District Men's Shed – Crown Land Licence Agreement

Report

Background

This report should be read in conjunction with the report put to Council on 28 April.

Following the Council resolution affirming the commitment to the Lorne Men's Shed project on the 28th April 2015, Council requested a number of conditions be met prior to construction. One of the recommendations included a formal agreement between the Stribling Reserve Committee of Management and Lorne Men's Shed. This report provides a project update and a copy of the Draft Crown Land Licence Agreement.

Discussion

Resident perspectives – those with concerns

A small number of local residents (10) have contacted officers since the April Council Meeting asking questions about the project and Stribling Reserve more generally. In addition, these residents have reiterated concerns consistent with those contained within submissions attached to the 28 April Council Report.

Officers distributed a draft version of the Crown Land Licence Agreement and sought comments from those residents. As well as the opportunity to provide written responses, the residents were offered the opportunity to meet with officers on 12 June. Mayor Margot Smith and Councillor Heather Wellington also attended that meeting.

Resident concerns are summarised below:

- Process
 - progress of the project without adequate consultation with permanent and part-time Lorne residents
 - inadequate assessment of alternatives to the development of a shed within the reserve
 - inadequate information on the project designs at the time Council affirmed its support for the project on 28 April
 - creating a divide within the Lorne community on this matter that has had an impact on the personal wellbeing of those who oppose the project in its current form.
- Inappropriate location
 - Stribling Reserve is not the most appropriate location for a range of reasons including inconsistency with the 2001 reserve master plan, the development is industrial in nature and the development costs are excessive (including the value of the land commensurate with residential lot prices)

If the shed were to be located in the reserve then the following comments apply:

- Amend design to locate it closer to the netball courts, reduce its size and complexity, use existing vehicle entrance off William St
- Get quotes from alternate builders

A number of comments are made in relation to the draft Crown Land Licence Agreement that, in summary, relate to:

- Minimising impact from vehicle movements and parking – potential requirement for parking permits for residents
- Ensuring safety of building users and general public
- Minimising impact on amenity of residents from noise, waste and pollution including use of areas outside the shed
- Hours of use
- Alcohol
- Commercial

Finally, they do not wish ratepayers to pay any more money towards the project including budget overruns, debts and consequent drainage issues.

Resident perspectives - Officer analysis

The project is at an advanced stage and planning has progressed in accordance with the Council resolution of 28 April 2015. That report provided advice on the viability of alternative locations in Lorne and surmised that Stribling Reserve offered the best option to establish a men's shed.

Lorne & District Men's Shed – Crown Land Licence Agreement

The project design particularly its size reflects lessons learned by sheds elsewhere in the shire (i.e. often run out of space). Its specific location in the south-western corner of the reserve was arrived at through qualified and professional advice to the men's shed group and Stribling Reserve Committee of Management factoring in the topography of the land, the requirement for vehicular access, the need to deliver a viable project noting the requirement for substantial funds to be raised by the shed group.

Council officers, notably engineers from within the Infrastructure team, have peer reviewed the recommendations and designs. A high level assessment of the following alternatives:

- Push the location directly north by six metres further into the reserve; and
- Reorient/reposition the vehicle entry point,

revealed that this would require a significant redesign, additional budget (approx \$30-90k), removal of trees and the requirement to resubmit the proposal to the Department of Environment, Land, Water and Planning. This assessment did not look at other locations further north and east nearer the netball court, nor did it consider a different footprint/design. Officers are aware that these options were considered by the shed group and Stribling Reserve Committee Executive Members at the design stage and, as per comments above, the proposed location was chosen as the best one.

Additional studies would need to be undertaken to further assess options within the reserve.

The main objections relating to the project are made by residents living closest to the site. It is officers' view that the principal concern is the loss of parkland which delivers amenity benefits including views.

Moving the shed further into the reserve will shift these concerns from one set of residents to others (e.g. moving the shed towards the netball courts will bring it into view of houses further north on Otway Street).

The houses most affected by the location of the shed as per the current design are on William Street. Visual impact can be addressed by landscaping for all but one house – the one directly opposite. Views from this property are partially blocked by foliage in the front garden.

In addition the residents are concerned about noise, waste, pollution and traffic.

Officers have confidence that amenity issues are unlikely to present themselves in ways that immediate neighbours fear, due to:

- The conditions in the Crown Land Licence Agreement addressing issues such as:
 - Hours of use
 - Noise
 - Waste and tidiness
 - Activity outside the shed
 - Parking
 - Members' conduct
 - Health and safety
- Existing sheds in the Shire have not presented amenity issues for Council officers despite proximity to residences, other recreational/community facilities and children's playgrounds.
- The Lorne & District Men's Shed have to date proven to be easy to work with, provided all information requested and appear cognisant of their responsibility to develop and operate a shed in a considerate way
- The Stribling Reserve Committee of Management is a high-performing and accountable body with a track record of enhancing the reserve in the interests of the Lorne community.

In addition, by liaising with the Lorne & District Men's Shed Inc. a number of other concerns have been addressed, including:

- Removal of electricity sub-station
- Bringing forward the landscape planning which selects a number of fast-growing species offering significant screening properties
- The incorporation of wood into the external appearance of the building
- Confirmation that Council will own the asset and take responsibility for its maintenance

Lorne & District Men's Shed – Crown Land Licence Agreement

Lorne & District Men's Shed Inc.

Officers have continued to work with the group to position the project to commence as per Council's requirements. The group has accepted all Council conditions and continues to state their desire to deliver a positive project for the community. Interactions with the group have been positive. The group have consistently expressed an understanding for the design and operation of the facility to be sympathetic to neighbours, general community and users of the reserve.

Support for the group's endeavours was evident in the period leading up the 28 April Council meeting as more than 100 letters of support were sent to Council. The group continues to be successful in securing financial support so the project can be fully delivered.

The group, along with Stribling Reserve Committee of Management, have provided feedback on the draft Crown Land Licence Agreement. Requests included:

- Lengthen security of tenure to closer to 10 years based on the financial investment being made by the group
- Greater flexibility to operate during the week and on weekends
- Scope to consume alcohol on special occasions

Crown Land Licence Agreement

Officers have drafted a Crown Land Licence Agreement to govern the use of the facility once developed. The methodology for developing this has included:

- Use standard template for a Crown Land Licence Agreement
- Develop special conditions aligned with the Council report and resolution from 28 April 2015
- Seek feedback on the agreement, specifically the special conditions from Lorne & District Men's Shed Inc, Stribling Reserve Committee of Management and neighbours to the reserve that had expressed an interest in how the shed will operate
- Develop final draft following feedback
- Seek formal endorsement of the agreement by the Stribling Reserve Committee of Management
- Finalise the agreement for inclusion in this report

Most requests from residents, Lorne & District Men's Shed Inc, and Stribling Reserve Committee of Management have been accommodated in some form. The key has been to ensure the shed can function while affording adequate protection for residents and the general public.

Project progress

Since the April Council meeting, Lorne & District Men's Shed Inc. have progressed a number of actions so the project can be delivered in accordance with the Council resolution. These are highlighted below.

- 1. Affirms its commitment to the development of a Men's Shed in Stribling Reserve subject to the following conditions:**
 - a. That the Stribling Reserve Committee of Management with the Lorne & District Men's Shed Inc. provides written assurance of their commitment to raise the necessary funds to deliver Stage 2 of the project.**

Project Update - Lorne & District Men's Shed Inc. have provided written assurance to the CEO on the group's commitment to raise the funds for the second stage of the project.

- b. That the Stribling Reserve Committee of Management with the Lorne & District Men's Shed Inc. notify all neighbouring residents to Stribling Reserve by mail of the construction timelines for the Shed and provide a point of contact for enquiries.**

Project update - Construction has not yet commenced, however, this clause is a condition of the Funding Agreement that has been developed to manage the payment of Council's \$30k contribution to the project.

- c. That the Men's Shed clearly displays the hours of operation, a contact name and telephone number so as to be visible from the outside of the facility**

Project update - Construction has not yet commenced, however, this clause is a condition of the Funding Agreement.

Lorne & District Men's Shed – Crown Land Licence Agreement

- d. That Stage 2 of the project incorporates landscape treatments so that the Shed blends in as much as possible with the natural vegetation in the Reserve.***

Project update - A landscape plan has been provided, see Appendix 2. This landscape plan highlights a range of tree species and ground covers to assist in screening the Shed from the neighbouring streets and to blend the Shed with the surrounding landscape. Of particular note, the tree species include blackwood, common boobialla, common Correa, a smaller shrub and the creeping boobialla and Hop Goodenia as ground cover. The common boobialla's will be the most effective screening plant and will reach a height of up to 6m when matured. The capital cost of delivering this plan is approximately \$2,152 excluding the installation, ongoing maintenance and screening on the driveway and gates. The planting timeframe will follow the completion of the shed building in conjunction with the most suitable time for planting so as to ensure adequate uptake of the plants. The expected time frame for the shrubs to reach their mature height is 2- 3 years. Street trees will be well established within 3 -5 years.

There is also an option of screening the driveway access with privacy screens on the gates and select a tightly woven shade cloth fabric with a density of 90% to 95% available in a range of colours. The shade cloth has not yet been factored into the overall landscape plan provided. Appendix 3 provides the landscape side elevation from William Street which ensures sufficient screening from Otway Street.

- e. That the Men's Shed activities are conducted in accordance with all relevant legislation and to the satisfaction of Council and other responsible authorities including but not limited to:***
- i. Not causing or permitting to be done anything which constitutes an actionable nuisance, annoyance or disturbance to other persons lawfully entitled to use the licensed premises or to use any land in the vicinity or to occupiers of properties adjoining the licensed premises.***
 - ii. Maintaining a tidy shed with no materials left outside the building except during the process of receiving a delivery***
 - iii. Making adequate provision for the storage and collection of waste in bins or receptacles.***

Project update - The above items are stipulated in Appendix 1 – Draft Crown Land Licence Agreement specifically clause 3 & 7 of Appendix D. The Draft Crown Land Licence Agreement was to be tabled at the Stribling Reserve Committee of Management at its meeting on 15th June 2015. It was also the subject of input from neighbouring residents whom had expressed an interest in its development.

- 2. Note that the Stribling Reserve Committee of Management will establish a formal agreement for the operation of this facility.***

Project update - See Appendix 1.

- 3. Note that officers have assessed the project as lower risk and accordingly agree for the Stribling Reserve Committee of Management with the Lorne & District Men's Shed Inc. to manage this project, in accordance with the following conditions:***

- a. The project must obtain necessary Building Permits and any other required regulatory approvals***

Project update - A building permit has been issued.

- b. The project must utilise tradespersons with appropriate qualifications and Council is to be provided with all compliance certificates***

Lorne & District Men's Shed – Crown Land Licence Agreement

Project update - Council has been assured it will be provided with all relevant information. Information pending.

- c. The project must have a Workplace Health and Safety plan to the satisfaction of Council's Workplace Health & Safety Department.***

Lorne & District Men's Shed – Crown Land Licence Agreement

Project update - Lorne & District Men's Shed Inc.'s registered builder is due to provide this plan prior to construction commencing. A separate health and safety plan relating to the operation of the facility will be reviewed by Council's Workplace Health & Safety Department.

d. The facility is to be constructed to the satisfaction of Council's Leisure and Wellbeing Department and Facilities Unit.

Project update - The building is yet to be constructed. Council officers are in regular communication with Lorne & District Men's Shed Inc. and the Stribling Reserve Committee of Management.

e. Council's funding contribution will be provided to the project under a Council Funding Agreement

Project update - A funding agreement between Council and Lorne & District Men's Shed Inc has been developed.

- f. Should Council be requested to undertake any procurement regarding the project:***
- i. The procurement needs to be undertaken in accordance with Council's Procurement Policy***
 - ii. Required quotes can be provided by the project to Council***
 - iii. Project representatives will be included in the evaluation of quotations***
 - iv. Funds must be provided to Council prior to Council placing any Purchase Order***
 - v. Council will not incur any net GST cost***

Project update - Lorne & District Men's Shed Inc have registered for GST. Council will undertake the procurement for the project in accordance with its policy.

g. Proposed changes of scope must be approved by the General Manager Culture and Community

Project update – There have been no changes of scope

h. Project Handover to be approved by Council's Leisure and Wellbeing Department and Facilities Unit

Project update – Not relevant at this stage

4. Note that Council has been advised that Stage 1 of the Men's Shed in Stribling Reserve is fully funded.

Project update – Since the Council meeting, Lorne & District Men's Shed Inc have confirmed a number of new donations.

Options

At this stage of the project Council has a number of options:

1. Continue with the project as per officer recommendations in this report (Recommended)
2. Revisit the location of the shed within the reserve by commissioning an independent assessment of the best site based on the current design
3. Revisit the design and location of the shed within the reserve by commissioning an independent assessment of the required design and the best site based on that design
4. Revisit the decision to locate the shed within the reserve and commission an independent assessment of all alternative locations in Lorne
5. Withdraw support for the project being based in Stribling Reserve.

Option 1 is recommended because, in summary, it:

- presents the best option for an appropriately-sized, functional men's shed to be established in Lorne
- achieves a balance of resident and public amenity with the activities and benefits of a men's shed
- reflects the balance of community views evident to officers since February 2015
- delivers health and wellness outcomes for the community via a community-initiated concept and with minimal Council expenditure.

Lorne & District Men's Shed – Crown Land Licence Agreement

Financial Implications

Council has committed \$30k in the 2014/15 budget in addition to Council's small community grant funding of \$2000 for an extraction fan in 2014/15. The State Government grant from the Department of Human Services is \$60k. The cost estimate for Stage 1 of this project is \$250k. The Men's Shed group have been actively engaging other groups for donations and funding contributions. Council's funding contribution will be provided to the project under a Council Funding Agreement tied to key milestone dates.

Council Plan/Policy/Legal Implications

The proposal relates to Theme 3 Communities and Theme 4 Infrastructure in the Council Plan 2013-2017.

- Objectives 3.3.4 Support established Community Houses and Men's Sheds
- Objectives 3.3.5 Support volunteers
- Objectives 4.1 Community infrastructure that responds to community demand

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

This report seeks to objectively analyse the project from multiple perspectives. A risk is that members of the public disagree with Council's resolution.

A key risk associated with men's sheds is health and safety. A separate health and safety plan relating to the operation of the facility will be reviewed by Council's Workplace Health & Safety Department. At the completion of the project, the project handover is to be approved by Council's Leisure and Wellbeing Department and Facilities Unit.

A risk to amenity is the failure of the designated landscape plan to provide a visual screen. An approved landscape plan has been completed by an experienced and qualified landscape architect. Planting will occur at suitable times to ensure the plants mature as planned.

Further amenity risks are being addressed via funding and licence agreements. Lorne & District Men's Shed Inc have conducted themselves with due care and attention to these matters. Neighbour amenity issues have not arisen at the location of other men's sheds in the shire.

Lorne & District Men's Shed Inc. continue to demonstrate a capacity to raise funds and secure donations that minimise the risks of the project failing to be completed. Experience has shown that others shed groups in the shire have undertaken considerable amounts of the internal fit-out works through their members once the basic structure and services are in place.

Social Considerations

Council plays a key role in planning for health and wellbeing across the municipality. This important function is recognised in both the Local Government Act 1989 which outlines Council's role in the protection, improvement and promotion of health and wellbeing and the Victorian Health and Wellbeing Act 2008 through a requirement that Councils develop a Municipal Health and Wellbeing Plan.

The proposed Men's Shed meets a number of priority action areas identified in the Health and Wellbeing Plan. Generally speaking, Men's Shed have evolved from a recognised need around socialisation and keeping men active and healthy, particularly when they have retired from full-time work. The Men's Sheds already existing in the Shire are vibrant communities, undertaking a range of activities. For instance, the Torquay Men's Shed with over 50 members does a lot of carpentry work, making Christmas Trees and bird boxes and then sells them at the local Torquay Farmers Markets before the busy Christmas period. The Anglesea Men's Shed makes a number of items and then sells them through the Anglesea Transfer Station.

"Belonging to a social network of community and mutual obligation makes people cared for, loved, esteemed and valued. This has a powerful protective effect on health. Supportive relationships may also encourage healthier behaviour patterns". (G21, 2009)

The proposed Lorne Men's Shed is a great example of providing the vehicle for positive mental health benefits for those who participate and their extended networks – families, friends and neighbours.

Lorne & District Men's Shed – Crown Land Licence Agreement

Community Engagement

A series of community engagement activities were undertaken prior to the 28 April Council meeting. The overwhelming majority of residents contacting Council to comment on the project were in support of it proceeding. Some neighbours remain opposed to the project and officers have continued to provide information in response to numerous enquiries in the weeks since the April meeting.

Following the Council meeting resolution, the draft Crown Land licence Agreement was provided to Lorne & District Men's Shed Inc., Stripling Reserve Committee of Management and interested residents to provide comment and allow them to have input into the finalisation of the agreement. This report covers the range of issue raised by residents.

Environmental Implications

The concept design of the Shed does take into account the Reserve. As the Reserve is already well utilised and is a public park and recreation zone, the construction of the Shed will need to be developed in a way that minimises the impact on the landscape as much as possible. The requirement for sympathetic plantings in Stage 2 of the project will help address concerns about visual pollution. The landscape plan attached to this report ensures the landscaping is done as sympathetic as possible to the Reserve.

The materials used in constructing the Shed will be a combination of timber and colorbond.

Communication

A copy of the Council's resolution will be provided to the Lorne Men's Shed group and to all interested residents and posted on Council's web-site. A media statement will also be prepared.

Conclusion

It is recommended that Council note the progress of this project and endorse the Draft Crown Land Licence Agreement for the Lorne & District Men's Shed Inc.

APPENDIX 1: LORNE & DISTRICT MEN'S SHED – DRAFT CROWN LAND LICENCE AGREEMENT



LICENCE

CROWN LAND (RESERVES) ACT 1978 **Section 17B**

THIS LICENCE is granted by the Licenser to the Licensee and commences on the date set out in the Schedule.

In consideration of the payment of the licence fee and the conditions contained in this Licence, the Licenser or a person authorised by the Licenser, at the request of the Licensee **HEREBY AUTHORISES** the Licensee to use the licensed premises described in the Schedule for the specified purposes set out in the Schedule.

This Licence is subject to the provisions of the Crown *Land (Reserves) Act 1978* and Regulations thereunder, the licence conditions attached and any Statutory and other Special Conditions set out in the Schedule.

.....
Licenser
Chief Executive Officer – Surf Coast Shire Council

The Licensee hereby agrees to comply with the terms and conditions of this licence

.....
Licensee

NOTE:

1	<i>This licence is not valid until it has been approved by the Minister or the Minister's delegate.</i>
2	<i>This Licence is an important document and should be stored in a secure and safe place. In the event of loss, a replacement fee will be charged.</i>

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SCHEDULE

ITEM

- 1 Licence Number:** D15/48997
- 2 Licensor:** Surf Coast Shire Council
- 3 Licensee:** Lorne & District Men's Shed Inc
- 4 Licensee's Address:** TBC
- 5 Commencement Date:** TBC
- 6 Term:** Three (3) years (with two (2) X three (3) year options)
- 7 Licence fee:** \$1.00 peppercorn rate
- 8 Payable:** The Licensor does not wish to collect the Licence fee
- 9 Reservation description:** Temporarily reserved as sites for Cricket and other purposes of Public Recreation (1) by Order in Council of 31 May, 1880 (vide Government Gazette of 4 June, 1880 – page 1255)
- 10 Licensed premises:** Lorne and District Men's Shed Building, Stribling Reserve, Corner William and Otway Street, Lorne, Victoria, 3232 as outlined by the area highlighted red in Appendix A
- 11 Area:** TBC ha/m2
- 12 Powers under which licence granted:** Section 17B Crown Land (Reserves) Act 1978
- 13 Specified Purposes:** Men's Shed Activities
- 14 Amount of Public Liability Insurance:** \$20 Million
- 15 Licensor Address:** Surf Coast Shire, PO Box 350, Torquay 3228
- 16 Special Conditions:** Appendix D – Special Conditions

LICENCE CONDITIONS

1 **Grant**

The rights conferred by this Licence are non-exclusive, do not create or confer upon the Licensee any tenancy or any estate or interest in or over the licensed premises or any part of it, and do not comprise or include any rights other than those granted or to which the Licensee is otherwise entitled by law.

2 **Licensee's Obligations (Positive)**

The Licensee **Hereby Covenants** with the Licensors that during the term the Licensee will:-

2.1 **Licence fee**

Duly and punctually pay or cause to be paid the licence fee to the Licensors at the payment address shown in Item 15 of the Schedule or as advised by the Licensors from time to time on the days and in the manner provided in Item 8 of the Schedule without demand, deduction, set-off or abatement.

2.2 **Rates and Taxes**

2.2.1 Duly and punctually pay as and when they respectively fall due all rates and taxes on the licensed premises.

2.2.2 If requested to do so by the Licensors, produce receipts to the Licensors evidencing payment of the rates and taxes.

2.2.3 Duly and punctually pay to the Licensors at the same time and in the same manner as the licence fee is payable to the Licensors (or as otherwise notified to the Licensee by the Licensors) under clause 2.1 above the amount of any GST payable on or in relation to this licence and/or the rent payable thereunder or that becomes payable by the Licensors during the period covered by the fee.

2.3 **Indemnity**

Indemnify the Crown in respect of any claim or liability for property damage and/or injury or death of any person which arises directly or indirectly out of negligence, tort, contract, or breach of a statutory duty by the Licensee or any associated party consequential to the use or occupation of the licensed premises, including, but without restricting the generality of the foregoing, the pollution or contamination of land or water, and any costs, charges and expenses incurred in connection therewith.

2.4 **Public Liability Insurance**

A public liability insurance policy over the premises (providing no less limit of indemnity for any one occurrence during the policy period than the amount shown at Item 14 of the Schedule), which is endorsed (as follows), to note:

'the Committee of Management, the Crown in the right of the State of Victoria, the Secretary to the Department of Sustainability and Environment, its servants, agents and employees in respect to providing indemnity for personal injury and/or property damage caused by an occurrence, and/or for breach of Professional duty arising out of the negligent acts, errors or omissions of the Licensee and/or its servants agents and employees. The endorsement and extension to the policy does not extend to negligent acts, errors or omissions of the Crown (and others above mentioned), and is limited to the amount shown in Item 14 of the Schedule for any one occurrence.'

2.5 **Maintenance**

2.5.1 Throughout the term keep the licensed premises in good order and condition and the improvements (if any) on it in good order and condition having regard to their condition at the commencement date or, if constructed or added to the licensed premises after the commencement date, at the date of such construction or addition as the case may be and in particular but without restricting the generality of the foregoing will:-

2.5.1.1 Keep the licensed premises free of pest animals and weeds;

2.5.1.2 Remedy every default of which notice is given by the Licensors to the Licensee within a reasonable time specified in the notice but in any event the time specified in the notice will not be less than 14 days as per Appendix C.

2.6 Fire Protection Works

Undertake all fire protection works on the licensed premises required by law to the satisfaction of the Licensors and the responsible fire Authority

2.7 Condition at Termination

On expiry or prior determination of this Licence return the licensed premises to the Licensors in good order and condition and otherwise in accordance with the Licensee's obligations.

2.8 Notice of Defects and other matters

2.8.1 Give the Licensors prompt notice in writing of any accident to or defect in the licensed premises and of any circumstances likely to cause any damage risk or hazard to the licensed premises or any person on it;

2.8.2 Give to the Licensors within 7 days of its receipt by the Licensee a true copy of every notice, proposal or order given, issued or made in respect of the licensed premises and full details of the circumstances of it;

2.8.3 Without delay take all necessary steps to comply with any notice, proposal or order referred to in paragraph 2.8.2 with which the Licensee is required to comply; and

2.8.4 At the request of the Licensors make or join with the Licensors in making such objections or representations against or in respect of any notice, proposal or order referred to in paragraph 2.8.2 as the Licensors deems expedient.

2.9 Compliance with Law

Comply at the Licensee's cost with the provisions of all statutes, regulations, local laws and by-laws relating to the licensed premises and all lawful orders or directions made under them;

2.10 Arrears and Interest

2.10.1 Pay to the Licensors:-

2.10.1.1 on any moneys payable by the Licensee to the Licensors and outstanding for thirty (30) days or on any judgment for the Licensors in an action arising under the Licence, interest at the penalty rate of interest for the time being made payable under the **Penalty Interest Rates Act 1983** computed from the date the moneys or judgment became payable until all moneys (including interest on them) are paid in full;

2.10.1.2 on demand all the Licensors' legal costs and disbursements payable in respect of or in connection with any assignment of this Licence or under-licensing of the licensed premises, any surrender of this Licence, the giving of any consent by the Licensors or any failure by the Licensee to perform and observe this Licence, or any deed or other document executed in connection with this Licence.

2.11 Further Conditions

Comply with the Special Conditions (if any) contained in Item 16 of the Schedule.

3 Licensee's Obligations (Negative)

The Licensee **Hereby Covenants** with the Licensors that during the term the Licensee will not -

3.1 Use of Licensed premises

Use the licensed premises for any purpose other than the specified purpose referred to in Item 13 of the Schedule without first obtaining the Licensors' written consent which can be given or withheld at the absolute discretion of the Licensors or be given subject to conditions.

3.2 Create nuisance

Do not cause or permit to be done anything which constitutes an actionable nuisance, annoyance or disturbance to other persons lawfully entitled to use the licensed premises or to use any land in the vicinity or to occupiers of properties adjoining the licensed premises.

3.3 Allow rubbish

Permit any rubbish to accumulate in or about the licensed premises.

3.4 Hazardous Chemicals

Keep any hazardous materials on the premises without the Licensor's written consent save a reasonable quantity of any hazardous material which is normally used in any specified purpose actually carried on in or upon the premises and which is kept in compliance with the requirements of any authority charged with regulating the keeping of it.

3.5 Assignment

Without first obtaining the written consent of the Licensor assign, under-license, mortgage, or charge this Licence or part with or share possession of the licensed premises or any part of it.

3.6 Licensor's Entry

3.6.1 Prevent, attempt to prevent or in any other way hinder, obstruct or permit the hindrance or obstruction of the Licensor or the Licensor's employee or agent at any time from entering and remaining on the licensed premises either with or without motor vehicles or other equipment for any purpose and in particular, but without restricting the generality of the foregoing, for any of the following purposes:-

3.6.1.1 retaking or attempting to retake possession of the licensed premises;

3.6.1.2 inspection; or

3.6.1.3 any other lawful purpose.

3.7 Void insurance

Do or allow anything to be done which might result in any insurances relating to the licensed premises becoming void or voidable or which might increase the premium on any insurance.

3.8 Erection of Improvements

Erect or permit the erection of any improvement on the licensed premises without the Licensor's prior written approval, which can be given or withheld at the absolute discretion of the Licensor or be given subject to conditions.

4 General Conditions

4.1 Termination upon Default

If the Licensor is satisfied, after giving the Licensee a reasonable opportunity to be heard, that the licensee has failed to comply with any terms or conditions of the licence, the Licensor may, by notice published in the Government Gazette, declare that the licence is cancelled, and upon cancellation the licensee will not be entitled to any compensation whatsoever.

4.2 Termination without Default

4.2.1 In addition to and not in substitution for the power to cancel this Licence under clause 4.1, the Licensor may with the approval of the Minister by giving to the Licensee at least 30 days written notice to that effect cancel this Licence upon a date to be specified in that notice notwithstanding that there has been no breach by the Licensee of any term or condition of this Licence.

4.2.2 If the licence is terminated under this clause the Licensee is entitled to receive and will be paid by the Licensor a refund of an amount of the licence fee paid.

4.2.3 The amount of refund will be determined by the Licensor on a pro rata basis, taking into account any period of the licence remaining at the date of cancellation.

4.2.4 Except as provided in sub clause 4.2.2 above no compensation is payable in respect of the cancellation of the licence.

4.3 Ownership of Improvements

The Licensee acknowledges that all buildings and structures on the licensed premises at the date of commencement of this Licence and all new structural works (except for any Licensee's trade fixtures or fittings) and any additions or modifications to the existing or new buildings and structures carried out during the term of this Licence are and remain the property of the Licensor.

4.4 Licensee's Chattels

- 4.4.1 Except as provided in sub-clause 4.4.3 the Licensee's chattels shall remain the property of the Licensee.
- 4.4.2 On the cancellation or expiration of the Licence the Licensee must, within a period of time specified by the Licensor, remove all Licensee's chattels from the licensed premises and forthwith make good all damage caused to the licensed premises by the affixing, retention or removal of Licensee's chattels to the satisfaction of the Licensor.
- 4.4.3 If the Licensee's chattels are not removed at the end of the period of time specified under sub-clause 4.4.2, the Licensee's chattels shall become the property of the Licensor.

4.5 Licensor may remove and dispose of Licensee's chattels

If the Licence expires, or is cancelled, the Licensor may at the end of the period of time specified under Clause 4.4.2 remove the Licensee's chattels and store them at the Licensee's expense without being liable to the Licensee for trespass, detainment, conversion or negligence. After storing them for at least one month, the Licensor may sell or dispose of them by auction, private sale, gift, distribution or otherwise and apply the net proceeds towards the payment of any moneys owed by the Licensee to the Licensor.

4.6 Licensor's Agents

Every act or thing to be done, decision to be made or document to be signed pursuant to this Licence by the Licensor and not required by law to be done, made or signed by the Licensor personally may be done made or signed by any person or class of person to whom such power has been delegated by the Licensor.

4.7 Notices

Any notice consent or demand or other communication to be served on or given to the Licensee by the Licensor under this Licence shall be deemed to have been duly served or given if it is in writing signed by the Licensor and delivered or sent by pre-paid post to the Licensee's address set out in Item 4 of the Schedule or to the latest address stated by the Licensee in any written communication with the Licensor.

4.8 Debt recovery

All moneys payable by the Licensee to the Licensor under this Licence are recoverable from the Licensee as liquidated debts payable on demand.

4.9 Additional Approvals

If the Licensor is a Committee of Management or Trustees the approvals required in Conditions 3.1 and 3.8 shall be read to mean the Licensor and the Secretary or delegate.

5 Definitions

Unless inconsistent with the context or subject matter each word or phrase defined in this clause has the same meaning when used elsewhere in the licence.

"**commencement date**" means the date described in Item 5 of the Schedule and is the first day of the term;

"**Crown**" means the Crown in right of the State of Victoria and includes the Licensor and each employee and agent of the Crown or the Secretary;

"**Department**" means the Department of Sustainability and Environment or its successor in law;

"**GST**" means a goods and services tax within the meaning of the *A New Tax System (Goods and Services Tax) Act 1999*.

"**hazardous chemical**" includes gas, inflammable liquid, explosive substance, pesticide, herbicide, fertilizer and other chemicals;

"**improvement**" includes building, dam, levee, channel, sign, permanent fence, or other structure and any addition to an existing improvement;

"**licensed premises**" means the land and structures described in Item 10 of the Schedule;

"**Licence fee**" means the licence fee described in Item 7 of the Schedule as varied during the term;

"Licensee" means the person named in Item 3 of the Schedule and includes the permitted assigns and successors in law to a Licensee;

"Licensor" means the Trustees or Committee of Management appointed by the Minister to manage the reserved land described in Item 9 of the Schedule or if there are no Trustees or Committee of Management means the Secretary to the Department of Sustainability and Environment or a person or class of person authorised by the Secretary to grant licences under Section 17B of the *Crown Land (Reserves) Act 1978*;

"Minister" means the Minister of the Crown for the time being administering the *Crown Land (Reserves) Act 1978*;

"person" includes a body corporate as well as an individual;

"pest animals" has the same meaning as in the *Catchment and Land Protection Act 1994*;

"rates and taxes" means all existing and future rates (including water by consumption and any special rates or levies) taxes, charges, tariffs, assessments, impositions and outgoings whatsoever now or at any time imposed, charged or assessed on or against the licensed premises or the Licensor or the Licensee or payable by the owner or occupier of the licensed premises;

"schedule" means the schedule to this Licence;

"Secretary" means The Secretary to the Department of Sustainability and Environment, the body corporate established under the *Conservation, Forests and Lands Act 1987*;

"sign" includes names, advertisements and notices;

"soil" includes gravel, stone, salt, guano, shell, sand, loam and brick earth;

"term" means the period of time set out in Item 6 of the Schedule, as and from the commencement date;

"weeds" include noxious weeds within the meaning of the *Catchment and Land Protection Act 1994*, and prescribed flora within the meaning of the *Flora and Fauna Guarantee Act 1988*;

"writing" includes typewriting, printing, photography, lithography and other modes of representing or reproducing words in a visible form and "written" has a corresponding meaning.

6 Interpretations

6.1 A reference importing the singular includes the plural and vice versa.

6.2 The index and headings are included for ease of reference and do not alter the interpretation of this Licence.

6.3 If any day appointed or specified by this Licence falls on a Saturday, Sunday or a day appointed under the *Public Holidays Act 1993* as a holiday for the whole day the day so appointed or specified is deemed to be the first day succeeding the day appointed or specified which is not a Saturday, Sunday or day appointed as a holiday.

6.4 References to an Act of Parliament or a section or schedule of it shall be read as if the words "or any statutory modification or re-enactment thereof or substitution therefor" were added to the reference.

6.5 If the Licensee comprises more than one person, the covenants and agreements contained in this Licence shall be construed as having been entered into by, and are binding, both jointly and severally on all and each of the persons who constitute the Licensee.

6.6 References to clauses, sub-clauses and Items are references to clauses, sub-clauses and Items of this Licence respectively.

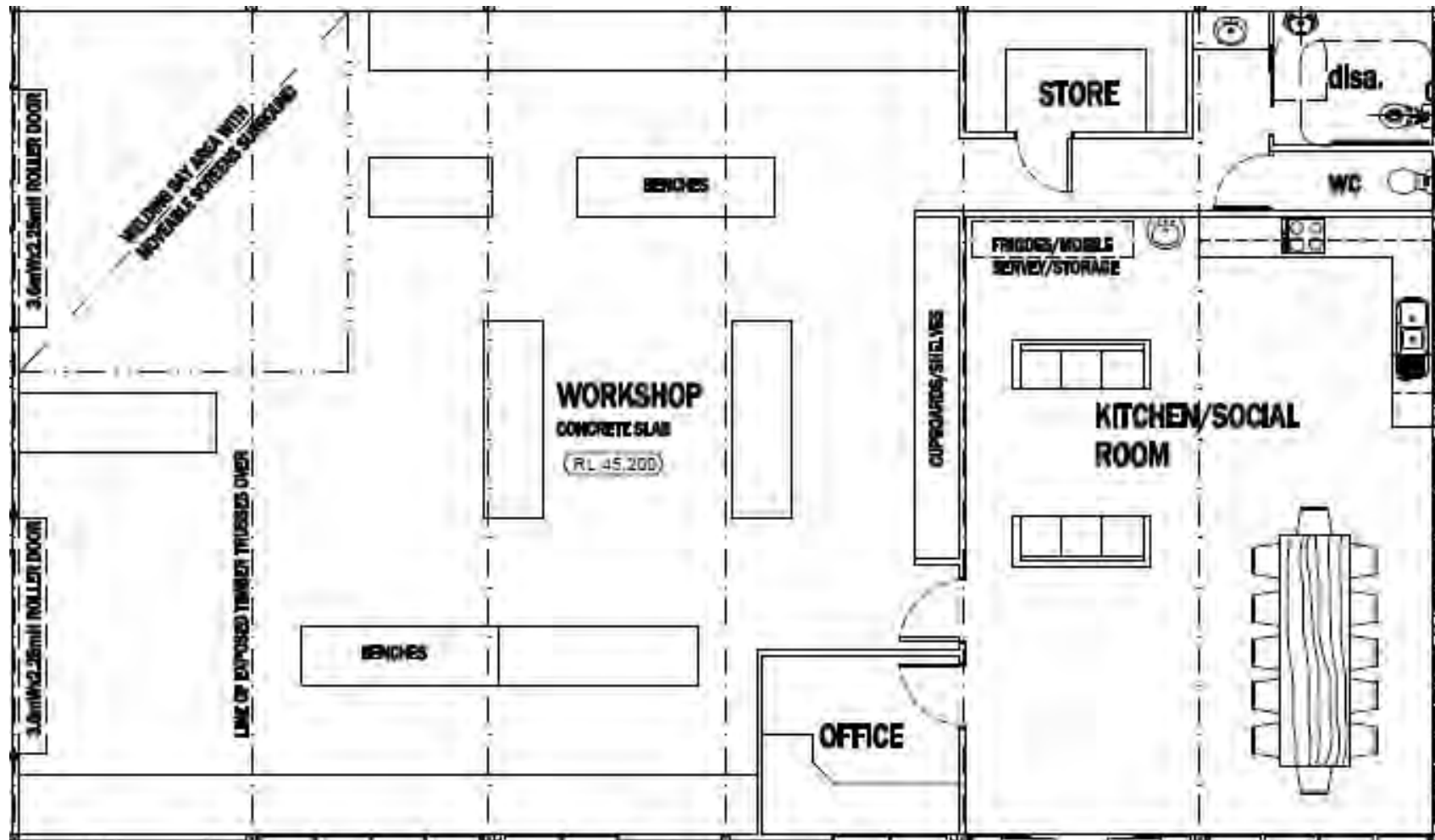
Appendix A – Location of Licensed Premises

*To be updated upon completion of shed construction



Appendix B – Floor Plan of Licensed Buildings

*To be updated upon completion of shed construction



Appendix C – Maintenance and Outgoings Responsibilities

ITEM	LICENCEE'S RESPONSIBILITY	LICENCOR'S RESPONSIBILITY
Air conditioning and/or heating & cooling appliances (If applicable).	<ul style="list-style-type: none"> Any additional units. 	<ul style="list-style-type: none"> Replacement of existing units at the end of its economical life Service and repair when required of all units.
Building, General.	<ul style="list-style-type: none"> Determine and document any specific requests to Council for building alterations and other capital improvements. Not to undertake any work unless prior written approval by Council. Notify Council of any damage requiring rectification. All repairs resulting from inappropriate activity by the Lessee as reasonably determined by Council. 	<ul style="list-style-type: none"> Ensure satisfactory completion of approved works. Undertake works required to ensure the Premises meet appropriate standards or regulations. Assess all requests submitted.
Cleaning.	<ul style="list-style-type: none"> All costs of cleaning for the Premises. to ensure it is maintained in a clean & hygienic state 	<ul style="list-style-type: none"> Ensure that reasonable standards are maintained.
Ceiling, internal walls.	<ul style="list-style-type: none"> Costs of repair and replacement due to negligent damage by the Lessee. Report faults to council 	<ul style="list-style-type: none"> Major repair and/or replacement due to structural faults/age. Cost of routine repairs & painting
Furnishings and equipment (if applicable).	<ul style="list-style-type: none"> Repairs or replacement as required. 	<ul style="list-style-type: none"> None
Curtains/Drapes/Blinds (If applicable).	<ul style="list-style-type: none"> Report faults to council 	<ul style="list-style-type: none"> Periodic cleaning Cost of routine repairs
Electrical wiring, fittings and lights. Test & Tag compliance	<ul style="list-style-type: none"> Reimburse Council for the cost of any additions to existing lighting. Supply and replacement of all light globes. 	<ul style="list-style-type: none"> Repair or replacement of all electrical components other than light globes. Provision of electrical safety switches to switchboards. Test & Tag compliance
Emergency Lighting.	<ul style="list-style-type: none"> Report to council 	<ul style="list-style-type: none"> Annual replacement of light globes. Compliance inspections and annual BCA essential safety measures testing All maintenance and repair as

ITEM	LICENCEE'S RESPONSIBILITY	LICENCOR'S RESPONSIBILITY
		required
Fire alarm system (If installed).	<ul style="list-style-type: none"> Any costs associated with abuse by Lessee. Any costs of false alarms as a result of action of the Lessee. 	<ul style="list-style-type: none"> Replacement of batteries to stand alone smoke detectors on a 12 monthly basis.
Exit Doors	<ul style="list-style-type: none"> Maintain a clear path of travel 	<ul style="list-style-type: none"> Undertake 3 monthly inspections. (ESM Regulations).
Emergency Exit Plans & Procedures.	<ul style="list-style-type: none"> Ensure Plans & procedures are known to all user groups 	<ul style="list-style-type: none"> Provide and maintain.
Fire extinguishers and other fire suppression equipment.	<ul style="list-style-type: none"> Cost of fill if discharged due to misuse. Report defects or loss. Replace if stolen or lost except in the case of burglary of the Premises. Maintain clear access. 	<ul style="list-style-type: none"> Additional units if assessed by Council as required... Replacement on expiry date. Service inspection and maintenance charge Undertake 6 monthly inspections. (ESM Regulations).
Floor surfaces and coverings.	<ul style="list-style-type: none"> Cleaning of all floor surfaces and coverings. Report faults to council 	<ul style="list-style-type: none"> Repair and/or replacement at the end of their economical life.
Flyscreens (If applicable).	<ul style="list-style-type: none"> Costs of repair and replacement due to negligent damage by the Lessee. 	<ul style="list-style-type: none"> Install fly screens if required under regulation. All maintenance and repair as required
General joinery, doors, cupboards etc.	<ul style="list-style-type: none"> Costs of repair and replacement due to negligent damage by the Lessee. Report faults to council 	<ul style="list-style-type: none"> Replacement due to age, structural defect or vandalism, subject to Council assessment. All maintenance and repair as required.
Glass & Glazing.	<ul style="list-style-type: none"> Cleaning as per "Cleaning Schedule". Costs of repair and replacement due to negligent damage by the Lessee Report faults to council 	<ul style="list-style-type: none"> Replacement due to breakage as result of all other actions or events.
Grounds and surrounds. Fencing and gates.	<ul style="list-style-type: none"> Determine and document any specific requests to Council for building alterations and other capital improvements. Maintenance of garden hoses, sprinklers, etc Landscape maintenance within licenced area refer to Appendix A 	<ul style="list-style-type: none"> Fencing to comply with regulatory requirements Remove graffiti from external areas. Define and oversee standards Major pruning (branches greater than 100mm diameter) or any tree removal Repair and replacement of existing pavements to

ITEM	LICENCEE'S RESPONSIBILITY	LICENCOR'S RESPONSIBILITY
		pathways, driveway etc
Intercom/communication system (if installed).	<ul style="list-style-type: none"> • Service/maintenance charges. • Up-grade or replacement. 	<ul style="list-style-type: none"> • None.
Keys and locks.	<ul style="list-style-type: none"> • Site specific input • Cost of replacement of lost or damaged keys. • Cost or repair and replacement of lock if due to Lessee abuse. • At the discretion of the Council, costs of re-keying of Premises in the event of loss of keys by Lessee. • Replacement of lock/additional locks if required for security. • Additional keys supplied by council at users cost. • Report to council 	<ul style="list-style-type: none"> • All maintenance and repair as required • Ensure locks are on Councils key system. • Provide 2 keys
Daily Security of Building	<ul style="list-style-type: none"> • Securing of premises including locking doors and windows before leaving 	<ul style="list-style-type: none"> • None
Notice Boards etc.	<ul style="list-style-type: none"> • Provide and maintain units. • Locate units in locations as approved by Council. 	<ul style="list-style-type: none"> • None
Painting.	<ul style="list-style-type: none"> • Costs to re-paint internally if damage result of misuse by Lessee. 	<ul style="list-style-type: none"> • Internal and external as per council cyclic program
Permanent appliances if applicable (direct wired to main switchboard) e.g.: Dishwashers Ovens, stoves Exhaust fans Ceiling fans.	<ul style="list-style-type: none"> • Cleaning as per "Cleaning Schedule". • Repair and/or replace if damaged through Lessee abuse. • Report to council • Ensure appliances are switched off prior to vacating premises. 	<ul style="list-style-type: none"> • Repair and replace when required, subject to Council assessment. • Additional appliances. Testing and Tagging in accordance with AS 3760
Plumbing.	<ul style="list-style-type: none"> • Report to council if not operational via CRM • Trade Waste Trap cleaning costs 	<ul style="list-style-type: none"> • Repair and replace when required, subject to Council assessment. • Replacement of tap washers. • Cleaning of blocked toilets and blocked property sewerage pipes • Drainage repairs/works, including broken sewerage pipes, drains and pits.
Roof, external walls, spouting	<ul style="list-style-type: none"> • Report faults to council 	<ul style="list-style-type: none"> • Repair and replace when

ITEM	LICENCEE'S RESPONSIBILITY	LICENCOR'S RESPONSIBILITY
and downpipes.		required, subject to Council assessment. • Gutter cleaning program
Security Alarm System (If installed).	• Seek approval in writing from Council prior to installation. • Install or replace systems. • Meet system and operating costs. • Manage usage of the system. • Any calls out and service costs i.e. false alarms, misuse. • Provide security system details to Council.	• None
Security patrol services (at discretion of Council).	• Call out and emergency service costs.	• Security patrol services
Signage (Internal).	• Cleaning of all signs. • Additional signage as required and as approved by Council	• Ensure that reasonable standards are maintained.
Signage (External).	• None	• Maintenance as per "Grounds Maintenance". • Additional signage as required and as approved by Council. • Initial identification signage to be provided by Council. • Replacement or maintenance of initial signage.
Skylights. (If installed).	• Report faults to council	• Repairs when required,
Smoke detectors.	• Change batteries 12 monthly for portable units.	• Service inspection and maintenance • Undertake 6 monthly inspections. (ESM Regulations).
Telecommunications systems (fax, photocopier, telephones, printers, computers, and modems).	• Service and maintenance outgoings. • Replacement costs.	• None.
Waste Disposal.	• Additional removal of hard rubbish above standard domestic waste service. • Additional domestic waste handling. • Removal of all waste from events and functions. • Provision of sanitary services	• Provide domestic garbage and recycling service, as per standard council residential waste program
White goods or equipment i.e. Refrigerator, washing machine, clothes dryer, freezer, toasters,	• Service and maintenance costs. • Replacement costs.	• Testing and Tagging in accordance with AS 3760

ITEM	LICENCEE'S RESPONSIBILITY	LICENCOR'S RESPONSIBILITY
urns, microwaves (not supplied by council)	<ul style="list-style-type: none"> Ensure appliances are switched off prior to vacating premises 	
Utilities Charges	<ul style="list-style-type: none"> All utility charges metered including but not restricted to water , gas, telephone, sewerage, electricity 	<ul style="list-style-type: none"> Refer to Appendix D – 2. Outgoings
Car Parks	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Repaint existing line markings Maintain existing surfaces in safety operational condition
On-Site Contractors	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Supervised by Council Nominated Officer
Food Preparation Areas/Kitchens	<ul style="list-style-type: none"> Maintain food handling equipment/ area in Hygienic condition so as to comply with regulations 	<ul style="list-style-type: none"> None
Advertising Signs	<ul style="list-style-type: none"> Maintenance of advertising signs where written council approval has been given for erection 	<ul style="list-style-type: none"> Written approval

Appendix D – Special Conditions

1. Facility Use

The normal operating hours will be from 9am – 5pm on weekdays and 9am – 12pm on weekends. Core operating hours during which power tools will be more consistently used will be limited to 10:00am – 2:00pm Tuesdays & Thursdays each week. Requests to operate beyond these limitations will be considered by the licensor in exceptional circumstances upon receipt of a written request from the licensee.

The hours of use shall not apply during the construction of stage one and stage two where normal trade hours will apply.

The licensee will clearly display the hours of operation, a contact name and telephone number so as to be visible from the outside of the facility.

Use of power tools will be confined to inside the building.

Roller doors must be closed at all times except when in use for deliveries.

2. Outgoings

The licensee agrees to reimburse the licensor for all outgoings and expenses as specified below.

The outgoings required to be paid by the licensee are as follows:

- Mains Water – 10% of charges to the licensor, specifically excluding any water used for the watering of the oval and surrounds
- Electricity – 10% of charges to the licensor, specifically excluding power consumption for the netball court and oval lighting.

Payment to the licensor of the amount specified in the above clause 4 must be made by the licensee within 14 days of the date of the relevant tax invoice provided by the licensor.

3. Cleaning of facility following use

The licensee will maintain a tidy shed with no materials left outside the building except during the process of receiving a delivery. There will be adequate provision for the storage and collection of waste in bins or receptacles.

4. Damages

The licensee is expected to report any damage to the facility, to the licensor, as soon as practical after the licensee becomes aware of any such damage.

The licensee will be responsible for the cost of rectifying any damage to the facility that can be directly attributed to the licensee and associated groups / individuals other than fair wear and tear. Fair wear and tear includes:

- that which happens during normal use, and changes that happen with ageing.

Normal use does not include any incident that could reasonably have been avoided by taking more care or control of the actions of users and associated groups / individuals.

As far as the law permits the licensor is not liable for loss or damage to any stock, equipment, appliances, accessories or any other property owned by the licensee or its members, while stored or used at the licensee.

5. Insurance

Public liability and contents insurance Certificates of Currency need to be provided to the licensor prior to occupancy:

The licensee is required to provide an annual Certificate of Currency of Public Liability to the parties listed above for the amount listed in Item 14 of the Schedule.

It is understood and agreed by the licensee that the building once constructed will become a Council owned asset and will be insured under Council's building insurance.

The licensee is required to purchase contents insurance to cover loss or damage of all appliances, machinery and equipment owned by the licensee. Council's insurance does not cover any contents stored on the site.

6. Security and access

The licensee keys will be separate to the keys for all of the other facilities in the Stribling Reserve. Keys will be provided to the licensor, the Stribling Reserve Committee of Management and the licensee.

Each committee member who has been provided with a security key will be responsible for the possession, safe keeping and use of the security key.

The Licensee and its members will use existing car parks within the reserve boundary as the primary source of parking when the shed is in use. The new William St vehicle entrance to the building will be for deliveries and for disability parking and access only. Gates shall securely locked when not in use.

7. Amenity

The licensee activities will be conducted in accordance with all relevant legislation and to the satisfaction of Council and other responsible authorities including but not limiting any reasonable activity of the licensee which occurs during the normal conduct of Men's shed activities.

Noise emitted from the activities held at The Lorne & District Men's Shed shall be in accordance with the *Environment Protection Act 1970* and *Environment Protection (Residential Noise) Regulations 2008* and must not cause a nuisance under the *Public Health and Wellbeing Act 2008*.

Alcohol is not permitted to be consumed on the premises.

8. Breach of Agreement Notices

In the event of a breach of this agreement by either party (including a breach of the Roles and Responsibilities included in the Instrument of Delegation) the aggrieved party shall, by written notice, inform the other party of the specific breach claimed. Such written notice must be titled 'Notice of Breach of Agreement'.

A Notice of Breach of Agreement must include sufficient detail that the other party are made aware of the specific clause of the agreement that it is alleged to have breached.

A Notice of Breach of Agreement should include a statement setting out what the aggrieved party is requesting of the other party.

Written notices regarding an alleged breach should be communicated as soon as possible after a party becomes aware of the alleged breach but no later than 2 weeks (14 days) after the alleged breach.

The parties agree to take all reasonable steps to rectify an alleged breach of the agreement within 7 days of receiving a Notice of Breach of Agreement.

A Notice of Breach of Agreement can be served on the other party in any of the following ways:

- by personally handing the Notice to the Secretary of the other party;
- by regular mail addressed to the registered address of the other party;
- by email addressed to either the secretary of the other party.

9. Grievances

In the event that the licensee has a grievance against another User Group or any other group or individual, in relation to an issue concerning Stribling Reserve, the aggrieved licensee should provide the licensor with a written statement titled 'OFFICIAL GRIEVANCE'.

An Official Grievance must clearly identify:

- the parties involved;
- the issues involved;
- the outcomes sought;
- what actions have been taken to informally resolve the grievance;
- the outcome of the attempts to informally resolve the grievance.

As soon as practical from the date on which the licensor receives a written official grievance, the licensor will send a confirmation of receipt of the official grievance.

Prior to lodging an official grievance the aggrieved party must attempt to resolve the issue in a polite and professional manner with the allegedly offending party.

If the licensor agrees to attend a meeting with the parties to an official grievance, each party shall consist only of two (2) members representing the parties of which (1) member shall be the President, where the party is a user group.

10.Code of conduct

The licensee must have an enforceable code of conduct for their members. Members of the licensee must not act in a manner contrary to licensee code of conduct.

The President of the licensee agrees to take all reasonable measures to ensure compliance by their members to the Code of Conduct.

11.Ownership and subletting

The licensee must not sublet, transfer or otherwise dispose of their rights under this agreement to any other party.

12.Use of externally owned electrical appliances

The licensee may bring and use electrical appliances for use in the kitchen or other areas of the facility.

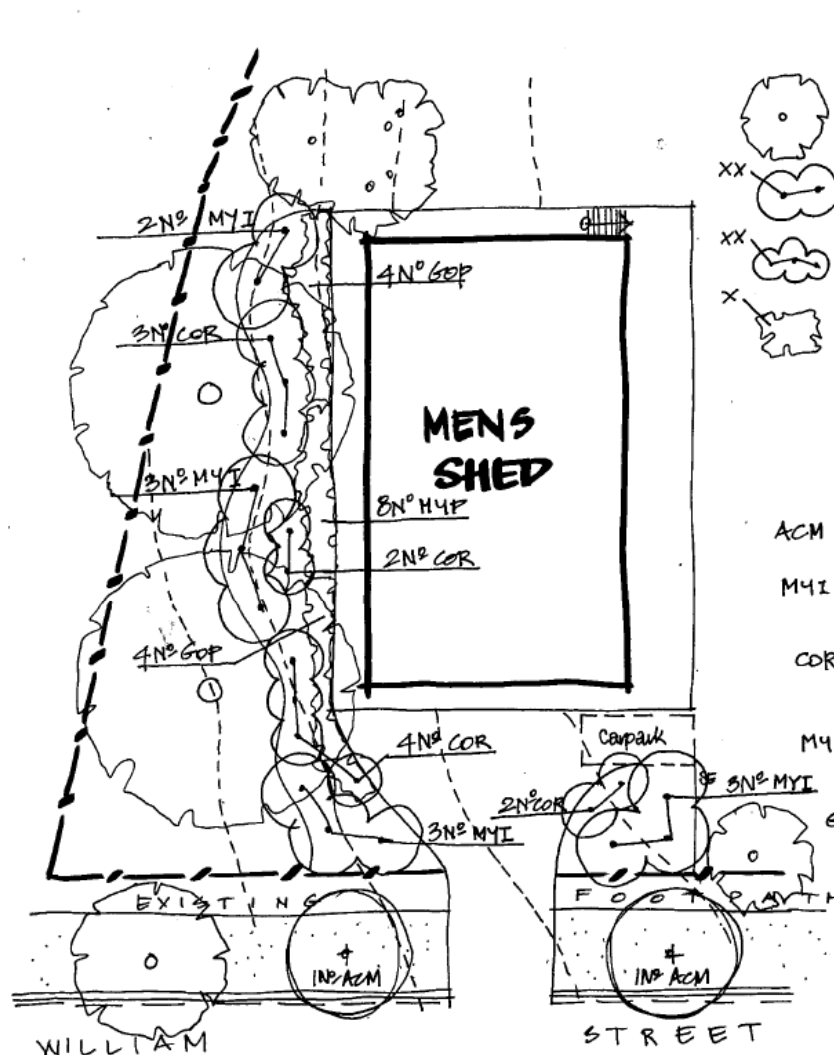
The licensee must ensure all electrical appliances are tested, approved and tagged by an appropriately qualified person prior to use at Stribling Reserve.

13.OHS

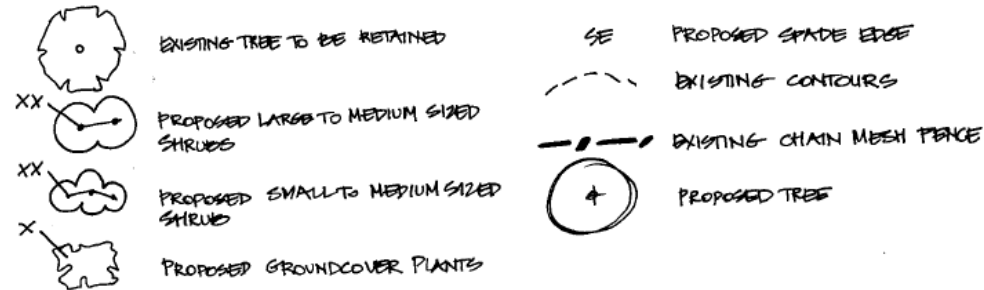
The licensee will comply with the relevant requirements under the Victorian OHS Act 2004 and the Workplace Injury Rehabilitation and Compensation Act 2013 and associated legislation.

The licensee will be required to install an internal extraction unit in accordance with this legislation.

APPENDIX 2: PROPOSED LANDSCAPE PLAN



LEGEND



PLANT SCHEDULE

BOTANIC NAME	COMMON NAME	H X W (@ maturity)	INSTR. SIZE	QTY.
<u>TREES:</u>				
ACM - <i>Acacia melanoxylon</i>	Blackwood	6.00 x 4 - 15m	Max 1.5m	2
<u>MED - MED SHRUBS</u>				
MYI - <i>Myoporum insulare</i>	Common boobialla	2.5 - 6 x 3m	tubestock	11
<u>MED - SMALL SHRUBS</u>				
COR - <i>Cornus reflexa</i>	Common cornus	0.3 - 2 x 1 - 2m	tubestock	11
<u>GROUNDCOVERS</u>				
MYI - <i>Myoporum parvifolium</i>	Creeping boobialla	0.1 - 1 - 1.5m	tubestock	8
GOP - (<i>prostrate</i>) <i>Goodenia ovata</i>	Flap Goodenia (Ground cover)	0.1 - 0.12 x 3m	tubestock	8

NOTE: * Plant species has been selected with reference to the following documents:

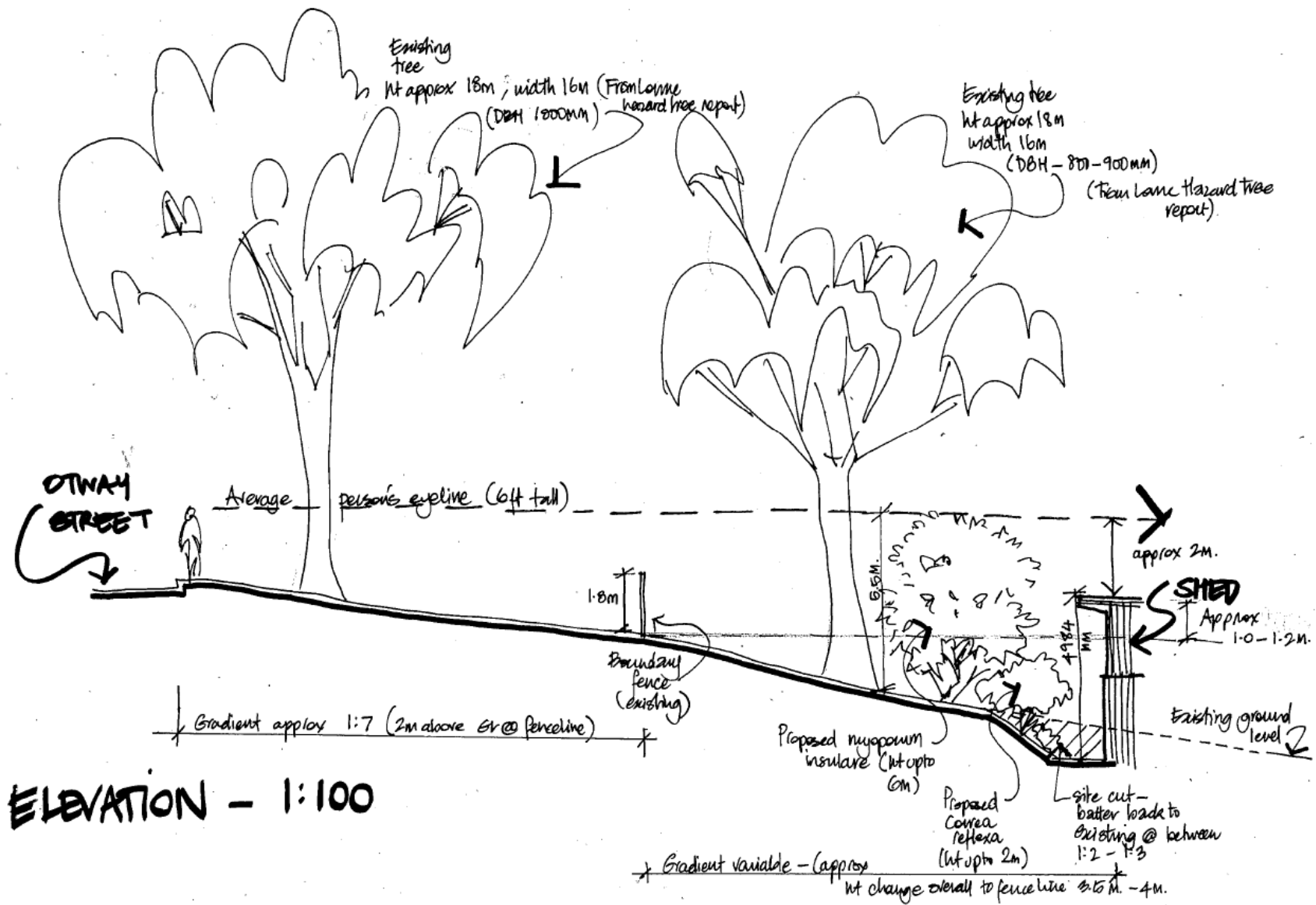
1. Surf Coast Shire Indigenous Planting guide 2003.
2. Landscaping your Surf Coast garden for bushfire.
3. Home Hazard Street Tree Audit #2 (2014)

0 2 4 6 8 10
METRES 1:200 @ A3



STRIPLING RESERVE - LORNE MEN'S SHED LANDSCAPE PLAN MAY 2015

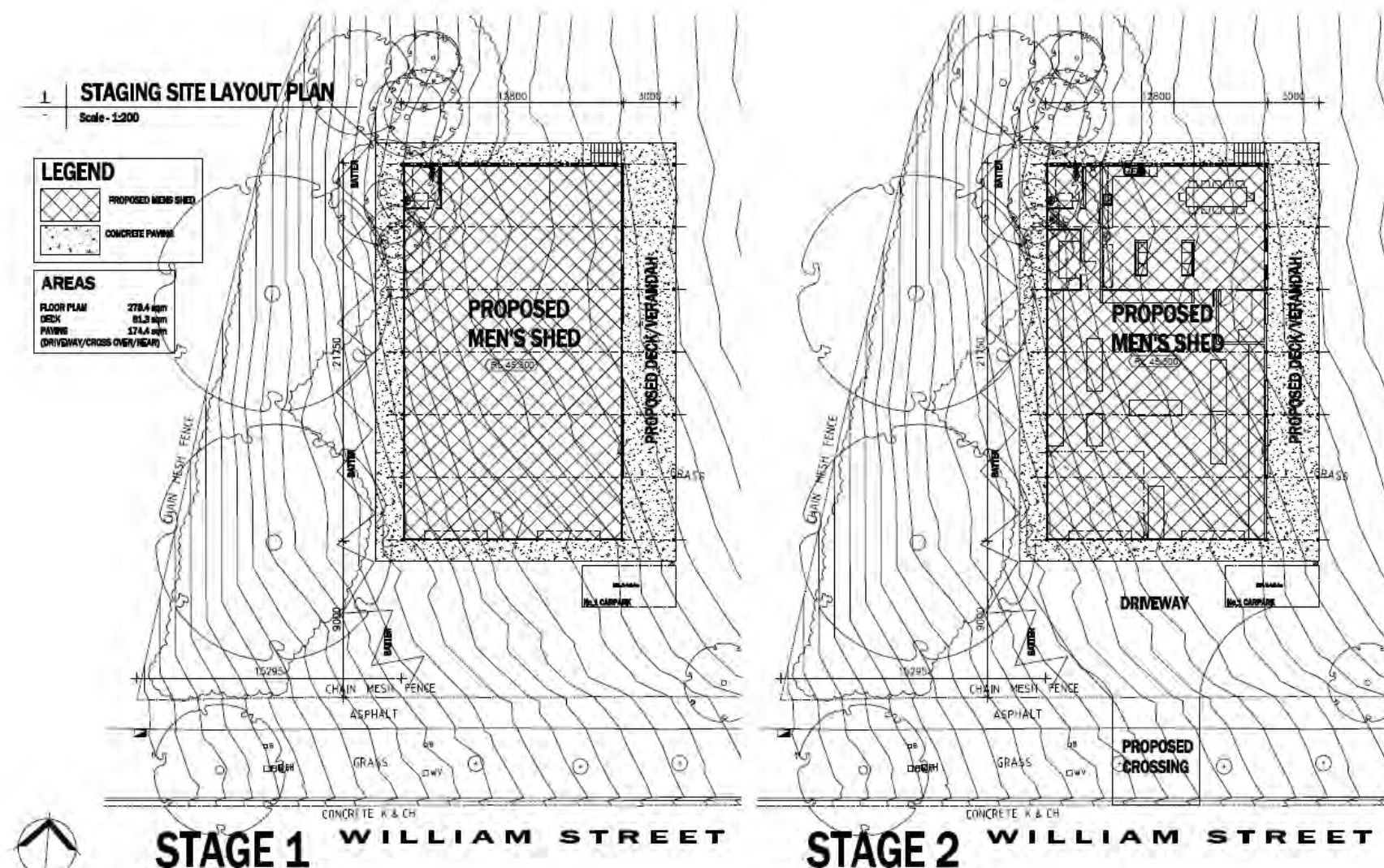
APPENDIX 3: PROPOSED LANDSCAPE PLAN – SIDE ELEVATION WILLIAM ST



APPENDIX 4: 3D RENDER LANDSCAPE IMAGE – WILLIAM ST



APPENDIX 5: LORNE MENS SHED - FINAL DESIGNS & ELEVATIONS



G|DESIGN & DRAFTING
1460 WINCHELSEA - DEANS MARSH ROAD BAMBRA VIC 3241
Ph.0438 521 741 channer@westnet.com.au REGISTRATION No.DS-AD 29430

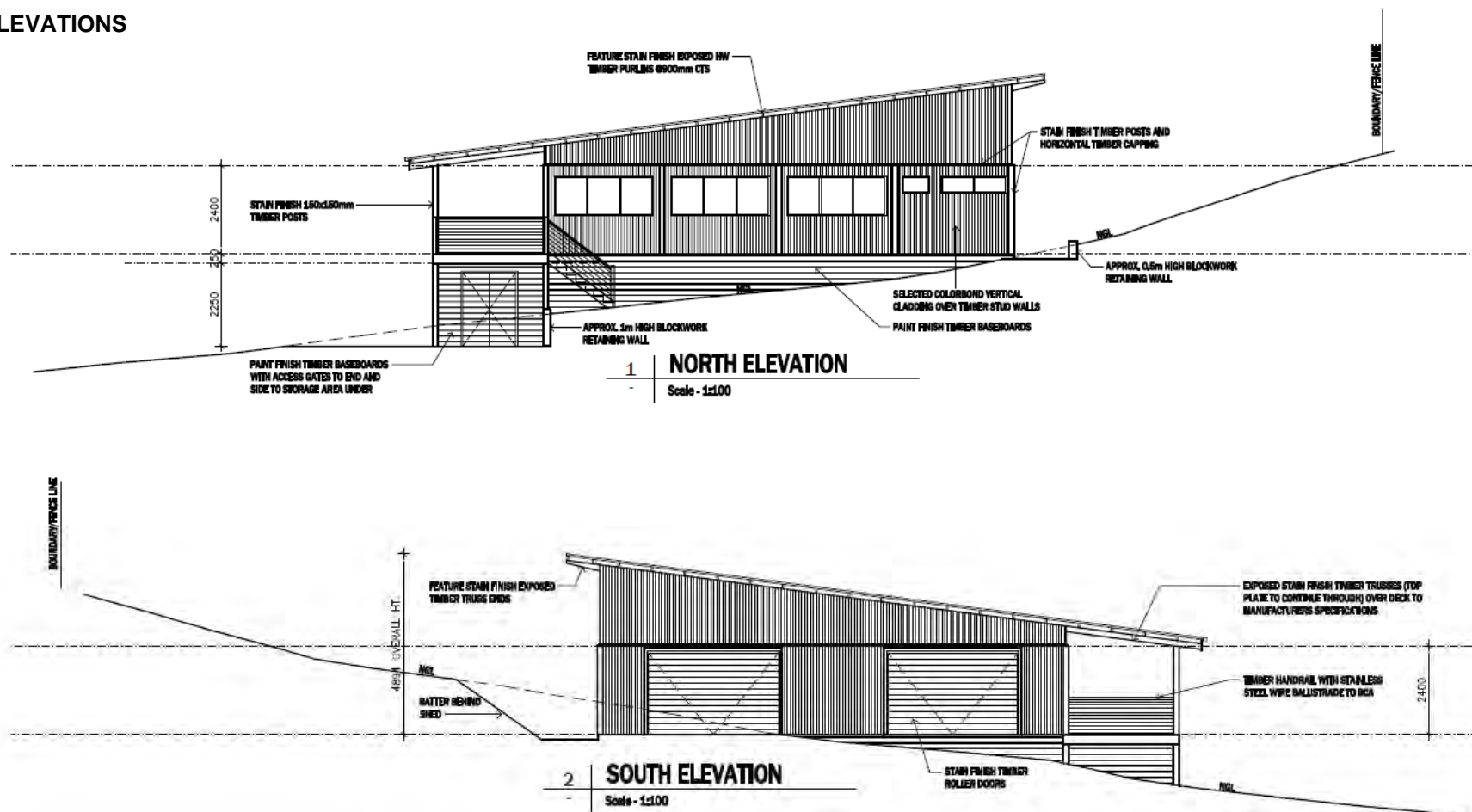
In conjunction with design by
Colin Morris & Assoc.
PO BOX 142, TORQUAY VIC 3228
Ph.0488 612 777 colinmorris22@gmail.com

THIS
STAGING SITE LAYOUT PLAN
SKETCH DESIGN
dwg no.
14.11 SD000

owner
(PROPOSED)
STRIBLING RESERVE COMMITTEE OF MANAGEMENT
PROPOSED MEN'S SHED
address
STRIBLING RESERVE, LORNE

scale 1:200/8A3 date 25.03.15
revision
11.05.15 REV A SUBSTATION REMOVED
AS DIRECTED BY COUNCIL

ELEVATIONS



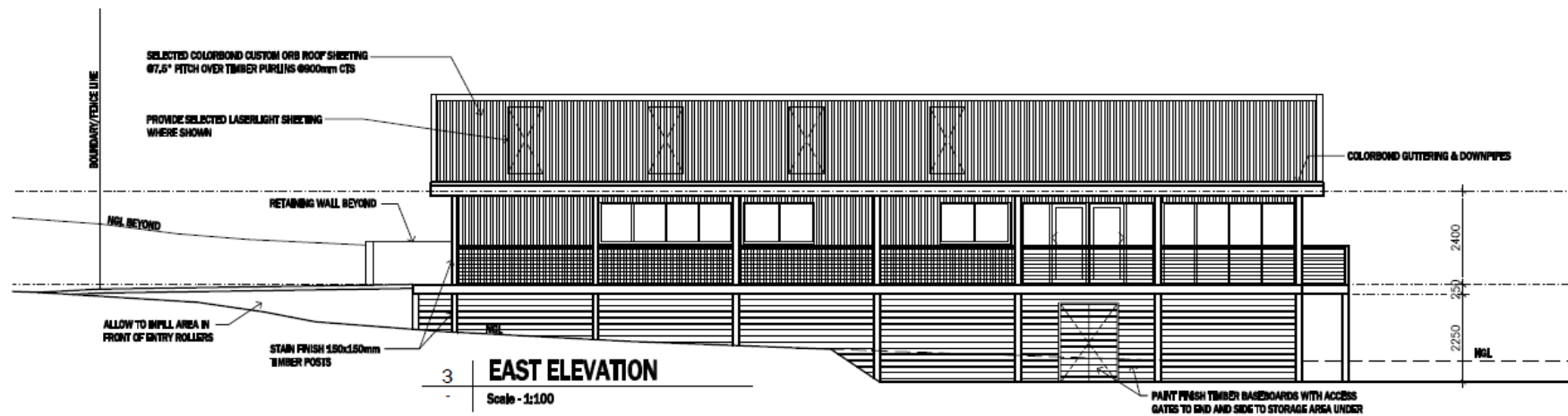
G|DESIGN & DRAFTING
1480 WINGHELSA - DEANS MARSH ROAD BAMBURA VIC 3241
Ph: 0438 621 741 clem@vestnet.com.au REGISTRATION No. DB-AD 28410

In conjunction with design by
Colin Morris & Assoc.
PO BOX 142, TORQUAY VIC 3226
Ph: 0488 612 777 colinmorris22@gmail.com

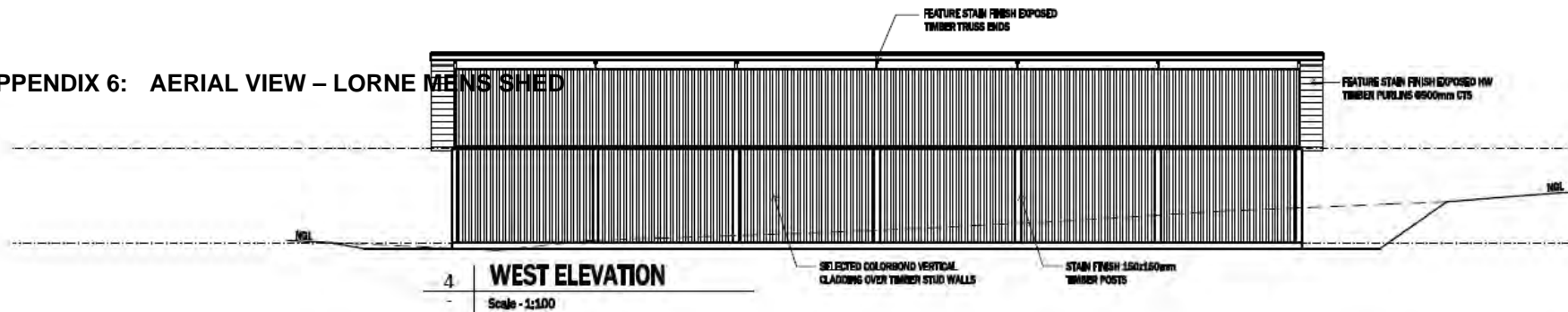
Title
**ELEVATIONS
SKETCH DESIGN**
dwg no.
14.11 SD02

OWNER / PROPOSAL
**STRIBLING RESERVE COMMITTEE OF MANAGEMENT
PROPOSED MEN'S SHED**
address
STRIBLING RESERVE, LORNE

scale 1:100@A3 date 29.05.14
revision:
0.12.14 REV A-REMOVE RAISED ROOF TO DECK
+ WEST WINDOWS, & ADJUST LATERAL



APPENDIX 6: AERIAL VIEW – LORNE MENS SHED



1480 WINCHELSEA - DEANS MARSH ROAD BAMBRA VIC 3241
Ph.0438 521 743 clever@westnet.com.au REGISTRATION No.08-AD 29410

In conjunction with design by

Colin Morris & Assoc.

PO BOX 142, TORQUAY VIC 3228
Ph.0488 612 777 colinmorris22@gmail.com

title
**ELEVATIONS
SKETCH DESIGN
14.11 SD03**

owner/
proposer

**STRIBLING RESERVE COMMITTEE OF MANAGEMENT
PROPOSED MEN'S SHED**

address

STRIBLING RESERVE, LORNE

scale 1:100B3 date 29.05.14

revision
9.12.14 REV A-REMOVE RAISED ROOF TO DEC
+ WEST WINDOWS, & ADJUST LASERLIGHT



'The Place of Wellbeing'

J HERBERT DRIVE
PO BOX 250
TORQUAY VIC 3208
AUSTRALIA 3228
PHONE : +61 3 5261 0000
FAX : +61 3 5261 4325
INTERNET : www.surfcoast.vic.gov.au
EMAIL : info@surfcoast.vic.gov.au

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Proposed Lorne Mens Shed



Scale 1: 500

4/06/2015

Page Size (A3)



This map is produced on the Geocentric Datum of Australia (GDA94).
GDA94 supersedes the Australian Geodetic Datum 1966 (AGD66).

Surf Coast Shire uses the Map Grid of Australia (MGA94) Zone 55 projection.

APPENDIX 7: QUESTIONS AND COMMENTS – EMERGING ISSUES

Officer response to questions raised by residents re: Lorne Men's Shed proposal.

5th June 2015

Question	Officer response
1. The building is unnecessarily large for the number of Men. Could it be smaller?	The footprint of the shed is 21.7m by 12.8m. There are no standards or benchmarks for shed size and design. Local experience suggests that the size is appropriate. The size is very similar to the Anglesea Men's Shed which, like the Lorne & District Men's Shed, has a membership of approximately 60 people. The Anglesea shed has insufficient storage space, something that the Lorne shed design addresses. The Torquay Men's Shed has been cited by some Lorne residents as a more appropriately sized shed. To the contrary the Torquay shed, with similar membership numbers to Lorne and Anglesea, is too small and the group is continually looking at ways to expand its footprint (note the current construction of an extension).
2. Can the facilities such as dust extraction, ventilation, air conditioning and gas tanks etc be subtle and inconspicuous?	A User Agreement between Council and the Lorne Men's Shed group stipulates that the group must not pursue or permit activities which constitutes an actionable nuisance, annoyance or disturbance to other persons. As planned plantings mature they will serve to visually screen the building from most street views except directly opposite the driveway. They will have the added benefit of acting as a sound buffer.
3. Can a more environmentally sensitive building product such as wood be used?	An internal timber frame will be provided in the building. Timber will also be incorporated into the external shell of the building. The design is sympathetic to the design of other buildings in the Reserve to present a coherent look and feel.
4. Can the building be moved further into the reserve and/or re-oriented so that a new vehicle entry point is not required off William St? This would enable screening of the facility from William St.	The initial decision to include an access driveway from William St was formed as follows. A site meeting was convened with Peter Spring (Stribling Committee of Management), Allan Walls and Garry Fenton (Lorne Men's Shed Inc.) and Colleen Lewer (CGL Design & Drafting) to discuss the project. Following this meeting Allan Walls & Peter Spring also discussed with Mark Trickey (Lorne Excavations) the most efficient way to develop a building that would provide ease of access given the slope of the land. Colleen Lewer completed a topography survey and recommended an additional access route from Williams St to maintain level access to the building, be cost effective, provide efficient access from William St for deliveries/drop off i.e. trailers and to ensure disable access. Alternative options were also discussed including additional access from Otway St and also using the existing Williams St entrance. The existing Williams St access requires a U-shaped turn on a gravel un-graded path that may be difficult to drive up with a trailer or small delivery vehicle. A further issue identified was the fall of the land and having to design an entrance to the roller doors that is approx. 2m below the natural ground level on the William St side. This also would restrict storage capacity underneath the verandah and also increase the site cut adding significantly to the cost of the project. The slope of the land also makes it impractical for an access from Otway St. This recommendation was accepted and included in Colleen Lewer's concept plan for the project. Upon gaining Council support and starting the planning process for the project, Peter Spring, John Fitzpatrick & Jarrod Westwood (Surf Coast Council) met with DEPI (now DELWP) officials Tammy Smith & Michael Noelker to discuss the concept plans. This resulted in an in-principle approval and followed with written consent on 23 October 2014. This consent has since been reconfirmed

	<p>in light of the two-stage construction process.</p> <p>Consequent peer review of this initial assessment was undertaken by Council's infrastructure team. This considered the movement of the shed a further six metres directly north. They concluded - If the shed was to be moved further into the reserve additional retaining walls would need to be constructed as the fall of the land from Otway St steepens towards the reserve boundary.. This would result in additional costs (approx. \$30-50k) to the project from design works, structural engineering, earthworks (plant, materials and labour), landscaping and construction costs to build the walls. Relocation of shed would impact on healthy trees.</p> <p>Alternative sites further east towards the oval or north east towards the netball courts have not been investigated by officers. It is noted that Lorne & District Men's Shed Inc. considered these locations and settled on the current location as the best one.</p> <p>Officer observations regarding alternate potential sites nearer the oval and/or netball courts are:</p> <ul style="list-style-type: none"> • Current shed design limits options if all healthy trees are to be retained • New site may affect vehicular and pedestrian access to south west corner informal parking area– potential for significant reduction of available in-reserve parking capacity • Opportunity to use existing informal roadway however hairpin bend on reasonably steep gradient could present challenges and require treatment for regular vehicle access. This would enable removal of proposed William St entry point and planting of trees/shrubs to screen view from William St residences. • Shed moves out of view of residences near corner of William and Otway St and into view of properties further north on Otway St • Redesign of shed would be required <p>These would require more formal investigations to be commissioned to fully expose all opportunities and constraints and look at their relative merit in comparison to the proposed site..</p>
5. Could the shed be re-designed so that roller doors are moved to the North side of the building the with vehicles using the existing Williams st entrance or coming in off Otway Street	<p>This response assumes the shed remains in the proposed location but with vehicular access from the north of the building.</p> <p>The ground level at the Otway St fence sits approximately 4m above the natural surface level along southern side of proposed shed. Without significant earthworks, any entrance coming off Otway St into the Mens Shed site would be very steep i.e. around 1 in 5 or 20%.</p> <p>Equally, in order to facilitate having the roller doors on the northern side of the shed, there would be substantial earthworks to address the two metre difference in levels across the footprint running SW to NE.</p> <p>Pavement large enough for a vehicle and trailer or truck turning circle would be required in front of the shed so it can be accessed properly.</p> <p>The removal of health trees may be required.</p> <p>Estimated additional cost to the project – approx. \$70-90k.</p>
6. Could the new entry off William St be configured	<p>Moving west along William Street would make the driveway too steep for access – not a viable option</p>

<p>in a different way so that the shed can be better screened from residents directly opposite?</p>	<p>Moving driveway east along William Street would require additional earthworks and retaining structures due to the natural grade of the existing ground levels. This would result in additional costs to the project from design works, structural engineering, earthworks (plant, labour and materials) and additional construction costs to build the retaining walls.</p> <p>A forecourt large enough for a vehicle and trailer or truck turning circle may be required in front of the shed so it can be accessed properly which would require further design, retaining walls, earthworks, landscaping, additional concrete pavements etc. In addition it would create issues with DDA parking requirements.</p> <p>Changing the location of the driveway further east could simply move the line direct sight to the shed to other Williams St residents</p> <p>Incorporation of an 'S' bend design this would create issues accessing the shed with a truck or a trailer reversing down the driveway.</p> <p>Estimated additional cost to the project – approx. \$50-70k.</p>
<p>7. Why are two roller doors required? Couldn't there just be a single one?</p>	<p>Two roller doors at the front of the building are required because:</p> <ul style="list-style-type: none"> • In the fit out stage, the welding bay is proposed to be behind one of the doors. If this is being used when a delivery arrives, the second door can be used to take the delivery or gain access for materials to and from storage. • 2 smaller doors is cheaper than installing 1 large rollerdoor across the front and provides better versatility. • 1 small roller door restricts access options and is not practical for the proposed use of the building.
<p>8. Can the Shed be planned with careful landscaping to minimise the shed and obscure it from view?</p>	<p>A landscape plan has been prepared that provides species type, heights and locations to ensure that as the plants mature they screen the building as much as possible. Every consideration has been given to the choice of plants so that they complement existing species in Stribling Reserve.</p>
<p>9. Can you make sure the Shed is not used for the consumption of alcohol?</p>	<p>The Draft Crown Land Licence explicitly stipulates that the consumption of alcohol on the premises is not permitted.</p>
<p>10. Can you ensure the power transformers be placed within the Reserve?</p>	<p>Since the April Council meeting further work has been undertaken and a solution found whereby a new sub-station is not required. This element has been removed from the design. Overground power lines will be used.</p>
<p>11. The proposed shed is not included in the 2001 Stribling Reserve master plan. That area in the reserve is identified as a location for additional tree planting and designated for enhancement for family use. What is the status of the 2001 Stribling Reserve master plan? Who is obligated to uphold this vision?</p>	<p>Open space master plans typically provide a ten year vision after which they become dated and require a review. The Stribling Reserve plan requires a review. Council has allocated funds in the 15/16 Budget to undertake this work. Opportunities will be provided for the community to provide input into that plan.</p> <p>The men's shed project emerged 13 years after the master plan was developed. Indeed, the men's shed movement in Australia was in its infancy at the time the master plan was developed.</p> <p>It is not uncommon for new ideas like the shed to emanate from within a community. It is up to the Council of the day to make decisions on emerging ideas and new directions.</p> <p>Officers are enacting Council's resolution that affirms its commitment to a men's shed in the south-western corner of Stribling Reserve as per the 28 April Council meeting.</p>
<p>12. Has the local school</p>	<p>The school has representatives on the Stribling Committee of</p>

been consulted over this issue given that it uses the Stribling Reserve for recess and lunch?	Management and they have been consulted and updated at meetings throughout the planning process.
13. What are the council rules for the operation of men's sheds and who do they report to?	Each Men's Shed has an agreement in place that defines their usage responsibilities, see Appendix 1 of this report. Oversight of the licence rests with Council. Stribling Reserve Committee of Management receives its powers via an instrument of delegation and acts as the principal point of contact with reserve user groups.
14. How will the shed be kept clean and in good order?	This will be a day-to-day responsibility of Lorne & District Men's Shed Inc. as detailed in the Draft Crown Land Licence.
15. Ensure finance & planning available for future maintenance, cleanliness and neatness of the shed and its surrounds 16. Need to clearly state who owns shed in the Usage agreement	Both the funding agreement and the Crown Land Licence confirm Council as the owner of the building with responsibility for its maintenance. The Crown Land Licence explicitly addresses cleanliness.
17. Contract that shed not to be used for anything else	The Draft Crown Land Licence has been developed to govern use of the shed for "Men's Shed Activities" but does provide for the Stribling Reserve Committee of Management to consider written requests for other uses.
18. Proposed driveway to the shed will add danger to the Otway/ Williams St intersection	Addressed in the 28 April Council Report. Council's traffic engineers do not consider the volume and frequency of use of the new William St entrance will add significantly to prevailing risks at this intersection.
19. The replanting of trees along Otway St reserve.	The landscape plan does not propose the replanting of trees along the road reserve on Otway Street. Species to be planted immediately behind the shed have been chosen for their screening properties and a mature height beyond the highest point of the roofline.
20. Re-opening the old access point in Otway St near the netball courts	This has been discounted as a feasible option due to the steepness of the slope at that part of the reserve.
21. Compliance of activities with Worksafe Guidelines (e.g. welding, carpentry)	It is vital that user and public safety is ensured. This is explicitly addressed in the Draft Crown Land Licence.
22. Share the shed with the Lorne community. Move the shed closer to the netball courts and provide a facility for kids and parents associated with the netball club.	Refer above re moving the shed. Membership of the shed is open to all residents of Lorne and District. The Draft Crown Land Licence has been developed to govern use of the shed for "Men's Shed Activities" but does provide for the Stribling Reserve Committee of Management to consider written requests for other uses.
23. Eliminate the roller doors from the design. The only function of the roller doors is to expose passers by and neighbours to the noise of power tools and the flashes of welding arcs.	Roller doors are a common feature of sheds and provide flexibility for the delivery/collection of equipment and materials. The Draft Crown Land Licence stipulates that users of the shed cannot cause a nuisance, annoyance or disturbance. In addition it states that the workshops may not operate with the roller doors open.
24. The proposed site is flood prone and therefore an inappropriate location	There is no flood overlay and Lorne does not sit in the Otway basin known for underground springs. The Stribling Reserve Committee of Management is very familiar with the effects of rainfall on the reserve

for a shed	and has not raised this as a concern for the project.
25. Stribling Reserve is not an appropriate location for a men's shed.	This matter was explored in the 28 April Council Report and is addressed in the body of this Council report. A new resolution of Council would be required to revisit sites outside of the reserve.
26. Concerns about the cost of the project	Council's contribution is \$30k plus officer time. The State Government has confirmed its comfort with the use of Crown Land for this development. Grants and donations constitute the remainder of funds being applied to this project in keeping with the community origins of this proposal.
27. Keep signage to a minimum and put complaint number on the fence	Signage will be minimal and unobtrusive. Contact details will be placed in a visible location.
28. Potential for parking issues on William St	The agreement addresses this matter to keep parking in the reserve.
29. No additional sheds	The shed design draws on the learnings of other sheds in the shire and addresses the common issue of space especially for storage. No additional sheds are required.
30. The shed should be insulated	Insulation is a consideration for Stage 2. The men's shed group has expressed a wish to insulate the shed if possible.
31. Stage 2 should be designed by Council	Council's 28 April resolution contains a number of conditions requiring the project (i.e. both stages) to be completed to Council's satisfaction.
32. No Commercial enterprises to be undertaken	Men's sheds often undertake small scale projects to raise funds for charitable purposes (e.g. to fund shed operations so as to further men's health causes).
33. The project must not cost ratepayers additional money	Council's contribution is \$30k plus in-kind support from officers.

4.5 Aquatic Facility and Community Infrastructure Consultation

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Manager Community Relations

Department: Community Relations

Division: Culture & Community

General Manager: Chris Pike

File No: F12/1449

Trim No: D15/51485

Appendix:

1. Key findings of the Aquatic and Leisure Centre Taskforce (September 2014)
2. Financial challenges for Aquatic Community Consultation

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐ Yes

☒ No

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

To confirm Council's communication and community consultation process to determine the level of support for an aquatic facility and other new initiatives.

Summary

There is a diverse range of views in the Surf Coast community about what are the highest priority future investments for Council. Community members have diverse levels of understanding about the implications of these potential investments for Council and ratepayers.

Council is facing financial pressure as a result of the Commonwealth Government's 3 year freezing of Financial Assistance Grants (calculated to reduce Council's revenue by over \$5m over 15 years) and the Victorian Government's Rate Capping policy (estimated to reduce Council's revenue by over \$100m over 15 years). Council currently has \$15.5m in debt, which is within the local government prudential guideline.

Council's amount of funding for new priorities can be calculated by subtracting Council's funding commitments (services, asset renewal, debt obligations, mandatory reserves) from Council revenue (impacted by the uncertainty of rate capping and the freeze of Financial Assistance grants).

A number of community members believe an aquatic facility should be a high priority. A report by the Aquatic and Leisure Centre Taskforce was provided to Council in September 2014 which estimated the facility would cost up to \$29 million to construct, with an initial annual operational net cost in the order of \$1 million (excluding cost of finance, but including depreciation). The net cost is modelled to reduce over time in line with increased revenue assumptions.

Council has reviewed the Taskforce's preferred model and notes the implications on its financial position and forward capital works program. The analysis shows that the costs involved in constructing and operating an aquatic facility would have a significant impact on Council's ability to meet existing commitments and its capacity to support other potential priorities.

It is proposed that Council now undertakes an education campaign and community engagement process to share information with residents and test the level of informed community support for investing ratepayer funds in an aquatic facility. The education campaign will describe the financial challenges Council is facing.

Rate capping and a freeze on the indexation of federal Financial Assistance Grants limits Council's ability to raise income in the future and creates further uncertainty on major Council investments. It is unclear how rate capping will be applied. The impacts of these external policies are not well understood by community members or Council. Council is expected to be informed of how the State Government will apply its rate capping policy in October 2015.

By undertaking this process, Council will have a clearer view on its long term financial plan including prioritising major expenditure and it will provide Council with a sharpened advocacy focus.

Recommendation

That Council:

1. Commence an education campaign which explains the financial implications of a potential investment in an aquatic facility based on the recommended model from the Aquatic Taskforce.
2. Commence a community consultation process in July to test the level of informed community support for investing ratepayer funds in an aquatic facility. The consultation process will include:
 - open community consultation and;
 - targeted contact with a random stratified sample of the Surf Coast community.
3. Invite members of the Aquatic and Leisure Centre Taskforce to participate in the further development of the community consultation process
4. Undertake further community consultation later in 2015 to explain the financial implications and test the level of informed community support for other aspirational investments.

Aquatic Facility and Community Infrastructure Consultation

Background

The journey and considerations for an Aquatic and Leisure Centre in Torquay started many years ago, however, Council has made a number of resolutions relating to this topic since 2009.

In November 2009, Council completed a Feasibility Study for a proposed Aquatic and Leisure Centre in Torquay. The report provided a concept plan, financial operating and construction costs and a number of site options. The consultant's report recommended that Council should not consider the development of such a facility until at least the end of 2015 financial year.

In 2013, Council resolved to revisit the 2009 feasibility study and establish a "Taskforce" for a six month period to update the 2009 report and advise Council. In reviewing the resolutions made by Council since 2009, a number of these actions have either commenced or actioned. The Taskforce report was provided to Council in September 2014 and provided a range of recommendations based on the work by the Taskforce along with a review of previous resolutions made by Council. Council committed to consult further on the aquatic facility. The key findings of the Taskforce are included in Appendix 1.

The Council resolved in September 2014 to:

- undertake further analysis of the implications of the Taskforce's preferred model on Council's financial position and forward capital works program and;
- develop a community engagement plan to test the level of informed community support for investing ratepayer funds in an aquatic centre.

Council has undertaken a financial analysis of the Taskforce's preferred model and the implications on its financial position and forward capital works program. The financial analysis report shows that the costs involved in both constructing and operating an aquatic facility would have significant impacts on the financial sustainability of Council even without the introduction of rate capping. Without further funding sources, this proposal will limit Council's ability to deliver existing commitments and reduce Council's capacity to deal with other financial pressures.

Since being elected in November 2014, the state government has remained committed to delivering a rate capping framework which is expected to limit or remove local government's discretion in setting an annual increase to rates for each financial year. The Essential Services Commission is considering how rate capping could be applied and the outcomes of these deliberations are expected in October 2015.

Council has a 10 year capital expenditure program which is planned to cost \$240 million to be fully implemented. This program is based on current revenue assumptions prior to considering factors such as rate capping, indicating that even current plans will be difficult to afford and providing an aquatic facility will be a further challenge.

Discussion

In determining a community consultation process for an aquatic facility, a number of principles have been identified to guide the process:

1. Enable people to offer informed opinions
2. Gain adequate representation of demography, interest and geography
3. Ensure interest groups and broader community voices are heard equally
4. Be clear with what we are asking of people and what Council will do (and not do) with their ideas
5. Create a methodology that stands up to scrutiny

Council will seek to enlist the ongoing support of the Aquatic and Leisure Centre Taskforce throughout the community consultation process.

An education campaign which explains the financial implications of a potential investment in an aquatic facility is required to observe Principle 1. Long term financial and capital planning is a complex exercise made more difficult by the uncertainties of Council's ability to generate income in future years. There is a need to educate members of the Surf Coast community about these complexities so they can develop an informed view about future Council investments and what the impacts are on ratepayers, other projects and services. Council will communicate that the amount of funding available for new priorities can be calculated by subtracting Council's funding commitments (services, asset renewal, debt obligations, mandatory reserves) from Council revenue (impacted by the uncertainty of rate capping and the freeze of Financial

Aquatic Facility and Community Infrastructure Consultation

Assistance grants). This financial context is explained further in Appendix 2. Council is undertaking the business improvement program which will identify efficiency gains. This will make some savings however will not fully address impacts of rate capping or the freeze on grant indexation. The education campaign will communicate this financial context to community members.

The engagement exercise will include;

1. open community consultation and;
2. targeted contact with a random stratified sample of the Surf Coast community.

This model will address the challenge of all those principles stated above.

Council is acutely aware of the support for an aquatic facility from segments of the community. This exercise will test the level of informed support for such an investment from those segments of the community it is yet to hear from.

The open community consultation will include a series of community forums across the Shire listening to the aspirations and concerns of residents. A survey will involve targeting a random sample in which members of the population are first divided into different layers of the population (strata), and then are randomly selected to be a part of the sample. It is likely the majority of participation will be achieved through telephone interviews. The interviews will be conducted by an independent third party with research credentials and a track record in effective community consultation. Focus groups may also be used.

The methodology will include a statistically significant sample expected to be many hundred people. Participants will be sourced from different locations in Surf Coast Shire, different age groups, a mix of gender and cultural backgrounds.

To satisfy Principle 4, participants in the consultation will be informed that their input will provide advice to Council on whether or not it should pursue investing in an aquatic facility. The methodology and findings of the process will be presented transparently.

Financial Implications

The financial implications can be summarised as follows:

1. The preferred aquatic and health facility model is estimated to cost \$28.9million to build
2. The annual average cost of providing a facility based on this model is estimated to be \$1.989m
3. Council's current 10 year capital expenditure program (excluding an aquatic facility) will cost \$240 million to implement
4. Although the application of rate capping is not yet known, it could cost council more than \$100 million over the next 15 years
5. Freezing the indexation of Federal Finance Assistance Grants is calculated to result in a \$5 million reduction to Council income over the same period
6. Council has budgeted \$20,000 in 2015-16 to fund community consultation on major projects. There is \$15,000 available from the 2014-15 budget attributed to aquatic facility consultation.

Attachment 2 describes the financial challenges that lie ahead for Surf Coast Shire Council.

Council Plan

The aquatic facility consultation process contributes to the achievement of objectives in the Council Plan including:

- Governance – Objective 2.2 – High performing accountable organisation
Objective 2.4 – Transparency in decision making and access to information
Objective 2.5 – Enhanced community engagement
- Infrastructure – Objective 4.1 – Allocation of infrastructure according to need

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

The risk in undertaking this project is that it may increase expectation in the community that Council should deliver an aquatic facility. Another risk is it is extremely difficult to educate a wide range of community members of the financial implications of pursuing such a huge investment.

Aquatic Facility and Community Infrastructure Consultation

It is possible to say an aquatic facility is important without due consideration of what the cost means ratepayers. It is extremely difficult to describe to people that Council may need to take other projects or services away to fund new major projects. People may not understand the value of such projects or services until they faced with the prospect of them being stopped or altered. It is also difficult for people to fully understand that investments of this magnitude may jeopardise the financial stability or viability of their local government

There is a risk that considering the aquatic facility in isolation of other projects will not enable community members to appreciate the dilemma Council faces in prioritising these many and varied investments. There is also a risk in not sharing the dilemma that Council is facing with residents as they may not reach a deep understanding of the trade-offs that are needed to fund major new initiatives. People may be supportive of Council investing in an aquatic facility as well as other projects such as an arts facility but never consider that funding one project might mean not funding the other. This process is unlikely to broaden residents' thinking on the issue of equity and how Council allocates its resources across communities.

There is the counter-risk that Council does not expose the community to the dilemma it faces when considering major expenditure commitments. Building community understanding can build community resilience and an appreciation for the challenges of governing in the interests of all members of the community.

The risk in not undertaking the project is that Council would not have sufficient evidence to make informed decisions about whether there is sufficient community support for Council to pursue an aquatic facility. It would not be able to demonstrate this to the community.

Social Considerations

It is critically important to provide genuine opportunities for members of the community to participate in decision making. Genuine engagement builds trust and results in policies that are sustainable because they accurately reflect the needs and aspirations of the community.

Community surveys consistently show that people rank community engagement as amongst the most important of all Council functions.

Community Engagement

The community consultation undertaken previously during the aquatic taskforce deliberations will provide the information that will be included in the education campaign.

The community engagement processes is described in the discussion section of this report.

Environmental Implications

Environmental impacts are considered minimal by undertaking this process.

Communication

The education campaign will be communicated through many channels including; physical engagement sessions, local print media, Council's website, Groundswell, social media and direct communication with interested residents. The project will be branded to maximise its visibility in the community.

Conclusion

Council is facing financial pressures in the years ahead. There is uncertainty about the details of these pressures and uncertainty about Council's ability to fund new initiatives. Council is mindful of its commitment to consult further on the desire for community members to pay additional rates or special charges in order to fund an aquatic facility or to prioritise it above other services or infrastructure.

The proposed education and consultation methodology aims to hear the views of many people across the Shire and provide statistically valid data which Council can rely on in representing the community view on this issue. Council is mindful that if in the future it seeks a Rate Capping exemption to assist with funding an aquatic facility, it must be able to demonstrate community support for this action.

An outcome of this process is that Council will be better placed to plan for its long term future including prioritising future expenditure on new major initiatives. Council will also have a firmer view on its advocacy priorities as a result of this process.

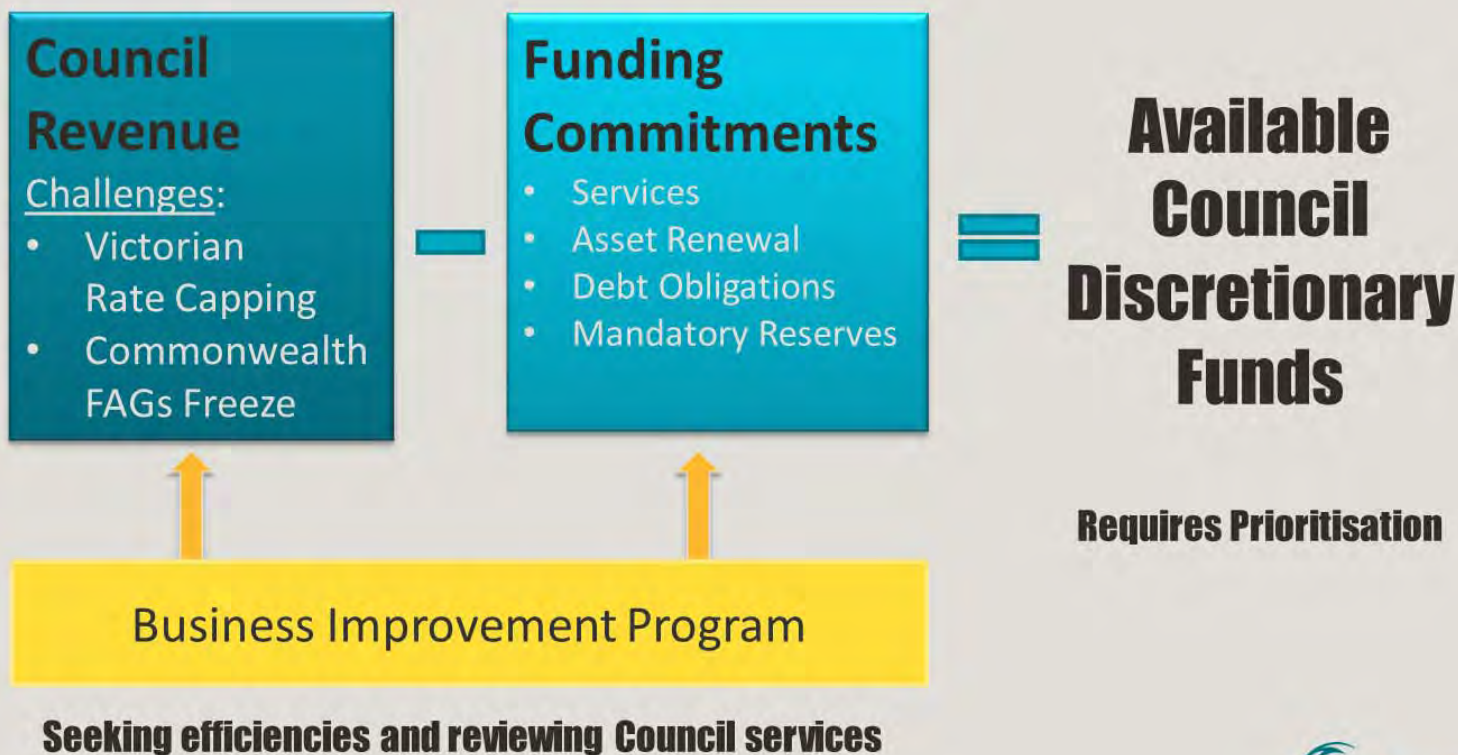
APPENDIX 1: KEY FINDINGS OF THE AQUATIC AND LEISURE CENTRE TASKFORCE (SEPTEMBER 2014)

The key findings of the Aquatic and Leisure Centre Taskforce report included:

- Aquatic and Leisure Centres are expensive to construct and operate
- The recommended option is for a 25 metre indoor pool, with wellness facilities incorporated within the Centre which adds health outcomes and lowers the operational net cost
- Councils historically choose to invest in these kind of centres because they deliver health, wellness and education outcomes for the community.
- Successful facility models typically include components of leisure and adventure, health and fitness, education, wellness and hospitality. It was noted that developing income streams that can partially offset operating losses is imperative in the delivery of a sustainable facility.
- The recommended scenario is a Health, Wellness and Education model (Scenario 2) because it services the broad needs of the community from infants to older people, they optimise the balance between operating cost and revenue, has better potential to attract government capital funding and is consistent with Council's health and wellness strategic vision.
- The annual average cost of providing a centre based on Scenario Two is estimated to be \$1.989m. This figure is based on developing a centre that costs \$28.9million to build. These costs are sensitive to a number of factors outlined in the Taskforce report including the design of the centre, assumptions about visitation rates and the level of Council borrowings used to fund the project.
- The primary expense is the cost of servicing the debt (i.e. cost of capital) incurred to build the facility.
- The preferred management model is the establishment of a separate entity known as company limited by guarantee.

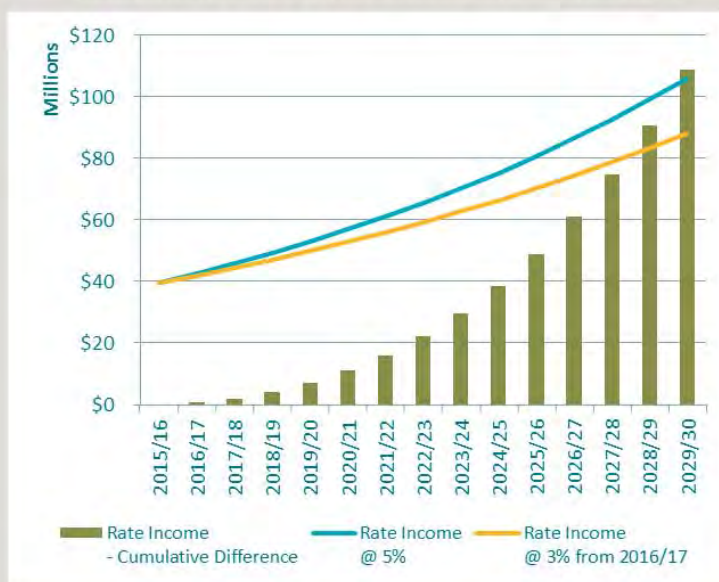
APPENDIX 2: FINANCIAL CHALLENGES FOR AQUATIC FACILITY CONSULTATION

Our Dilemma



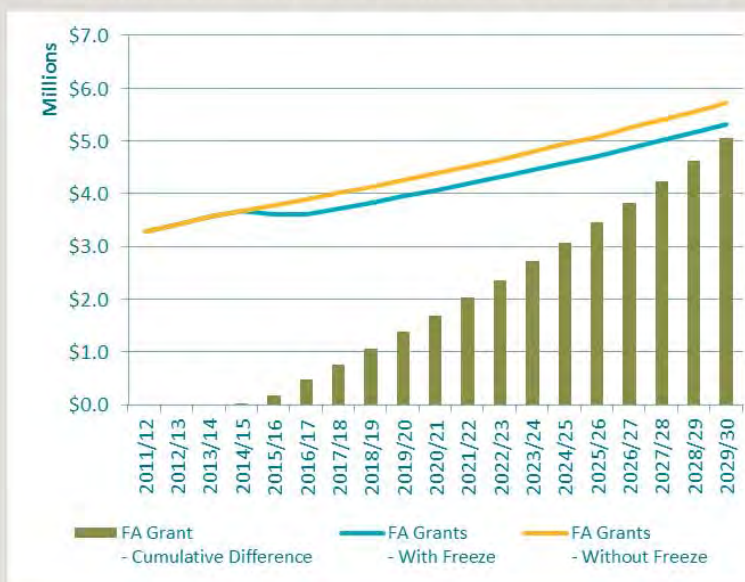
Revenue Challenges

Victorian Government: Rate Capping



Indicatively >\$100m reduction over 15 Years

Commonwealth Government: FAGs Freeze



Calculated >\$5m reduction over 15 Years

4.6 Design for Torquay North Play and Skate Zone

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Author's Title: Manager Leisure & Wellbeing

Department: Leisure & Wellbeing

Division: Culture & Community

Appendix:

1. Djila-Tjarri Play and Skate Zone Draft Detailed Design

General Manager: Chris Pike

File No: F12/407

Trim No: D15/42196

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐ Yes

☒ No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Purpose

To receive an update on the play and skate zone project that is part of the Community and Civic Precinct (Banyul-Warri Fields) Master Plan implementation.

Summary

Council adopted an updated Master Plan for the Community and Civic Precinct in October 2014. This includes a play and skate zone at the southern end of the precinct between the oval and Merrijig Drive.

The project has a total cost of \$1.4 million funded by a \$500k Federal Government grant and \$900k from Council.

Officers have been working with a skilled and knowledgeable community reference group and consultant to develop a design that provides district level opportunities for junior play, adventure play, social gatherings and youth recreation and which includes different styles of skate facilities. In addition there has been valuable input from primary and secondary school children. The range of ages represents younger children, teenagers, young adults, parents, older adults and grandparents.

The plans for the facility are nearing completion and will soon be ready to share with the broader community. Officers are pursuing a project schedule to abide by the conditions of the Federal funding. A tender process will commence in August with construction to commence before the end of 2015. The target is to complete the facility by the end of April 2016.

Recommendation

That Council:

1. Note that the design of the Djila-Tjarri Play and Skate Zone in Banyul-Warri Fields is nearing completion.
2. Note the high quality of community engagement in the design process-to-date.
3. Note that the final design will be released for public information once completed.
4. Note the Djila-Tjarri Play and Skate Zone project cost is \$1.4m to be funded by a \$500k Federal Government grant and \$900k from Council.
5. Note that a report will be presented to Council later in 2015 to award the contract to construct the facility.

Design for Torquay North Play and Skate Zone

Report

Background

The Master Plan for Banyul Warri Fields was originally developed in 2007 with the support of Coomes Consulting Group and in response to a Recreation Demand Assessment undertaken with support of @Leisure Consultants. The Master Plan was further developed with an opportunity study supported by Sweett Group in 2011. As the precinct has developed a number of opportunities have emerged and Council endorsed a Master Plan Review and priority of projects at a meeting on 28 October 2014. Council's resolution was to endorse the updated Banyul- Warri fields Community and Civic Precinct Master Plan and associate project priority.

The first priority for implementation is the play and skate zone. The working title for this zone is Djila-Tjarri (pronounced Jilla-Jarri), the Wathaurong word for 'play'. The project budget is \$1.4m including \$900K from Council capital expenditure and a \$500K Federal grant. A design consultant was engaged and has worked with the Project Control Group and a highly skilled community reference group to develop a Draft Detailed Design and associated cost plan.

Discussion

A series of community engagement exercises have been developed with community input via four school workshops (primary and secondary), four community reference group workshops and four Project Control Group (PCG) meetings. Cost plans have been provided to the PCG at each stage of design.

Elements of original scope for this design included the following:

1. District level playground
 - a. Toddler and pre-school play space
 - b. Transitional zone (behind Polwarth Oval goal posts)
 - c. Youth adventure play space
 - d. Ancillary components include BBQs, park furniture, water fountains, shelters, pathways, bicycle racks and landscaping.
2. District level skate space and civic space with dual purpose events shelter including storage and accessible toilet
3. Outdoor, multi-purpose sports training facility (including cricket nets, and suitable for other recreation such as half-court basketball, netball hoop, modified soccer / futsal and modified hockey play)

Elements one and two have been designed with a progression from a toddler and junior play area to a more adventurous play area for late primary / early teens play to a skate zone for all ages. Many elements of the design are multi-purpose. The curved concrete walls act as wind buffers, level changes, climbing walls, a maze, balancing beams and structures to hang other elements such as nets, poles and monkey bars between. The skate elements in the plaza section can be used as seating and staging, and provide more opportunities to climb, balance and play for younger ages. The half-court basketball area also acts as a part of the hardstand for performances. The mounded, grassy areas provide places to play and roll, to sit with picnics, are part of the amphitheatre for performances, provide further wind breaks and viewing to the ovals. The long, high, wide shelter provides wet weather cover and shade for a component of each of the main activity areas, provides a structure for lighting and special event signage or decorations. The high platform for the slide is also a viewing spot for the area and to the ocean.

The primary purpose of the third element is cricket nets, with flexibility for other activities. This component has since been omitted from the design and it is proposed that this be reconsidered in future years. It is not anticipated that a third cricket club will eventuate in Torquay for a number of years. Both Torquay-based cricket clubs have indicated ambitions to improve existing cricket nets at Spring Creek Reserve (Torquay Cricket Club) and Bob Pettitt Reserve (Jan Juc Cricket Club) that are currently unfunded. Aireys Inlet Cricket Club has been renamed as Surf Coast Aireys Inlet Cricket Club and both their junior and senior teams use Polwarth Oval at Banyul-Warri Fields. The senior team uses the facility every other Saturday only at present. The Club uses portable cricket nets that were purchased with assistance from Council.

The omission of the cricket nets/multi-purpose training surface has been endorsed by the community reference group and the project control group as a measure to manage delivery of the project within the set budget.

Design for Torquay North Play and Skate Zone

It is also unlikely that the half-court/hoops concept, originally included in the multi-purpose sport training facility, can be accommodated in the play zone due to budget constraints. However this will be confirmed as the design is finalised.

The design has taken into consideration other impending master plan implementation projects including Grenville Oval (\$1.4m allocated in 2015/16) and associated access roads and car-parking (\$1.55m allocated in 2016/17).

The intensive design process undertaken with the community representatives has taken longer than originally planned. There is a need to pursue an aggressive schedule for the remainder of the project in order to meet federal funding obligations.

Key milestones for the remainder of the project include:

Milestone	When
Release final proposed designs to the community for information	July 2015
Tender process	August – September 2015
Council award construction contract	October 2015
Construction phase	November 2015 – April 2016
Open	April/May 2016

Financial Implications

The budget for the Recreation Play and Skate Zone component of the project is \$1.4m including design fees and construction. Council's \$900k contribution is funded across two financial years 14/15 and 15/16. The Federal funding of \$500k is payable in instalments in accordance with milestones as per the funding agreement.

The removal of the multi-purpose sports training facility will require consideration of this facility (estimated cost in 2015 - \$175k) in future budgets as demand for such a facility grows.

Related project budgets include:

- 2015/16 - Grenville Oval (design and construction) - \$1.4m including a \$400K grant from Victorian Government & Developer Contribution Levies.
- 2016/17 - Grenville Oval Access Roads and Car-parking - \$1.55m from Council including Developer Contribution Levies amounting to \$1.3m.

There is an opportunity to explore efficiency in procurement packages and construction methodology for all three projects, such as combining bulk earthworks.

Council Plan/Policy/Legal Implications

Council Plan 2013-2017 objectives relevant to this report:

Objective 3.3 - Preservation of peaceful, safe and healthy environments

Residents have access to opportunities to improve individual and community health and wellbeing

Objective 4.1 - Allocation of infrastructure according to need

Objective 4.2 - Accessible and well maintained Council facilities

Council Health and Wellbeing Plan 2013 -2017 objectives relevant to this report:

Objective 1.2 - To increase participation in physical activities

Objective 1.3 - To enhance mental health and wellbeing

Objective 3.4 - Planning for and maximising use of infrastructure for health and wellbeing outcomes

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Design for Torquay North Play and Skate Zone

Risk Assessment

The Charter for this project includes a risk assessment including time, scope, budget, approval and community engagement risks.

The intensive design process undertaken with the community representatives has taken longer than originally planned. There is a need to pursue an aggressive schedule for the remainder of the project in order to meet federal funding obligations.

A joint planning and delivery approach has been adopted for the play and skate zone, Grenville Oval and associated access roads and car parking. This will minimise the risk of each project causing time, scope or budget issues for the others and may identify efficiencies in procurement packages and construction methodology.

There is a risk that some members of the skate community may propose an alternative location for the skate facility based on ambitions for Torquay to have an 'iconic bowl' on the foreshore. The ambition to have an iconic skate facility in Torquay has been presented using the example of the surf community having the iconic Bells Beach as part of that industry's overall identity. This topic has been addressed in the Community Reference Group (CRG). It is understood by this group that the location of the current project is not-negotiable and that an 'iconic bowl on the foreshore' is a future ambition that the skate community could pursue through other processes. The skate facilities in the Draft Detailed Design are a combination of 'street skate' elements in a plaza setting and a 'snake run to a bowl' that provides opportunities for all ages and abilities, including high level competition. Community Reference Group members for skate have indicated that the design will be well received by the skate community with broad attraction for destination visits and potential for events.

Social Considerations

The play and skate zone will provide both local opportunities for the residents and school communities near Banyul-Warri Fields, and district opportunities, for participation. The design is intended to provide social and participation opportunities for all ages and abilities in play and skate. The design is intended to encourage physical activity, skill development and creativity through exploration of features that can be utilised in many different ways.

The facility is well located opposite the site of the Torquay North Children's Centre, adjacent to other recreation facilities and schools and within a developing residential area.

Community Engagement

An expression of interest process was undertaken to invite community members to nominate for the Community Reference Group (CRG) under three categories of play, skate and multi-purpose sport training pad. All community members who nominated were accepted and this resulted in a strong spread of ages and experience, particularly for the skate component. The skate component group includes people involved in skate as highly skilled competitors (national and world rankings, past and present), as retailers and with facility development experience. The playground group includes play specialists and landscape designers with play expertise. The range of ages represents parents of young children and teenagers, teenagers, young adults, older adults and grandparents. There was minimal interest for multi-purpose sports training pad nominations.

The Draft Detailed Designs presented for consideration have been developed with community input via four school workshops (primary and secondary) and four CRG workshops with the design consultant.

The CRG members have been very positive about seeing their input shape the design to create a facility that they believe will be well regarded by the broader community and specifically, the regional and state skate community.

Internal engagement has included regular Project Control Group meetings and an internal staff reference group workshop.

It is planned to release the final designs to the broader community for information purposes only. This is deemed appropriate given the extent of community input during the design phase.

The existing users of Banyul Warri fields were consulted in the very early stages of the project on its general location only. Additional consultation will be undertaken with this group.

Design for Torquay North Play and Skate Zone

Environmental Implications

There are no significant environmental impacts associated with this report.

Communication

The Draft Detailed Design will be shared with the community via methods that may include posting on the Surf Coast Shire project web-page, comment in the Surf Coast Times Mayor's Column, pointer in the Surf Coast Corner, media release / article and posters at schools, skate retailers, skate parks and direct notification to stakeholders identified in the Project Charter Engagement Plan.

Conclusion

Council is asked to note the progress of the designs for a district level play and skate facility in Banyul-Warri Fields. The design is the product of intensive collaboration with a range of advisers, representatives and young people. The project is well positioned to progress to a tender and then construction phase later in 2015. The facility will open in April/May 2016.

ATTACHMENT 1: DJILA-TJARRI PLAY AND SKATE ZONE DRAFT DETAILED DESIGN



5. MINUTES

5.1 Section 86 Committee Minutes

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EMT Report

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Council Briefing

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Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Authors Title: General Manager Environment & Development

Department: N/A

Division: Environment & Development

General Manager: Kate Sullivan

File No: F10/290, F15/399

Trim No: D15/38675, D15/39926, D15/44223, D15/48575

Appendix:

1. Anderson Roadknight Reserve Committee of Management – Ordinary Meeting Minutes 11 May 2015
2. Anglesea Bike Park Committee of Management – Ordinary Meeting Minutes 27 May 2015
3. Deans Marsh Memorial Park & Hall Committee of Management – Ordinary Meeting Minutes 25 May 2015
4. Globe Theatre Committee of Management – Ordinary Meeting Minutes 26 May 2015
5. Hearing of Submissions Committee meeting minutes – 12 May 2015 (D15/39926)
6. Hearing of Submissions Committee meeting minutes – 19 May 2015 (D15/44223)
7. Hearing of Submissions Committee meeting minutes – 2 June 2015 (D15/48575)
8. Municipal Emergency Management Planning Committee meeting minutes - 5 May 2015
9. Stribling Reserve Committee of Management – Ordinary Meeting Minutes 14 April 2015 & Ordinary Meeting Minutes 11 May 2015

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

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Yes

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No

Reason: Nil

Status:

Information classified confidential under Section 77 of the Local Government Act:

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Yes

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No

Reason: Nil

Purpose

To receive and note the minutes of Section 86 Committees as provided since the last Council Meeting.

Summary

The minutes provided with this report are draft unless otherwise identified. Committees do not re-issue minutes if any corrections are made at the time of adoption, rather note these corrections in the agenda item confirming adoption of the minutes at the following committee meeting.


Any corrections to draft minutes of material significance made by committees will be provided to Council for noting in a subsequent report.

Recommendation

That Council receive and note the minutes from the following Section 86 Committees:

1. Anderson Roadknight Reserve Committee of Management – Ordinary Meeting Minutes 11 May 2015.
2. Anglesea Bike Park Committee of Management – Ordinary Meeting Minutes 27 May 2015.
3. Deans Marsh Memorial Park & Hall Committee of Management – Ordinary Meeting Minutes 25 May 2015.
4. Globe Theatre Committee of Management – Ordinary Meeting Minutes 26 May 2015.
5. Hearing of Submissions Committee Meeting Minutes – 12 May 2015, 19 May 2015 & 2 June 2015.
6. Municipal Emergency Management Planning Committee meeting minutes - 5 May 2015.
7. Stribling Reserve Committee of Management – Ordinary Meeting Minutes 14 April 2015 & 11 May 2015.


**APPENDIX 1: ANDERSON ROADKNIGHT RESERVE COMMITTEE OF MANAGEMENT – ORDINARY
MEETING MINUTES 11 MAY 2015**

	<p>COMMITTEE: Anderson Roadknight Reserve Committee of Management</p> <p>ESSENT: J Arnott D Trewenack J Wilcox M Duncan J Westwood D Mcpherson K Bremner</p> <p>OLOGIES: G Teague Lisa Speed</p> <p>ITORS: Kit Boyd (AIDTC), Meg Parker(Lorne-Aireys Inlet P-12 College) Greg Walsh (Exercise Class)</p>	<p>DATE: 11 May 2015 TIME: 7.05 pm VENUE: Aireys Inlet Community Hall</p>
<p>Adoption of previous minutes</p>	<p>Moved: Keith Bremner Seconded: Di Trewenack</p>	
<p>Conflict of Interest Declaration</p>		
<p>Business Arising from previous minutes</p>	<p>Master Plan Art Installation</p>	
<p>Correspondence In</p>	<p>Resignation from Karen Jacques (Playgroup Rep).</p> <p>Letter from Janice Lane (Manager Leisure & Wellbeing, SCS) re. Community concerns around the market and transparency of hall committee activities. These concerns were identified as follows:</p> <p>Item 1. The transparency of hall hire fee structure, and where fees can be viewed. Margaret Duncan confirmed that the Fees are on public display in the hall foyer, and available on request from the Booking Officer (Margaret).</p> <p>Item 2. The frequency of the market, and how it affects/benefits the community. The market is held monthly throughout the year, and every Sunday in January. Income from the Markets' hire of the hall is used to improve the hall amenity. It is a popular market, which attracts people to Aireys Inlet, and makes provision for locals/students to have stalls at reduced rates. Jarrod clarified that in any financial decision to be made, which may benefit a user group (i.e. exercise group or market), that representative would need to be excluded from the discussion. John Wilcox was then asked to leave the room, at 8.38pm, while the matter was further discussed. Reference was made to the Committee of Management Operations Manual Managing the facility p.18 'In allocating facilities, committees have the right to give preference to local individuals, groups and organizations or those individuals, groups and organisations that are offering a local service.'</p> <p>The Surf Coast Shire Instrument of Delegation for this Section 86 committee states that:</p> <p>3. Objectives of the Special Committee (include) 3.3 To ensure a wide range of community, cultural, and entertainment programs to give residents a choice of leisure time activities. 3.6 To effectively manage and operate the facility in the best interests of the community</p> <p>The committee discussed this at length, and decided that there was no cause to alter the current arrangement with the Aireys Inlet market. There was unanimous agreement that this does not breach the operating guidelines for S86 committees. Should further information, or discussion be required, the committee would be happy to participate. Motion that the Aireys Inlet Market booking is a valid use of the hall facilities. Moved by Keith. Seconded by Margaret.</p>	
<p>Correspondence Out</p>	<p>None</p>	
<p>Treasurers Report</p>	<p>Financial statements to end of January 2015 tabled. Itemised list of user group income tabled. John suggested that a duplicate of the bank statements be sent to Marg Duncan, who sends out accounts, as this would assist with keeping track of what has been paid.</p>	

	<p>Motion that the ARRCM request the Bendigo Bank send a copy of the cheque account statement to Margaret Duncan. Moved by John. Seconded by Keith.</p> <p>Financial reports Moved for acceptance by Margaret, Seconded by Keith.</p>
Booking Officer Report	<p>New Camp Aus staff member has been very cooperative.</p> <p>Regular bookings continue, several big events coming up over winter.</p> <p>Generous donation from Nelson Estrella, for hire of chairs, of \$200. Letter of thanks has been sent, with Tax receipt</p> <p>Di asked about trestle table hire- \$10/table, viewed as a donation</p> <p>Key system has had some teething problems.</p>
User Groups Report	<p>LAIP-12 College</p> <p>Lisa Speed has offered to be new rep. Clarified this is a non-voting position, and deemed a community rep./visitor. Request that Lisa be permitted to leave after her presentation. As a 'visitor', this would be acceptable.</p> <p>Meg Parker reported that Camp Australia caters to 25-30 children in total over the week. As long as numbers don't exceed 10 on any one night-there is flexibility to move to Art room, if Hall is busy. The class rooms do not meet guidelines (as set by Dept of Childcare?) and prevents teachers from setting up for next day.</p> <p>This is considered acceptable on an occasional basis.</p> <p>College is prepared to support CA for this year. Ideally would like to establish a purpose-built facility-though this is a long term plan.</p> <p>Margaret raised that hall is often very messy/dirty after use by school. And would like to be informed when school does <u>NOT</u> intend to use regular booking.</p> <p>AIDTC</p> <p>Kit Boyd in attendance. Graham will be away for July meeting.</p> <p>Key system-Jarrold confirmed that extra keys will be supplied for Team captains.</p> <p>Steps are being replaced, today. Sandblasting of courts has damaged court surface, and needs replacing.</p> <p>Asked that this be included in masterplan.</p> <p>Red Cross</p> <p>Have had a clean up of cupboards.</p> <p>John asked that the Red Cross write cheques to the Anderson Roadknight Reserve Committee of Management (and not the Aireys Hall). The bank would like this to be rectified.</p> <p>Dorothy away for July meeting.</p> <p>Aireys Inlet Market</p> <p>The second last market for the season was held on Mother's Day. The market is now being charged GST.</p> <p>Discussed letter from SCS, see correspondence.</p> <p>Playgroup</p> <p>No Report</p> <p>SMUG</p> <p>Considering running a Monday morning class. Would like a projector to use. May return to hall in future.</p> <p>Meg offered the use of the school library with a projector, and wireless connection.</p> <p>Soft Tennis</p> <p>Dwindling numbers.</p> <p>Uniting Church</p> <p>New microphone system is now locked in meeting room cupboard. Available for use by community groups.</p> <p>Margaret & Keith have keys to the cupboard, where this is stored. Need permission for new equipment. Old audio can be accessed with key from inside front door. Marg would like to track down any other keys.</p> <p>Keith an apology for July, and maybe September meetings.</p> <p>Exercise class</p> <p>There have been issues with the new key system, and occasionally with cleaning.</p> <p>Reports moved for acceptance by Jacqui Seconded by Di</p>
Shire Report	<p>Issues with keys, and some of the locks (four doors could not be unlocked prior to this)</p> <p>Council has passed approval of new members.</p> <p>Induction workshop held Wednesday 25 March-Marg, Keith & Jacqui attended. New Operations Manual presented.</p>


<p>General Business</p>	<p>Maintenance: <u>New key system</u>- Installed J We <u>Light near ramp</u> is out. -fixed according to Kit. <u>Loose edging</u> has been fixed. <u>Soap dispenser in disabled toilet</u>. Still not fixed. CRM? Reported by cleaner. J We <u>Address/number for metal sign</u>. J Wi <u>Notice Board</u>. Ongoing. <u>Cleaning</u> New contract from July 1st <u>New power outlet</u> John reported that this is on the wrong side, needs to be near 3 phase. J We</p> <p>Master Plan: <u>Proposed ideas/projects</u> Jarrod reported that \$10 000 00 is being allocated in the draft budget, to spend on developing the masterplan. Suggested taking an extra half hour of the July meeting to discuss the plan for reserve as a whole (not just building) May include SCA installation.</p> <p>Verandah Need design/quotes & rationale, to present to 2015/16 budget.</p> <p>Weather proof shelter</p> <p>Landscaping Short-term plan to develop a design this year.</p> <p>PLR (Place of Last Resort) Aireys Pub carpark was announced as PLR, in local paper last week. Would like to know the outcome of BAL (Bushfire Attack Level) report, and how the hall fared.</p> <p>Public toilets Require update from Cr Libby Coker</p> <p>AIT&TA & SCA Inc. Nothing to report from working group, on ideas for Art Installation. Request for Storage space for speakers and flags, ongoing.</p> <p>Est Watch. Requested storage for monitoring equipment. No room available at present.</p> <p>Solar Towns Application Awaiting outcome.</p>
<p>Notice of Motions to Council</p>	
<p>Next Meeting</p>	<p>Monday 13 July 2015, 7pm Dates for 2015: 14 Sept (AGM), 9 Nov. (2nd Monday of odd months)</p>

**APPENDIX 2: ANGLESEA BIKE PARK COMMITTEE OF MANAGEMENT – ORDINARY MEETING
MINUTES 27 MAY 2015**

	<p>COMMITTEE: Anglesea Bike Park PRESENT: Jarrod Westwood, Rod De Vries, Ari Lingam, Vanda, Tony Smales, Kate Maffett, Mike Bodsworth APOLOGIES: Bob Langham (he did come at 7pm) VISITORS: Elise Jeffery (Alcoa) Margot Smith (Mayor)</p>	<p>DATE: 27.5.15 TIME: 7:30pm VENUE: Anglesea VIC</p>
<p>Adoption of previous minutes</p>	<p>Moved , Ari, Seconded, Mike.</p>	
<p>Conflict of Interest Declaration</p>		
<p>Business Arising from previous minutes</p>	<p>Shire Committee Induction Meeting: Tony attended and said was excellent and well worth it. Jarrod passed the Special Committee Operations Manual to Mike Bodsworth for future reference.</p> <p>Engagement with Alcoa / Surf Coast Shire: A general discussion about future plans and security of the bike park given the Alcoa mine and power station closure. Mike has sent a letter to Alcoa for information but no reply received. Elise (Alcoa rep) indicated that Alcoa's priorities are very much focussed on the mine and power station closure with this being so imminent (end August) and stated that the bike park is under freehold lease until Dec 2016. She also indicated that there a Works Plan is in place to rehabilitate the mine in line with the State Government Minerals and Petroleum Department. The land will go back to being Crown land as part of the Great Otway National Park. The power station closure falls under EPA jurisdiction and is a separate from the mine. Margot stated this is a discussion for later date – the closure news is still too fresh and that they need to focus in on immediate concerns rather than longer term plans at this point. A query was raised regarding land zoning of the park. Mike acknowledged the contribution that Alcoa have made to the Anglesea community with their generous support for the bike park when it was first proposed.</p> <p>Timeline for Site Improvements \$3000 for plants to be used before the end of June. Mike to supply planting plan to Nicky Angus so that she can order the plants. . Needs a site plan so she can order the plants and the mulch. Elise has an approved list of plants for the land under the lease. Elise to send plant list to Mike. Planting to occur in July 2015.</p> <p>\$10k to spend in FY16 which we have directed to maintenance on the main track. Three quotes will be needed to meet Surf Coast Shire procurement guidelines. Aim for August / September to carry out the works on the main track Rod and Vanda to collaborate and lead site meetings / quote process with 3 contractors – aim to complete this by the end of June. People to contact include:</p> <ul style="list-style-type: none"> • Tim Powell • Brett Essing (sub-contractor / employee) • Travis Williams • Oren Gully <p>Mike commented that traditionally we have underestimated the work needed. A discussion was had regarding the materials to use – agreed to use the dirt we have on site already, if anything left in budget look at importing a higher quality top layer. Ari commented that the tracked bobcat is the best tool for the job based on experience.</p> <p>Draft Master Plan A discussion was held regarding the purpose of the Master Plan – which is the place to document our vision for the park. Committee members are to review the plan and provide feedback back to Mike via email.</p>	


	<p>Margot stated that if we are to get masterplan endorsed by council, it would be extremely useful to have a non-technical one pager that provides an overview of the parks usage, the history and the development of the park. Be clear whether it's for competition, recreation, what community benefit there is. Mike to liaise with Nicky about writing this document.</p> <p>Tony pointed out that some of the specific proposals within the master plan could be carried out by the committee within our working bees. Margot commented that a demonstrated capacity to undertake activities like this would be a great asset when it comes to council support for the Park.</p> <p>Facebook / Social Media update signage - Kate to go ahead and print signs and put them up. Everyone encouraged to post content on the Facebook bike park fan page. Currently just under 300 page 'likes'</p> <p>Working Bees: Simple works done to 'band-aid' some of the problem areas in the bike park in May. The working bee was successful but more participants would be great. There are tools available on site – there is a key safe – back wall of building opposite Parks Compound and committee members can access tools when we need to.</p> <p>We agreed that we should set a bi-monthly working bee – last Sunday of every second month. Council requirements - volunteer registration form. Committee members already covered, but volunteers need to fill out the form. No under 16s no over 90s. Jarrod to look into improving this process specifically for Bike Park committee.</p> <p>Next working bee: 2pm Sunday June 28th Identify tasks ahead of meeting. Mike and or Rod to suggest tasks for the next working bee. Kate to promote on FB page and put a poster up at the park notice board.</p> <p>Note General Public cannot bring tools and work on site on an ad hoc basis. <i>Should we put up a sign to make this clear?</i></p>
Correspondence In	NONE
Correspondence Out	RESENT LETTER TO ALCOA
Treasurers Report	\$100 in bank
Booking Officer Report	N/A
User Groups Report	N/A
Shire Report	NONE
General Business	<p>Eumerella Track proposal – Tony advised 361 submissions provided. Parks Reponse is WIP.</p> <p>Purchase of a wacking plate for the park if we all think it would be useful. Tony Smales to investigate.</p> <p>Cleaning of toilet. Jarrod indicated that the Shire cleans it and is supposed to be done Mondays and Fridays. New contractor coming on board July 1. Let the SCS know if issues – CRM system. Look out for notice regarding this. Request to be sent through this system. Jarrod to investigate and look at this.</p> <p>Ari raised issue with toilet needing a cubicle / partition in the room and that the lock needs improving. Jarrod to look into this.</p> <p>Marketing: Bring marketing suggestions for next meeting. Newspaper, ads, etc etc. Vanda is the ideas man apparently!</p> <p>Can the general public do some tasks outside of working bees eg. Litter pick ups, pine needle sweeping off track (what are the insurance implications of this idea?) No. Need to register as per working bee.</p> <p>Come try days... hinges on public liability insurance registered GORATS could take people there, coaching clinics – Vanda to talk to BMX crew. Tony to follow up with MTB Skills etc.</p> <p>Signage / Map: Put a map / park plan up regarding the other facilities. Do this after track restoration works so that people know what's happening at the park and what's available. We could put a simple map up for now.</p> <p>Anglesea Bike Park Sign on Camp Road is not very noticeable. – need to trim back bushes around it. Jarrod to look into this (or Kate to take secateurs the next time I go!).</p>
Notice of Motions to Council	None
Next Meeting	August – last Wednesday of the month 7PM 26th August. AGM.

**APPENDIX 3: DEANS MARSH MEMORIAL PARK & HALL COMMITTEE OF MANAGEMENT –
ORDINARY MEETING MINUTES 25 MAY 2015**

	COMMITTEE: Deans Marsh Memorial Park & Hall Committee PRESENT: Tom, Peter, Sandra, Deb, Fran, Jarrod APOLOGIES: Ruth VISITORS:	DATE: 25/05/2015 TIME: 6:30pm VENUE: Deans Marsh Hall
Adoption of previous minutes	Moved Peter Seconded Tom	
Conflict of Interest Declaration		
Business Arising from previous minutes	Art rails were not installed prior to Festival. Have not heard from Veronica if they arrived. No account has been sent at this stage. Jarrod and Pete still to catch up re GST Footy Shed to be discussed in general business Big cleanup of storage areas [roller doors] and Footy Shed prior to Festival. Still items from previous Youth Group. Needs to be cleaned out of small cupboard in Footy Shed.	
Correspondence In	Nil	
Correspondence Out	Nil	
Treasurers Report	Books have just returned from the Auditor. Will charge GST from July 1 st Opening Balance: \$5,714-43 Revenue: \$6,551-61 Expenditure: \$ 1,633-48 Closing Balance: \$ 10,632-56 Moved Peter / Seconded Tom	
Booking Officer Report	Wedding booked last month. Both microwaves were found to be not working. Heath [electrician] checked them to confirm this.	
User Groups Report	Cricket Club: New pipe and irrigation system for the oval went in today [through Colac Water Supply] There was a window broken in Cricket club building. The cash register was taken [empty] and found abandoned on a local road. Window was repaired by Shire. Cottage: report attached	
Shire Report	<ul style="list-style-type: none"> • Jarrod to contact cleaner [Tracey Thompson] about cleaners payment. Will also follow up with John Chatterman. • Jarrod has checked the Hall as the floors have been re varnished. Will check to see if the mould is to be removed [as still on walls and was to be done around the same time as floor] • He will als follow up that we have a problem with mice in the Hall • The tennis club winder for the nets have been repaired. Still looking at seating for the outside area. Mulch has been put around the building. • There will be another Shire workshop in September for members. Will let us know date next meeting • Next meeting will be our AGM [August] 	
General Business	Agenda/Minute templates <ul style="list-style-type: none"> • Deb discussed her meetings with various people in relation to the idea of a community charge for the disruption to the town on days it is basically closed due to bike events in the area. There was basically no support from organizations. See attachment of Deb's notes. • We discussed the Footy Shed and the need for some processes in place to maintain the building. Tom to followup with Festival Committee that we will close buildings [Footy Shed and Hall] by 6pm on the evening of the Festival. Fran to draft a checklist for user groups of the Footy Shed which they will need to go through at the end of their booking Sandra to collect all keys to the Footy Shed / Danny and Cottage. Sandra had already spoken to the plumber at the Shire about a screen on the shower in the bathroom. She will contact them to say we wil follow this through ourselves Fran to source contacts and information re shower screen	

	<ul style="list-style-type: none">• Fran to look into the price of convection microwave
Notice of Motions to Council	<ul style="list-style-type: none">• The light in the meeting room needs to be replaced• Mould on walls , some spots on ceiling and large amount behind door in cleaners cupboard needs to be removed
Next Meeting	August 25 th at 6.30 pm

**APPENDIX 4: GLOBE THEATRE COMMITTEE OF MANAGEMENT – ORDINARY MEETING
MINUTES 26 MAY 2015**

	COMMITTEE: Globe Theatre Winchelsea PRESENT: J McCutcheon, R Thompson, M King, R King, T Brown, H Brown J Westwood (SCS) APOLOGIES: C Thompson, B Amos, G Amos VISITORS:	DATE: 26/May/2015 TIME: 7.30pm VENUE: Globe Theatre
Adoption of previous minutes	Moved: T Brown Seconded: M King	
Conflict of Interest Declaration	None	
Business Arising from previous minutes	T Brown notified J Westwood that the electricity bill was still being received from Origin. J Westwood to follow up. Architects plan received showing design for new storage area, committee made a few recommendations which J Westwood will relay back to Latitude Architects. Those that attended the C.O.M workshop in March all agreed that it was a very helpful information session.	
Correspondence In	Elgas hire charge received, Architects plan, Robin Lucas requiring information re hire groups for the month of November along with numbers attending and age groups, J Westwood asking for a value for items that are on the Globes inventory, B Rippe re stove problems as well as problem with mens toilet.	
Correspondence Out	B Rippe to inform him re cost of repairs to kitchen stove which will be put on hold, Returned R Lucas's form, Glen Murrihy re sanding of main hall,	
Treasurers Report	All reports received and attached to email.	
Booking Officer Report	Military Dance in April was very well attended with 180 attendees. School age dance classes on going during school term dates. Leigh Moneghetti's concert went well and has another two date booked. Thermo Mix cooking class held in May. Uniting Church concert to be held in June	
User Groups Report	None	
Shire Report	J Westwood reminded the committee that our next meeting in August will be the AGM. Second workshop to be held in September at SCS. Heritage consultant to inspect Theatre in July to discuss new roof and it's design. Dishwasher should soon be available.	
General Business	Storeroom design discussed with a few changes and or additions. Outside butt dispenses required for smokers. Latch that holds front door open has been stolen, new one to be obtained and installed. Small amount of LED's at front of house not working. New cleaning contract to be in by July.	
Notice of Motions to Council		
OH&S Issues	Handrail at rear of kitchen is loose again. Doorstrip between hall and supper room is loose witch can be a trip hazard. Handrails required at front doors when open to assist those in need. SCS to be notified.	
Next Meeting	AGM 25 th August at the Globe Theatre at 7.30pm	

**APPENDIX 5: HEARING OF SUBMISSIONS COMMITTEE MEETING MINUTES – 12 MAY 2015
(D15/39926)**

**APPENDIX 6: HEARING OF SUBMISSIONS COMMITTEE MEETING MINUTES – 19 MAY 2015
(D15/44223)**

**APPENDIX 7: HEARING OF SUBMISSIONS COMMITTEE MEETING MINUTES – 2 JUNE 2015
(D15/4857)**

**APPENDIX 8: MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE MEETING MINUTES
- 5 MAY 2015**

Municipal Emergency Management Planning Committee

MINUTES

Tuesday 5 May 2015, 12pm – 2.00pm
Surf Coast Shire, Council Chambers
1 Merrijig Drive, Torquay



Attendees:

Chair: Rowan Mackenzie	Surf Coast Shire Council	Bodin Campbell	Department of Environment, Land, Water and Planning (DELWP)	Robyn Rainford	VCC Emergencies Ministry (VCCEM)
Tony Walker (MERC)	Victoria Police (VicPol)				
Virginia Morris (MERO)	Surf Coast Shire Council (SCS)	Terry Murrihy	Department of Health & Human Services (DHHS)	Ian Carlton	State Emergency Service (SES)
Janet McAdam	Australian Red Cross (ARC)	Paul Lunny	Life Saving Vic	Helen Chandler	Surf Coast Shire Council
Wayne Aylmer	Country Fire Authority (CFA)	Frank Gleeson	Parks Victoria (ParksVic)	Kerrie Williams	Surf Coast Shire Council

Apologies:

Cr Margot Smith (Mayor, SCS), Adam Polkinghorne (Barwon Water), Mick McGuniness (CFA), David Rourke (DELWP), Matthew Chamberlain (DHHS), Janet Smartt & Kate Gillan (Lorne Community Hospital), Peter Box (Parks Victoria), Matt Maywald (SES), Terry Mervin (VCCEM), Michelle Henderson, David Cooper & Kevin Warburton (Vic Police), Richard Curwell and Craig Quinn (VicRoads)

Guests:

Maritta Mullen (Vic Police) and Bek Ten Hoopen (Emergency management student intern)

	Issue Topic	Points of Discussion	Agreement / Action	R/O
1	WELCOME AND APOLOGIES			
1.1		<p>The Chair opened the meeting, welcomed members and noted apologies.</p> <p>The Chair welcomed Senior Sergeant Tony Walker of Vic Police who replaces Craig Stevens as the Surf Coast Shire Municipal Emergency Resource Coordinator (MERC), and guests Maritta Mullen of Vic Police and Bek Ten Hoopen, emergency management student intern with Surf Coast Shire Council.</p>	Noted	
2	CONFIRMATION OF MINUTES			
2.1	Previous minutes	Confirmation of the minutes of meeting held 17 February 2015.	Moved: Wayne Aylmer Seconded: Bo Campbell	
2.2	Actions outstanding and arising	Nothing to report		
3	CORRESPONDENCE			
3.1	Received: Letter of Congratulations to Surf Coast Shire CEO	Letter received from the Department of Environment Land Water and Planning congratulating Surf Coast Shire Council on receiving a 2014 CFA Fire Awareness Award which was a shared award with Vic Pol, Victorian Council of Churches and CFA.	Noted	
3.2	Received: Surf Coast Shire MERC	Letter received from Senior Sergeant Craig Stevens thanking the MEMP Committee for their support whilst he was in the MERC role. The letter advised that Senior Sergeant Tony Walker commences as the Surf Coast Shire MERC from Sunday 26 April 2015.	Noted	
4	REGIONAL COMMITTEES			

	Issue Topic	Points of Discussion	Agreement / Action	R/O
4.1	Regional Response Relief & Recovery Committee	<p>The Regional Response Committee and the Regional Relief & Recovery Committee have merged to form the Regional Emergency Management Planning Committee (REMPC). The regional committee structure will now comprise:</p> <p>REMPC – Regional Emergency Management Planning Committee REMTEC – Regional Emergency Management Training and Exercising Committee REMEG – Regional Emergency Management Enhancement Group</p>	A listing of the Regional Committees to be included on the MEMPC agenda	Helen Chandler
5	SUB COMMITTEE/ WORKING GROUP REPORTS			
5.1	Municipal Fire Management Planning Committee (MFMPC):	<p>An update of the MFMPC meeting held 5 May 2015 was provided by Virginia Morris. The minutes are available EM portal.</p> <p>Colac Otway, Corangamite and Surf Coast Shire Councils have agreed to prepare a single strategic 2015-2018 Municipal Fire Management Plan across the three shires. The proposed model will have a tiered approach to planning, with a strategic front end (covering the legal and policy requirements as well as providing landscape and broader community context). The plan will be combined with operational modules that get to the detail of township risk and risk mitigation.</p> <p>First stage of the Municipal Fire Management Plan will be the development of the strategic front end component and is due for completion in August 2015.</p> <p>A Steering Group, which includes representatives from each of the three Municipal Fire Management Planning Committees, may be invited to go onto the Victoria Fire Risk Register Committee.</p>	Noted	
5.2	Cross Council Relief & Recovery Committee	Standardised Relief and Recovery Plan and Emergency Relief Centre Standard Operating Guidelines have been endorsed by the Committee. Both documents are available on the Council Emergency Management portal accessed via Council's website.	Noted	


	Issue Topic	Points of Discussion	Agreement / Action	R/O
		Surf Coast Shire Council will chair the Committee for the next 12 months. MEMPC agency representatives will be invited to the meetings (to be held at different emergency relief centres across the municipality).		
5.3	Community Impact Advisory Committee (CIAC)	CIAC minutes are available on the EM portal. The Regional Emergency Planning Committee has agreed to form a group to discuss and review the event planning process and the issuing of permits and weekly event alerts. Council's CIAC model could be replicated in other municipalities in the region.	Noted	
5.4	Community Emergency Risk Assessment (CERA)	The finalisation of the CERA report process was explained to the MEMPC. Each agency is to review and identify further risk profiles for inclusion into the final CERA. All changes to the report are to be tracked and emailed to Kerrie Williams kwilliams@surfcoast.vic.gov.au . To finalise the report the MEMPC will be invited to a CERA - extraordinary meeting. The meeting date is to be confirmed.	Each control agency to update and confirm CERA risk profiles, track changes and email back to Surf Coast Shire Council by 29 May 2015. Extraordinary meeting of the MEMPC to be scheduled to confirm CERA in June 2015.	All Helen Chandler
5.5	Flood Planning Committee	The Flood Planning Committee met in April and reviewed the Municipal Flood Emergency Plan. The Committee agreed that the plan will be reviewed annually each May or following a moderate flood event.	Noted	
5.6	Surf Safety Working Group	The Surf Safety Working Group, are in discussions with the Anglesea Lions Club, to co- sponsor the manufacture of a purpose built community safety message trailer. The Working Group is also exploring how the trailer may be adapted for other community messaging across the municipality. The Coroner's review from the 2012 Surf Coast drownings, recommend improving surf safety community messaging .	Noted	


	Issue Topic	Points of Discussion	Agreement / Action	R/O
6	GENERAL BUSINESS			
6.1	Neighbourhood Safer Places – Places of Last Resort (NSP-PLR)	At its 28 April 2015 Council meeting, Surf Coast Shire Council resolved the Aireys Inlet Hotel car park be designated as a Neighbourhood Safer Place – Place of Last Resort (NSP-PLR). Council will enter into a Deed of Consent with the landowners and will arrange for signage to be installed at the site.	Noted	
6.2	Incidents	<ul style="list-style-type: none"> Football fatality at the Gellibrand Football Club Injured lady on the Caroline Falls track A lost boy at Distillery Creek <p>SES is working on a search and rescue plan for the Grampians area. The plan could be implemented widely.</p> <p>It was raised by CFA in the MEMPC meeting that a Rope & Rescue crew should be deployed to difficult incidents on the initial call out. If the rescue comes in as a high rescue CFA could respond with the Rope & Rescue crew for a quicker outcome. These issues will be picked up and discussed further in the incident debrief with the agencies.</p>	VCC to assist with personal support as required	VCC
6.3	Risk Review	Chinese New Year created traffic management issues for Parks Victoria with the large number of international self-driving visitors to the coast. Identified as a potential emerging issue, Council will investigate and report back to the MEMPC on whether further action should be considered in future.	Council to investigate the Chinese New Year 2015 and future celebrations and report back to the MEMPC.	Kerrie Williams
7	OTHER BUSINESS			
7.1		Nothing to report		

	Issue Topic	Points of Discussion	Agreement / Action	R/O
8	MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMPlan) UPDATE			
8.1	MEMPlan review	Nothing to report		
8.2	EMMV updates	February 2015 – Part 1 March 2015 – Part 6: MEMP Arrangements Guidelines for Committees.	Noted	
8.3	MEMPlan amendments	Minor changes to the following to reflect EMMV updates: <ul style="list-style-type: none"> • Section on auditing and adoption/endorsement of MEMP • Wording in relation to Council Financial Responsibilities, Vulnerable Persons. • Inclusion of MEMG in the overview of the state's emergency management and planning committee structure. 	Noted	
8.4	Training	Nothing to report		
8.5	Exercises	Lorne Community Hospital Evacuation Exercise has changed their date from 26 July to 18 August 2015.	Committee member should contact Janet Smartt if they plan to attend the exercise as an observer.	All
9	AGENCY REPORTS			
9.1	State Emergency Services	Ian Carlton updated the committee on the recent NSW storms. VicSES deployed six teams to assist. Most fatalities due to driving through flood waters. Danger points for road flooding in the Surf Coast Shire include the Painkalac Creek in Aireys Inlet, Deans Marsh & Winchelsea Road if the Barwon River floods and the Erskine river in Lorne at the bridge.		
9.2				

	Issue Topic	Points of Discussion	Agreement / Action	R/O
10	MEETING CLOSED	Chair closed meeting at 2.00pm		
10.1	Next meeting	Extraordinary meeting to be scheduled for June 2015 (date to be advised) Tuesday 4 August 2015 (Scheduled)		

**APPENDIX 9: STRIBLING RESERVE COMMITTEE OF MANAGEMENT – ORDINARY MEETING
MINUTES 14 APRIL 2015 & ORDINARY MEETING MINUTES 11 MAY 2015**

	<p>COMMITTEE: Stribling Reserve COM PRESENT: Miah Atwell, Barry Keily, Peter Spring, Linton Ferguson, W.Jarratt APOLOGIES: D Mullen, Allan Walls, Jarrod Westwood VISITOR: Clive Goldsworthy,</p>	<p>DATE: 14/03/2015 TIME: 5:00PM VENUE: Stribling Reserve</p>
Adoption of previous minutes	<p>Moved –M.Atwell Seconded – P.Spring</p>	
Conflict of Interest Declaration	none	
Business Arising from previous minutes	none	
Correspondence In	none	
Correspondence Out	none	
Treasurers Report (please attach financial report)	<p>P.Spring provided Financial report to committee members. Investment Account money not yet transferred to Bendigo Bank, P.Spring to arrange transfer. Copy of Bass Statements to be on forwarded to Shire. Asset Register to be completed by 15th April</p>	
Booking Officer Report	<p>L Ferguson emailed report to committee members. EXIT SIGNS C.R.M MUST BE OPERATIONAL WHEN GROUND HIRED</p>	
User Groups Report	None	
Shire Report	NONE	
General Business	<p>Netball Court Surface lifting, supplier has applied temporary coating Surface to be re-laid end of season. Netball Hut, Clean Up Expenditure yet to be determined & to be completed before next home game. Cost allocation. Materials Committee .Labour Club</p> <p>FOOTBALL CLUB 3CS COLAC will be broadcasting some matches during the season. Miah Atwell to follow up V.F.L re availability of grants for electronic scoreboard COST ESTIMATED AT \$30,000 Replacement Of Furniture Peter Spring to further investigate and report at next meeting POWER UPGRADE not included in budget. Upgrade needed next 12 mths include 2015/16 Budget. Follow up May meeting</p>	
Next Meeting	Monday 11 th May @ 5pm	

	<p>COMMITTEE: Stribling Reserve COM PRESENT: Miah Atwell, Peter Spring, Linton Ferguson, Wendy Jarratt , David Mullen, Jarrod Westwood APOLOGIES: Barry Keily, Shelly Ryan, Allan Walls VISITOR: Clive Goldsworthy</p>	<p>DATE: 11/05/2015 TIME: 5:00PM VENUE: Stribling Reserve</p>
<p>Adoption of previous minutes</p>	<p>Moved –M.Atwell Seconded – W. Jarrat</p>	
<p>Conflict of Interest Declaration</p>	<p>None</p>	
<p>Business Arising from previous minutes</p>	<p>None – see General Business</p>	
<p>Correspondence In</p>	<p>None</p>	
<p>Correspondence Out</p>	<p>None</p>	
<p>Treasurers Report (please attach financial report)</p>	<p>P.Spring provided Financial report to committee members. Financial report tabled, Spent more than earned due to work on Netball hut, storage remains an issue. Money in bank and fixed-term deposit. Thank you to LFNC for paying 50% of this season's fee.</p>	
<p>Booking Officer Report</p>	<p>L Ferguson emailed report to committee members.</p> <ul style="list-style-type: none"> • Booking Calendar see https://sites.google.com/site/lorneleisurecentre/home • Bookings Summary (Soccer, \$50 from Jorge, Lina Fit, \$50, NetSetGo, Bianca Holmer booked stadium Thursday 3:30-5:15 to 18 June, fee covered by LFNC) • Mantra enquiry re Soccer and access to Stribling Reserve oval. Peter Spring circulated email • Surf Coast Shire person phone call, checking on hiring and hire fees 	
<p>User Groups Report</p>	<p>None</p>	
<p>Shire Report</p>	<p>None</p>	
<p>General Business</p>	<p>Oval Surface – very poor condition Water lying, players slipping, three players injured. Very concerned that surface is in such poor condition, Lorne Football Club expressed serious concerns, Apollo Bay very disappointed in poor surface condition. Request Shire contact Turf Care to make a plan to improve drainage of oval so it is in good condition for the Lorne School to use daily and Lorne Football Club to use for training and next home match. Jarrod advised that Turf Care is expected to look at the issue on 13/5/2015. Enquiry for use by Soccer Academy would not be possible, give that current poor condition of the surface. Possibility of 200 soccer students using the surface over three months of winter seem untenable. Cannot commit to giving extended use of oval.</p> <p>Netball Hut Work finished except for blind, understand that the netball women will do the painting.</p> <p>Chairs for Multipurpose Room Chairs have been ordered, ten week wait for supply. Old chairs available for donation for community usage.</p> <p>Surf Coast Shire Capital Works Budget – waiting for it to be finalised Terrace redevelopment (\$105k), Jarrod showed a plan for the redevelopment. Master Plan (\$50K), request that the Master Plan should start with input from the whole Lorne community, involving the Lorne school, Committee for Lorne, Lorne Football Netball Club, etc. so a plan which has real community ownership can be developed and serve Lorne properly.</p> <p>Netball Surface Pooling of water, on-going problem</p> <p>Power Upgrade Electrician has indicated the need for a power upgrade is required so Men's Shed and full oval lighting can have sufficient supply of electricity. Committee request Surf Coast Shire approach Powercor to see if the power needs can be met by installation of upgraded supply from Grove Street end for the oval lighting and Men's Shed from the William St end.</p>	
<p>Next Meeting</p>	<p>Monday 15th June @ 5pm</p>	

5.2 Advisory Committee Minutes

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EMT Report

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Council Briefing

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Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Authors Title: General Manager Governance & Infrastructure

Department: N/A

Division: Governance & Infrastructure

General Manager: Sunil Bhalla

File No: F15/123, F15/399, F15/133

Trim No: D15/39146, D15/43413, D15/42668

Appendix:

1. All Abilities Advisory Committee (AAAC) Meeting Minutes – 28 April 2015
2. Audit & Risk Committee meeting minutes – 19 May 2015 (D15/43413)
3. Torquay Community Impact Advisory Committee Minutes – 12 May 2015

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

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Yes

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No

Reason: Nil

Status:

Information classified confidential under Section 77 of the Local Government Act:

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Yes

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No

Reason: Nil

Purpose

To receive and note the minutes of Advisory Committees as provided since the last Council Meeting.

Summary

The minutes provided with this report are draft unless otherwise identified. Committees do not re-issue minutes if any corrections are made at the time of adoption, rather note these corrections in the agenda item confirming adoption of the minutes at the following committee meeting.

Any corrections to draft minutes of material significance made by committees will be provided to Council for noting in a subsequent report.

Recommendation:

That Council receive and note the minutes from the following Advisory Committees:

1. All Abilities Advisory Committee (AAAC) Meeting Minutes – 28 April 2015.
2. Audit & Risk Committee Meeting Minutes – 19 May 2015.
3. Torquay Community Impact Advisory Committee Minutes – 12 May 2015.

APPENDIX 1: ALL ABILITIES ADVISORY COMMITTEE (AAAC) MEETING MINUTES – 28 APRIL 2015

All Abilities Advisory Committee (AAAC)
MINUTES
Tuesday 28 April 2015
11am – 1pm
Winchelsea Room – Surf Coast Shire

Present: Cr Heather Wellington, John Olsen (Chair), Caroline Maplesden, Emmanuel Pimentel, Richard Porter, Leone Mervin, Kerri Deague (SCS), Damian Waight (SCS),

Apologies: Cr Rose Hodge, Tina Gulino, Carol Okai, Lucille Marks, Max Kitchen

Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible Officer
1	Welcome, introductions and acknowledgements	5			John Olsen
1.1	Minutes from previous meeting	2	Minutes from previous meeting on 24 February 2014	The minutes are draft until noted as final at council meeting on 28 April 2015 Accepted: C Maplesden Seconded: R Porter Carried: All	John Olsen
1.2	Conflict of Interest	2	Declaration of conflict of interest (members)	Nil	John Olsen
1.3	Conflict of Interest	2	Declaration of conflict of interest (Councillors)	Nil	John Olsen
2	New Business				
2.1	Accessible and Inclusive Strategy 2014-24 reporting schedule	10	Distribution of printed copies of the strategy <u>Reporting schedule</u> Quarterly update report on actions Half year summary report on outcomes Annual report on outcomes and impacts	Action: 1. Promotion of Access and Inclusion strategy to take place via Pulse community Radio	C Maplesden and K Deague D Waight and

Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible Officer
			Cr Wellington noted Outcome 5 in plan as being priority for council, and stated that Council are enablers for creating employment opportunities for people with a disability.	2. Summary of best practice policies and research around employment, and NDIS activities in this area to be presented at next meeting.	K Deague
2.2	Casuarina youth leadership program	10	Information about the program, dates, recruitment of participants, expected outcomes. AAAC members may know potential participants who may wish to apply.	Action: YMCA Anglesea to be invited to next meeting to discuss progress of Casuarina program	K Deague
	Access and Inclusion issues arising at SCS		Council projects -opportunities for feedback from AAAC at the planning stage		
2.3	Open Space Strategy update: Ross Wissing	15	Open Space strategy- Update on development of strategy. Open space in SCS makes up 25% of land. Feedback received from community consultation identified two top priorities: 1. Bushland maintenance, 2. Connectivity and access through pathway development.	Action: AAAC will be invited to comment on Draft Open Space Strategy	R Wissing
2.4	Pedestrian safety on paths under Foreshore Committee control	15	C Maplesden discussed a need for clarification about responsible authority, standards for off-road paths and trails. How AAAC can influence GORCC and other authorities via Surf Coast Shire existing partnership.	Action: 1. Identify internal resources and officers who can provide clarity around the standards for trails and shared pathways in the Surf Coast Shire 2. K Deague to send R Wissing email contact to C Maplesden	R Wissing

Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible Officer
2.5	Accessible parking bays and pathways: Mark Gibbons and Sean Keown	10	Information provided regarding recent works in Surf Coast on parking bays. Input from AAAC sought regarding bollards in access parking and compliance against access standards.	Action: Spring loaded bollards are to be investigated by engineering department	M Gibbons and S Keown
2.6	Hearing devices in Council facilities: John Chatterton	10	Information provided about the recent procurement of assistive hearing devices in council facilities to enhance active participation by people with a hearing impairment. As at July 2015, council has allocated funding for access audits across 80 council buildings and facilities. Priorities for improvements will be determined and carried out in 2015-2016.	Action: AAAC will be invited to provide input into priorities for improvement	J Chatterton
3	Actions from previous minutes				
3.1	Access Surf Coast program summary	10	<ul style="list-style-type: none"> Enabling women leadership network – IDPwD proposal at Cowrie market Promotion of four access wheelchairs in the SCS Assistive hearing devices available at five community houses for community hire, and to enhance active participation for people with hearing impairment. Funds made available through NDIA grant. Small launch to follow. 	Action: K Deague to provide an update of activities at future meetings.	K Deague
3.2	Housing for people with a disability	5	Housing Choices attended a recent Council briefing. AAAC members – J Olsen, Cr Rose Hodge and L Mervin are investigating opportunities and feasibility for housing options in Surf Coast Shire. Housing Choices annual report is available to review. See www.housingchoices.com	Action: J Olsen to provide an update of information at future meetings <i>NB: Officers are not working on this initiative as there is no Council resolution or formal commitment to it.</i>	J Olsen
3.3	AAAC member	2	AAAC has two vacancies available.	Action: advertise publicly in local	K Deague

Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible Officer
	recruitment		People with a disability will be encouraged to apply and promotion will take place in Winchelsea Star and Surf Coast Times, NDIA and community organisations.	news sources, council communication channels and send EOI to NDIA and other agencies.	
3.5	Caroline Maplesden discuss background and motivation to join AAAC	10	Caroline has been a passionate orientation and mobility advocate for over 25 years. Her entry into this area stems from early work role as air hostess and learning new skills for supporting passengers with low vision.		
4.	Next Meeting:	1	Meeting to be held on Tuesday 23 June at 11am - Council Offices	Agenda items to be forwarded to K Deague by Tuesday 16 June	All
Next Meeting date: Tuesday 23 June Location: Council Offices					
Future meetings – Final Tuesday of every alternative month, unless otherwise stated. Time: 11:00am – 1:00pm, Address: Shire Offices – 1 Merrijig Way, Torquay					
Dates for 2015 meetings:			24 February, 28 April, 23 June, 25 Aug, 27 October, 8 December		
Ground rules for our Meeting <ul style="list-style-type: none"> We start on time and finish on time We all participate and contribute – everyone is given an opportunity to voice their opinions We use improvement tools that enhance meeting efficiency and effectiveness We actively listen to what others have to say, seeking first to understand then to be understood 			<ul style="list-style-type: none"> We follow-up actions for which we are assigned responsibility and complete them on time We give and receive open and honest feedback in a constructive manner We use data to make decisions (whenever possible) We strive to continually improve our meeting process and build time into each agenda for reflection 		

APPENDIX 2: AUDIT & RISK COMMITTEE MEETING MINUTES – 19 MAY 2015 (D15/43413)

APPENDIX 3: TORQUAY COMMUNITY IMPACT ADVISORY COMMITTEE MINUTES – 12 MAY 2015

TORQUAY COMMUNITY IMPACT ADVISORY COMMITTEE MINUTES

9.00am – 10:30am Tuesday May 12 2015

Surf Coast Shire Offices, 1 Merrijig Drive, Torquay

Chair: Cr Eve Fisher

Present: Cr Eve Fisher (SCS), Jim Lawson (SCS), Wayne Aylmer (CFA), Tony Walker (Vic Pol), Shane Madigan (Vic Pol), Matt Taylor (SCS), Shaun Barling (SCS), David Hansen (Supersprint), Vicki Penrice (Coastal Event Management), Adam Robertson (Surfing Vic), Peter Murphy (Surfing Vic), Phillip Wall (CFA), Virginia Morris (SCS), Nigel Morrison (Vic Pol), Ron Hinkley (Vic Roads)

Apologies: Craig Stevens (**Vic Pol**), Rodney Fawcett (FEMOP/ Barwon Health, Rod Goring (GORCC), Tony Vicary (Worksafe)

Ag.No.	Issue Topic	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
1.	Welcome	Cr Eve Fisher			
2.	Calendar Update	Jim Lawson	Events May- October tabled. Jim Lawson made mention of some work in the off peak period that will focus on emergency management specifically planning around fire season and also waste management at events.	Jim Lawson	9.00am-9.05am
3.	SUSTAINABLE HOOK AND VINE FESTIVAL DEBRIEF	Vicki Penrice reported in this event held for the first time on the Torquay Common on February 28.	Event build began on Thursday- two days out from the event. This allowed safe installation from all suppliers/vendors. Bump out on Saturday and Sunday Event numbers 1800 (less than target)- competing events significant factor in low numbers Crowd Facilities- Ample facilities for the numbers – never a line up for toilets	Jim Lawson	9.05am-9.15am

Ag.No.	Issue Topic	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
			<p>Crowd behaviour Well behaved, didn't want to leave at end of event</p> <p>Waste Management: 3 streams</p> <p>Egress: Worked well despite people not wanting to leave because they were having a good time.</p> <p>First Aid report: just band aids and sunscreen</p> <p>Key learnings: Main one was that a weekend with less competing events needs to be found.</p> <p>2016 Plans and date : Looking at 3 options</p> <p>Questions followed on ticket price and 3228 discount: \$35 full, but many discounts pre event – average at \$25. There was a discount for locals</p> <p>Jim Lawson asked question about contingency date and the likely “buy in” from punters and vendors.</p> <p>Response from Vicki P. – believes the buy in to attending next day at short notice would be strong.</p> <p>Cr Eve Fisher asked question about need for plastic bottles. Discussion followed on achieving a balance between an environmentally sustainable event and the responsibility the event has to ensuring people are drinking enough water</p>		
4.	RIP CURL PRO DEBRIEF	Peter Murphy from Surfing Victoria reported on the Rip Curl Pro held at Bells	Pete Murphy (Surfing Victoria) Event numbers 33000	Jim Lawson	9.15am 9.35am

Ag.No.	Issue Topic	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
		Beach over Easter	<p>Bump in and Bump out of event carried out within the requirements of the licence</p> <p>Facilities on site stood up well to large crowds on Easter Sunday and Easter Monday</p> <p>Crowd/Pedestrian Management: No issues and worked smoothly including the pedestrian crossing from the carpark</p> <p>Security: Pete M happy with the role they played. Security particularly diligent in keeping fans away from base of Rincon Cliffs</p> <p>First Aid-8 minor incidents over the duration of the event</p> <p>Waste: Pleasing result again. Diversion of waste from landfill on a par with good results of previous years. Polymesh banners that cannot be used from year to year diverted to Arts Organisation in Melbourne- a good initiative</p> <p>Emerging Issues: Growth of Vegetation now means that accessible viewing platform is not serving its purpose for visitors to site in wheelchairs. Request from Surfing Vic is for some vegetation trimming to take place so that the accessibility requirements of the POPE can be met.</p> <p>Traffic Management (Jim Lawson) Very tidy and accurate due to</p>		

Ag.No.	Issue Topic	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
			<p>installation for sleeves for temporary signage.</p> <p>Easter Monday traffic leaving for Melbourne post lunch impacted on traffic leaving the site from Jarosite road. Many vehicles had no choice but to turn left and go to the Anglesea to turn at the roundabout.</p> <p>Vic Roads suggested that temporary traffic lights might solve the problem</p> <p>Virginia M suggested radio announcements/ SMS alerts</p>		
5.	Great Ocean and Otway Classic Ride DEBRIEF	<p>David Hansen from Supersprint to present on this event that was staged on Saturday April 18</p> <p>Reports from all relevant agencies including Vic Police, Ambulance Victoria</p>	<p>David Hansen (Supersprint)</p> <p>Numbers 3500 riders</p> <p>Weather: Impacted by headwind that slowed riders in hinterland</p> <p>Some smoke still around from burn offs</p> <p>Rider behaviour: video briefings very effective and from all reports rider behaviour was the best ever.</p> <p>Issues/incidents</p> <p>Traffic Management: Feeder roads to Cape Otway Road were closed ahead of time</p> <p>Deans Marsh Lorne Rd did not reopen at advertised time.</p> <p>Ron Hinkley Vic Roads: Very important that the agreed times are adhered to in the future.</p> <p>Jim Lawson (SCS) reported on impact the extended closure had on local business, farmers, weddings and other events. Noted that wind</p>	Jim Lawson	9.35am-9.55am

Ag.No.	Issue Topic	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
			<p>event was not “out of the box’ and max gusts recorded were 40km/hr</p> <p>David Hansen- seeking a 30min extension to closure for 2016 and a numbers increase (100 extra) for the Epic Ride</p> <p>Jim Lawson (will need further discussion and Lorne CIAC need to feed into this)</p> <p>Medical- EMSA the new provider- 2 incidents only during the event</p> <p>Vic Police: No reported issues. Solos involved have not raised any issues</p> <p>Waste Management: Issue with bins being left overnight and rubbish scatter with strong winds.</p> <p>New contractor “Clean Event” delivered bins without caps.</p> <p>David Hansen acknowledged improvements can be made to the waste program and committed to progress in 2016</p> <p>Jim Lawson (SCS) asked the question about influence event can have on Sponsorship packs as far as content is concerned</p> <p>David acknowledged that they should have influence</p>		
6.	ANZAC DAY TORQUAY Interim report	Jim Lawson reported on the Park and Ride Component of the Anzac Day Dawn Service	<p>Jim Lawson</p> <p>Full debrief to take place soon</p> <p>Jim L – Park and Ride report</p> <p>Lots of work went into planning for the centenary year and expected large crowds did eventuate.</p>	Robyn Lucas Jim Lawson	9.55am- 10.05am

Ag.No.	Issue Topic	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
			<p>Reports had crowds at 13-15000</p> <p>People started turning up at Spring Creek Reserve at 4am – 2hrs early</p> <p>Buses started running from 4.40am because demand was so high.</p> <p>Park and Ride at capacity by 5.35am</p> <p>More than 1200 visitors transferred to service in short period of time.</p> <p>Contingency to provide overflow at Rip Curl Carpark – not really effective despite VMS boards directly motorists that way. People just parked wherever they could</p> <p>Egress worked quite well under the circumstances and pedestrian /vehicle interaction contained well with Bell St closure.</p> <p>Vic Pol very active in the egress phase and efforts appreciated.</p> <p>Nigel Morrison: Big difference was the amount of traffic backed up north and south along the Surf Coast Hwy. Cars backed up to Grossmans Rd in one direction and Hoylake in the other. Police resources used to facilitate movement at these points and had desired impact</p> <p>Discussion followed on carpooling campaign in future years.</p>		
7.	Other Business/Events		None- Meeting Finished 10.05am		

Next Meeting Tuesday November 10 2015

6. ASSEMBLIES OF COUNCILLORS

☐ EMT Report

☐ Council Briefing

☒ Council Report

Meeting Date:

Tuesday, 23 June 2015

Council Meeting Adoption Date:

Tuesday, 23 June 2015

Authors Title: Chief Executive Officer

Department: N/A

Division: N/A

General Manager: N/A

File No: F15/764

Trim No: D15/41272, D15/43678,
D1545266, D15/45734,
D15/46173, D15/45545,
D15/45817, D15/45547

Appendix:

1. Assembly of Councillors Records

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

☐ Yes

☒ No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

☐ Yes

☒ No

Reason: Nil

Purpose

To receive and note the Assembly of Councillors records received since the previous Council Meeting.

Summary

The Local Government Act 1989 section 80A(2) states that the Chief Executive Officer must ensure that the written record of an assembly of Councillors is as soon as practicable reported at an Ordinary Meeting of Council and incorporated in the minutes of that Council Meeting.

Recommendation

That Council receive and note the Assembly of Councillors records for the following meetings:

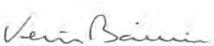
1. Councillor Only Time – 12 May 2015.
2. Infrastructure Priorities Community Engagement – 19 May 2015.
3. Business Improvement – 26 May 2015.
4. Budget Discussion – 26 May 2015.
5. Councillor Only Time – 26 May 2015.
6. Budget Discussion – 2 June 2015.
7. Lorne Men's Shed – 2 June 2015.
8. Council Briefing – 9 June 2015.

APPENDIX 1: ASSEMBLY OF COUNCILLORS RECORDS



Assembly of Councillors Record

Description of Meeting: Councillor Only Time (COT)					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 12 May 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer – Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Sunil Bhalla	N/R		
Cr. Libby Coker	X	General Manager Environment & Development– Kate Sullivan	N/R		
Cr. Eve Fisher	✓	General Manager Culture & Community – Chris Pike	N/R		
Cr. Clive Goldsworthy	✓	Manager Engineering Operations – Brendan Walsh	N/R		
Cr. Rose Hodge	✓	Manager Community Relations – Damian Waight	N/R		
Cr. Carol McGregor	X				
Cr. Brian McKiterick	X				
Cr. Heather Wellington	✓				
Matters Considered at the Meeting (or attach agenda)					
Lorne Men's Shed					

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Responsible Officer Signature:		Print Name: KEITH BAILLIE
Chief Executive Officer Signature: 		Print Name: KEITH BAILLIE
Date: 12 May 2015		
To be completed on conclusion of session and provided to Governance Support Officer		

Disclosure of Interest:

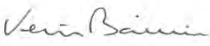
- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest* under the Act [s.80A(3)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].

*The new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.



Assembly of Councillors Record

Description of Meeting: Infrastructure Priorities Community Engagement					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 19 May 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer – Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Sunil Bhalla	✓		
Cr. Libby Coker	✓	General Manager Environment & Development– Kate Sullivan	✓		
Cr. Eve Fisher	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Manager Engineering Operations – Brendan Walsh	✓		
Cr. Rose Hodge	✓	Manager Community Relations – Damian Waight	✓		
Cr. Carol McGregor	✓				
Cr. Brian McKiterick	✓				
Cr. Heather Wellington	✓				
Matters Considered at the Meeting (or attach agenda)					
1. Infrastructure Priorities Community Engagement					

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Responsible Officer Signature:		Print Name: KEITH BAILLIE
Chief Executive Officer Signature: 		Print Name: KEITH BAILLIE
Date: 19 May 2015		
To be completed on conclusion of session and provided to Governance Support Officer		

Disclosure of Interest:

- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest* under the Act [s.80A(3)].
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- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].

**The new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.*



Assembly of Councillors Record

Description of Meeting: Business Improvement					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 26 May 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer – Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Sunil Bhalla	✓		
Cr. Libby Coker	✓	General Manager Environment & Development– Kate Sullivan	✓		
Cr. Eve Fisher	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Manager Business Improvement - Brendan Walsh	✓		
Cr. Rose Hodge	✓				
Cr. Carol McGregor	✓				
Cr. Brian McKitterick	X				
Cr. Heather Wellington	✓				
Matters Considered at the Meeting (or attach agenda)					
1. Business Improvement					

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Responsible Officer Signature:		Print Name: KEITH BAILLIE
Chief Executive Officer Signature:		Print Name: KEITH BAILLIE
Date: 26 May 2015		
To be completed on conclusion of session and provided to Governance Support Officer		

Disclosure of Interest:

- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest* under the Act [s.80A(3)].

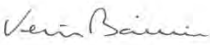
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**The new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.*



Assembly of Councillors Record

Description of Meeting: Budget Discussion					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 26 May 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer – Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Sunil Bhalla	✓		
Cr. Libby Coker	✓	General Manager Environment & Development– Kate Sullivan	✓		
Cr. Eve Fisher	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Manager Finance – John Brockway	✓		
Cr. Rose Hodge	✓	Coordinator Management Accounting – Gabrielle Spiller	✓		
Cr. Carol McGregor	✓	Manager Business Improvement – Brendan Walsh	✓		
Cr. Brian McKitterick	✓				
Cr. Heather Wellington	✓				
Matters Considered at the Meeting (or attach agenda)					
2. Budget Discussion					

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Cr. Clive Goldsworthy	Yes	Declared Conflict of Interest re: Lorne Country Club funding for tennis court upgrades. Cr. Goldsworthy left the room at 3.35pm while item was discussed and returned at 3.38pm.
Cr. Libby Coker	Yes	Declared Conflict of Interest re: Lorne Men's Shed. Cr. Coker left the room at 3.58pm while item was discussed and returned at 4.02pm.
Responsible Officer Signature:		Print Name: KEITH BAILLIE
Chief Executive Officer Signature: 		Print Name: KEITH BAILLIE
Date: 26 May 2015		

To be completed on conclusion of session and provided to Governance Support Officer

Disclosure of Interest:

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**The new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.*



Assembly of Councillors Record

Description of Meeting: Councillor Only Time (COT)					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 26 May 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer – Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Sunil Bhalla	N/R		
Cr. Libby Coker	✓	General Manager Environment & Development– Kate Sullivan	N/R		
Cr. Eve Fisher	✓	General Manager Culture & Community – Chris Pike	N/R		
Cr. Clive Goldsworthy	✓	Manager Engineering Operations – Brendan Walsh	N/R		
Cr. Rose Hodge	✓	Manager Community Relations – Damian Waight	N/R		
Cr. Carol McGregor	✓				
Cr. Brian McKitterick	✓				
Cr. Heather Wellington	✓				
Matters Considered at the Meeting (or attach agenda)					
1. Council Agenda 26 May 2015 – Item 3.4 Spring Creek Precinct Structure Plan Funding Agreement					

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Responsible Officer Signature:		Print Name: KEITH BAILLIE
		Print Name: KEITH BAILLIE
Date: 26 May 2015		
To be completed on conclusion of session and provided to Governance Support Officer		

Disclosure of Interest:

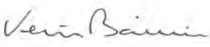
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Assembly of Councillors Record

Description of Meeting: Budget Discussion					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 2 June 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer – Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Sunil Bhalla	✓		
Cr. Libby Coker	✓	General Manager Environment & Development– Kate Sullivan	✓		
Cr. Eve Fisher	X	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Manager Finance – John Brockway	✓		
Cr. Rose Hodge	✓	Coordinator Management Accounting – Gabrielle Spiller	✓		
Cr. Carol McGregor	✓				
Cr. Brian McKiterick	✓				
Cr. Heather Wellington	✓				
Matters Considered at the Meeting (or attach agenda)					
3. Budget Discussion					

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Responsible Officer Signature:		Print Name: KEITH BAILLIE
Chief Executive Officer Signature: 		Print Name: KEITH BAILLIE
Date: 2 June 2015		
To be completed on conclusion of session and provided to Governance Support Officer		

Disclosure of Interest:

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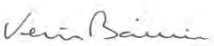
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Assembly of Councillors Record

Description of Meeting: Lorne Men's Shed					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 2 June 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer – Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Sunil Bhalla	✓		
Cr. Libby Coker	X	General Manager Environment & Development– Kate Sullivan	✓		
Cr. Eve Fisher	X	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Co-ordinator Open Space Projects – Leanne Lucas	✓		
Cr. Rose Hodge	✓	Recreation Development Officer – Jarrod Westwood	✓		
Cr. Carol McGregor	✓	Manager Planning & Development – Brydon King	✓		
Cr. Brian McKitterick	✓	Contracts & Projects Engineer – Simon Jeanes	✓		
Cr. Heather Wellington	✓	Coordinator Design & Traffic – Mark Gibbons	✓		
		Co-ordinator Environmental Health – Adam Lee	✓		
Matters Considered at the Meeting (or attach agenda)					
4. Lorne Men's Shed					

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Responsible Officer Signature:		Print Name: KEITH BAILLIE
Chief Executive Officer Signature: 		Print Name: KEITH BAILLIE
Date: 2 June 2015		
To be completed on conclusion of session and provided to Governance Support Officer		

Disclosure of Interest:

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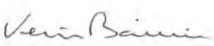
**The new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.*



Assembly of Councillors Record

Description of Meeting: Council Briefing					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 9 June 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer – Keith Baillie	✓	Chair Audit & Risk Committee - Brian Keane	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Sunil Bhalla	✓	Vic Roads – David Fary	✓
Cr. Libby Coker	✓	General Manager Environment & Development– Kate Sullivan	✓	Vic Roads - Christine Delaney	✓
Cr. Eve Fisher	✓	General Manager Culture & Community – Chris Pike	✓	Hail Design - Jason Stancombe	✓
Cr. Clive Goldsworthy	✓	Manager Planning & Development – Brydon King	✓		
Cr. Rose Hodge	✓	Manager Aged and Family – Robyn Stevens	✓		
Cr. Carol McGregor	✓	Manager Leisure and Wellbeing – Janice Lane	✓		
Cr. Brian McKitterick	✓	Manager Business Improvement – Brendan Walsh	✓		
Cr. Heather Wellington	✓	Manager Environment & Community Safety – Rowan Mackenzie	✓		
		Coordinator Environment – Kate Smallwood	✓		
		Coordinator Communications and Community Relations - Darryn Chiller	✓		
		Administration Officer Governance & Risk – Bev Farnsworth	✓		
Matters Considered at the Meeting (or attach agenda)					
5. CEO Briefing (30 mins)					
6. Audit & Risk Committee Chair's Report (30 Mins)					
7. Infrastructure Priorities Community Engagement (Presentation)					
8. Business Improvement Strategic Principles					
9. Lorne Men's Shed License Agreement (To be tabled)					
10. Removal of B Double access route on Barrabool Road, Gnarwarre					
11. Declaring Winchelsea an RV Friendly Town					
12. Review of the Instrument of Delegation for the Surf Coast Tourism Board					
13. The Rebranding (logo) of the National Australian Surfing Museum (Presentation)					
14. Planning Permit Application 14/0339, Adventure Park Proposal, 660 Great Ocean Road, Bellbrae					
15. Amendment C103 – Miscellaneous Amendment - Authorisation					
16. Rural Conservation Zone					
17. Unconventional Gas - Surf Coast					
18. Communications and Community Engagement Strategy 2015-2018					

19. Torquay Synthetic Hockey Pitch Feasibility Study
20. Design for Torquay North Recreation, Play and Skate Zone, Update
21. Eastern Reserve Committee of Management - Business Plan
22. Policy Review – SCS-020 Community Bus, SCS-006, Community House, SCS-008 Senior Citizens

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Cr. Libby Coker	Yes	Cr. Libby Coker declared a conflict of interest in Item 5 Lorne Men's Shed License Agreement - Indirect conflict - under section 78E of the Local Government Act 1989 due to owning a property nearby to the associated township. Cr. Coker left the room at 4:56pm. Cr Libby Coker was absent whilst this matter was discussed
Responsible Officer Signature:		Print Name: KEITH BAILLIE
Chief Executive Officer Signature: 		Print Name: KEITH BAILLIE
Date: 9 June 2015		
To be completed on conclusion of session and provided to Governance Support Officer		

Disclosure of Interest:

- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest* under the Act [s.80A(3)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].

*The new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.

7. URGENT BUSINESS/PETITIONS/NOTICES OF MOTION

7.1 Lorne Men's Shed (NOM-130)

Surf Coast Shire Council Notice of Motion NOM-130

I, Councillor Heather Wellington, give notice that at the next Ordinary Meeting of Council to be held on Tuesday, 23 June 2015, I intend to move the following motion:

Motion

That Surf Coast Shire:

- ceases further development of the Lorne's Men's Shed pending an independent view;
- immediately commissions a qualified statutory planner, acceptable to affected residents, Council and the Men's Shed Group, to conduct a review and provide advice on the appropriate location of the shed, in accordance with terms of reference developed by Council in consultation with relevant parties; and
- requests a comprehensive report by the independent consultant to Council within four weeks of commissioning of the review.

Rationale

The Lorne Men's Shed is a very worthy community project. Men's sheds are well-recognised for their positive impact on men's health and wellbeing, and their contributions to the community. I strongly support development of a men's shed in Lorne.

Development of the Lorne Men's Shed was promoted by the Lorne Men's Shed Inc, in collaboration with Council (directly, and through the s.86 committee that manages Stribling Reserve).

Council, in collaboration with the Lorne Men's Shed Inc. and the s.86 committee, decided to locate the shed on Crown Land in Stribling Reserve, on the corner of Otway and Williams Streets Lorne. State Government permission was sought and obtained, plans were prepared and the ground was cleared and leveled.

Had a normal planning permit process been undertaken, neighbouring residents would have been notified of the proposed development and been invited to contribute their views prior to a decision being made on the location of the shed. Council relied on a clause in the Surf Coast Planning Scheme, however, that enables developments of buildings or works to proceed without a planning permit if their estimated cost is \$1,000,000 or less and they are carried out by or on behalf of a municipality. On the basis of that clause Council was not required to consult residents (although it could have chosen to do so).

Substantial works as described above were completed before affected residents became aware of the decision to build a large shed on public parkland opposite their homes.

When residents became aware, they raised a range of concerns including loss of public open space, failure to comply with the Stribling Reserve Master Plan, safety of a crossover close to the intersection of Otway and William Street, local parking impacts, noise impacts and visual amenity impacts.

Council then instituted a consultation process, however resident concerns remain unaddressed.

While residents question the appropriateness of locating the shed in the reserve at all, the majority of residents who have engaged in this discussion have confirmed that they believe a better outcome would be achieved if the shed were relocated six metres further into the reserve, which would enable:

- effective visual screening from William Street;
- people attending the men's shed to park in and access the shed from within the reserve, thereby ameliorating parking impacts and, potentially, reducing cost; and
- amelioration of noise concerns.

Lorne Men's Shed (NOM-130)

This solution has not been recommended by officers, on the basis that it would result in an additional cost of \$30,000 to \$90,000. The detail of that cost, which is a 'high level' estimate only, is not included in the officers' report to Council and it is unclear how much analysis has been done to arrive at it. Further, it is not clear how much of the predicted additional cost relates to work that was (but clearly should not have been) undertaken prior to residents being consulted. The outcome has been poor for all parties. The Men's Shed Group is extremely frustrated by delays. A number of residents are deeply distressed at what they perceive as an oppressive disregard by Council and a majority of the community of their right to express legitimate:

- concerns about the impact of this development on their personal circumstances; and
- expectations that their concerns will be responded to reasonably.

Council has a commitment to good governance. In the circumstances, it would be appropriate for residents' suggestion of moving the shed further north (by six metres) and their additional suggestion that it should be accessed from the existing road into the reserve to be objectively assessed. Had a planning permit process applied, residents would have had the option of an independent review through VCAT. Because the decision was made prior to any consultation with residents, and despite consultation has now been affirmed without substantial change being recommended by officers, residents lack confidence in Council's objectivity. An independent review would provide them with an equivalent process to the process they would have accessed through VCAT, and would enable Councillors to satisfy themselves that reasonable options that would address residents' concerns have been fully considered.

This issue is not about whether residents or Councillors support the development of a men's shed in Lorne. The project is strongly supportable. The issue is whether fair process has been followed and, in the absence of fair process, whether an appropriate decision on the location of the shed has been reached.

Council can remediate concerns about process by supporting an independent review of the conclusion that has been reached.

I commend this Notice of Motion to Council.

Cr. Heather Wellington
Councillor

Date: 18 June 2015

8. IN-CAMERA

Recommendation

That Council pursuant to section 89(2) *(h) Other Matters* and *(a) Personnel Matters* of the Local Government Act 1989, close the meeting to members of the public at pm to resolve on matters pertaining to the following items:

8.1 Assemblies of Councillors Confidential

8.2 CEO Employment Matters Committee

8.3 Torquay North Children's Centre Project Reference Group

Recommendation

That:

1. The resolution and report pertaining to In-Camera items 8.1 and 8.2 remain In-Camera.
2. The resolution of In-Camera item 8.3 be made public and the report remain In-Camera.
3. Council open the meeting to the public atpm.

Close: There being no further items of business the meeting closed at: