



ORDINARY COUNCIL MEETING

AGENDA

WEDNESDAY 22 AUGUST 2018

AT 4PM

BEEAC RECREATION RESERVE HALL

Next Council Meeting: 26 September 2018

COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

22 AUGUST 2018

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COLAC OTWAY SHIRE COUNCIL ORDINARY MEETING

NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held at the Beeac Recreation Reserve Hall on 22 August 2018 at 4pm.

AGENDA

1. THE MEETING IS DECLARED OPEN

OPENING PRAYER

Almighty God, we seek your blessing and guidance in our deliberations on behalf of the people of the Colac Otway Shire. Enable this Council's decisions to be those that contribute to the true welfare and betterment of our community.

AMEN

2. PRESENT

3. APOLOGIES

4. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

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

I ask that we all show respect to each other and respect for the office of an elected representative.

All Council and Committee meetings are audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings.

Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy.

In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission.

Council will not use or disclose the recordings for any other purpose. It is an offence to make an unauthorised recording of the meeting.

5. QUESTION TIME

A maximum of 30 minutes is allowed for question time. To ensure that each member of the gallery has the opportunity to ask questions, it may be necessary to allow a maximum of two questions from each person in the first instance. Once everyone has had an opportunity to ask their initial questions, and if time permits, the Mayor will invite further questions.

Please remember, you must ask a question. If you do not ask a question you will be asked to sit down and the next person will be invited to ask a question. Question time is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting (subject to attendance and time).
2. Questions from the floor.

6. TABLING OF RESPONSES TO QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETINGS

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

7. PETITIONS/JOINT LETTERS

A petition requesting a footbridge at the end of Harris Street, Colac over the Barongarook Creek has been received from a community member. The petition is from 157 people.

While the petition is not fully compliant in accordance with Colac Otway Shire's Governance Local Law 4 and its Petition & Joint Letter Guidelines, a report responding to it will be tabled at the Ordinary Council meeting to be held on 26 September 2018.

An online petition regarding Colac Otway Shire's 2018/2019 draft budget for the Old Beechy Rail Trail has come to attention of Council. As of 7 August 2018, the online petition page stated that "1,228 have signed".

While the petition was never formally submitted to Colac Otway Shire Council and is considerably non-compliant with respect to Colac Otway Shire's Governance Local Law 4 and its Petition & Joint Letter Guidelines, a report responding to it will be tabled at the Ordinary Council meeting to be held on 26 September 2018.

It is proposed that a review of the procedure relating to petitions and joint letters as per Division 10 of Governance Local Law 4 and the Colac Otway Shire Petition & Joint Letter Guidelines be undertaken in the near future to consider the existing requirements constituting a compliant petition or joint letter.

8. DECLARATIONS OF INTEREST

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

Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

9. CONFIRMATION OF MINUTES

- **Ordinary Council Meeting held on 25 July 2018.**

RECOMMENDATION

That Council confirm the above minutes.

ORDINARY COUNCIL MEETING

APOLLO BAY HARBOUR PRECINCT EOI & REDEVELOPMENT PLAN PROCESS REVIEW

OM182208-1

LOCATION / ADDRESS	Apollo Bay Harbour Precinct	GENERAL MANAGER	Gareth Smith
OFFICER	Simon Clarke	DIVISION	Development & Community Services
TRIM FILE	F15/8131	CONFIDENTIAL	No
ATTACHMENTS	<ol style="list-style-type: none"> 1. Apollo Bay Harbour Precinct Redevelopment Plan & EOI Process Review 2. Revised Terms of Reference for PCG - Apollo Bay Harbour Precinct Redevelopment August 2018 		
PURPOSE	To endorse a revised Expression of Interest process for the future development of Apollo Bay Harbour.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Council, and the Apollo Bay community, has for many years sought to develop the Apollo Bay Harbour Precinct. Council endorsed a process to progress the Apollo Bay Harbour Precinct EOI and Tender Process at its 13 December 2017 Ordinary Council meeting.

As part of advancing the development of an EOI, Council officers sought technical expert input from relevant government agencies and from consultants experienced in the management of EOI processes. Concerns were collectively raised with respect to the prospects of achieving any significant interest from the private sector in undertaking the EOI process, given a number of technical uncertainties associated with the harbour precinct and that the financial returns are unlikely to encourage private sector to commit capital to a development.

Therefore, Council officers have had cause to review the current endorsed EOI process with the view to remove some of the technical uncertainties associated with the harbour. This review recommends an alternative EOI process that essentially brings forward the preparation of the Development Plan required under the Apollo Bay Harbour Special Use Zone, prior to developing and undertaking the EOI process.

Should Council support the recommended change in process, it is also recommended that the governance model for the Project Control Group be reviewed, as it was originally established for an EOI process only and not the Development Plan. Officers recommend extending the PCG scope to include the Development Plan process and expanding its membership to include Transport for Victoria as a key stakeholder.

3. RECOMMENDATION

That Council endorse:

- 1. *The revised Development Plan and Expression of Interest and Tender process proposed for redevelopment of the harbour precinct as outlined in this report.***
- 2. *The attached amended Terms of Reference for the existing Apollo Bay Harbour EOI Project Control Group noting the following changes:***
 - a. *Renaming to the "Apollo Bay Harbour Precinct Redevelopment Project Control Group".***
 - b. *Extend its current scope to include oversight of the Development Plan process as well as any future EOI and tender process.***
 - c. *Include Transport for Victoria within its membership.***

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The history of the Apollo Bay Harbour precinct is significant. Redevelopment of the harbour, to provide improved boating and recreational facilities for residents and visitors while protecting the heritage landscape and improving public realm assets that make the harbour attractive, has been a long term goal for Council and the community.

Council has for many years sought to develop a strategic plan to facilitate the redevelopment of the Apollo Bay Harbour precinct.

At the Council meeting held on 22 February 2017 Council endorsed the awarding of “*Contract 2016/17-50 – Purpose for Market Testing of the Apollo Bay Harbour Precinct*”, to Essential Economics Pty Ltd. This process concluded with the submission of a Market Testing Report to the 23 August 2017 Council meeting.

The market testing process was the first stage of the process to assist in the preparation of the Development Plan.

The market testing reported that a modest level of private sector interest exists in the order of \$2M to \$10M investment in the harbour precinct based on the current planning controls, and that significant public investment will be required to fund the majority of public infrastructure at the harbour.

The market testing report also made the following recommendations:

1. That Council, in consultation with relevant government agencies, designs an appropriate transparent process to invite private sector proposals that are consistent with the existing planning controls; and
2. Whichever process is taken to advance the potential for commercial development in the harbour precinct, there is a need to progress the securing of government funds to significantly upgrade the public infrastructure. An advocacy plan will need to be developed in order to obtain funding for public infrastructure improvements.

Consequently, Council endorsed a proposed EOI and tender process at its 13 December 2017 Ordinary Council meeting for the proposed redevelopment of the harbour precinct. The purpose of the EOI process is to invite private sector proposals for the harbour precinct including the preparation of a Development Plan needed to guide future development in the harbour under the Special Use Zone.

A Project Control Group was established prior to the market testing process for the purpose of overseeing the EOI process comprising:

- Mayor – Colac Otway Shire
- General Manager Development and Community Services – Colac Otway Shire
- Manager Planning Building and Health – Colac Otway Shire
- Manager Services and Operations – Colac Otway Shire
- Department of Economic Development, Jobs, Transport and Resources (DEDJTR)

- Department Environment, Land, Water and Planning (DELWP)
- Regional Development Victoria (RDV)
- Transport for Victoria
- Three (3) to nine (9) community representatives from the Apollo Bay community.

This group has met regularly over the past 12 months and has proved an effective way of engaging the community directly on the design and outcome of the process as it unfolds.

KEY INFORMATION

Prior to proceeding to the next stage of the EOI and tender process, officers have sought further advice from government agencies and independent EOI management professionals with respect to the EOI process. Preliminary advice has raised concerns regarding the potential to attract private sector investment in the EOI process given:

- technical uncertainties (i.e. lack of technical information/information gaps)
- lack of certainty regarding government funding to implement complementary public infrastructure improvements
- poor understanding of the provisions of the Special Use Zone and
- potential private sector financial returns that don't justify committing capital to facilities the private sector would use.

The advice provided is that the current process is unlikely to achieve much private sector interest towards capital works, including facilities they would utilise. Rather interest would likely be limited to leasing facilities and contributing to their fit out, but not their development. The advice is that an EOI process would be far more likely to succeed in attracting private investment if a plan was to exist expressing direction on how the precinct was to be developed with public infrastructure improvements, and further information was available to address potential building costs related to issues such as environmental constraints, cultural heritage constraints, geotechnical/coastal erosion issues and the like. Removing or reducing these cost uncertainties, and providing a plan to prospective investors which has committed Government funding for implementation is likely to support greater interest in an EOI.

Officers have therefore had cause to rethink the steps required to achieve successful private sector interest in the harbour, and have developed an alternative option for the EOI process which seeks to address some of the disadvantages associated with the current endorsed process.

The proposal is to bring forward the preparation of a Development Plan prior to undertaking the EOI and tender process as this is more likely to be attractive to both private investors and government to secure the investment needed in the harbour. It would involve the complementary preparation of a Business Case that assesses the various options for development of the harbour precinct, their viability, and economic return based on leasing/development scenarios. The Business Case would be prepared in close partnership with the Development Plan to ensure they integrate, and that the ultimate plan reflects the position which has best chance of being economically successful and gaining Government funding support.

The steps involved in the alternative Apollo Bay EOI & Development Plan process are shown in Table 1.

Advantages and disadvantages of the current endorsed process are compared with the alternative process in Attachment 1. It is noted that reference at Step 3 is made in the alternative process to sub-staging development of the Fisherman’s Co-op. The Co-op has been successful in developing its take-away fish and chips business in recent years but has been prevented from pursuing its plans for an expanded business to include indoor seating by the lack of an approved Development Plan. Given the long term existence of the Co-op on this site and role in supporting the current fishing industry, there will be no proposal in any future Development Plan to change the use of their site (ie to market test the lease with other competitors). In this context, officers have sought to explore how the Co-op may be supported to develop their site earlier than finalisation of the full Development Plan and EOI/tender process. This could be achieved through staging of the approval of a Development Plan to allow development of that particular part of the precinct whilst the balance is still being refined. It would be important however to ensure that any development of the Co-op site does not prejudice development in the balance of the precinct (ie by constraining building height in the foreground, etc). It is therefore referenced as a possibility, but would be subject to further consideration as the Development Plan is prepared.

Table 1: Alternative EOI and Tender process

Step	Action		
1	Collate technical documentation, gap analysis to address any information gaps: <ul style="list-style-type: none"> • Geotechnical; • Flora/fauna; • Cultural heritage, including any native title implications; • Traffic and parking; • Infrastructure capacity (e.g. sewer capacity, electricity etc.); • Land contamination; • Land and design requirements for depot/port manager; • Golf course implications; • Private sector commercial analysis; and • Dredging and reclamation (Preliminary or full technical documentation)		
2	Engage consultant (with urban design/place-making skills) to prepare a draft development plan, potentially including ‘wire-frame’ building envelopes – heights and footprint etc.	Develop business case: <ul style="list-style-type: none"> • Assess options and recommend most viable • Present case for government investment • Review land tenure options 	Community engagement
3	Finalise a draft Development Plan		Option to sub-stage development plan to allow Fishing Co-op* to develop earlier: <ul style="list-style-type: none"> • Approve concept development plan as Stage 1 • Co-op lodges permit application * Note: Fishing Co-op is not part of the EOI process

Step	Action
4	Council / State / Federal government commit financial investment
5	EOI based on preferred plan from business case
6	Appoint preferred candidate
7	Develop final development plan and endorse
8	Finalise tenure and lease terms
9	Request for Tender – Final proposal
10	Planning permits, Coastal Management Consents etc.

In accordance with the market testing recommendations, officers have also prepared two draft advocacy documents for the harbour:

1. Port of Apollo Bay Harbour: *How Government Can Invest*

Advocacy for funding to undertake asset renewal and repair to secure the ongoing operations and viability of the harbour to protect the existing contribution of \$43 million to the economy; and

2. Apollo Bay Harbour Precinct: *How Government Can Invest*

Advocacy for public investment improvements in the harbour precinct to facilitate a vibrant, effective and safe harbour providing further stimulus to the economic and social growth of Apollo Bay.

Council has recently met with the relevant State Government agencies including Department of Environment Land Water & Planning (DELWP), Regional Development Victoria (RDV), Transport for Victoria (TfV) and Department of Economic Development, Jobs, Transport & Resources (DEDJTR) to examine ways to best unlock the economic potential of the harbour and to present the immediate and urgent asset renewal needs as outlined in the draft Port of Apollo Bay advocacy document. The alternative Apollo Bay EOI process was tabled as part of these discussions. Positive suggestions for progressing advocacy for the harbour were presented in the meeting and there was a general consensus that the alternative process of committing to the preparation of a Development Plan and Business Case prior to undertaking the EOI had merit and was a preferable strategy.

An Apollo Bay Harbour EOI PCG meeting with the broader stakeholder group was held on 26 July 2018 to discuss the alternative approach to the EOI and tender process. There was a consensus that the revised process was a positive step. Table 1 reflects input from the PCG which amongst other things, included:

- A closer relationship between draft Development Plan preparation and developing a business case
- Explicit recognition of community engagement as part of the draft Development Plan preparation
- Sub-staging development of the Fishing Co-op to only occur after a draft Development Plan is complete (although a commitment on this timing was not made) and
- Recognising the need for endorsement of a final Development Plan.

It should be noted that the PCG was established to consider the EOI process for the harbour, and not for consideration of the Development Plan. Should Council resolve to endorse the suggested alternative process, the PCG Terms of Reference needs to be reviewed for this purpose.

An amended Terms of Reference has been included at Attachment 2. It is proposed to maintain the on-going working relationship with the current representatives of the PCG, with a recommendation to add a representative from Transport for Victoria (TfV). The inclusion of TfV recognises their role in funding and oversight of port management and development, including the Apollo Bay Harbour. Other stakeholders, such as the representatives from the Fishing Co-op could be invited to attend meetings on an as-need basis. The name of the PCG is recommended to be changed to reflect its broader scope. RDV has indicated it would take a more active role in the PCG. The PCG supported the proposal to broaden its scope and the previously mentioned changes to their Terms of Reference.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The Apollo Bay Harbour EOI Project Control Group continues to contribute to the process and have supported the proposed change to the process and the PCG scope and membership.

The revised process provides earlier engagement with the community by bringing the development plan process forward.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The EOI process for Apollo Bay Harbour is consistent with the following Council Plan Goals:

“Our Prosperity:

- Plan for infrastructure, assets and land use with a long-term vision for economic growth.
- Strengthen partnerships with key stakeholders to benefit the wider community.”

ENVIRONMENTAL IMPLICATIONS

Some of the technical reports highlighted in step 1 of the alternative EOI process (Table 1) will address environmental matters (e.g. flora and fauna, land contamination etc.).

SOCIAL & CULTURAL IMPLICATIONS

The Apollo Bay Harbour precinct is a prominent and historic feature of the Great Ocean Road and the coastal town of Apollo Bay. The Harbour provides public access to recreational boating, as well as commercial access to fishing and harbour operations. The Harbour precinct also borders a picturesque nine-hole golf course.

The Harbour precinct is still home to a fleet of approximately ten commercial fishing vessels. Without the protection of the Harbour precinct, support of the Cooperative and access to the Port’s slipway and maintenance facilities, this vibrant industry and all of the local social and economic benefits that flow from it, could be lost

ECONOMIC IMPLICATIONS

To support Council’s advocacy documents, further work has been undertaken by MacroPlan Dimasi which presents a high-level cost-benefit analysis relating to the future expansion and redevelopment of the Apollo Bay Harbour precinct. Three scenarios were considered (Business-as-usual, Partial/Staged Redevelopment, and Comprehensive Redevelopment). The report concludes that Council needs to maximise the funding to create the critical mass in visitation and utilisation of the harbour precinct and to generate the maximum multiplier and flow-on benefits to the local economy, employment and growth and continuous development of the harbour precinct and the wider township.

The Macroplan assessment indicates that redevelopment of the Harbour at an estimated cost of about \$17 million would create an estimated 80 full time construction jobs, \$85,300 additional annual tourism visitor expenditure, and a potential 120-390 accommodation rooms.

Further work needs to be undertaken to supplement the cost-benefit analysis to include a 'Do-nothing' scenario to measure the potential lost opportunities of taking no action (e.g. loss of fishing fleet to other ports, loss of water-sport and recreational opportunities). The findings of the cost-benefit analysis will be included in the draft advocacy documents once finalised.

As noted above, one of the proposals for an amended process is to support consideration of a staged approval of the Development Plan to allow redevelopment of the Fishing Co-op following the further technical work and initial Development Plan. This would enable the Co-op to develop much sooner than otherwise waiting for completion of the full EOI process.

LEGAL & RISK IMPLICATIONS

Further legal and risk implications would be considered as part of the development of the technical studies required to support a development plan.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Council has allocated \$200,000 to progress the EOI and Development Plan in 2018/19. Estimates for undertaking the revised process suggest this can be achieved within the current budget.

Council continues to advocate for funding for the harbour and is yet to secure any external grant funding to assist. It is more likely that RDV or other State agency would assist in funding the Development Plan and Business Case if the alternative process is adopted.

7. IMPLEMENTATION STRATEGY

DETAILS

Key stages of implementation are outlined above in Table 1.

COMMUNICATION

Assuming Council endorses the revised process media releases will be distributed to inform the community, including through the Apollo Bay News Sheet. The PCG will also be informed directly, including the broadened scope of their role.

Officers are working with State agencies to advocate for the harbour and to further refine the EOI process. A specialist advocate has been engaged and an advocacy strategy being developed to continue to pursue government funding for the harbour.

TIMELINE

It is estimated that the Development Plan and Business case process could be completed by April 2019, with an EOI process to commence once Government funding is committed to the project. This brings the completion of the Development Plan forward by about 12 months compared to the previously adopted EOI process.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



Apollo Bay Development Plan & EOI Process Review

Current Endorsed Process

- EOI and select preferred tenderer to develop the Development Plan
- Seek Government funding for infrastructure

Basic Steps

Step	Action
1	Appoint consultancy to prepare and advise on EOI documentation and process
2	Appoint Probity Adviser
3	Prepare EOI documentation (consultant)
4	Sign off on EOI documentation
5	Undertake EOI
6	Assess EOI (short-list)
7	Council approval to proceed to tender (briefing & meeting)
8	Undertake tender
9	Council acceptance of preferred tender(s) subject to development plan and planning permit
10	Based on the preferred tender and Council's direction prepare the draft Development Plan with background documents for consultation
11	Review and finalise the draft plan
12	Preferred tenderer to lodge planning permit application
13	Stakeholder consultation
14	Submission review and response to finalise Development Plan
15	Issue Planning Permit

Benefits / disadvantages

Benefits	Disadvantages
<ul style="list-style-type: none"> • Better match between market and development plan • Different approach to previous failed efforts • Agreed approach • Innovative 	<ul style="list-style-type: none"> • No Council financial commitment known • Difficulty attracting private investment due to: <ul style="list-style-type: none"> ○ Technical uncertainties (i.e. lack of information) ○ Lack of certainty regarding government funding ○ Tenure issues being uncertain • While the zone is prescriptive, people interpret it incorrectly • Lack of understanding of the Special Use Zone and what is possible • Hard for people to imagine • Less Council control in outcome • Community not engaged well in process (i.e. at end stage only) • Fishing Co-op restricted (everybody stuck) • Time taken to reach the end of the process
<p>Preliminary advice is that this process is unlikely to achieve much interest and such interest is likely to be limited to leasing a building</p>	



Apollo Bay Development Plan & EOI Process Review

Potential Alternative Process

- Council develops the Development Plan & Business Case for Implementing Plan
- Government confirms finance for public infrastructure and EOI based on endorsed Development Plan

Basic Steps

Step	Action/Preliminary cost			Start/Finish
1	Collate technical documentation & undertake any information gaps:			August 2018
	<ul style="list-style-type: none"> • Geotechnical, Ground Water, Dredging and Reclamation (\$25k); • Flora/fauna (\$10k); • Cultural heritage, including any native title implications (\$10k); • Traffic and parking (\$15k); • Infrastructure capacity (e.g. sewer capacity, electricity etc.) (in-house cost); • Land contamination (\$15k); • Land and design requirements for depot/port manager (in-house cost); • Golf course implications; (in-house cost) and • Coastal hazard assessment (complete). 			
	Engage technical assessments where required to fill gaps to ensure appropriate level of detail.			December 2018
	TOTAL ~ \$75K			
2	Prepare Draft Development Plan	Develop business case:	Community engagement	Sept/Oct 2018
	<ul style="list-style-type: none"> • Engage consultant (with urban design/place-making skills) to prepare a draft development plan • Potentially including 'wire-frame' building envelopes – heights and footprint etc. 	<ul style="list-style-type: none"> • Assess options and recommend most viable • Present case for government investment • Review land tenure options 		
	STEPS 2 - 3 TOTAL ~ \$100-\$150K			March 2019

Step	Action/Preliminary cost		
3	Finalise a draft Development Plan	Option to sub-stage development plan to allow Fishing Co-op* to develop earlier (i.e. before balance of process is completed):	
		<ul style="list-style-type: none"> • Approve concept development plan as Stage 1 • Would need to ensure preferred precinct outcomes are not prejudiced • Co-op lodges permit application 	
		* Note: Fishing Co-op is not part of the EOI process	April 2019
4	Council / State / Federal government commit financial investment		Nov-Dec 2018 May 2019 (Hold Point)
5	EOI based on preferred plan from business case		Timing dependent on Step 4 STEPS 4 - 9 TOTAL ~ \$80K
6	Appoint preferred candidate		
7	Finalise and endorse Development Plan following community consultation		
8	Finalise tenure and lease terms		
9	Request for Tender – Final proposal		
10	Planning permits, Coastal Management Consents etc.		



Apollo Bay Development Plan & EOI Process Review

Potential Alternative Process (Continued)

- Council develops the Development Plan & Business Case for Implementing Plan
- Government confirms finance for public infrastructure and EOI based on endorsed Development Plan

Benefits / disadvantages

Benefits	Disadvantages
<ul style="list-style-type: none">• More certainty of outcome• Higher potential for private investment interest• Understanding technical constraints• Resolve tenure issues early• Better understanding of development possibilities• Better (and earlier) community engagement• Potential for the Fishing Co-op develop earlier	<ul style="list-style-type: none">• Potential limitations on project imposed by community expectations• Negative feedback from community – changing direction midway (again!)
<p>Preliminary advice is this process is likely to be more attractive for investors and government to invest (better Business Case and more likely to succeed)</p>	

TERMS OF REFERENCE

**Project Control Group
Apollo Bay Harbour Precinct Redevelopment**

August 2018

1. PURPOSE

Planning Scheme Amendment C73 rezoned the Apollo Bay Harbour to Special Use Zone (SUZ2) to express the preferred form of development in response to extensive community consultation. The SUZ2 requires that a Development Plan is prepared prior to development occurring within the Harbour precinct.

None of the former plans developed by Council have any status – whilst they are useful inputs into the development of a plan, a new plan will need to be prepared which meets the Special Use Zone requirements.

An endorsed Development Plan needs to detail how the land will be developed by determining the specific locations and types of land uses, the layout of any buildings or works, building envelopes (including heights, elevations and building footprint), site plans, and allocation of car parking, setbacks and detailed floor plans.

Until a Development Plan is approved, Council cannot consider any proposal for use and/or development which requires a planning permit (it is noted that some works can occur without a development plan such as routine harbour management operations and minor works).

Council has resolved to prepare a draft Development Plan, which meets the expectations of the community based on the planning controls in place through the SUZ2. Following development of a draft Development Plan, an Expression of Interest (EOI) will be presented to the private sector to enable the market to respond to the draft Development Plan.

Council is keen to take a different approach to engagement with the community and stakeholders than has occurred in the past, and has resolved to establish a Project Control Group that includes community members for the purpose of directing the Expression of Interest process and its content.

The purpose of the Project Control Group (PCG) is to:

- Provide input into the preparation of a draft Development Plan for SUZ2.
- Design the Expression of Interest (EOI) content and process for preparation of a development plan at the Harbour.
- Develop the process for targeted consultation with the community and stakeholders.
- Assess market responses to the Expression of Interest (EOI) process, and develop options and recommendations to Council.

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MEMBERSHIP

Membership will reflect key stakeholder interest in the redevelopment of the Apollo Bay Harbour and include:

- Mayor – Colac Otway Shire
- General Manager Development and Community Services – Colac Otway Shire
- Manager Planning Building and Health – Colac Otway Shire
- Manager Services and Operations – Colac Otway Shire
- Department of Economic Development, Jobs, Transport and Resources (DEDJTR)
- Department Environment, Land, Water and Planning (DELWP)
- Regional Development Victoria (RDV)
- Transport for Victoria
- Three (3) to nine (9) community representatives from the Apollo Bay community

Other community stakeholders can be invited to attend meetings on an as needed basis.

The PCG will be provided secretariat support by the Council's Coordinator Strategic Planning.

Community members of the PCG will be endorsed by Council through resolution at a Council meeting, following an open expression of interest process.

Nominations for community representatives should respond to the following selection criteria:

- Member of a local group/organisation which has an interest in Apollo Bay and the harbour precinct
- Ability to represent a diversity of community views
- Permanent/non-permanent residency

Persons nominating to be represented on the PCG should be capable of representing the broad cross section of views within the community.

Council reserves the right to change the community membership if a member withdraws from the role and/or if the conduct of a representative does not accord with the expectations of behaviour established in this document.

2. MEETINGS

Meetings will be on a monthly basis, or at a frequency required to support the effective management of the project, and will alternate between Colac Otway Shire office in Colac and Apollo Bay.

In the event that a member of an organisation/community group cannot attend the meeting, a nominated delegate will be briefed and attend in their place.

The PCG will be facilitated by the Mayor of the Colac Otway Shire.



3. REPORTING

The Agenda and Minutes will be kept and distributed by the Colac Otway Shire. The preferred method of disseminating information is by email.

4. ROLES AND RESPONSIBILITIES

The PCG will have responsibility for overseeing the preparation of a draft Development Plan and the subsequent Expression of Interest (EOI) process including the content of the EOI. It will not have decision making responsibility concerning the outcomes of the EOI process (key decisions on this remain the role of Council). However it will have responsibility to make recommendations to Council.

The PCG will be responsible for:

- Agreeing on the process to be followed in delivery of the approach agreed to by Council, including the nature and timing of community engagement
- Design of the Expression of Interest (EOI) content and process for market testing
- Input into the Council procurement process for engagement of consultants
- Review of documentation prepared by consultants
- Review of proposals arising from the EOI process
- Development of recommendations for Council at various stages of the project

The PCG shall make recommendations based on general consensus. In the event consensus cannot be reached, then resolution shall be sought via a report to Council.

The day to day tasks of undertaking the project will be managed by the Coordinator Strategic Planning and other relevant Council officers, who will support the PCG.

All decisions concerning procurement of consultants and expenditure of funds will be the responsibility of the Colac Otway Shire, and will need to be in accordance with Council procurement policies & procedures, and Council budgets.

The Terms of Reference for the PCG can be altered subject to a decision of Council.

Members of the PCG undertake to:

- Attend and actively participate in meetings
- Participate in working groups where relevant
- Liaise with local area networks, other community organisations and community members to distribute information about the project and provide detailed input to the Project Control Group on local issues and initiatives
- Be respectful of other PCG members, and work positively and co-operatively within the group.
- Progress the project to achieve outcomes.
- Maintain the confidentiality of documents where they contain commercially sensitive information or where requested by the Chair. Note: PCG members will be required to sign a confidentiality agreement at the commencement of the project.



5. TERM OF THE PCG

The PCG shall be in place until a decision of the Council is made to cease the PCG. The PCG can be discontinued at any time at the discretion of Council.

The term of the PCG will be reviewed annually as part of a wider review of all Council committees.



ORDINARY COUNCIL MEETING
**PETITION TO SEAL OR GATT SEAL
 FOREST STREET SOUTH**
 OM182208-2

LOCATION / ADDRESS	Forest Street South, Elliminyt	GENERAL MANAGER	Tony McGann
OFFICER	Kristy Cochrane	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/6789	CONFIDENTIAL	No
ATTACHMENTS	1. Infrastructure Design Manual (IDM) Extract - Road construction		
PURPOSE	To respond to the petition tabled at the July Council Meeting requesting Council consider sealing or GATT sealing the section of Forest Street South between Belverdere Drive & Water Basin Road.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

A petition was tabled to Council in July 2018 for consideration to seal or GATT seal Forest Street South, between Belverdere Drive and Water Basin Road.

There were 88 signatures recorded on the petition, with 41 of the addresses provided by the petitioners being on or immediately adjacent to the section of road which is being requested for upgrade.

3. RECOMMENDATION

That Council requests the Chief Executive to seek a detailed design for the construction of Forest Street South, between Belverdere Drive, Elliminyt and Shorts Road, Barongarook with the findings to be returned to Council for consideration by the November Council meeting. Funding options for improvement works will be determined once the cost of the proposed improvements is known and presented to Council for consideration.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

Forest Street South is classified as a minor road in Council's Road Management Plan and has a total length of 4.18km. There are currently two sections which are sealed. The first section is from Woodrowvale Road to approximately 250m south along Forest Street South. The second section is from the intersection of Forest Street South and Belverdere Drive to the intersection of Holts Road. There are approximately 13 parcels of land which have frontage along the section of Forest Street South between Belverdere Drive and Shorts Road.

Residents and users of this road have raised concerns about the condition of the road over a number of years. As properties have developed between Elliminyt and Barongarook, usage of this road has increased.

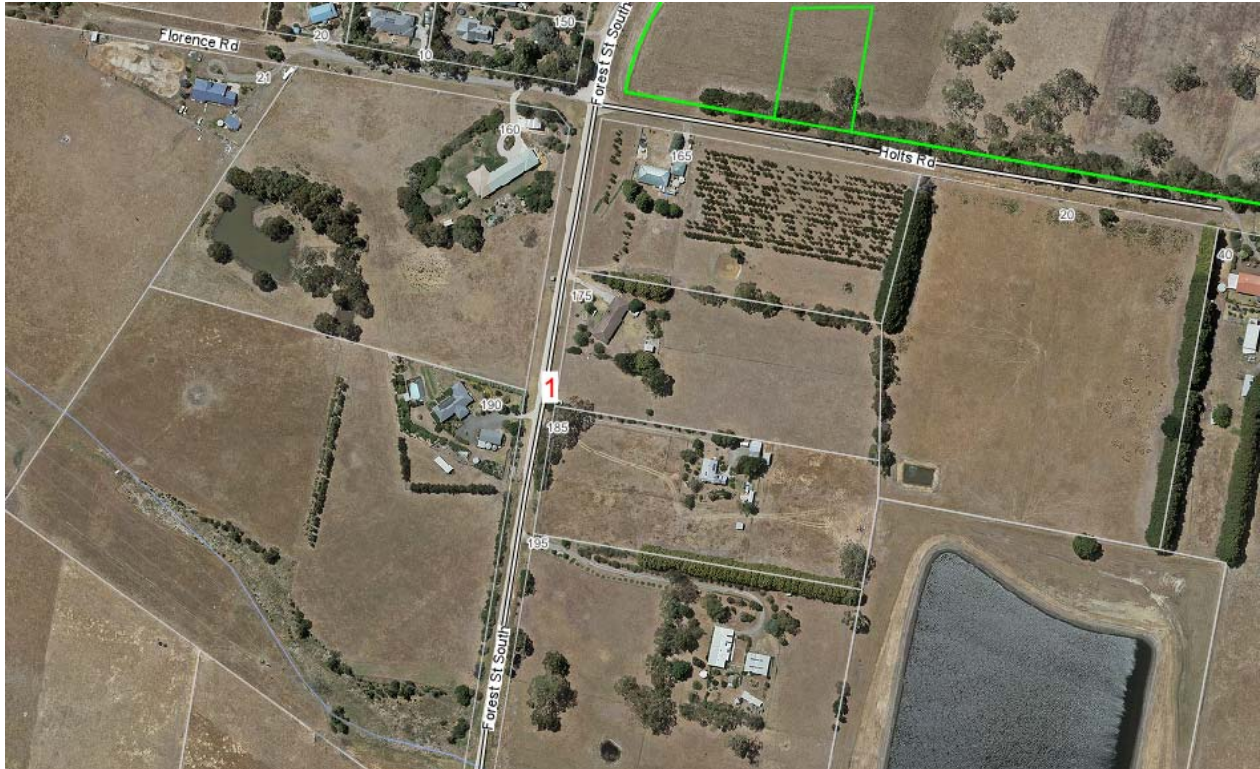
The petition makes a number of statements in support of the request to consider sealing or GATT sealing the road, which are summarised below:

- The road regularly develops corrugations, particularly in the summer months
- The road has a steep gradient and can wash away during heavy rainfall events
- In order to avoid poor conditions on the road surface, drivers are using either the centre of the road or the nature strips
- The roadway is part of the Old Beechy Rail Trail, but can be unusable for this purpose when in poor condition, and there is insufficient width for vehicles and trail users in sections
- The road is a school bus route
- The road is not wide enough to allow buses and trucks to safely pass each other
- Heavy vehicle numbers have increased along this road, including heavy vehicles attending the Barwon Water site.

KEY INFORMATION

Residents and users of this road have raised concerns with the condition of the road over a number of years, with the road being flagged within the past 6 months as a possible candidate for sealing through a Special Charge Scheme. In preparation for considering a Special Charge Scheme, traffic counts were undertaken on the road and are provided below:

Point 1 200m south of Forest Street South and Belverdere Drive intersection
Average VPD (Vehicle movements Per Day) 156 – averaged over Monday – Friday
130 – averaged over the full week, including weekends



Point 2
Average VPD

240m north of Forest Street South and Shorts Road intersection
85 – averaged over Monday – Friday
76 – averaged over the full week, including weekends



Initial investigations indicate that the pavement of this road requires the addition of extra material to achieve the depth, width and quality required, particularly for the northern section, and therefore a standard construction would be considered the most appropriate treatment option.

Officers have considered the request for the treatment of the section between Belverdere Drive and Water Basin Road in the context of the wider road network and propose that, should a decision be made to consider sealing part of Forest Street South, that the section to be considered should extend beyond Water Basin Road to Shorts Road. The Old Beechy Rail Trail uses the road in this location, and sealing the longer section will improve the usability of the Trail, particularly for bike riders.

As preliminary work had already commenced in order to begin investigations into possible improvements to this road, some initial details have been determined. This has allowed officers to develop estimated costings using broad assumptions. Further detailed designs would be required to determine more accurate works required to achieve the relevant construction standard and the costs associated with that standard.

Traffic counts

Traffic counts have been conducted on this road and the numbers are sufficient to consider the construction and sealing of a rural road. Traffic counts at point 1 are currently recorded at between 130 - 156. Traffic counts at point 2 are currently recorded at between 76 - 85. It is assumed that if the road is sealed between Belverdere Drive and Shorts Road, increased traffic volumes could be expected due to the improved surface, which officers expect would see the number of vehicles rise to greater than 150 VPD on the northern section and to greater than 100 VPD on the southern section.

Construction Standard

Council is a subscriber to the IDM (Infrastructure Design Manual), and seeks to ensure that the construction of all new assets meets the relevant minimum design standards, wherever possible, both in the works which we commission, and in those being commissioned by other developers within our Shire.

The IDM requires a road construction, for Rural Access and Rural Collector Roads for Councils within “Standard A”, which Colac Otway Shire is, for VPD of 150+, that the road is constructed at a minimum of a 9.2m wide formation. This width of formation allows for a 6.2m seal plus 1.5m wide shoulders on each side. The current formation of the road is approximately 6m along most sections.

In order to widen the road to meet the minimum width recommendations, additional base material will need to be sourced, in addition to the bituminous sealing which has been requested by the petitioners. An extract of the relevant section of the IDM is attached for reference.

Costs

Indicative costings have been developed for both the requested length (Belverdere Drive to Water Basin Road) and the officer recommended length (Belverdere Drive to Shorts Road). The cost estimates have been developed using figures averaged from recent Council projects and include allowances for improvement/extensions to culverts and new culvert headwalls, but does not include any allowance for relocation of services (water, Telstra, Gas, etc) should that be necessary. It is expected that those detailed costings would be identified should a detailed design be commissioned. The averaged figure which has been used in the calculations for a traditional seal is \$33m², which allows for an initial primerseal followed by a final seal applied 1-2 years after the primerseal to complete the construction.

Details	Belverdere Drive to Water Basin Road	Belverdere Drive to Shorts Road
Length	800m	1625m
Construction formation width	9.2m (6.2 seal plus 1.5m gravel shoulder each side)	9.2m (6.2 seal plus 1.5m gravel shoulder each side)
Area	7360m ²	14858m ²
Unit cost/m ²	\$33m ²	\$33m ²
Survey, design & Project Management costs (10%)	\$24,000	\$49,000
Contingency (10%)	\$24,000	\$49,000
TOTAL	\$291,000	\$588,000

GATT Seal

A GATT (Graded Aggregate Total Treatment) Seal is a proprietary product which is touted as a low-cost surface treatment made up of a mixture of bitumen & stone. Where the material contained within the pavement (base layer) is not of a sufficient depth, width or quality, and additional material is required to be brought in to achieve the required standard, there are very little costs savings to be achieved by this method. Council has trialled one GATT seal treatment along a short section of Triggs Road, Colac East, approximately three years ago. Officers are still assessing the effectiveness of this treatment option and would be reluctant to consider this application methodology for a section of road of this length, at this time. Council may be able to seek feedback from neighbouring Councils as to outcomes they have experienced utilising this technology in the absence of a completed trial on a Colac Otway Shire road.

Consideration of whole of life costs comparing the costs of a GATT seal against the costs of a traditional primerseal/final seal approach would need to be carried out before a GATT seal could be considered as a viable option.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Community members have signed and presented a petition to Council for the consideration of the sealing or GATT sealing of Forest Street South.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Council considers petitions on a case by case basis. Improvements to road infrastructure fit within the theme of “Our Places”.

ENVIRONMENTAL IMPLICATIONS

Proceeding with a detailed design will identify any potential environmental implications and allow them to be addressed.

SOCIAL & CULTURAL IMPLICATIONS

Not applicable

ECONOMIC IMPLICATIONS

Detailed design work will allow Council to adequately plan delivery of any proposed improvements.

LEGAL & RISK IMPLICATIONS

There are no legal or risk implications associated with the proposed recommendation of proceeding to a detailed design to enable a considered decision to be made.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The delivery of this construction project is not currently budgeted for within the 2018/2019 Council budget and consideration would need to be given to how construction might be funded. A Special Charge Scheme may be considered, and due to the high number of VPD, it would be expected that Council would make a sizable contribution to the delivery of the scheme, with the remainder to be borne by the direct beneficiaries of the Scheme.

7. IMPLEMENTATION STRATEGY

DETAILS

A detailed design is proposed to be developed to allow Council to determine the most appropriate way forward with regard to delivery of possible improvements and funding opportunities.

COMMUNICATION

Once the full costs of the proposed improvements are known, Council will be able consider funding options and delivery timeframes.

TIMELINE

A further report presenting the findings of the detailed design and possible funding options will be presented to Council no later than the November 2018 Ordinary Council Meeting.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Table 6 Rural Road Characteristics

Road Type	Indicative Maximum Traffic Volume (vehicles/day)	Minimum Reserve Width	Minimum Seal Width	Minimum Shoulder Width	Kerbing (see also Clause 12.4.9)
Rural Living Access Road	1000	20.0m	6.2m	1.5m	nil
Rural Living Collector Road	6000	25.0m	6.2m 7.0m for Councils listed below in Selection Table 12.4.2(a).	1.5m	nil
Rural Living or Low Density Residential Court Bowls	n/a	32.0m	9.5m ¹ 10.5m ²	1.5m ¹ 0.0 ²	n/a ¹ SM2 ²
Low Density Residential Access Road	1000.	20.0m	6.2m	1.5m	n/a
Low Density Residential Collector Road	6000	6.2m and 7m Councils (see Selection Table 12.4.2(a) below)			
		20.0m	See Selection Table 12.4.2(b) below	1.5m	n/a
Rural Access and Rural Collector	0-50 51-150 over 150	Standard A Councils (see Selection Tables 12.4.2(a) and 12.4.2(c) below)			
		20.0m	4.0m gravel 4.0m seal 6.2m seal	1.5m	n/a
	0-50 over 50	Standard B Councils (see Selection Tables 12.4.2(a) and 12.4.2(c) below)			
		20.0m	6.0m seal 6.0m seal	Nil 1.5m	n/a

Cross sections for the above road types can be viewed in Standard Drawings numbered SD600 to 620.

IMPORTANT – Table 6 should be read in conjunction with the following notes

Note 1

These seal widths apply within the boundaries of all **Councils**, other than those specified in Note 2, where waste collection vehicles are allowed to travel on the unsealed shoulders of the court bowl, on the condition that the shoulders are constructed with full depth pavement.

Note 2

These seal widths and kerbs where court bowls include kerbing apply within the boundaries of Councils listed below:

Wodonga City Council

Note 3

Table 6 does NOT apply to roads within the Ararat Rural City Council and Gannawarra Shire Council boundaries. Classifications and construction of new roads are to be in accordance with **Council's** Roads Management Plan and Road Asset Management Plan.

Selection Table 12.4.2(a) For Rural Living Collector Roads

7.0m Wide Seal
Bass Coast Shire Council
Baw Baw Shire Council
Horsham Rural City Council
Latrobe City Council
Macedon Ranges Shire Council
Mildura Rural City Council
Mount Alexander Shire Council
Warrnambool City Council
Wodonga City Council

Selection Table 12.4.2(b) For Low Density Residential Collector Roads

6.2m Wide Seal	7.0m Wide Seal
Bass Coast Shire Council	Ballarat City Council
Benalla Rural City Council	Baw Baw Shire Council
Campaspe Shire Council	Glenelg Shire Council
Central Goldfields Shire	Greater Bendigo City Council
Colac Otway Shire Council	Latrobe City Council
Corangamite Shire Council	Macedon Ranges Shire Council
East Gippsland Shire Council	Mildura Rural City Council
Golden Plains Shire Council	Mitchell Shire Council
Greater Geelong City Council	Mount Alexander Shire Council
Greater Shepparton City Council	Pyrenees Shire Council
Hepburn Shire Council	South Gippsland Shire Council
Indigo Shire Council	Warrnambool City Council
Mansfield Shire Council	Wodonga City Council
Moira Shire	Yarriambiack Shire Council
Moorabool Shire Council	
Moyne Shire Council	
Murrindindi Shire Council	

6.2m Wide Seal	7.0m Wide Seal
Rural City of Wangaratta	
Southern Grampians Shire Council	
Strathbogie Shire Council	
Surf Coast Shire Council	
Towong Shire Council	
Wellington Shire Council	

Selection Table 12.4.2(c) For Rural Access

Standard A Councils	Standard B Councils
Ararat Rural City Council	Bass Coast Shire Council
Ballarat City Council	Baw Baw Shire Council
Benalla Rural City Council	Horsham Rural City Council
Campaspe Shire	Latrobe City Council
Central Goldfields Shire	Macedon Ranges Shire Council
Colac Otway Shire Council	Mitchell Shire Council
Corangamite Shire Council	Warrnambool City Council
East Gippsland Shire Council	Wellington Shire Council
Gannawarra Shire Council	Wodonga City Council
Glenelg Shire Council	
Golden Plains Shire Council	
Greater Bendigo City Council	
Greater Geelong City Council	
Greater Shepparton City Council	
Hepburn Shire Council	
Indigo Shire Council	
Mansfield Shire Council	
Moira Shire Council	
Moorabool Shire Council	
Moyne Shire Council	
Mount Alexander Shire Council	
Murrindindi Shire Council	
Rural City of Wangaratta	
South Gippsland Shire Council	
Southern Grampians Shire Council	
Strathbogie Shire Council	

Standard A Councils	Standard B Councils
Surf Coast Shire Council	
Swan Hill Rural City Council	
Towong Shire Council	
Yarriambiack Shire Council	

12.4.3 Road Geometry, Horizontal and Vertical Alignments

Council will expect the geometric design of rural roads, including horizontal and vertical alignments, to be based on the *Austrroads Guide to Road Design - Part 3: Geometric Design* and any VicRoads supplement to that publication, unless otherwise noted in this **Manual**.

Council will expect road widths to be in accordance with Clause 12.4.7, and road geometry in Rural Living and relevant Low-Density Residential **Developments** to provide sufficient space for emergency service vehicles and waste collection vehicles to carry out their functions while travelling in a forwards-only direction throughout the development. Significant **Developments** may require provision for school buses, and **Council** will expect all relevant roads to be so designed that these vehicles do not need to reverse.

Staging of works does not negate the requirement for forward-only travel, and temporary turning areas may need to be established between development stages, including **Carriageway** easements as required. This may therefore require that temporary table drains be constructed around these turning areas.

Road design grading should be extended for a minimum of 100 metres beyond the end of any street which is to be extended in the future. Where new roads meet existing roads, **Council** will expect the **Design Engineer** to check the grading for a distance of 100 metres, and ensure that roads match well and that no abrupt change in grade occurs.

12.4.4 Sight Distances

Council will expect the **Design Engineer** to demonstrate that adequate horizontal and vertical sight distance has been provided for the design speed, in accordance with the *Austrroads Guide to Road Design Part 3: Geometric Design* and any VicRoads supplement to those guidelines. Unless otherwise agreed by **Council**, the design speed adopted for each road should be the legal road speed limit for that road.

Landscaping plans should be prepared with consideration to sight distance requirements, as should any proposal for estate entrance structures. **Council** will expect plans submitted for approval to show all existing and proposed features in sufficient detail to demonstrate that the appropriate sight distances are achieved.

12.4.5 Vertical Curve Requirements

Council will expect vertical curve design to comply with the *Austrroads Guide to Road Design Part 3: Geometric Design* and any VicRoads supplement to those guidelines, with vertical curves on rural roads being designed to provide the correct stopping sight distances for the design speed for each road, and to coincide with the horizontal curves wherever practical.

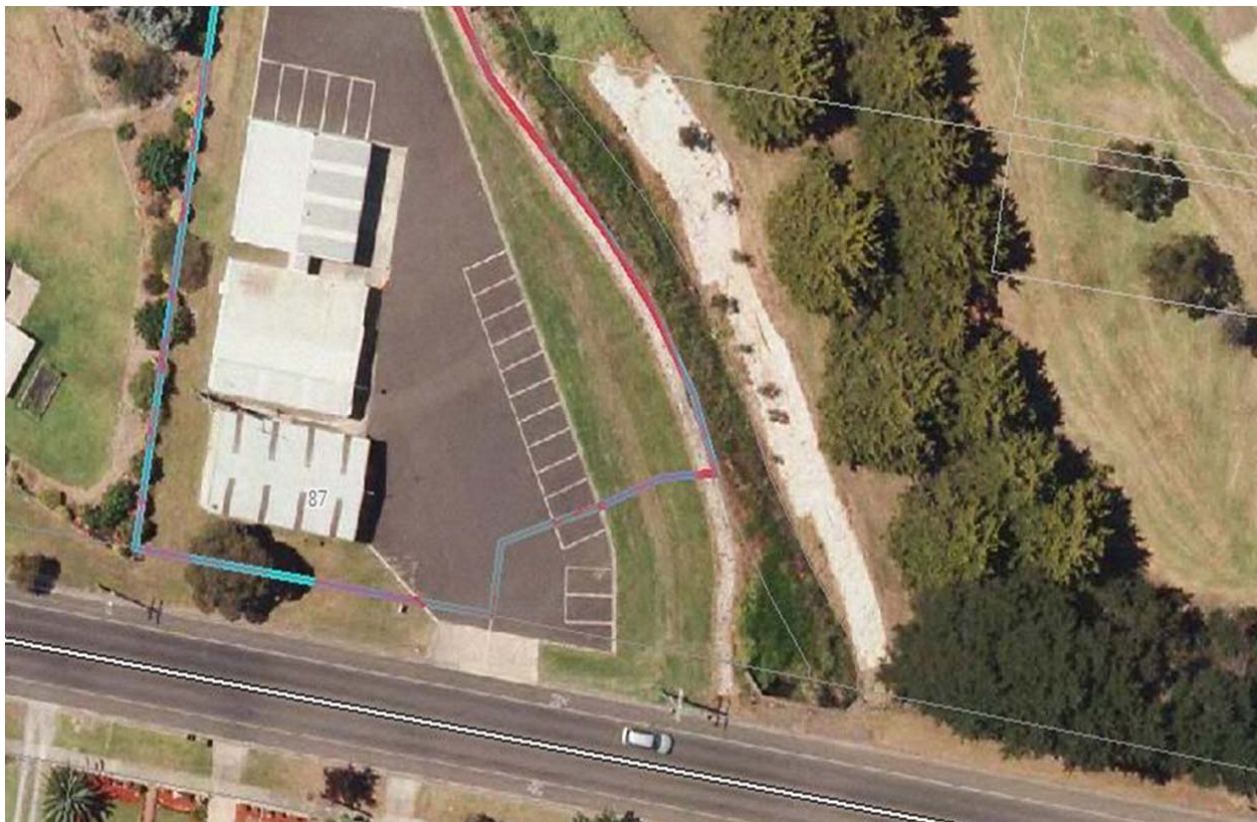
12.4.6 Limiting Longitudinal Gradients

Unless otherwise agreed by **Council**, roads without kerb and channel should have a minimum longitudinal grade of 0.2%, subject to the table drains being independently graded at a minimum of 0.5%. The maximum longitudinal grade for rural roads should be 15%, with that grade being maintained over a distance of no more than 150m, while the maximum longitudinal grade adjacent to intersections should be 10%.

ORDINARY COUNCIL MEETING
**LIONS CLUB OF COLAC INC. (PROPOSED
 LEASE) 87 WILSON STREET COLAC**
 OM182208-3

LOCATION / ADDRESS	87 Wilson Street, Colac	GENERAL MANAGER	Tony McGann
OFFICER	Mark McLennan	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F17/1478	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To consider a recommendation to enter into a lease with Lions Club Colac Inc. - 87 Wilson Street Colac.		

1. LOCATION PLAN / AERIAL PHOTO





2. EXECUTIVE SUMMARY

The site at 87 Wilson Street Colac is Council owned land and houses the former Apex Club shed and a group of buildings providing the headquarters for the Colac SES. The SES has a lease with Council for its premises; the former Apex Club shed (now occupied by the Colac Lions Club) does not.

Council officers have been negotiating with the Colac Lions Club to formalise arrangements to provide clarity as to the terms of the occupation and building ownership.

3. RECOMMENDATION

1. *That Council grant a lease to the Lions Club of Colac Inc. in accordance with the Council template with terms as follows:*
 - 1.1 *Term of Lease (5) five years*
 - 1.2 *Option of further (5) five years*
 - 1.3 *Rent \$110.00 incl. GST per year*
 - 1.4 *Rent review CPI each year*
 - 1.5 *Insurance Tenant to pay*
 - 1.6 *Outgoings Tenant to pay*
 - 1.7 *Maintenance Tenant responsible*

2. *That the Chief Executive or delegate be authorised to complete all administrative processes necessary to execute the lease on behalf of Council.*
 - 2.1 *Authorises Council officers to give public notice of the proposed lease in accordance with sections 190 and 223 of the Act for a period of four weeks.*
 - 2.2 *Determines that a 'Committee of Council' in accordance with the Local Government Act 1989 will hear any persons who in their written submissions under section 223 of the Act have requested that they be heard in support of their submission.*
 - 2.3 *In the event that no submissions are received, Council resolves to grant the lease on the terms set out in this recommendation and authorises the Chief Executive or delegate to complete all administrative processes necessary to execute the lease on behalf of Council.*
 - 2.4 *Authorises the Chief Executive to execute all necessary documents in order to affect any Transfer or Assignment of Lease throughout the term of the lease.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The site at 87 Wilson Street Colac is Council owned land and houses the former Apex Club shed and a group of buildings providing the headquarters for the Colac SES. The SES has a lease with Council for its premises; the former Apex Club shed (now occupied by the Colac Lions Club) does not. The following provides a history of the site.

KEY INFORMATION

The car park is proposed to be shared as follows:

1. The first 4 marked car parks shall be for the use of Lions Club.
2. The second 4 marked car parks shall be shared with SES having priority in the event of any call out situation (a common sense approach).
3. The last 5 marked car parks shall be for the use of SES.
4. The 5 car parks at the rear of the SES building shall be for the use of SES.

The car parking arrangements shall be otherwise by mutual agreement on the basis that the SES being an urgent response group shall have a degree of priority.

OUTCOME

By formalising the agreement as proposed:

- The Colac Lions Club gain tenure which they currently don't have.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Consultation has taken place with the Colac Lions Club on a number of occasions.

Community consultation is required for the proposed tenure and public notice is needed in accordance with section 190 of the *Local Government Act 1989*.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Our Community: Council's Leasing and Licence Policy 4.2 dated 18 December 2013 section 8.3 indicates that the optimum term of an agreement to be three (3) years however, it further indicates that: "A longer term lease may be negotiated where the community organisation is or has made a substantial capital contribution to the construction, improvement or maintenance of the property." In this case the building is owned by the proposed tenant and will be fully maintained by the tenant. There have been suggestions made by Colac Lions Club that they may wish to update the building at some point (subject to Council's agreement).

ENVIRONMENTAL IMPLICATIONS

There are no environmental impacts as the buildings discussed in this report are existing.

SOCIAL & CULTURAL IMPLICATIONS

The (Lions Clubs International Purpose) states:

"The work of the Colac Lions Club can have a positive impact on the economy by way of the ability to organise charter and supervise service clubs to be known as Lions clubs."

"To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours."

ECONOMIC IMPLICATIONS

Supporting the Colac Lions Club is important in providing for that organisation's growing activities and recognising the contribution they make to the Colac and broader community.

LEGAL & RISK IMPLICATIONS

The risk of not having leases in place is that Council is not compliant with its leasing policy. The public liability risk is mitigated by the lease requiring the tenant to take out Public Liability Insurance in the amount of \$20 million.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The establishment of leases over the 87 Wilson Street will provide a modest income to Council and relieves Council of the responsibility of maintaining the premises. The officer resources required to administer the agreement is absorbed within Council's operational budget.

7. IMPLEMENTATION STRATEGY

DETAILS

Subject to Council's endorsement, a lease will be finalised and produced for the proposed tenant to execute. The lease would then be executed by Council.

COMMUNICATION

Emails will be forwarded to all internal stakeholders indicating that the lease has been entered into and are to be included in Council's property management system.

All necessary advertising in accordance with section 190 of the *Local Government Act 1989*.

TIMELINE

Action:

Council endorses recommendation at Council Meeting	22 August 2018
All parties execute Lease and exchange documents	5 September 2018
Integrate the new agreement into Council's management system	10 September 2018

8. OFFICER DIRECT OR INDIRECT INTEREST

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

ORDINARY COUNCIL MEETING

DRAFT ELLIMINYT RECREATION RESERVE MASTER PLAN

OM182208-4

LOCATION / ADDRESS	235 Main Street, Elliminyt	GENERAL MANAGER	Tony McGann
OFFICER	Ian Seuren	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/6934	CONFIDENTIAL	No
ATTACHMENTS	1. Draft Elliminyt Recreation Reserve Master Plan		
PURPOSE	To consider the Draft Elliminyt Recreation Reserve Master Plan.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The users of the Elliminyt Recreation Reserve, predominantly the South Colac Sports Club, in partnership with Council have developed the Draft Elliminyt Recreation Reserve Master Plan (Master Plan). The need for a Master Plan was required due to the ageing facilities and infrastructure at the reserve which now don't meet Australian Standards or relevant sport minimum standards.

The development of the Draft Master Plan included a thorough community engagement process through consultation with the tenant clubs, all key users of the reserve, the local primary school and the broader Elliminyt community.

The Draft Master Plan identifies the facilities which require improvement along with a prioritised and costed action plan. The key projects within the Draft Master Plan include redevelopment of the main pavilion and change rooms, an additional netball court, renewal of the velodrome, oval renovation, along with improved court and oval lighting.

3. RECOMMENDATION

That Council:

- 1. Provides in-principle support for the Draft Elliminyt Recreation Reserve Master Plan based on the level of community engagement undertaken in its preparation.***
- 2. In accordance with Council's Community Engagement Policy 2013, endorses the Draft Elliminyt Recreation Reserve Master Plan and releases it for public exhibition from Monday 27 August 2018 to Monday 8 October 2018.***
- 3. Supports the community to advocate for funding for the implementation of the Draft Elliminyt Recreation Reserve Master Plan.***

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Elliminyt Recreation Reserve, located approximately 3km south of the Colac CBD on the Colac-Lavers Hill Road, is the primary public open space area in Elliminyt. The Elliminyt Recreation Reserve is a 7.7ha Crown land reserve, with its main function and use being a sporting and open space reserve. The reserve comprises of a sports oval with a sealed velodrome around it, a netball court, four tennis courts, a playground, main pavilion, and other buildings and spaces to support these facilities. Council is the delegated manager of the reserve with the key tenant clubs being:

- South Colac Sports Club (South Colac Football Netball Club)
- Colac Cycling Club
- Elliminyt Tennis Club
- City United Cricket Club (over flow use only)

The Draft Elliminyt Recreation Reserve Master Plan (Master Plan) was prepared by Simon Leisure Consulting for the South Colac Sports Club and the associated user groups at the Elliminyt Recreation Reserve, with funding support received from the Colac Otway Shire. MEMLA landscape architects and JMA building architects were sub-contracted by Simon Leisure Consulting for the provision of specialist services.

Some of the facilities and infrastructure at the reserve are ageing, don't meet Australian Standards or relevant sport minimum standards, and require upgrade. There is an identified need for the expansion and/or upgrade of some of the facilities, including the netball facilities, the tennis courts, the velodrome, the main pavilion building, the public toilets, and the internal path network. In addition, the South Colac Sports Club and Council are keen to explore how the reserve can be utilised more by the local community, particularly as Elliminyt is the fastest growing area of Colac.

It is timely, therefore, that a Master Plan be prepared for the Elliminyt Recreation Reserve that considers not only the potential to expand and upgrade existing facilities, but also assess the capacity to incorporate other facilities and spaces to accommodate new sporting and recreation activities for broad community use.

KEY INFORMATION

The development of the Draft Master Plan was driven and coordinated by the local community, primarily the South Colac Sports Club. Council provided \$7,000 to the engagement of a consultant to prepare the plan, with the matching funds coming from the user groups, predominantly the South Colac Sports Club and Colac Cycling Club. The development of the Draft Master Plan was led by the key user groups with support from Council officers.

The Elliminyt Recreation Reserve has had limited improvements since the 1980s. Key issues associated with the reserve and its facilities include:

- Degraded main pavilion and netball rooms.
- Poor playing surfaces including oval and tennis courts.
- Structural damage of the pavilion caused by termites.
- Unsafe cycling track / velodrome.
- Poor lighting and safety concerns.
- Drainage issues and unattractive landscapes.
- Car parking issues.
- No connectivity between facilities / user groups.

The Draft Master Plan was developed through consideration and analysis of information collected during the project from the following sources:

- Local influences, including the demographic profile of the Elliminyt district and the directions of relevant strategic reports from Council and sport peak bodies.
- Site analysis by the consultant team.
- Consultation with the South Colac Sports Club, Elliminyt Tennis Club, Colac Cycling Club, City United Cricket Club, Elliminyt Primary School, Warrion Cricket Club, Colac Otway Shire staff, and other stakeholders and residents.
- Assessment of various options and scenarios to improve and upgrade the reserve and its facilities.
- Feedback from stakeholders on preliminary concept reserve layout plans and on preliminary floor plans for an upgraded and extended main pavilion.

The key design drivers for the development of the Draft Master Plan were:

1. Redevelopment of the pavilion – to provide fit for purpose facilities for reserve user groups and for the pavilion to be more inclusive of the regular reserve users.
2. Provision of a second netball court.
3. Improved traffic management – internal road network, car parking etc.
4. Improved landscaping – western and northern sides of oval, managing stormwater, tree planting, path network, seating, and shelter.
5. Improved social recreational experiences.
6. Upgrade of the oval including irrigation and drainage.
7. Renewal of the velodrome surface.
8. Improved integration of and connections between facilities.

The attached Draft Master Plan provides the full details of how the final plan was developed, the levels of engagement with the community, the key directions, illustrated Draft Master Plan and associated cost plan. The Draft Master Plan recommends more than 35 separate but interconnected projects for the reserve.

One of the major challenges associated with implementing the Draft Master Plan is the cost to upgrade facilities and the funding opportunities available from other levels of government. Sport and Recreation Victoria (SRV) provide funding for recreation and sporting facilities such as those that are contained in the Draft Master Plan. However, SRV's funding is currently capped at \$500,000 for the Female Friendly Facilities category and \$250,000 for the Minor Facilities category. The cost to upgrade the main pavilion is estimated at \$2,455,000 which leaves a significant gap even if SRV funding was secured.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The preparation of the Draft Master Plan was the culmination of a detailed community engagement process which included a combination of meetings, interviews, site inspections and community surveying. The consultation included engagement with various stakeholders during the study period including:

- South Colac Sports Club
- Elliminyt Primary School
- Colac Cycling Club
- Elliminyt Tennis Club
- Colac Auskick
- City United Cricket Club
- Warrion Cricket Club
- St Laurence Community Services/MyPATH
- Colac Otway Shire staff

An opportunity was provided to local residents and stakeholders to have input into the development of the Draft Master Plan. An online survey questionnaire was available via a Facebook page, and a hard copy of the questionnaire was hand delivered to 200 randomly selected households in Elliminyt. Households included all properties directly abutting the Elliminyt Recreation Reserve, and other randomly selected properties in an area including Irrewillipe Road, Armstrong Street, Harris Road, Wyuna Estate, and the households south of Tulloh Street. In all, 107 completed questionnaires were received (13 hard copy and 94 online).

In accordance with Council's Community Engagement Policy 2013, it is requested that the Draft Master Plan be placed on public exhibition for a period of at least six weeks seeking feedback from the community.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The development of community recreation facilities aligns to the following goals of the Council Plan 2017-2022:

Theme 2: Our Places

- **Goal 1** – Assets and infrastructure meet community needs.
- **Goal 3** – Towns and places are welcoming and attractive.

Theme 3: Our Community

- **Goal 2** – Connect people through events and activities.
- **Goal 4** – Provision of resources to support physical activity by the community.

ENVIRONMENTAL IMPLICATIONS

Not applicable to this report.

SOCIAL & CULTURAL IMPLICATIONS

The Elliminyt Recreation Reserve is a key recreation facility servicing the Elliminyt community. It is home to a number of different sporting clubs offering a range of opportunities for active and informal recreation. The reserve is home to regular seasonal tenants for football, netball, tennis, cycling and cricket.

Participation in sport and recreation activities provide significant social and health outcomes for our community. The Elliminyt Recreation Reserve is the social hub of the district bringing together a wide variety of community members, from a range of demographics, to participate in health and social activities. In total, the key tenant groups of the reserve have in excess of 600 members, not including extended family and friends. The reserve is also home to informal recreation facilities such as a sub-regional playground and picnic facilities, which encourages participation and interaction between young families.

It is important for Council to continue to provide quality, fit for purpose community facilities to maintain and increase participation in recreational and social activities.

ECONOMIC IMPLICATIONS

Quality community facilities are a key component for the liveability of a region, and play an important role in population attraction. Specific to AFL, the overall value of a community football netball club cannot be underestimated. The social return on investment for an average community football netball club indicates that for every \$1 spent to run a club, there is at least \$4.40 return in social value in terms of increased social connectedness, wellbeing, and mental health status; employment outcomes; personal development; physical health; civic pride and support of other community groups. The works proposed to be completed for the Elliminyt Recreation Reserve supports our local clubs and community.

LEGAL & RISK IMPLICATIONS

There a number of risk issues associated with the existing facilities at the Elliminyt Recreation Reserve. Improvements to these facilities have been identified and prioritised in the Draft Master Plan.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The Draft Master Plan recommends more than 35 separate but interconnected projects for the reserve. The total estimated cost for all projects within the Master Plan is \$4,852,430 (ex GST). The key project costs include:

- | | |
|----------------------------------|-------------|
| • Upgrade pavilion | \$2,455,000 |
| • New netball court and lighting | \$385,000 |
| • Oval resurface | \$370,000 |
| • Oval lighting | \$180,000 |
| • Velodrome resurface | \$240,000 |

Further investigation and feasibility of some of the projects and initiatives recommended in the Draft Master Plan may be required depending upon their scale, likely impact and estimated cost.

The inclusion and reference to projects in the Draft Master Plan does not directly commit Council, South Colac Sports Club, other reserve user groups, or any other organisation to a responsibility for funding and

implementing these projects. It is likely that there will be a reliance on State and Federal Government funding opportunities to realise many of the projects.

7. IMPLEMENTATION STRATEGY

DETAILS

The Draft Master Plan will be placed on public exhibition for a minimum of six weeks, in accordance with Council's Community Engagement Policy 2013. The community will be invited to review the Draft Master Plan and provide feedback to Council via the standard submission process.

COMMUNICATION

The community will be invited to view the Draft Master Plan via a range of communication methods including direct contact with user groups and their members, displaying of the plan at the reserve, through social media and advertising in local newspapers.

TIMELINE

It is proposed that the Draft Master Plan will be placed on public exhibition from Monday 27 August 2018 to Monday 8 October 2018. Following the exhibition process, feedback will be reviewed by the key partners in partnership with Council. Amendments will be made as required with the final Elliminyt Recreation Reserve Master Plan presented to a future Council meeting.

8. OFFICER DIRECT OR INDIRECT INTEREST

Ian Seuren, Manager Arts and Leisure, declared an indirect interest (Residential Amenity) under the *Local Government Act 1989* in the preparation of this report as his property borders the Elliminyt Recreation Reserve.

Tony McGann, General Manager Infrastructure & Leisure Services, declared an interest under the *Local Government Act 1989* due to the fact that he is a member of the South Colac Sports Club.

Refer *Section 77B(3)*

- (3) *A person who has a membership in a club or organisation that has a direct interest in a matter—*
 - (a) *does not, by reason of that membership, have a direct interest in the matter under subsection (1);*

Elliminyt Recreation Reserve Master Plan

January 2018

for the South Colac Sports Club





Elliminyt Recreation Reserve Master Plan 2017

About this document

This report describes the process undertaken to prepare the Elliminyt Recreation Reserve Master Plan, and outlines the information assessed and the key directions proposed in the master plan. The master plan was prepared by Simon Leisure Consulting for the South Colac Sports Club, and the associated user groups at the Elliminyt Recreation Reserve, with funding support received from the Colac Otway Shire. MEMLA landscape architects and JMA building architects were sub-contracted by Simon Leisure consulting for the provision of specialist services.

Acknowledgements

Simon Leisure Consulting acknowledges the support and assistance provided by the Executive members of the South Colac Sports Club and staff from Colac Otway Shire.

Particular thanks to the following key personnel:

- Mick Baker, South Colac Sports Club.
- Tracey Tann, South Colac Sports Club.
- Ryan Fennell, South Colac Sports Club.
- Jake Veale, South Colac Sports Club.
- Ashley Borch, South Colac Sports Club.
- David Seabright, South Colac Sports Club.
- Nicole Frampton, Recreation & Open Space Coordinator, Colac Otway Shire.
- Lisa Loughnane, Recreation Officer, Colac Otway Shire.

The preparation of the master plan was the culmination of several stakeholder meetings held during the period March 2016 and March 2017, and included involvement by user groups, prospective user groups, Council staff, local community groups and residents. The overall contribution from the stakeholder groups and other community members is acknowledged and appreciated.



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- Appendix 1 – People and Groups Consulted
- Appendix 2 – Resident Survey Questionnaire
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- Appendix 4 – Main Pavilion: Existing Conditions Plan & Concept Floor Plan for its Expansion and Upgrade
- Appendix 5 – Inspection Report for the Retaining Wall (Termites)
- Appendix 6 – Pavilion Inspection Report (Termites)
- Appendix 7 – Pavilion Upgrade Works Report (as a result of termite damage)
- Appendix 8 – Elliminyt Recreation Reserve Master Plan

1. INTRODUCTION

The Elliminyt Recreation Reserve is the primary public open space area for residents from the Elliminyt district of Colac, which is the largest township in the Colac Otway Shire. The reserve is located approximately 3km south of Colac on the Colac-Lavers Hill Road, Elliminyt.

Elliminyt Recreation Reserve is a Crown land reserve, with its main function and use being a sporting and open space reserve. The reserve comprises of a sports oval with a sealed velodrome around it, a netball court, four tennis courts, a playground, and other buildings and spaces to support these facilities. The reserve is managed by the South Colac Sports Club ('Sports Club') and is used by the following groups:

- South Colac Football Netball Club.
- City United Cricket Club.
- Colac Cycling Club.
- Elliminyt Tennis Club.

Some of the facilities and infrastructure at the reserve are ageing or no longer fit for purpose. There is an identified need for the expansion and/or upgrade of some of the facilities, including the netball facilities, the tennis courts, the velodrome, the main pavilion building, the public toilets, and the internal path network. In addition, the Sports Club and Council are keen to explore how the reserve can be utilised more by the local community, particularly as Elliminyt is the fastest growing area of Colac. It is timely, therefore, that a master plan be prepared for the Elliminyt Recreation Reserve that considers not only the potential to expand and upgrade existing facilities, but also assess the capacity to incorporate other facilities and spaces to accommodate new sporting and recreation activities for broad community use.

1.1. Project Aim, Objectives and Scope

The main aim of the master plan is to determine the best use and development of the reserve in accordance with stakeholder requirements and community expectations. The objectives of the master plan study were:

1. To assess the layout and condition of the existing sporting facilities, and propose possible uses and development in consideration of the needs of community and stakeholders.
2. To assess the land in consideration of possible future infrastructure developments (sporting, social, commercial) that meets the needs of the user groups and the local community.
3. To provide a design concept which integrates sporting facilities and establishes a framework for the future direction for the use and development of the reserve.
4. To apply innovation and efficiency to design and configuration concepts, and comply with legislation ensuring universal design principles are considered.
5. To develop design concepts that can be staged, and make recommendations relating to various costing options and timing of these stages.

The scope of the master plan study was:

- Consult with the community and stakeholder groups to understand current and future needs for recreation and open space provision in Elliminyt, including social and commercial infrastructure.
- Provide a clear strategic direction for the use of the land and the development of infrastructure, which clearly articulates the required facilities and location within the reserve.
- Assess and address the key requirements of the community and key stakeholders in consideration of the following:
 - Better integration and connectivity of sporting facilities

- New, expanded, and additional sporting facilities
- Opportunities for informal and passive recreation
- Opportunities for social (convention) and commercial infrastructure
- Public toilets
- Landscaping, native vegetation, and general aesthetics
- Sustainability principles and practices
- Car parking
- Provide design concepts to meet the project's aims and objectives.
- Provide a costed and prioritised action plan for implementation, including specific actions to be undertaken and timelines.
- Provide innovative ideas and actions to drive the reserve towards becoming the township's leading sporting hub and recreational area.

This report provides an overview of the study process, describes the key findings from the study, and outlines a new 'Vision' for the Elliminyt Recreation Reserve.

1.2. Master Planning Process

A number of research and consultative processes have informed the master plan development, including:

- Review of relevant background reports.
- Analysis of demographic information relating to the Elliminyt district.
- Review and assessment of the existing sporting and recreation facilities by the consultant team.
- Consultation with the South Colac Sports Club, the regular user groups (the Elliminyt Tennis Club, the Colac Cycling Club, the City United Cricket Club, and the Elliminyt Primary School), Council, and other stakeholders.
- Analysis of issues and opportunities for the reserve, and the preparation of concept plans for review by project stakeholders.
- Preparation of the final draft Elliminyt Recreation Reserve Master Plan.
- Final combined meeting with the Sports Club, the regular user groups, Council, and other stakeholders (including local residents) to review the final draft master plan (March 2017).
- Preparation of the final Elliminyt Recreation Reserve Master Plan and study report.

The Elliminyt Recreation Reserve Master Plan has been designed to not only reflect the needs and aspirations of the Sports Club and the reserve user groups, but to also incorporate new opportunities for sporting and recreation facility provision.

1.3. Purpose and Use of a Master Plan

A master plan determines a broad Vision for an area and outlines a number of projects and strategies that are required to be implemented to achieve the new Vision. Further investigation and feasibility of some of the projects and initiatives recommended in the Elliminyt Recreation Reserve Master Plan may be required depending upon their scale, likely impact and estimated cost.

The inclusion and reference to projects in the master plan does not directly commit the South Colac Sports Club, other reserve user groups, the Colac Otway Shire, or any other organisation to a responsibility for funding and implementing these projects. It is likely that there will be a reliance on State and Federal Government funding opportunities to realise many of the projects.

2. CONTEXT AND BACKGROUND

The Elliminyt Recreation Reserve Master Plan was informed by a number of research and planning considerations. This section provides a summary of the key planning and contextual factors which were important to be assessed and considered during the preparation of the master plan.

2.1. Site Context

The Elliminyt Recreation Reserve is located approximately 3km south of the central activities district of Colac. Joiner Reserve is a passive parkland within the same precinct as Elliminyt Recreation Reserve, and is located to the east on the opposite side of the Colac-Lavers Hill Road.



2.2. Elliminyt Population Characteristics

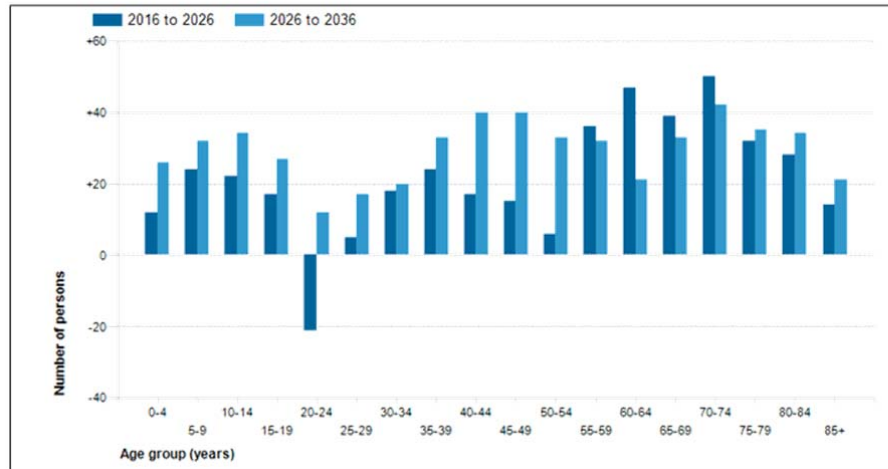
The population of the combined area of Colac-Elliminyt in 2016 was 12,129 people, but for Elliminyt only was 2,936 people. For Elliminyt, this represents an increase of 335 people since 2011¹. Compared to all of Colac, Elliminyt has a younger population profile, which is consistent with the area being the main growth area of Colac. This is evidenced by the proportion of the population aged 0–17 years in Elliminyt being 26.7% compared to all of Colac at 21.2%, and the proportion aged over 70 years in Elliminyt being 10.6% compared to all of Colac at 14.8%.

¹ Source: Community Profile i.d. Colac Otway Shire.

The cultural diversity of Elliminyt is low, with 89.6% of residents being Australian-born (Colac-Elliminyt: 83.3%)². Elliminyt had the lowest level of disadvantage in Colac Otway Shire in 2011 with a SEIFA index score of 1,029.1³, compared to all of Colac Otway Shire at 964.6. (2016 SEIFA Index data was not available at the time the report was written).

The projected population growth for Elliminyt to 2036 is 3,657, or an increase of 721 people. Although the overall profile of the population of Elliminyt will age to 2036, it is significant that the number of people in the active age cohort of 5 – 39 years will increase (see Figure 1 below)

Figure 1 - Population Forecast Change by 5 year Age Groups - Elliminyt (2016-2036)



Of note is that the Colac 2050 Community Infrastructure Plan projects that the population of Colac will grow by 7,700 people to 20,000 in 2050, with most of this increase likely to occur in the Elliminyt area – approximately 6,000 people.

The above population characteristics of Elliminyt have implications for the direction of the master plan:

- The increasing population will ensure that there will continue to be local demand for sporting facilities and other active recreation pursuits in Elliminyt, irrespective of age.
- The high proportion of Australian-born residents suggests that the typical Anglo-sports of Australian Rules football, cricket, netball and tennis will continue to be the dominant activities of choice of residents.
- The general ageing of the population will continue to increase the demand for new and improved passive recreation opportunities, such as walking paths (with seats and shade) and passive parklands.

² Source: Community Profile i.d. Colac Otway Shire.

³ SEIFA score is the Socio-Economic Index for Australia and is derived from attributes such as low income, low educational attainment, high unemployment, jobs in relatively unskilled occupations and variables that reflect disadvantage. The lower the score, the higher the relative disadvantage of an area.

2.3. Strategic Planning Directions

The following reports provided important context, background and direction during the preparation of the master plan:

- Council Plan 2013-2017 (revised 2015).
- Colac 2050 Community Infrastructure Plan (2016).
- Colac Framework Plan (2017).
- Colac Otway Public Open Space Strategy (2011).
- Colac Otway Shire Physical Activity Strategy 2014-2017.
- Colac Otway Shire Recreation Strategy 2006-2010.
- Colac Otway Tennis Facility Audit (2011).
- Future of Tennis in Colac (2014).
- G21 Regional Tennis Strategy 2015-2025.
- G21 and AFL Barwon Regional Strategy (2015).

The key directions from the plans and strategies relevant to the master plan study are noted below.

Council Plan 2013-2017

The Council Plan is structured around the following four key themes (or 'pillars'). Each pillar is underpinned by a number of strategies, and the strategies that support the master planning process and its subsequent outcomes are noted below.

1. Good Governance
 - Effective community engagement and participation.
2. A Planned Future
 - Plan for future land use to respond to population growth and changing needs.
3. A Place to Live and Grow
 - Address the health and wellbeing needs of people of all ages and abilities.
 - Maintain existing infrastructure.
4. A Healthy Community and Environment
 - Encourage active participation in recreation, arts and leisure pursuits.

Colac 2050 Community Infrastructure Plan

The purpose of the Plan was to identify the community infrastructure needs of the Colac Area through to 2050. The report notes that there will be an increase in the population of Elliminyt by approximately 6,000 people, and this large population growth will significantly increase the demand for community infrastructure. Whilst the report concludes that existing and planned facilities in Colac will generally have the capacity to satisfy current and future demand through to 2050, the following specific recommendations were made for Elliminyt:

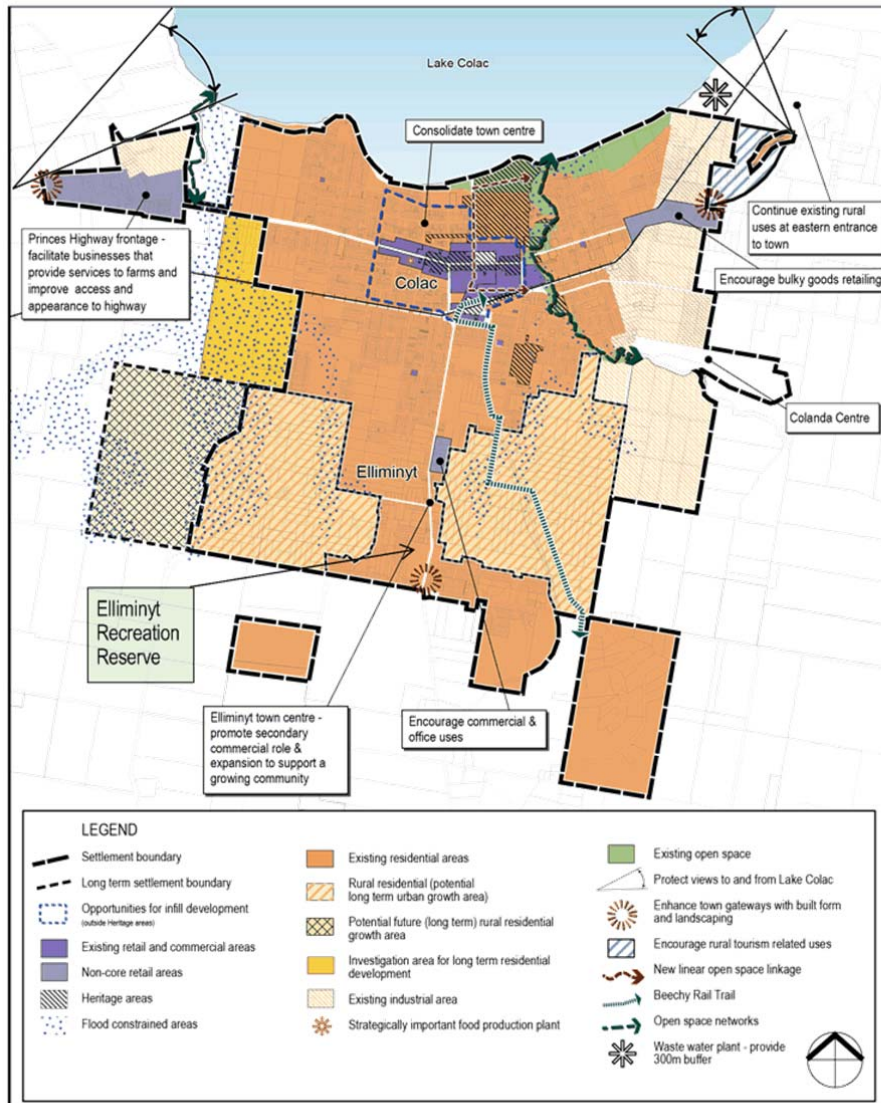
- Make provision for additional community meeting space in Elliminyt.
- Redevelop Elliminyt Recreation Reserve by upgrading the sports oval, providing an additional netball court or joint-use tennis court, and expanding the pavilion/ change rooms.

Colac Framework Plan (2017)

The Colac Framework Plan addresses the future potential for growth and development of the Colac and Elliminyt areas and identifies the means by which appropriate residential and commercial development can be accommodated.

Figure 2 below shows how much of the future residential land will be in the Elliminyt area.

Figure 2 – Colac Framework Plan (2017)



Public Open Space Strategy (2011)

The Public Open Space Strategy sets out a strategic framework for the planning and provision of open space within the Shire. In the context of the framework for the hierarchy and classification of open space as outlined in the Strategy, the Elliminyt Recreation Reserve is 'District' level open space and is categorised as a 'Sports Reserve'.

An analysis of the Urban Colac Area identified that *"There is a reasonable distribution of sports reserves but they generally have a limited range of facilities and often no facilities for sports that require a rectangular playing field, such as soccer and rugby. The sports reserves also lack facilities for non-organised active or passive recreation."*

Specific recommendations for Elliminyt and the Elliminyt Recreation Reserve, include:

1. Investigate the provision of a good quality neighbourhood park, including the provision of a high standard play facility for a wide range of age groups to service the Elliminyt area, e.g. at Joiner Reserve. This has been actioned with the recent installation of the new playground within the Elliminyt Recreation Reserve, just north of the tennis courts.
2. For sports reserves, such as the Elliminyt Recreation Reserve:
 - Explore opportunities to provide rectangular playing fields on the existing ovals to cater for sports such as soccer.
 - Upgrade the existing pavilions and other facilities.
 - Explore opportunities for use of alternative water sources and drought tolerant grasses, where applicable.
 - Landscape around the oval.
 - Improve car parking arrangements.
 - Provide informal recreation opportunities, eg. seating, picnic areas, play spaces, pathways, landscape features, etc.
 - Provide for non-organised active recreation, such as kick about spaces around the ovals.

Physical Activity Strategy (2014-2017)

The aim of the Physical Activity Strategy is to establish an evidence base to guide policy and decision making at a regional and municipal level to create an environment that supports physical activity. The strategy particularly focuses on identifying physical activity interventions, such as facility development, policies, programs and services that are cost effective and most likely to succeed in increasing people's ongoing participation in physical activity.

There were no specific recommendations for the master planning process contained within the strategy, however, the preparation of the master plan is consistent with the objectives of the strategy by improving the provision of facilities and spaces that may influence people to get active, and remain physically active.

Recreation Strategy (2006-2010)

The Recreation Strategy is underpinned by the following principles:

- Accessibility
- Partnerships
- Risk Management
- Financial Sustainability
- Flexible, multi-use approach
- Cross-organisational input

The Strategy includes the following recommendations/directions that are relevant to the master plan study:

- Undertake master plans for each of the city reserves, including the capacity to redevelop reserve surfaces.
- Implement the tennis and netball facilities' plans.
- Continue to support and encourage access and use of specialist facilities in collaboration with the resident clubs, eg. track cycling.

Tennis Strategies and Reports

The facility audit conducted in 2011 on the four tennis courts located at Elliminyt Recreation Reserve found no significant issues with the infrastructure, but identified that the courts will need resurfacing in the next 10 years, and the net posts replaced and the fence renewed.

There were no specific recommendations and directions for the Elliminyt Tennis Club in the 'Future of Tennis in Colac' report.

The G21 Regional Tennis Strategy classifies the Elliminyt Tennis Club facility as one of two 'Local' facilities available in the Shire, and that the long-term viability of the facility will need to be assessed as part of a broader future assessment of all tennis facilities in Colac. The strategy identified the following upgrade works:

- Court surface renewal by 2020.
- Perimeter fence renewal by 2020.
- Replacement of the net posts by 2018.

G21 and AFL Barwon Regional Strategy 2015

The strategy provides the principles and strategic framework to support the future development, governance and growth of football and netball throughout the G21 Region. It also provides key regional strategic directions and recommendations, as well as identifying key priorities and actions for AFL Barwon, AFL Victoria, Netball Victoria and each participating municipality.

A condition rating on the football and netball facilities at the Elliminyt Recreation Reserve was carried out as part of the project. Infrastructure items and condition scores are noted below.

Main pavilion	4/10	Netball amenities	8/10
Change rooms	3/10	Main netball court	10/15
Floodlighting (oval)	10/15	Floodlighting (court)	10/15
Oval surface	4/15		
Oval amenities ⁴	6/10		

The key items requiring improvement (as assessed by the report authors) are the main pavilion and the football change rooms.

⁴ Oval amenities = cricket pitch, irrigation system, oval fencing.

3. ELLIMINYT RECREATION RESERVE

3.1. History and Ownership

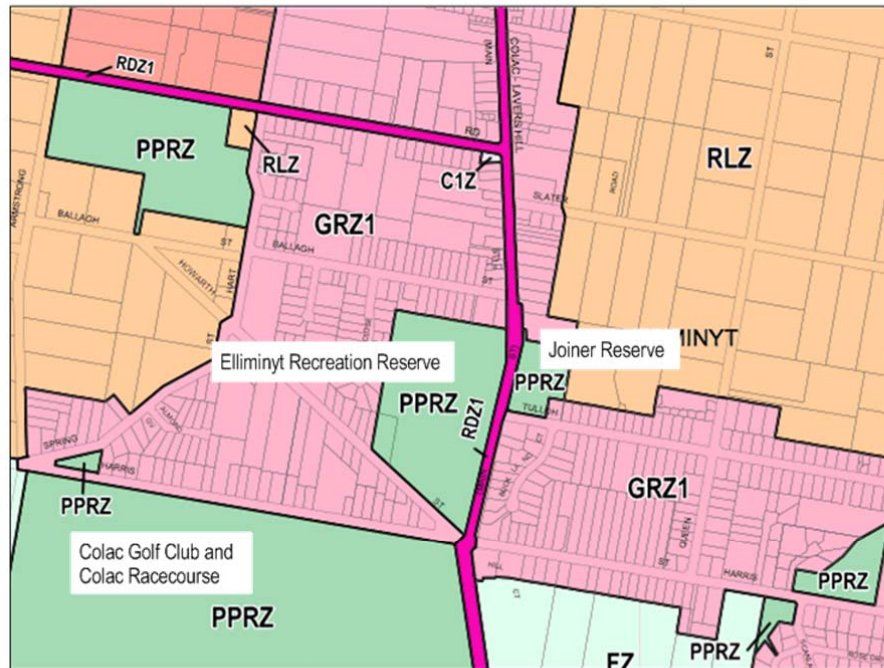
Elliminyt Recreation Reserve is a Crown land reserve managed by the Colac Otway Shire Council. The reserve is 7.7 hectares in size, and is located approximately 3km south of Colac in the suburb of Elliminyt.

3.2. Planning

The reserve is zoned *Public Park and Recreation Zone* (see Figure 3). The current sporting and recreational uses of the reserve are consistent with its zoning.

The reserve is not subject to any planning overlays.

Figure 3 - Planning Scheme Map Showing the Elliminyt Recreation Reserve



3.3. Existing Facilities

3.3.1. Sporting Facilities

The reserve comprises of the following sporting facilities:

- One sports ground of approximate dimensions 160m x 115m, including a synthetic cricket wicket and floodlighting. All appear in good condition, although the floodlights do not provide the minimum recommended 50 lux for football training.



The oval is on the small side for senior football, mainly due to the narrow pockets at both ends, which are an outcome from the final shape of the ground. Little opportunity exists to either widen or extend the oval, as an asphalt velodrome circumnavigates the ground. The track is a valuable feature of the reserve and is being used more frequently each year as the Colac Cycling Club continues to grow. Beyond the footprint of the velodrome there are constraints to further expand the size of the oval/ velodrome: there is a significant grade change on the northern side; and on the south side of the oval, the pavilion and other infrastructure are built to the edge of the velodrome.

- The centre wicket is orientated east-west, which is not the preferred orientation.
- A manually operated scoreboard is located in the northwestern corner of the reserve.

One 450 metre asphalt cycling track around the perimeter of the sports ground. The condition of the surface is average, with evidence of cracking and uneven sections. The cycling club has patched up areas to improve its performance.



- The main sports pavilion comprises of home and away player change rooms and amenities, a social area with separate bar and combined kitchen/ canteen facilities, internal toilets, a training room, and umpires room. All facilities and spaces are in average to poor condition and some functional constraints exist with the present layout of facilities. During the study, a building condition report and a timber pest report were commissioned by independent contractors, and each confirmed the poor condition of the building and identified that the building is termite infested. (Refer Section 5.2 for additional information concerning the condition of the pavilion).



- Adjoining the main sports pavilion is a covered bar area and terraced spectator viewing area.
- One asphalt netball court with associated changing facilities and shelter, including floodlighting. The facilities were built in 2006 and are in good condition.



- A small sports pavilion comprising of a change area and toilet. The pavilion was previously used as the netball change rooms, and more recently, it has been used as a cricket store and meeting area.
- Four asphalt tennis courts (2 banks of 2 courts), none are floodlit. The eastern bank of courts requires re-surfacing. The fencing around the courts is in average to fair condition (bellying and rust).
- A small tennis pavilion with a basic kitchen, meeting room and toilet facilities is in good condition.
- There is no path between the pavilion and the courts, despite a grade change between both assets. Some bench seating on the south side of the courts has been recently installed.



3.3.2. Other Facilities

The reserve also includes the following additional facilities and spaces.

- A playground with adjoining BBQ/shelter and seating are all in very good condition and are popular with local residents and visitors to the reserve/region.



- An extensive internal path network, with some sections in good condition and some requiring re-surfacing.
- The public toilet block is in average to poor condition, and is poorly located in proximity to other facilities, such as the main sports pavilion and the playground.

3.3.3. Landscape and Car Parking

- The reserve has a steep gradient from the highest point at the southern end of the reserve, to the lowest point at the northern end where the sports ground is located.
- Whilst there are a number of mature eucalypts throughout the reserve, the overall tree planting is sporadic and could be strengthened along the boundaries, particularly adjacent to residential boundaries.
- All internal roads and car parking are unsealed.
- There are two banks of terraced car parking along the southern side of the sports ground, and the car parking to the east and west of the ground is informal. The car parking on the west of the sports ground is accessed via a gravel road between the main pavilion and the netball courts and presents as a safety issue for pedestrians moving between both facilities and around the sports ground.



- A gravel car park services the play space precinct, and informal car parking on grass is available on either side of the tennis clubroom.
- The main entrance to the reserve is off Colac-Lavers Hill Road, with a secondary entrance from the south off Howarth Street. A second cross-over off Howarth Street approximately 30m east of the secondary entrance leads to a small open space area for no obvious reason and appears to be unnecessary.
- The reserve edges along the western and northern boundaries are eroding and degraded. These edges would benefit from some landscaping and tree planting.



4. CONSULTATION

A combination of meetings, interviews, site inspections and community surveying was carried out with various stakeholders during the study period, including user groups, representatives from local community groups, the local primary school and Council staff. Some of the consultation was undertaken during the research phase of the study, whilst other meetings and interviews were designed to receive feedback on preliminary concept plans prepared for the reserve and the main pavilion.

A chronological summary of the consultation undertaken is shown in the following table.

Date	Method of Consultation	Group / Stakeholder
20 April 2016	Meeting	Colac Otway Shire Staff Workshop
	Meeting	Elliminyt Primary School
	Meeting	Warrion Cricket Club
	Meeting	Colac Cycling Club
	Meeting	Elliminyt Tennis Club
	Meeting	South Colac Sports Club
May 2016	Telephone Meetings	Colac Auskick
		Warrion Cricket Club
		City United Cricket Club
		St Laurence Community Services/MyPATH
May 2016	Survey	Community and local residents
10 August 2016	Meeting – progress report	South Colac Sports Club
8 December 2016	Meeting – review reserve and pavilion concept plans	South Colac Sports Club
16 March 2017	Information Session	All stakeholders

See Appendix 1 for a list of people and groups consulted.

4.1. Council Staff Meeting

A summary of the key outcomes, suggestions and comments from a meeting with Council staff is provided in the following table.

Group	Meeting Notes
<p>Colac Otway Shire Council Staff (Meeting date: 20 April 2016) <u>Meeting Attendees</u> Mark Robinson – Parks and Gardens Nicole Frampton - Recreation & Open Space Coordinator Casey Slater – Building Maintenance Geoff Alexander – Strategic Planner Adam Lehmann – Manager Assets</p>	<p>The Elliminyt Recreation Reserve is a Crown land reserve.</p> <p>The Growth Area Plan for Colac includes a landscape assessment for Colac and Elliminyt. The view corridors have been preserved.</p> <p>The rezoning south of Harris Road will provide for 300 new homes. This will provide for future growth in Elliminyt.</p> <p>Buildings Council maintains the buildings on the reserve to the basic standard. There is termite damage in the main pavilion and also in the retaining wall to the south of the pavilion. The retaining wall is in poor condition.</p> <p>The change rooms are small, and access for players and umpires to the ground is across the cycling velodrome.</p> <p>Path Network The paths are of various standards due to the recent playground works. Some have been prioritised due to the connections they offer.</p>

	<p>Traffic The road through the reserve is often used as a thoroughfare between Main Street and Howarth Street.</p> <p>There are safety concerns for pedestrians in two locations:</p> <ul style="list-style-type: none"> • the area between the sports ground and the netball court, and • the section of road adjacent to the tennis courts. <p>Sports Facilities The cricket practice nets were removed when the netball change rooms were built in 2006. Consideration needs to be made to include new cricket nets in the master plan.</p> <p>Sports Ground and Landscaping The playing surface should be a priority for Council before any building upgrades, with improved drainage and irrigation required. Consideration should be given to converting the playing surface to a drought tolerant species of grass.</p> <p>The current tree plantings throughout the reserve could be strengthened.</p>
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4.2. User Group Consultation

A summary of the key outcomes, suggestions and comments from the consultation with user groups conducted during the research and master plan development phase is provided in the following table.

Group	Meeting Notes
<p>South Colac Sports Club (Meeting date: 20 April 2016) (Follow-up meetings were held 10 August 2016, 8 December 2016 and 16 March 2017)</p> <p><u>Meeting Attendees</u> Ryan Fennell Jake Veale Ashley Borsch Tracey Tann David Seabright</p>	<p>The South Colac Sports Club identified the following issues relating to facilities:</p> <ul style="list-style-type: none"> • require a second netball court to meet demand, • clubrooms require upgrading/redevelopment due to some non-compliances with the building code, some of the spaces do not meet AFL guidelines, and its condition (including evidence of termite damage), • car parking around the reserve needs reviewing, and the stormwater flow associated with some of the car parks also needs reviewing, • there are deficiencies with the oval, including its size and condition, and the floodlighting does not meet 50 lux, and • the scoreboard needs replacing with a digital scoreboard. <p>There is support for a café/commercial operation at the reserve, and to better integrate all of the facilities.</p>
<p>Colac Cycling Club (Meeting date: 20 April 2016)</p> <p><u>Meeting Attendees</u> Anthony McDonald Darren Allan Neil Widdicombe Scott O'Hanlon Richard</p>	<p>The Colac Cycling Club was established in 1926, went into recess in 1996, and re-formed in 2002. It is a very successful club boasting Olympic and Commonwealth Games participants.</p> <p>There are not many tracks in Western Victoria, with the closest cycling velodrome at Ballarat.</p> <p>Facility Use The velodrome is used for track cycling in the summer. The Club conducts road racing during the winter. The road racing season is based at the Beeac Community Centre.</p> <p>There are 70 days of use of the reserve each year for competition and training. There are 18 competition nights across the season, which are initially conducted on Tuesday evenings but then swap to Fridays when football pre-season training commences. Training is held two nights per week 5.30pm – 8.00pm, subject to scheduling, and on occasions</p>

Group	Meeting Notes
	<p>conflicts with football pre-season training. The Club also conducts cycling activities for Trinity College and Colac Specialist School.</p> <p>In March 2016 and 2017, the Club conducted a combine event, and due to the success of the events is now planning to increase the number of these events to up to four per year.</p> <p>Membership 50 financial or active members: 33 seniors and 17 juniors. There are only a few senior females, however the junior section is 50% female. The Club has increased its membership by over 200% in the past 18 months and is continuing to increase. Riders come from other towns, such as Warnambool, for Saturday rides.</p> <p>Aspirations and Constraints The Club identified the following aspirations and constraints. A VIS grant funded the purchase of bikes, therefore, improved/increased storage is now required. The Club currently uses a shipping container for storage. Clubrooms for change rooms and toilets, and for the display of Club honour boards, etc. Track lighting so that the Club can train under lights rather than be restricted to twilight, and also potentially stage evening competitions. If the track was improved the Club could host regional events, which are currently held in Hamilton. Desired upgrades include:</p> <ul style="list-style-type: none"> • Upgrade the track perimeter fencing, and the gates should open out from the track. • Bike access – it is best to have two entrances to the track. • The football coaches' boxes are a safety concern and need to be recessed back from the track. • Install a public address system. Competitions have multiple starting positions around the track, therefore PA is required around the entire track. <p>There is no access to the main pavilion unless it is booked through the South Colac Sports Club, so for non-competition use there is no access to toilets or change rooms, other than the public toilets. There is always a lot of dirt on the track that the Club has to constantly monitor. The biggest issue is gravel washing onto the track. There are issues with concurrent use of the track / sports ground.</p>
<p>Elliminyt Tennis Club (Meeting date: 20 April 2016)</p> <p><u>Meeting Attendees</u> Dale Andrews John Rogers Jayne Olds Bruce Edwards</p>	<p>The Elliminyt Tennis Club was founded in the 1950's. Originally, the courts were located further down the reserve. The Club commenced use of the current location with two courts, then expanded to four courts and a clubroom.</p> <p>The courts are always open for community use.</p> <p>Facility Use The Club has a summer tenancy only, when it utilises the facility on the evenings from Monday to Thursday each week. All four courts are used during competition.</p> <p>Membership Approximately 60 active members and 20 social members.</p> <p>Aspirations and Constraints The Club identified the following aspirations and constraints. The two eastern courts require resurfacing. A formed car park with 25 – 30 spaces at the end of the road.</p>

Group	Meeting Notes
	<p>The master plan should allow for two additional courts to accommodate future growth.</p> <p>Steps with a handrail between the clubrooms and the courts are required, and a ramp for disabled access.</p> <p>There are four drainage pits that are blocked, and require repair/replacement.</p>
<p>Elliminyt Primary School (Meeting date: 20 April 2016) <u>Meeting Attendee</u> Angela Hall - Principal</p>	<p>Facility Use The Elliminyt Primary School use the reserve for their Athletics Carnival, Cross Country event, afternoon sports on a weekly basis in Terms 2 and 3, and in Term 4 for Bike Ed program. The Prep classes also use the Pirate Park and surrounding parkland for an excursion each April.</p> <p>The reserve is the displacement site for school evacuations.</p> <p>The school books the use of the reserve with the Shire for any of their large events. For the Athletics Carnival, the school also uses the main pavilion.</p> <p>There is a good relationship between the school and the South Colac Sports Club. The school has aligned its sports colours with the Club.</p> <p>The cycling track provides a grandstand atmosphere for the school's sports day.</p> <p>The footpath between the school and the reserve is in good condition.</p> <p>Suggested improvements: The public toilets need upgrading.</p>
<p>Warrion Cricket Club (Meeting date: 20 April 2016) <u>Meeting Attendee</u> Shane Vicary</p>	<p>The Warrion Cricket Club is the only cricket club in the rural area of Warrion, which has a small population. Most of their players are from Colac.</p> <p>Facility Use The Club uses the Elliminyt Recreation Reserve as a Colac base and currently uses the cricket clubrooms. Many of the Club's junior players also play football for South Colac Sports Club.</p> <p>The Club currently trains at the local high school, however there is no access to toilets, etc.</p> <p>The Club hosted three family events in 2015 at the Elliminyt Recreation Reserve, which were very successful.</p> <p>The Club is concerned that it may not be able to sustain a cricket club located 20 minutes out of Colac when most players reside in Colac.</p> <p>Aspirations and Constraints The Club would like to become a regular tenant at the Elliminyt Recreation Reserve.</p> <p>It would like to explore the feasibility of installing a turf centre wicket, and would also require a cricket practice facility (2-3 nets) for both junior and senior use.</p> <p>The current off-field facilities at the reserve would meet their needs.</p>
<p>City United Cricket Club (Meeting date: 20 April 2016) <u>Meeting by telephone</u> Brian Inglis</p>	<p>The City United Cricket Club is based at Eastern Reserve. The Club uses the Elliminyt Recreation Reserve for their 3rd XI team on Saturdays and their U/16 team on Friday nights.</p> <p>They have no issue with the east-west orientation of the oval cricket pitch.</p>

Group	Meeting Notes
<p>Colac Auskick (Meeting date: May 2016) <u>Meeting by telephone</u> Chris Riches</p>	<p>Colac Auskick has 350-400 participants, of which the majority are boys. There are two components: Junior for Preps-Grade 3; Senior for Grades 4-6.</p> <p>Currently, Colac Auskick is conducted at Central Reserve on Friday nights and Sundays.</p> <p>Colac Auskick would consider relocating some of their program to the Elliminyt Recreation Reserve, with the key requirements being access to toilets and a permanent store of approximate dimensions 4m x 5m.</p>
<p>St Laurence Community Services/ MyPATH (Meeting date: May 2016) <u>Meeting by telephone</u> Karen Paddick</p>	<p>MyPATH regularly uses the Elliminyt Recreation Reserve on Tuesdays. The visits typically include up to 10 clients who walk around the sports ground and use the netball courts for ball games.</p> <p>Key requirement is more undercover areas (shade/shelter).</p>

All of the information above was considered during the preparation of the master plan.

4.3. Resident Survey

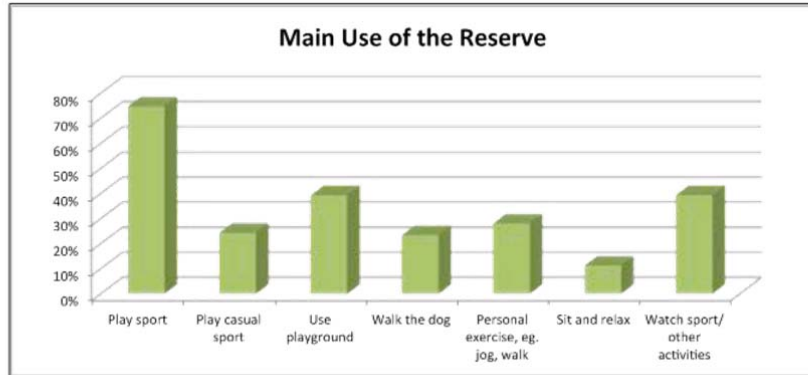
An opportunity was provided to local residents and stakeholders to have input into the Elliminyt Recreation Reserve Master Plan. An online survey questionnaire was available via a Facebook page, and a hard copy of the same questionnaire was hand delivered to 200 randomly selected households in Elliminyt. Households included all properties directly abutting the Elliminyt Recreation Reserve, and other randomly selected properties in an area bound by Irrewillipe Road, Armstrong Street, Harris Road, the new estate south of Harris Road, and the households south of Tulloh Street. (See Appendix 2 for the questionnaire).

The survey period was 1 – 13 May 2017. In all, 107 completed questionnaires were received: 13 hard copy surveys; and 94 online surveys. The key findings from the survey are described below. (See Appendix 3 for a full set of results).

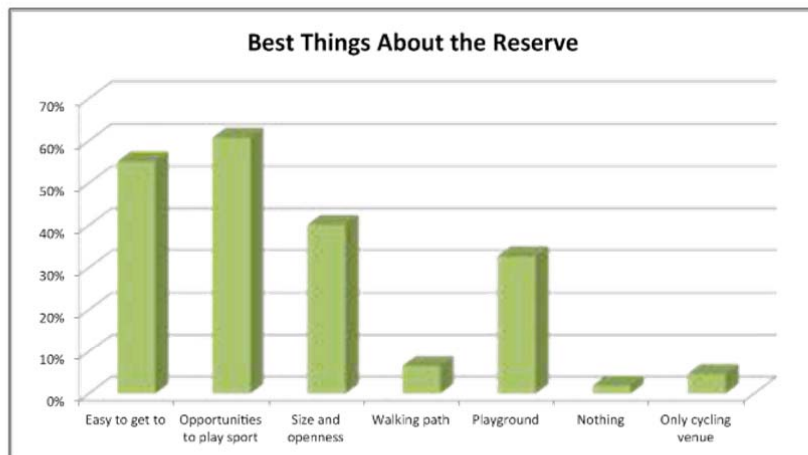
- 99% of respondents had used the Elliminyt Recreation Reserve in the previous 12 months.
- 68% of respondents rated the general quality and condition of the reserve as 'excellent', 'very good' or 'good', whilst 25% rated it 'fair' and 6% rated it 'poor' (one person responded 'don't know'). See graph below.



- Respondents were asked for what purpose(s) they mainly used the reserve. 75% of respondents had used the reserve to 'play sport', with the next most popular uses being to 'use the playground' (39%) and to 'watch sport and other activities' (39%). See graph below.



- Respondents were asked to identify the three best things about the reserve. The graph below shows that the most popular responses were the 'opportunities to play sport' (61%), 'easy to get to' (55%), its 'size and openness' (40%), and the 'playground' (33%).

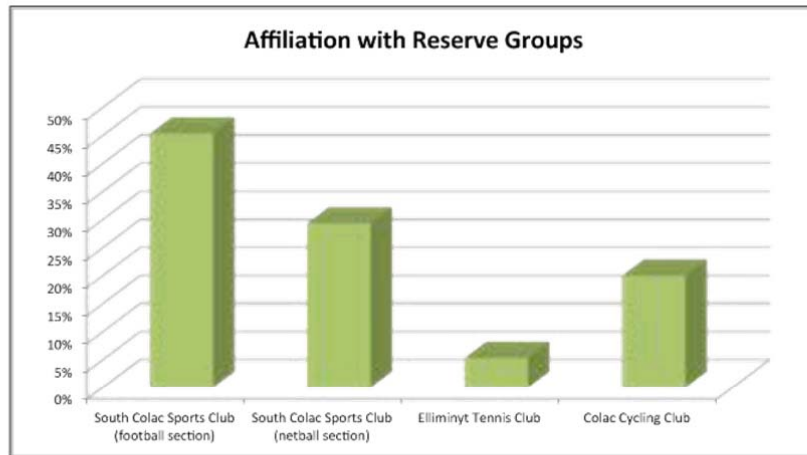


- Some of the reasons why respondents don't use the reserve include:
 - Lack of seats, tables (7 responses)
 - Poor condition of the reserve (5)
 - Don't feel safe (4)
- Respondents were asked to nominate any additional sporting facilities, or groups, that could be located at the reserve:
 - Second netball court (7 responses)

- Soccer club (2)
- Lawn bowls (2)
- Cricket practice facilities (2)
- Cycling clubrooms (2)
- Respondents were asked to nominate any improvements to the reserve:
 - Upgrade the clubrooms (39 responses)
 - Additional netball court (21)
 - Improve size and surface of oval (13)
 - Upgrade floodlighting (12)
 - Increase/improve car parking (11)
 - Improve spectator seating (10)
 - Resurface the cycling track (9)

Profile of Survey Sample

- Of the total sample of 107, most (70%) were a member of one of the groups based at the Elliminyt Recreation Reserve, or had other family members who were. Of the 75 respondents who were members of groups, most were affiliated with the South Colac Sports Club. See graph below.



- The survey required respondents to nominate their Household Type, with the highest proportion of households being 'family with most children aged 6 - 15years' (27%), and 'couple, no children or children no longer living at home' (22%).

5. ANALYSIS OF ISSUES AND OPPORTUNITIES

Two key issues for the Elliminyt Recreation Reserve raised during the master planning project were:

1. The location of a second netball court.
2. The upgrade of the main pavilion.

The following sections review the issues and considerations for these items.

5.1. Netball Court

The netball section of the South Colac Sports Club currently comprises of three senior netball teams and three junior netball teams. The netball program has increased in recent seasons partly due to the success of the Club, and partly due to the increasing population in the South Colac/Elliminyt area.

The existing netball court, shelter and change rooms at the Elliminyt Recreation Reserve were built in 2006 and provide compliant, fit for purpose and contemporary netball facilities for players and officials.

The South Colac Sports Club requires a second netball court to enable it to continue to provide a quality netball training experience for its players, and to also ensure home matches can be scheduled efficiently during the competition season. Several other clubs in the Colac & District Football Netball League have two netball courts available at their home reserve.

A number of site options were assessed to locate a second netball court. The key pre-requisite for any option was that the second court had to be in close proximity to the existing court and change rooms. The main location options considered were:

1. The vacant land behind the goals and immediately north of the change rooms. The key constraint of this option is that available land is too narrow.
2. The vacant land just behind the scoreboard (see Figure 4). The key constraint of this option is that it is a fill site and unsuitable due to unstable land.
3. Beside the existing netball court (see Figure 5). The key constraints with this option are that will require the main pavilion to be removed, and it will also prevent the area behind the goals being accessed for overflow car parking.
4. The vacant land south of the existing netball court (see Figure 6). This is the preferred option.

Figure 4 – North Netball Court Option



Figure 5 – Side-by-Side Netball Court Option



Option 4 does not unduly impact current infrastructure and land uses, however, a key challenge with this site is the topography, as the land required for the second court rises 3 – 4 metres from the level of the existing court. In an attempt to mitigate the need to cut into the slope, an assessment of the feasibility of constructing the court in an east-west orientation was explored (see Figure 7), however, was quickly

discounted due to the impact on the adjacent road access from behind the pavilion and the non-preferred orientation of the court in an east-west direction.

Figure 6 – South Netball Court Option

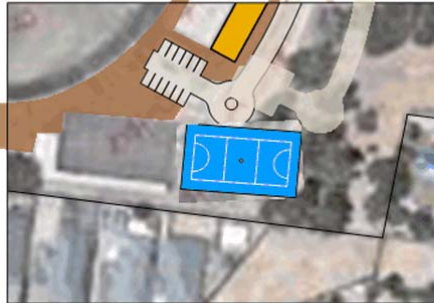


Figure 7 – South Netball Court (East-West) Option



The best solution is to construct the court south of the existing netball court with the preferred north-south orientation. This option will have a significant impact on construction costs, as not only is a cut and fill required, but batters and drainage to control stormwater run-off from the south will need to be constructed. This option will also require half a dozen trees to be removed, however, the reserve presents a number of opportunities for offset planting. The master plan supports this option, with the inclusion of a player shelter along the western side of the court and floodlights to facilitate winter training.

An interim option until a second netball court becomes available is to utilise the tennis courts. From a desktop assessment, it appears possible for a netball court with compliant run-offs to be overlaid on one bank of two tennis courts in a north-south direction. The key infrastructure adjustments required will be to convert the existing fixed tennis net posts to be removable, and to install sockets for removal netball goals. The tennis courts are not floodlit, so any netball court would only be available for training before darkness and for competition matches.

5.2. Main Pavilion

The reserve's main pavilion is non-compliant in a number of critical areas and has a number of structural deficiencies.

Pavilion Compliance and Functionality

- The combined area of the home change room and associated amenities is less than the recommended AFL preferred areas of 45sqm for the change room and 25sqm for the amenities, and they are not female friendly in their design and fit-out.
- The combined area of the away change room and associated amenities is less than the recommended AFL preferred areas of 45sqm for the change room and 25sqm for the amenities, and they are not female friendly in their design and fit-out (see right).
- The umpires' change room and amenities are significantly less than the AFL preferred area of 25sqm, and the rooms currently do not allow for male and females to change simultaneously in private.



Player change room amenities

- The main entry into the pavilion from the car park is a thoroughfare that divides the kitchen/ canteen preparation area and the serving area.
- The internal male toilets that service patrons in the social room comprises of one pan only.
- There is no disabled toilet within the pavilion.
- There is no furniture store to service the social room, and there is inadequate storage for sports equipment to cater for regular tenant users.

As well as the above core areas being deficient in the pavilion, the current layout does not allow two separate uses of the social rooms to occur concurrently. An opportunity explored during the design development process was to allow for the possible use of the social rooms by the South Colac Sports Club (or a hirer) whilst the Colac Cycling Club is using the social space for meetings, training or events. An operable wall has been proposed to allow for the existing total social space of approximately 180sqm to be divided into two smaller spaces of 120sqm and 60sqm. This could be the set up during the summer period when the cycling club is active, whilst still maintaining continued access to social and meeting space for the South Colac Sports Club. A kitchenette has been allowed for in the smaller portion. During the winter season when the total space is required by the South Colac Sports Club, the operable wall would be opened up.

A separate meeting room/ cycling club office has also been allowed for to provide a permanent base for the Colac Cycling Club, which will assist the committee to continue to manage the growth and popularity of the club in a more efficient and effective way. When not being used by the cycling club, the room will have flexibility to be used as a room for football timekeepers and for other community group meetings.

The area schedule in Table 1 informed the design process for an upgrade and expansion of the pavilion, and incorporates the AFL recommended areas for 'local' standard pavilions, and also the preferred spatial areas by the South Colac Sports Club.

Appendix 4 contains the existing conditions floor plan for the main pavilion (400sqm), and a concept floor plan showing the expansion and upgrade of the pavilion to achieve a fit for purpose and more flexible facility for club and community use (700sqm). The footprint for the pavilion has increased by approximately 300sqm, with the expansion occurring both south and west (requiring the demolition of the former netball change room building). The extension of the building footprint to the south is by an estimated 7.0 metres, and after allowing for external circulation space to the rear of the pavilion, the total distance of the internal and external areas beyond the current alignment of the (failing) retaining wall is approximately 4 – 5 metres.

The retaining wall is in poor condition due to termite damage (see photo below), and needs to be replaced. (See condition report from PJ Ytrup & Associates in Appendix 5). The new retaining wall should be positioned in a location that will provide for an increased building footprint.



Retaining wall located behind the main pavilion, and one of the retaining wall posts showing the effects of termite infestation

Table 1 – Suggested Area Schedule for the Proposed Expansion and Upgrade to the Main Pavilion

Accommodation	AFL 'Local' Facility Standard Areas (m2)	Tenants' Aspirational Schedule (m2)	Recommended Areas (m2)	Comments
Home Team				
Home Change	45	45	45	Potential for the home and away change rooms to be connected by roller door (or operable wall) to enable the combined space to be utilised for indoor football training during inclement weather.
Home Amenities	25	25	25	To be female friendly (refer 'AFL Preferred Facility Guidelines - Amenities Upgrade for Unisex Use' report).
Home Massage / Strapping	10	10	12	Combined space
Home Medical Room (Doctors Room)	10	10		
Fitness Gymnasium	25	50	50	Recommended to locate the gym adjacent to the home change room and separate with netting only (so gym can be used as a possible warm-up area on match days).
Away Team				
Away Change	45	45	45	See 'Home Change' above
Away Amenities	25	25	25	To be female friendly (refer 'AFL Preferred Facility Guidelines - Amenities Upgrade for Unisex Use' report).
Away Massage / Strapping	10	10	10	Supplied in lieu of First Aid
Other Spaces				
Umpires Change Room	25	25	25	To be female friendly (refer 'AFL Preferred Facility Guidelines - Amenities Upgrade for Unisex Use' report).
Time Keepers / Scorers	10	8	6	
Administration Office	15	15	0	Shared space by all clubs
Meeting Room	-	20	20	Shared space, but a base for the Colac Cycling Club. Available to the community to hire for meetings.
Social Room (main)	100	200	180	Allow for an operable wall to enable the space to be divided into one room of 120sqm and one of 60sqm. Social Room (main) to be utilised by the South Colac Sports Club off-season. Social Room (#2) to be utilised by the Colac Cycling Club in-season. Combined space to be utilised by the South Colac Sports Club in-season and by the Colac Cycling Club for events.
Social Room (#2)				
Canteen	20	40	25	
Kitchen (main)				
Kitchen Store	-	6	5	
Kitchen (Social Room #2)	-		12	At western end of building
Bar (main)	-	15	15	
Cool Room / Store	-	10	10	
Store (tables/ chairs/ portable stage)	-	20	20	
Entry foyer (incl. trophy display)	-	10	15	
Internal Toilets (incl. accessible WC with baby change facility)	-	35	35	
Storage				
Internal Store (sports club)	20	20	15	
Internal Store (cycling club)	-	20	15	
Miscellaneous Areas				
Cleaner's Store	5	5	5	
Services			10	
Covered Viewing Area	50	100	100	Extend existing - not part of total floor area calculation
Total Net Area	440.0	769.00	625.00	
Grossing (Circulation at 5%)	22.0	38.45	31.25	
Total Building Area	462.0	807.45	656.25	

Pavilion Structural Deficiencies

A timber pest inspection of the pavilion was carried out on 31 October 2017 by Tri4 Pest Control Pty Ltd. The inspection identified the following:

- Evidence of timber pest activity and damage by termites identified as Coptotermes.
- The evidence of termite damage was widespread throughout the pavilion.
- The likely causes of termite infestation are high moisture readings to the north wall of the building, and the concrete slab floor is cracked.

The report concluded that, "... the overall degree of risk of undetected timber pest attack and conditions conducive to timber pest attack was considered HIGH", meaning that the building is likely to require constant and ongoing maintenance, which will become costly.

(Refer Appendix 6 for the Tri4 Pest Control report, 'Standard Timber Pest Report').

PJ Yttrup & Associates undertook a condition assessment of the pavilion in June 2017. Following this report, the company also prepared a plan in December 2017 describing upgrade works required to the building due to the presence of termites and other issues observed that do not comply with current codes or good building practice. Of significance, the report notes the following

"It is unlikely that the building can be completely protected from future ingress [of termites]"

"Consideration should be made for replacing the existing building, considering the current condition and likelihood of future termite ingress."

(Refer Appendix 7 for the PJ Yttrup & Associates report, 'Upgrade Works Preliminary for Costing').

Whilst the assessment of the future of the main pavilion in this master planning study has focused on the potential for the upgrade and expansion of the existing building, building inspections undertaken concurrently with the study period and independently of the study, have clearly shown that the building has serious structural and termite infestation issues. It is recommended therefore, that a detailed feasibility assessment of the options for either the retention and upgrade/ expansion of the pavilion or the demolition and replacement of the pavilion be carried out, inclusive of cost benefit analysis.

6. ELLIMINYT RECREATION RESERVE MASTER PLAN

6.1. Plan Development

The Elliminyt Recreation Reserve Master Plan was developed through consideration and analysis of information collected during the project from the following sources:

- Local influences, including the demographic profile of the Elliminyt district and the directions of relevant strategic reports from Council and sport peak bodies.
- Site analysis by the consultant team.
- Consultation with the South Colac Sports Club, the Elliminyt Tennis Club, the Colac Cycling Club, the City United Cricket Club, the Elliminyt Primary School, the Warrion Cricket Club, selected Colac Otway Shire staff, and other stakeholders and residents.
- Assessment of various options and scenarios to improve and upgrade the reserve and its facilities.
- Feedback from stakeholders on preliminary concept reserve layout plans and on preliminary floor plans for an upgraded and extended main pavilion.

The key design drivers for the development of the master plan were:

1. Redevelopment of the pavilion – to provide fit for purpose facilities for reserve user groups and for the pavilion to be more inclusive of the regular reserve users.
2. Provision of a second netball court.
3. Improved traffic management – internal road network, car parking.
4. Improved landscaping – western and northern sides of oval, managing stormwater, tree planting, path network, seating, and shelter.
5. Improved social recreational experiences.
6. Upgrade of the oval.
7. Improved integration of and connections between facilities.

The key elements and directions identified in the Master Plan are described below, and should be read in conjunction with the illustrated Master Plan in Appendix 8.

6.2. Key Directions of the Master Plan

1. Sports Ground and Cycling Track

- Install new sub-surface irrigation and drainage systems.
- Upgrade the oval surface by converting it to a warm season grass.
- Upgrade the floodlights to 50 lux.
- Convert the scoreboard to a digital scoreboard.
- Retain the current cycling track configuration, and resurface.
- Reposition the players' benches to improve the safety of cyclists.
- Install a 1.5m path around the oval – seal the sections of the path where gravel currently washes onto the cycling track.
- Install new terraced spectator standing area.
- Resolve the stormwater run-off around the car parking areas, including at the entrance to the pavilion.

2. Netball Precinct

- Install two cricket practice nets if cricket becomes a regular tenant.
- Replace the temporary storage container with an enclosed storage room as an extension to the netball rooms.
- Construct a new netball court, player shelters, and floodlights (assess the feasibility of a cut and fill solution for the court base to reduce costs).
- Revegetate the batter between the netball facilities and the adjoining properties to the west of the reserve to provide a screen.

3. Main Sports Pavilion

- Assess the feasibility to upgrade and extend the sports pavilion, or replace it. Pavilion engineering and termite reports prepared during the study period both conclude that consideration needs to be given to replacing the pavilion, due mainly to the likelihood of further termite infestation. This evidence, coupled with the need to also undertake extensive works to the existing building to upgrade player and umpire amenities areas to achieve compliance with building codes and also with AFL preferred facility standards, suggests that the building has reached the end of functional life.
Any new or redeveloped pavilion needs to incorporate improved player and umpire change rooms, a new gymnasium, capability for the social area to be divided to accommodate concurrent use by co-tenants, new bar/ kitchen/ canteen areas, new internal toilets, new meeting rooms, and increased storage.
- Remove the former netball rooms (cricket store).
- Re-construct the retaining wall in a new location to accommodate a larger pavilion.

4. Other Facilities and Spaces

- Install steps and paths to better connect the tennis courts with the tennis clubroom.
- Resurface the tennis courts and make good the drainage surrounding the courts.
- Replace the tennis court perimeter fence.
- Consider expanding the play space precinct north of the current infrastructure.
- Better connect the play space precinct to the public toilet by constructing an unsealed path.
- Upgrade the public toilets.
A new pavilion would provide an opportunity to consider including public toilets within the building to more conveniently service people utilising the sports ground and the netball areas, with an exeloo automated public toilet (or other similar facility) considered for installation adjacent to the playground and BBQ area. This strategy would enable the existing public toilet building to be removed. The additional cost to achieve this direction for the future provision of public toilets at the reserve should be considered during the design development and feasibility assessment for a new pavilion.
- Investigate site options for a possible BMX facility to support active living by young people.
- Better connect Main Street to the reserve in the northeast by constructing an unsealed path.
- Construct an unsealed path around the northern boundary of the oval to connect the existing perimeter paths to form a continuous circuit.
- Reinstate the existing paths throughout the reserve that are overgrown and in poor condition.
- Improve the landscape amenity of the batters around the northern and western sides of the oval by turfing or using other ground cover.
- Strengthen the tree planting throughout the reserve, particularly along the northern boundary and the southern boundary along Howarth Street.

5. Traffic Management

- Install a roundabout at the reserve entrance to improve flow and safety on event days.
- Cease vehicle entry into the reserve off Howarth Street by removing the cross over. This will eliminate the opportunity for vehicles to cut through the reserve, and will improve the safety of reserve users.

- Remove the crossover off Howarth Street leading into the open space area in the southeast corner of the reserve, and reinstate to grass.
- Form unsealed car parking to service the tennis facility.
- Reconfigure the existing unsealed access roads and car parking south of the oval to ensure they comply with car parking standards and guidelines.
- Create a new overflow car parking area west of the reserve entry.
- Construct a new sealed car park and access road between the netball court and the main pavilion to improve safety.

6.3. Cost Plan

The Elliminyt Recreation Reserve Master Plan recommends more than 35 separate but interconnected projects for the reserve. The total estimated cost for full implementation of the Master Plan is in excess of \$4,850,000.

The practicality and order of implementation of all projects has been and will continue to be subject to a number of factors and criteria before proceeding, including:

- Availability of State and Federal funding.
- Current and future priorities of the South Colac Sports Club, other user groups, and the Colac Otway Shire Council.
- Stakeholder and community needs.
- Further investigation, research and consultation to determine the feasibility of projects.

The Master Plan Cost Plan is shown on the following pages. The item number assigned to each project is the same as the numbered symbols on the master plan, and an indicative project cost and prioritisation have been included.

Important Notes:

- *All capital cost estimates shown in the table are based on works being undertaken by professional contractors, and consultant fees associated with design development and administration have been averaged at 10% of construction costs.*
- *The cost estimates have been provided as indicative costs, based on similar projects undertaken in the past 18 months. No detailed plans have been prepared for any of the proposed upgrades (other than the reserve main pavilion), which are typically required to identify more accurate estimated costs from a Quantity Surveyor.*

Cost exclusions include:

- *Construction contingencies.*
- *Any costs/loss of income, which may be incurred by user groups or Council during construction of improvement projects.*
- *Goods and Services Tax (GST).*
- *It should be noted that some capacity might exist for cost savings during the implementation of the capital improvement program, by combining /packaging projects into one larger contract.*
- *The directions contained within the master plan do not commit the South Colac Sports Club, the Colac Otway Shire or any other organisation to a responsibility for funding projects.*

Elliminyt Recreation Reserve Master Plan

Item No. on Plan	Sub-Precincts / Projects	Project Description / Specification	Priority	Estimated Costs
Sports Ground/ Cycling Track				
1	Upgrade the oval surface	- Install a new sub-surface automated irrigation system (\$135,000) - Install a new drainage system (\$135,000) - Spray, scarify, core and line plant existing turf, and top-dress with sand to achieve consistent levels (\$100,000)	M	\$370,000
2	Upgrade the floodlighting around the oval	- Australian Standards for training	H	\$180,000
3	Install a digital scoreboard	Assumes the existing structure can accommodate the attachment of a new digital scoreboard	M	\$35,000
4	Re-surface the velodrome	- Asphalt 450m x 6.5m = 3,000sqm @ \$80	L	\$240,000
5	Make safe the velodrome track	- Reposition the coaches boxes (\$5,000) - Re-hinge track access gates to open outwards (\$3,500)	H	\$8,500
6	Install a path around the oval	- Unsealed section 275m x 1.5m = 410sqm @ \$35 (\$14,350) - Sealed section (in front of spectator terracing) 80m x 1.5m = 120sqm @ \$85 (\$10,200)	L	\$24,550
7	New terraced spectator standing area	- Allowance for 50m of two levels of unsealed terracing 100m @ \$150 (\$15,000) and stormwater management (\$10,000)	L	\$25,000
8	Control storm water run-off from the car park towards the pavilion	- Allowance for pits, collector swales and sealing	H	\$15,000
Consultant Fees (design, documentation, administration)		@ 10% of project cost		\$89,805
Sub Total Sporting Facilities				\$987,855
Netball Precinct				
9	Install two cricket practice nets	- Includes concrete base, synthetic surfacing for the whole concrete base, fencing	L	\$150,000
10	New enclosed storage room as an extension to the netball sheds	- 10m x 3m on a concrete slab with a roller door 30sqm @ \$300	M	\$9,000
11	Integrate the stormwater run-off from the netball courts into the broader stormwater system		H	\$10,000
12, 16	New netball court	Scope includes: - removal of trees (\$10,000) - earthworks, including cut and fill, and retaining wall (\$150,000) - new asphalt court with 3.05m run-offs, line-marking and goals - court fencing, shelter (\$160,000) - floodlights to Australian Standards for training (\$65,000)	H	\$385,000
13	Revegetate batter	- Shrub planting	M	\$4,500
Consultant Fees (design, documentation, administration)		@ 10% of project cost		\$55,850
Sub Total Sports Ground/ Cycling Track				\$614,350
Main Sports Pavilion				
14a	New retaining wall	- 70m @ \$450	H	\$31,500
14a	Engage a building architect to undertake a feasibility study to investigate the options for the upgrade, extension and/or replacement of the main pavilion, and to prepare final design plans		H	\$35,000
14b	Extend and upgrade the sports pavilion building	Scope of works for upgrade and extension option (refer Appendix 5 for floor plan): - General site infrastructure (\$220,000) - Upgraded social rooms, including full height windows and operable wall - Re-purposed kitchen/ canteen - New bar and store, and furniture store - New internal toilets, including an accessible toilet - New home, away and umpire change rooms - all female friendly - New gymnasium - New equipment storage Estimated floor area for proposed pavilion (700sqm) Allowance for upgrade of existing 365sqm @ \$2,200 (\$803,000) Allowance for extension/ new spaces 340sqm @ \$2,900 (\$986,000) New verandah roofing (\$85,000) Site services (\$50,000) Pavilion rebuild cost: - General site infrastructure (\$220,000) - Site services (\$50,000) - New building 705sqm @ \$2,900 (\$2,044,500) Total \$2,314,500	H	\$2,144,000
15	Demolish the former netball room		H	\$15,000
16	New retaining wall along the access road (See No. 12 above for netball component)	- 85m @ \$450	M	\$38,250
Consultant Fees (design, documentation, administration)		@ 10% of project cost		\$223,225
Sub Total Main Sports Pavilion				\$2,455,475

Item No. on Plan	Sub-Precincts / Projects	Project Description / Specification	Priority	Estimated Costs
Other Facilities and Spaces				
17	Install steps and paths to better connect the tennis courts with the tennis clubroom	- Allow for sealed path to follow grade - Estimated 65m x 1.5m = 100sqm @ \$85	H	\$8,500
18	Resurface the tennis courts	- Resurface the courts with asphalt, approx. 2,470sqm @ \$15 (\$37,050) - Line-marking (\$3,000) - Repair perimeter stormwater drainage to improve flow (\$7,500)	M	\$47,550
19	Replace the tennis court fencing	- Approx. 210m @ \$100 supply and install	L	\$21,000
20	Future expansion of play space	- Allowance only	M	\$100,000
21	Consider site options for a new BMX facility	- Allowance is for a dirt jumps course (design and construct)	M	\$75,000
22	New unsealed path between the play space and the public toilet	- Approx. 130m x 1.5m = 195sqm @ \$35	M	\$6,825
23	Upgrade the public toilet	- Allowance only for new fittings, painting	H	\$35,000
24	New unsealed path between Main Street and the oval	- Approx. 50m x 1.5m = 75sqm @ \$35	L	\$2,625
25	Project is incorporated into No. 6 above			
26	Reinstate the existing paths throughout the reserve that are overgrown and in poor condition	- Allowance only	L	\$25,000
27	Improve the landscape amenity of the batters around the northern and western sides of the oval	- Shrub planting	M	\$10,000
28	Undertake tree planting, as required	- Allowance for 50 semi-mature trees @ \$250	M	\$12,500
	Consultant Fees (design, documentation, administration)	@ 10% of project cost		\$34,400
	Sub Total Other Facilities			\$378,400
Traffic Management				
29	Install a roundabout at the reserve entrance	- Allows for sealed surface within the roundabout, and the first 5m extending from the roundabout	L	\$75,000
30	Remove the crossover off Howarth Street	- Allowance to break and remove the crossover, new kerb, and reinstatement to grass	H	\$7,500
31	Remove the crossover off Howarth Street	- Allowance to break and remove the crossover, new kerb, and reinstatement to grass	H	\$7,500
32	Form unsealed car park to service the tennis facility	- Approx. 100sqm @ \$35 (\$3,500) - Install bollards, bumpers (\$7,500)	M	\$11,000
33	Reconfigure the existing unsealed access roads and car parking south of the oval, and formalise new car parking east of the oval	- Allow for spaces 2.6m wide x 4.9m long, and back-up area of 6.0m - Approx. lineal length of section south of the oval and requiring upgrade is 250m, and the length of the new gravel car parking around the east of the oval is 120m - Estimated total works 4,100sqm of gravel @ \$35 (\$143,500) - Allowance for stormwater management (\$30,000) - Allowance for planting batters (\$10,000)	L	\$183,500
34	Create a new overflow car parking	- No works required		
35	New sealed car park and access road between the netball court and the main pavilion	- Allowance for 23 car parks including kerb and channel @ \$3,000 per space (\$69,000) - Allowance for bollards/ fence (\$25,000)	M	\$94,000
	Consultant Fees (design, documentation, administration)	@ 10% of project cost		\$37,850
	Sub Total Traffic Management			\$416,350
TOTAL MASTER PLAN COSTS (ex GST)				\$ 4,852,430

Appendix 1

Groups and People Consulted

Elliminyt Recreation Reserve User Groups

Name	Organisation
Mick Baker	South Colac Sports Club
Ryan Fennell	South Colac Sports Club
Jake Veale	South Colac Sports Club
David Seabright	South Colac Sports Club
Tracey Tann	South Colac Sports Club
Ashley Borch	South Colac Sports Club
Steve Baudinette	South Colac Sports Club
Scott O'Hanlon	Colac Cycling Club
Richard	Colac Cycling Club
Neil Widdicombe	Colac Cycling Club
Anthony McDonald	Colac Cycling Club
Darren Allan	Colac Cycling Club
Dale Andrews	Elliminyt Tennis Club
Jayne Olds	Elliminyt Tennis Club
Bruce Edwards	Elliminyt Tennis Club
John Rogers	Elliminyt Tennis Club
Brian Inglis	City United Cricket Club

Other People Consulted

Name	Position / Department
Angela Hall	Principal, Elliminyt Primary School
Shane Vicary	Warrion Cricket Club
Suzanne Barker	Colac Otway Shire Council
Mark Robinson	Colac Otway Shire Council
Nicole Frampton	Colac Otway Shire Council
Casey Slater	Colac Otway Shire Council
Geoff Alexander	Colac Otway Shire Council
Adam Lehmann	Colac Otway Shire Council
Chris Riches	Colac Auskick
Karen Paddick	St Laurence Community Services/ MyPATH
Kate Geary	Apex Preschool
Loreen Missen	Apex Preschool


Appendix 2

Resident Survey Questionnaire

RESIDENT SURVEY

Elliminyt Recreation Reserve Master Plan

Supported by




Colac Otway
SHIRE

Dear Resident

The South Colac Sports Club, with support from Colac Otway Shire and other reserve user groups, is preparing a master plan for the Elliminyt Recreation Reserve (the area surrounding the South Colac Oval – see right). The purpose of the master plan is to establish a clear direction for the future use and development of the reserve.

This questionnaire is to enable surrounding residents to have their say about how the Elliminyt Recreation Reserve can be improved to benefit the whole community. Your responses will help us to understand what might make the reserve more attractive for you and your family as a destination for sport and recreation.

The questionnaire will take only five minutes to complete, but needs to be returned by Friday 13th May 2016.



1. In the past 12 months, did you or your family use the Elliminyt Recreation Reserve? *(Tick one box)*

Yes (Continue)
 No (Go to Q. 5)
2. How do you rate the general quality and condition of the reserve? *(Tick one box)*

Excellent
 Very Good
 Good
 Fair
 Poor
 Don't Know
3. For what purpose(s) do you or your family mainly use the Elliminyt Recreation Reserve? *(Multiple responses accepted)*

Play sport or participate in activities as a member of a club or group based at the reserve

Play casual sport or other games with family, friends, etc.

Use the playground To sit and relax

Walk the dog Watch sport or other activities based there

Personal exercise, e.g. jog, walk Sit and relax

Other (specify) _____
4. What are the best things about the Elliminyt Recreation Reserve? *(Up to two responses)*

Easy to get to Walking path

Opportunities to play sport Playground

Size and openness of the reserve Nothing

Other (specify) _____

Now go to Q. 6

Q. 5 should only be answered by respondents who answered 'No' to Q. 1

5. Why don't you or your family use the Elliminyt Recreation Reserve? *(Up to three responses)*

Not interested Nothing for me to do in the reserve

I am injured or have health constraints The reserve is always being used for sport

No time - too busy Poor condition of the reserve

Lack of seats, tables, picnic areas Don't feel safe

Other (specify) _____

6. Are there any additional sporting facilities, or groups, that you believe could be located at the reserve in the future? If so, please list.

7. What three main improvements to existing facilities, spaces and infrastructure, do you suggest for the Elliminyt Recreation Reserve, if any? (Or tick a box)

Nothing, it's fine how it is Don't Know

i. _____

ii. _____

iii. _____

8. Have you any further comments to make about the reserve, or its future use and improvement?

The following information will help us analyse the survey responses.

9. Are you or your family a member of one of the groups based at the Elliminyt Recreation Reserve?

- South Colac Sports Club (football section) City United Cricket Club
 South Colac Sports Club (netball section) Colac Cycling Club
 Elliminyt Tennis Club
 Other (specify) _____

10. Which of the following best describes your household? (Tick one box)

- Single person (under 30yrs) Family with mostly pre-school children
 Single person (over 30 yrs) Family with most children aged 6–15 yrs
 Couple, no children or children no longer at home Family with most children aged over 15 yrs
 Group of adults, no children Other (specify) _____

Following endorsement of a draft master plan by Council, it will be placed on Public Exhibition for a six week period. Would you like to be contacted when the draft master plan is available for review and feedback by residents? If 'Yes', please provide an email address (preferred) or a mailing address below.

Name Email or Postal Address

YOU HAVE NOW COMPLETED THE SURVEY - THANK YOU!

Return the completed questionnaire by Friday 13th May 2016 to the following drop-off locations:

- Elliminyt Mini-Mart, corner Main Street & Irrewillipe Road, Elliminyt
- Elliminyt Primary School Reception, 135 Slater Street, Elliminyt
- Colac Otway Shire Customer Service, 2-6 Rae Street, Colac

For more information about the project, contact Mick Baker (South Colac Sports Club) on mobile 0402 271 255 or Council's Recreation Unit on telephone 5232 9400.

Appendix 3

Resident Survey Results

Resident Survey Results - Elliminyt Recreation Reserve (May 2016)

1. In the past 12 months, did you or your family use the Elliminyt Recreation Reserve?

Response	% of Users	Frequency
Yes	99%	106
No	1%	1
Total	100%	107

2. How do you rate the general quality and condition of the reserve?

Rating	% of Users	Frequency
Excellent	3%	3
Very Good	15%	16
Good	50%	53
Fair	25%	27
Poor	6%	6
Don't Know		1
Total	100%	106

3. For what purpose(s) do you or your family mainly use the Elliminyt Recreation Reserve? (Multiple responses accept)

Activity	% of Respondents	Total Responses
Play sport	75%	80
Play casual sport	24%	26
Use playground	39%	42
Walk the dog	23%	25
Personal exercise, eg. jog, walk	28%	30
Sit and relax	11%	12
Watch sport/ other activities	39%	42
Don't use the reserve		2
Total		259

4. What are the best things about the Elliminyt Recreation Reserve?

Response	% of Users	Frequency
Easy to get to	55%	59
Opportunities to play sport	61%	65
Size and openness	40%	43
Walking path	7%	7
Playground	33%	35
Nothing	2%	2
Only cycling venue	5%	5
Total		152

5. Why don't you or your family use the Elliminyt Recreation Reserve? (Up to three responses)

Response	% of Respondents	Frequency
Not interested	0%	0
I am injured or have health constraints	1%	1
No time - too busy	2%	2
Lack of seats, tables, picnic areas	7%	7
Nothing for me to do in the reserve	1%	1
The reserve is always being used for sport	1%	1
Poor condition of the reserve	5%	5
Don't feel safe	4%	4
Other	1%	1
Total		22

6. Are there any additional sporting facilities, or groups, that you believe could be located at the reserve in the future? If so, please list.

Response	% of Respondents	Frequency
2nd netball court		6
Soccer club		2
Colac Umpires		1
Lawn Bowls		2
Mothers Groups		1
Walking Groups		1
Athletics		2
Boot Camp Fitness		1
Change the tennis courts to Multi purpose with lights		2
Improved changerooms for football and netball		1
Dog friendly facilities		1
Additional / long tern cricket clubs		1
Outdoor Gym Equipment		1
Skate Park		1
Pool / Darts		1
Function Room above		1
Cycle Safety		1
Community meetings/ passive activity in the rooms		2
Bushplay for early childhood services		1
More parking		1
Cycling Club Clubrooms		1
Local school use more		1
Cycling		2
Basketball hoop near playground		1
Better facilities for cricketers		1
Hockey - multi use with tennis		1
Cricket		1
new tennis facility for whole shire		1
Outdoor in ground trampolines		1
Sports Bar		1
RSL new base utilising clubrooms		1
Auskick Ground		1
Cricket nets		2
Adventure playground extending from the existing		1
Walking Groups		1
CDFL Board		1
access into the reserve across the main road for walkers and children		1
Total		49

7. What three main improvements to existing facilities, spaces and infrastructure, do you suggest for the Elliminyt Recreation Reserve, if any?

Response	% of Respondents	Frequency
Nothing, it's fine how it is		0
Don't know		1
Increase car parking		11
Additional netball court		21
Increase netball seating		1
Public Toilets		9
Cleaning of public toilets		1
Clubrooms		4
Disabled toilet in main building		1
Larger function room		1
Upgrade South Colac Clubrooms		39
Extra space for netballers to warm-up		2
Improved surface and increased size of ground		13
Remove bike track		5
Resurface cycling track		9
Upgrade lighting		12
Fencing around area		1
Better road		1
Cycling clubrooms		6
Picnic Tables		1
Separate cycling track from cricket/football		1
Shade sail on playground		2
Improved landscaping		1
Wheelchair friendly		1
More trees for natural shade		2
Playground at oval		2
General maintenance / mowing etc.		1
Increase safety for footballers with cycling track		1
Remove Cypress trees in Joiner Park		2
Improve tennis courts		2
Better driveway		1
Improve walking paths/ more steps		1
Childsafe fence around the playground		2
two story clubrooms		2
Bistro		4
Improved walking tracks		2
Better access for bikes to the gates on the clubroom side		1
Seating		10
Fencing maintenance		1
Toilets closer to playground		6
Improved signage and entrance appearance		1
Turf Cricket Wicket		1
Resurface roads		1
Make tennis courts multi surface		1
Concrete paths		2
Cricket practice nets		1
Maintenance on walking path		1
Lawn Bowls Club		1
Football Commentary Box		1
Landscaping		1
New/integrated cycling track		1
Develop scoreboard area		1
Improve irrigation system on oval		1
New score box with meeting room below for other sports clubs		1
Equal access to facilities for all clubs		1
Sealed driveway and car parks		2
Increased availability of cycling track from October to March		1
New scoreboard		2
Tennis lighting and upgrade surface		2
Playground additions		1
Use as a daycare centre		1
Fitness stations		2
Function Centre		1
Exercise Equipment		2
1/2 court basketball		1
5km running/walking track with a soft surface		1
Enclosed off leash dog area		1
Sealed road from main entrance to Clubrooms		1
Improved walking track		1
Keep tidy behind netball courts		1
More seating for enjoying the reserve		1
Screen neighbouring houses from noise and perverts		1
Move siren away from residential areas and don't use prior to 9am		1
Limit noise at night outside allowed hours		1
Use football rooms for a public gym		1
Auskick Facilities		1
Total		225

8. Have you any further comments to make about the reserve, or its future use and improvement?

Response
Bistro between Tennis Club and Football Club
Encourage more community use of Clubrooms eg. weddings
Need to assess access and engineering requirements on the north side of the ground
More people would get involved in cycling if the facilities were improved
All Club joint committee needs to enhance relationships to facilitate better use of the reserve
More advertising of the sports played there
Cycling Club is growing and requires better off track facilities
Cycling Club needs own facility
Improvements to Clubrooms and increased use of the reserve
This is a joint use reserve and the clubs need to work together to achieve their goals
The football Club has little regard for the cycling Club
This is the closest Cycling Club to many. (lives in Camperdown)
Clubrooms need to be upgraded and Cycling Club needs access to facilities
No tennis facilities for use in Term 2 and 3. Mick Mullen President Barwon Region tennis 0409 651 556
Remove the bike track and relocate
Facilities need upgrading for a growing area
Massive growth area and there is nowhere to have a meal or a meeting in the area
With the upgrade of facilities it could be used for daycare
Need to consolidate facilities into one large function centre.
Additional playground facilities ie. Adventure park, skate park
Improve landscaping and maintenance on Northern side of the reserve
Stop bike riders from staring into adjoining residences
Sunday market once a month instead of at Memorial Square
Improved clubrooms/function centre would be great in growing area
Formalise car parking at playground
Doggy poo bags
Total

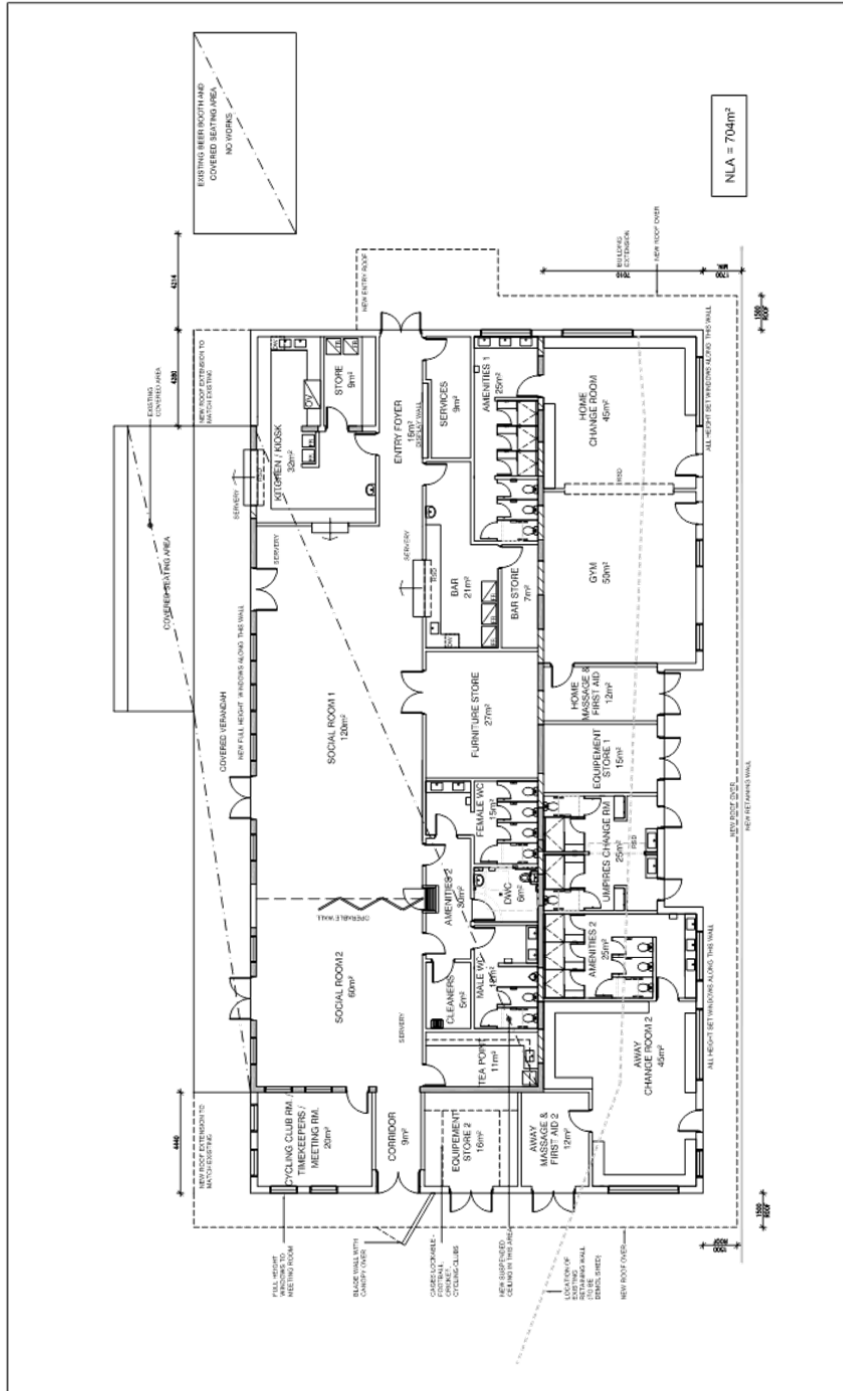
9. Are you or your family a member of one of the groups based at the Elliminyt Recreation Reserve?

Response	% of Respondents	Frequency
South Colac Sports Club (football section)	45%	34
South Colac Sports Club (netball section)	29%	22
Elliminyt Tennis Club	5%	4
Colac Cycling Club	20%	15
Total		75

10. Which of the following best describes your household?

Response	% of Respondents	Frequency
Single person (under 30yrs)	7%	7
Single person (over 30yrs)	6%	6
Couple, no children or children no longer at home	22%	24
Group of adults, no children	5%	5
Family with mostly pre-school children	18%	19
Family with most children aged 6-15 yrs	27%	29
Family with most children aged over 15 yrs	16%	17
Total		107

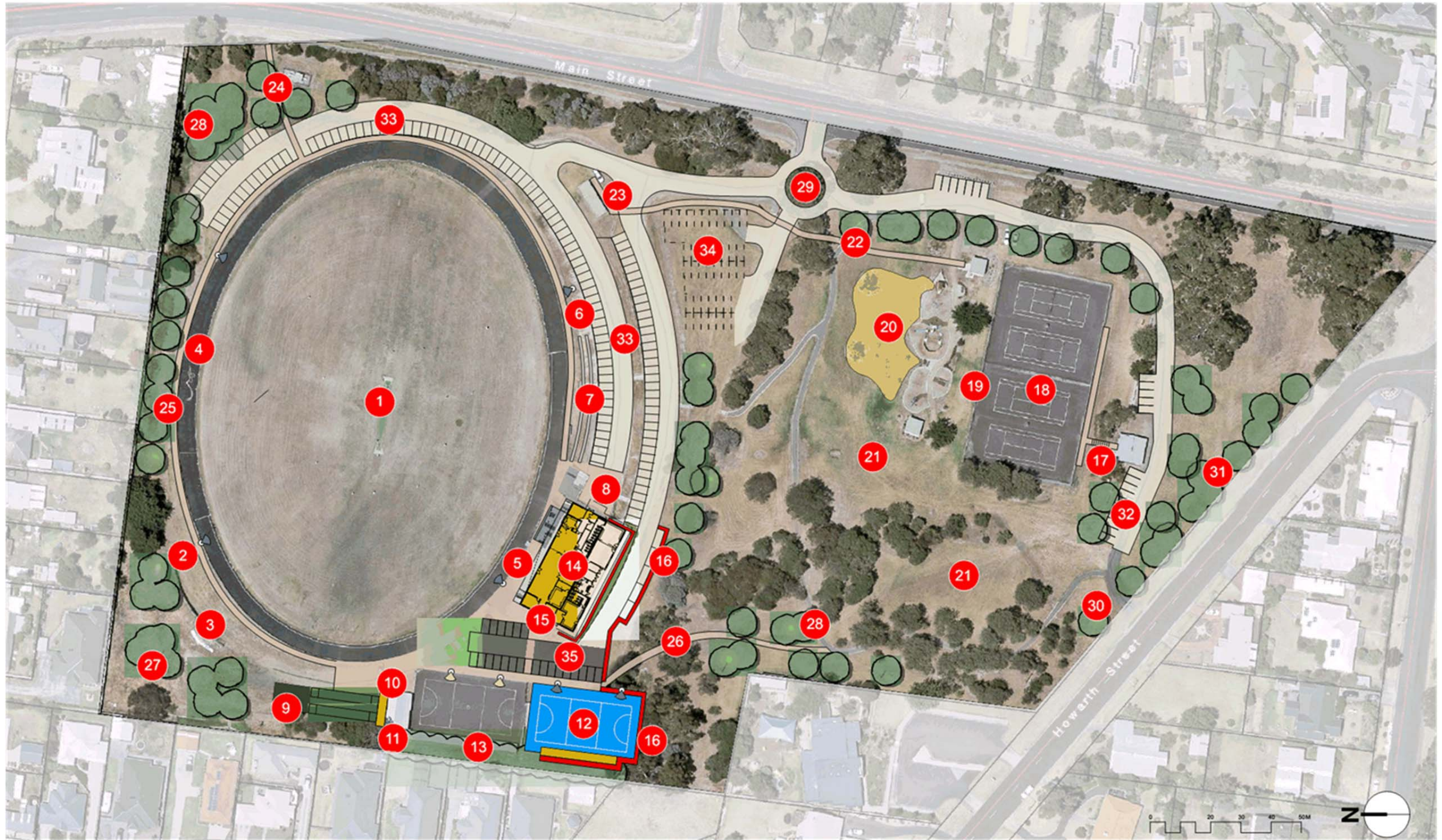
**Main Pavilion
Concept Floor Plan for its Expansion and Upgrade**



Appendices 5, 6 and 7 have been removed intentionally

Appendix 8

Eliminyt Recreation Reserve Master Plan



Elliminyt Recreation Reserve Master Plan

NOVEMBER 2017



Plan Annotations

Sports Ground/ Cycling Track

- 1 Install new sub-surface irrigation and drainage systems
- 2 Upgrade the floodlights to 50 lux
- 3 Upgrade scoreboard to digital display system
- 4 Retain the current cycling track configuration, but resurface
- 5 Reposition the players benches back to improve the safety of cyclists
- 6 Install a 1.5m path around the oval – seal the sections of the path where gravel currently washes onto the cycling track
- 7 New terraced spectator area, and resolve drainage/ stormwater as part of works
- 8 Resolve the drainage/ stormwater run off from the car park area

Netball Precinct

- 9 Install two cricket practice nets when cricket becomes a regular tenant
- 10 Replace the container with an enclosed storage room as an extension to the netball sheds
- 11 Integrate run off from netball courts into stormwater system
- 12 New netball court, player shelter, and floodlights (assess feasibility of a cut and fill solution for the base to reduce costs)
- 13 Revegetation of batter to screen netball areas to adjacent residential areas

Main Sports Pavilion

- 14 Assess the feasibility to upgrade and extend the sports pavilion (or replace it) to include improved player and umpire change rooms, a new gymnasium, capability for the social area to be divided to accommodate concurrent use by co-tenants, new bar/ kitchen/ kiosk areas, new internal toilets, new meeting rooms, and increased storage
- 15 Remove former netball rooms
- 16 New retaining wall

Other Facilities and Spaces

- 17 Install steps and paths to better connect the clubrooms and the tennis courts
- 18 Resurface the tennis courts and make good the drainage surrounding the courts
- 19 Replace the tennis court perimeter fence
- 20 Site for possible future expansion of the playspace precinct
- 21 Site options to be investigated for possible BMX facility
- 22 New unsealed path to connect the playspace to the public toilet
- 23 Upgrade the public toilet
- 24 Install an unsealed connecting path from Main Street
- 25 Install an unsealed connecting path using the same design/ materials as existing
- 26 Reinstate existing paths that are overgrown and in poor condition
- 27 Work to improve the landscape amenity of the batters by turfing or other ground cover
- 28 Strengthen the tree planting throughout the reserve

Traffic Management

- 29 Install a roundabout at the reserve entrance
- 30 Remove the crossover to cease vehicle access from Howarth Street
- 31 Remove the crossover and reinstate to grass
- 32 Form unsealed car parking to service the tennis facility
- 33 Reconfigure existing unsealed access roads and car parking, and resolve drainage/ stormwater as part of works, and replant batter
- 34 New overflow car parking area
- 35 New sealed car park and access road to improve safety

ORDINARY COUNCIL MEETING
**NOTICE OF MOTION –
WELCOME SIGNS AT THE EASTERN AND
WESTERN ENTRANCES TO COLAC**
OM182208-5

COUNCILLOR	Joe McCracken
ATTACHMENTS	1. Notice of Motion No 282 - Cr Joe McCracken - Welcome Signs at the Eastern and Western Entrances to Colac - Signed

1. COUNCILLOR COMMENT (OPTIONAL)

When we enter Colac from either side, do we feel civic pride about our town? Most people would say that there is plenty of work that could be done to improve our town entrances.

Once works are done on the eastern entry, we have a blank canvass and a great opportunity for this Council to consider how we want to present ourselves as a community. We can also consider how we want our western entrance to look and set the groundwork in place now so that when the highway is duplicated in the future, Colac is ready.

This Notice of Motion is underpinned by the belief that Colac is a proud town, and we shouldn't be afraid of showing that. We are an innovative, self-sufficient, forward thinking town, and if we can differentiate ourselves from other townships, why wouldn't we look seriously into that possibility?

One way to do that is by changing the way we welcome visitors to our town. A large screen for each town entrance could be a game-changer. It could be our welcome sign. We could promote local community groups and events. We can encourage visitors to experience all our great town has to offer. Nobody else has it and it would set us apart.

But we can't do that unless we know more. This Notice of Motions seeks to find out more – is this a viable idea? What would the capital and recurrent costs be? Is there scope for cost recovery? Are there road-safety concerns? How big would the screens need to be? Where should they be placed? We need to know everything before we decide if we want to commit.

If there is a viable way forward we can integrate it into our relevant strategies and start the journey of advocating – this could be something that sets Colac apart from everyone else, and could be a blueprint for other townships in our shire and across the state.

2. OFFICER COMMENT

General Manager, Infrastructure & Leisure Services

The Colac CBD & Entrances Project Report Masterplan of May 2012 says the following regarding the outer entrances to Colac:

OUTER WESTERN ENTRY SEQUENCE (from Corangamite Lake Road to Cants Road)

The outer western entry 'arrival zone' is characterised by relatively flat topography and a straight road alignment as shown below left. The highway passes through different areas of development, interspersed with farmland, including the caravan park, the West Colac peripheral / large format commercial strip and the Deans Creek corridor. The outer western entry is long and has a mixed, dispersed character, and the point of arrival in the Colac township is ill-defined.

This sequence of entry spaces from the west could be improved with pockets of new planting of dense vegetation and other elements such as earth mounds constructed along the road edge. Breaks in this treatment could be used to frame views to open fields and the Lake and increase the sense of drama of the arrival experience.

Deans Creek should be emphasised as an outer entrance marker and important open space / wildlife corridor with additional planting and signage. Emphasis at the point of the road realignment at Cants Road can also be made through new significant planting.

EASTERN ENTRY SEQUENCE (from Colac-Ballarat Road to Barongarook Creek)

The eastern CBD entry has a distinct series of arrival spaces and offers quite a different experience to the western entry. Here the landscaping is undulating and the spatial experience varied, as shown in the images to the right.

'Key moments' define points along the arrival journey. Firstly, glimpses of the Lake can be seen through trees and hedgerows, and pockets of substantial roadside planting. Next, the cutting is a clearly defined space and a point of road re-alignment. Finally, at Forest Street and the bridge, clear views of the Lake, showgrounds and timber yards are afforded - all significant features of Colac.

Barongarook Creek marks the eastern entry of the town proper, at the low point of the valley, looking up and across to the corner of the old Post Office building - a building which seems to recognize its role as a diagonal marker with its façade turning the corner to face this view. A concept plan has been developed for the eastern entrance to the CBD, included in Section 3.2.

The eastern entry could be enhanced by additional planting, in theme with the overall CBD planting strategy. The removal or improved appearance of the disused service station is a priority. Planting could create a stronger landscaping feature at the cutting and also be used to screen views to the industrial area from the Clark Street bridge.

Hence the Masterplan is largely silent on the need for, or type of entrance signs for Colac.

Officers are of the opinion that the proposal has community benefit and that a report to Council would be useful.

3. NOTICE OF MOTION

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on **22 August 2018**.

That Council prepare a report into the viability, suitability and process of installing electronic 'welcome' signs to the Eastern and Western entrances to Colac.

Notion of Motion – Welcome Signs at the Eastern and Western Entrances to Colac

NOTICE OF MOTION

BY

COUNCILLOR Joe McCracken

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on **22 August 2018**.

That Council prepare a report into the viability, suitability and process of installing electronic 'welcome' signs to the Eastern and Western entrances to Colac.

Councillor Comment (optional)

When we enter Colac from either side, do we feel civic pride about our town? Most people would say that there is plenty of work that could be done to improve our town entrances.


Once works are done on the eastern entry, we have a blank canvass and a great opportunity for this Council to consider how we want to present ourselves as a community. We can also consider how we want our western entrance to look and set the groundwork in place now so that when the highway is duplicated in the future, Colac is ready.

This Notice of Motion is underpinned by the belief that Colac is a proud town, and we shouldn't be afraid of showing that. We are an innovative, self-sufficient, forward thinking town, and if we can differentiate ourselves from other townships, why wouldn't we look seriously into that possibility?

One way to do that is by changing the way we welcome visitors to our town. A large screen for each town entrance could be a game-changer. It could be our welcome sign. We could promote local community groups and events. We can encourage visitors to experience all our great town has to offer. Nobody else has it and it would set us apart.

But we can't do that unless we know more. This Notice of Motions seeks to find out more – is this a viable idea? What would the capital and recurrent costs be? Is there scope for cost recovery? Are there road-safety concerns? How big would the screens need to be? Where should they be placed? We need to know everything before we decide if we want to commit.

If there is a viable way forward we can integrate it into our relevant strategies and start the journey of advocating – this could be something that sets Colac apart from everyone else, and could be a blueprint for other townships in our shire and across the state.


Councillor **Joe McCracken**
DATED: 14/8/18
Ref: D18/72177

ORDINARY COUNCIL MEETING
**AUDIT COMMITTEE MINUTES –
21 MARCH 2018**
OM182208-6

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	1. Audit Committee Meeting - Minutes - Signed - 21 March 2018		
PURPOSE	To receive for information the Colac Otway Shire Audit Committee minutes dated 21 March 2018.		

1. RECOMMENDATION

That Council receives for information the Colac Otway Shire Audit Committee minutes dated 21 March 2018.



AUDIT COMMITTEE MEETING

MINUTES

WEDNESDAY 21 MARCH 2018

AT 8AM

COPACC



COLAC OTWAY SHIRE AUDIT COMMITTEE MEETING

21 MARCH 2018

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COLAC OTWAY SHIRE AUDIT COMMITTEE MEETING

MINUTES of the *AUDIT COMMITTEE MEETING OF THE COLAC OTWAY SHIRE* held at COPACC on
21 March 2018 at 8am.

1. PRESENT

Mike Said (Chair)
Linda MacRae
Cr Jason Schram
Cr Stephen Hart

Tony McGann, Acting Chief Executive Officer
Errol Lawrence, General Manager, Corporate Services
Gareth Smith, General Manager, Development & Community Services
Ian Seuren, Acting General Manager, Infrastructure & Leisure Services
Daniel Fogarty, Manager, Financial Services
Shane Whitten, Manager, Financial Accounting
Trevor Olsson, Manager, People Performance & Culture
Sarah McKew, Manager, Governance & Customer Service
Lyndal McLean, Acting Governance Officer
Gabrielle Castree, Crowe Horwath
Christopher Kol, McLaren Hunt
Simone Robertson, Waste Management Officer
Fiona Dodge, Landfill Management Coordinator
Marni Young, Risk & OHS Coordinator
Stewart Anderson, Manager, Environment & Community Safety

2. APOLOGIES

Andrew Zavitsanos, Crowe Horwath
Margaret Giudice, Corporate Development Officer

3. DECLARATIONS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

- Audit Committee Meeting held on 6 December 2017.

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee confirm the above minutes.

CARRIED 4 : 0

Cr Jason Schram left the meeting at 11.17am; returned at 11.18am.

AUDIT COMMITTEE MEETING
ACTING CEO STATEMENT OF COMPLIANCE
AC182103-1

LOCATION / ADDRESS	Whole of municipality		
ACTING CHIEF EXECUTIVE OFFICER	Tony McGann	DIVISION	Executive
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	Nil		
PURPOSE	To keep the Audit Committee abreast of compliance matters within Colac Otway Shire		

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee notes the Acting CEO Statement of Compliance.

CARRIED 4 : 0

Ian Seuren returned to the meeting at 10.41am.

AUDIT COMMITTEE MEETING
**INTERNAL CONTROL - COUNCILLOR BACK
 PAYMENT FOR TRAVEL EXPENSES**

AC182103-2

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	<ol style="list-style-type: none"> 1. Email 4/2/13 2. Memo 4/2/13 3. Letter 6/2/13 4. Memo 8/2/13 5. Email 10/2/14 6. Memo 25/2/14 7. Memo 24/10/14 8. Email 30/10/17 9. Email 2/11/17 10. Email 2/1/18 11. Email 2/1/18 12. Email 3/1/18 13. Email 4/1/18 14. Email 8/1/18 15. Email 29/1/18 16. Email 29/1/18 17. Declaration Forms 1-28 18. List of Claims 19. Retrospective travel claim reimbursement 		
PURPOSE	To provide information to the Audit Committee on back payments made to a Councillor for travel expenses		

RECOMMENDATION

That the Audit Committee accepts the information in this report and the attached documents to form a view with regard to the questions posed.

ALTERNATIVE MOTION

MOVED Mr Mike Said seconded Ms Linda MacRae

That the Audit Committee recommends to Council that it review its Councillor Support Policy as soon as possible.

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
**INTERNAL AUDIT - REVIEW AND APPROVE
INTERNAL AUDIT SCOPES AND PROGRESS**

AC182103-3

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Colac Otway Shire progress report as at 13 March 2018		
PURPOSE	To review and approve Internal Audit scopes and progress		

RECOMMENDATION

That the Audit Committee:

1. notes the Internal Audit Progress Report as at March 2018.

ALTERNATIVE MOTION

MOVED Cr Jason Schram seconded Cr Stephen Hart

That the Audit Committee:

1. notes the Internal Audit Progress Report as at March 2018.
2. notes that the Management of Confidential Information – IT Systems and Controls MAP will be presented to the June meeting.

CARRIED 4 : 0

Marni Young returned to the meeting at 9.10am.
Trevor Olsson attended the meeting at 9.10am.

AUDIT COMMITTEE MEETING
**INTERNAL AUDIT - REVIEW ANY SPECIAL
INTERNAL AUDIT ASSIGNMENTS**

AC182103-4

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	Nil		
PURPOSE	To review any special Internal Audit assignments		

RECOMMENDATION

Not applicable. There was nothing to report this quarter.

AUDIT COMMITTEE MEETING
**INTERNAL AUDIT - REVIEW COMPLETED INTERNAL
 AUDIT REPORTS, RECOMMENDATIONS AND
 MANAGEMENT RESPONSES**

AC182103-5

LOCATION / ADDRESS	Whole of Municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	<ol style="list-style-type: none"> 1. Business Continuity Planning - Audit Report Final - Crowe Horwath - May 2017 2. Internal audit - Crowe Horwath - COSC Emergency management report V5.3 - Final 		
PURPOSE	To review completed Internal Audit Reports, Recommendations and Management Responses		

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee receives the Internal Audit Reports on "Business Continuity Planning" and "Emergency Management" noting management comments.

CARRIED 4 : 0

Gareth Smith attended the meeting at 8.31am.
 Daniel Fogarty returned to the meeting at 8.32am.
 Stewart Anderson left the meeting at 8.50am.
 Errol Lawrence left the meeting at 8.51am; returned at 8.53am.
 Marni Young left the meeting at 8.59am.

AUDIT COMMITTEE MEETING
**INTERNAL AND EXTERNAL AUDITS - REVIEW HIGH
 AND MEDIUM RISK RATING RECOMMENDATIONS**
 AC182103-6

LOCATION / ADDRESS	Whole of Municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Audit Actions Matrix - March 2018 2. Audit Actions Matrix - March 2018 - completed actions		
PURPOSE	To review high and medium risk rating recommendations from previous Internal and External Audits		

RECOMMENDATION

That the Audit Committee receives the update on Internal and External Audit reports of high and medium risk rating recommendations as at March 2018.

ALTERNATIVE MOTION

Moved Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee defer this item to the next meeting to enable hard copies to be updated and sent to all members prior to the meeting, with a suitable cut-off date for updates to be decided by the responsible officer.

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
**EXTERNAL AUDIT - REVIEW EXTERNAL
AUDIT SCOPE & APPROACH**

AC182103-7

LOCATION / ADDRESS	Whole of Municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Shane Whitten	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Audit Strategy - Chair Audit - March 2018		
PURPOSE	To update the Audit Committee on external audit strategy		

RESOLUTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee:

- 1. Notes the External Audit Strategy from the Victorian Auditor-General's Office for the financial year ending 30 June 2018.*

CARRIED 4 : 0

Linda MacRae attended the meeting at 8.05am.
Stewart Anderson attended the meeting at 8.15am.
Marni Young attended the meeting at 8.21am.
Christopher Kol left the meeting at 8.25am.
Daniel Fogarty left the meeting at 8.25am.

AUDIT COMMITTEE MEETING
**FINANCIAL REPORTING - SECOND QUARTER
COUNCIL FINANCIAL REPORT - 2017/2018**

AC182103-8

LOCATION / ADDRESS	Whole of Municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Shane Whitten	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. QUARTERLY PERFORMANCE REPORT 2017-2018 SECOND QUARTER: 1 OCTOBER - 30 DECEMBER 2017		
PURPOSE	To provide the Audit Committee an overview of the Second Quarter Financial Report presented to Council in January 2018		

RECOMMENDATION

That the Audit Committee:

1. *Receives the report on the Second Quarter Financial Performance Report for 2017/2018 for information.*

ALTERNATIVE MOTION

MOVED Cr Jason Schram seconded Cr Stephen Hart

That the Audit Committee:

1. *Receives the report on the Second Quarter Financial Performance Report for 2017/2018 for information, as endorsed at the 24 January Ordinary Meeting of Council.*

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
FRAUD, CORRUPTION: PREVENTION AND AWARENESS
- REVIEW INSTANCES OF FRAUD OR CORRUPTION
AC182103-9

LOCATION / ADDRESS	2-6 Rae Street Colac VIC 3250	GENERAL MANAGER	Errol Lawrence
OFFICER	Shane Whitten	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Working File - Audit Committee - Fraud Control Program - 1 November 2017 - 31 January October 2018		
PURPOSE	To monitor financial controls and processes in order to prevent fraud from occurring		

RESOLUTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee:

- 1. Receives the Fraud Control Program report for the period 1 November 2017 to 31 January 2018.*

CARRIED 4 : 0

Errol Lawrence left the meeting at 10.36am; returned at 10.38am.
Ian Seuren left the meeting at 10.39am.

AUDIT COMMITTEE MEETING
**INTERNAL CONTROL - SECTION 53V AUDIT LANDFILL
 OPERATIONS ALVIE LANDFILL - AUDITOR
 RECOMMENDATIONS UPDATE**

AC182103-10

LOCATION / ADDRESS	977 Corangamite Lake Road, Alvie 3249	GENERAL MANAGER	Errol Lawrence
OFFICER	Fiona Dodge	DIVISION	Corporate Services
TRIM FILE	F17/6414	CONFIDENTIAL	Yes
ATTACHMENTS	1. Attachment 8.2C Section 53V audit Landfill Operations Alvie Landfill – Auditor Recommendations Update – Audit Committee 21 March 2018		
PURPOSE	Update the Audit Committee on the Alvie Landfill s53V Auditor Recommendations		

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee receives this update on the progress of the Auditor recommendations from the s53V Audit Landfill Operations Alvie Landfill.

CARRIED 4 : 0

Fiona Dodge left the meeting at 10.19am.

AUDIT COMMITTEE MEETING
**INTERNAL CONTROL - WASTE MANAGEMENT
- UPDATE ON ALVIE & BIRREGURRA
TRANSFER STATIONS**

AC182103-11

LOCATION / ADDRESS	Alvie and Birregurra	GENERAL MANAGER	Errol Lawrence
OFFICER	Simone Robertson	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Audit Report Waste Management 2016-17		
PURPOSE	To update the Audit Committee on planned improvements to Waste Management services		

RESOLUTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee notes the ongoing work of Council's Waste Management Officer to implement desired improvements to Council's waste management facilities and operations.

CARRIED 4 : 0

Gareth Smith left the meeting at 9.55am.
Simone Robertson left the meeting at 10.02am.

AUDIT COMMITTEE MEETING
RISK MANAGEMENT - RISK ADHERENCE REPORT
AC182103-12

LOCATION / ADDRESS	Whole of Municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Marni Young	DIVISION	Corporate Services
TRIM FILE	F17/12086	CONFIDENTIAL	Yes
ATTACHMENTS	1. Risk Management Committee - Meeting Minutes - 20171219		
PURPOSE	This report provides summary information on the key and pending risk activities for the organisation as at February 2018.		

RECOMMENDATION

That the Audit Committee:

1. *receives the Risk Management Adherence Report as at February 2018.*

ALTERNATIVE MOTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee:

1. *receives the Risk Management Adherence Report as at February 2018.*
2. *recommends that a trial be undertaken in terms of the Risk Management Committee minutes being presented on a quarterly basis to the Executive Management Team by the Risk and OHS Coordinator.*

CARRIED 4 : 0

Linda MacRae left the meeting at 9.24am; returned at 9.25am.
Fiona Dodge attended the meeting at 9.34am.
Simone Robertson attended the meeting at 9.34am.
Marni Young left the meeting at 9.45am.
Cr Stephen Hart left the meeting at 9.45am.
Shane Whitten left the meeting at 9.45am.
Daniel Fogarty left the meeting at 9.45am; returned at 9.46am.

The meeting adjourned for a short break at 9.45am.
The meeting resumed at 9.47am.

AUDIT COMMITTEE MEETING
COMPLIANCE - REGULATORY AGENCIES
AC182103-13

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	Nil		
PURPOSE	To review findings of relevant regulatory agencies		

RECOMMENDATION

Not applicable. There was nothing to report this quarter.

AUDIT COMMITTEE MEETING
COMPLIANCE - REVIEW COMPLIANCE REGISTER
AC182103-14

LOCATION / ADDRESS	Not applicable	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DEPARTMENT	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Compliance register - March 2018		
PURPOSE	To review the Compliance Register		

RESOLUTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee receives the report on the Compliance Register at March 2018.

CARRIED 4: 0

Tony McGann left the meeting at 11.09am; returned at 11.12am.

AUDIT COMMITTEE MEETING
**COMPLIANCE - REVIEW IMPLEMENTATION OF
COUNCIL PLAN STRATEGIES**

AC182103-15

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Margaret Giudice	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. December Quarter Performance Report 2017-2018 20180106		
PURPOSE	To review the implementation of Council Plan Strategies		

RESOLUTION

MOVED Cr Jason Schram seconded Cr Stephen Hart

That the Audit Committee notes the Quarterly Performance Report 2017/2018 for the period 1 October to 31 December 2017 was endorsed at the 24 January 2018 Ordinary Meeting of Council.

CARRIED 4 : 0

Shane Whitten returned to the meeting at 9.49am.
Trevor Olsson left the meeting at 9.54am.

AUDIT COMMITTEE MEETING
**COMPLIANCE - UPDATE OF POLICIES,
PROCEDURES AND DELEGATIONS**

AC182103-16

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	Nil		
PURPOSE	To review the update of relevant policies, procedures and delegations		

RECOMMENDATION

Not applicable. There was nothing to report this quarter.

AUDIT COMMITTEE MEETING
**COMPLIANCE - REVIEW ASSET MANAGEMENT
POLICY / ASSET MANAGEMENT PLANS**
AC182103-17

LOCATION / ADDRESS	Whole of Shire	GENERAL MANAGER	Ian Seuren
OFFICER	Jeremy Rudd	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	Nil		
PURPOSE	To inform progress on the planned review of the Asset Management Policy.		

RESOLUTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee notes the update on the review of the Asset Management Policy and Asset Management Plans.

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
OTHER - REVIEW AUDIT COMMITTEE PLAN
AC182103-18

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Audit Committee Plan - March 2018		
PURPOSE	To review the Audit Committee Plan		

RESOLUTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee notes the updated Audit Committee Plan for 2018.

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
**OTHER - OVERSEE ANY INVESTIGATION
REQUESTED BY COUNCIL**
AC182103-19

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	Nil		
PURPOSE	To oversee any investigation requested by Council		

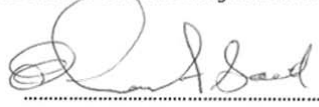
RECOMMENDATION

Not applicable. There was nothing to report this quarter.



The Meeting Was Declared Closed at 11.19am

CONFIRMED AND SIGNED at the meeting held on 6 JUNE 2018


.....CHAIR

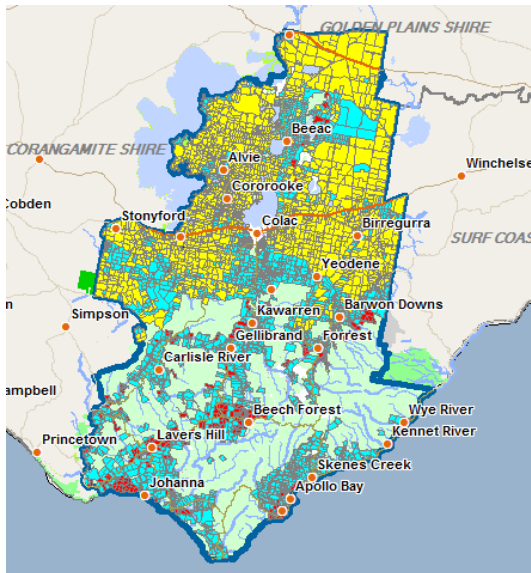
ORDINARY COUNCIL MEETING

OLD BEECHY RAIL TRAIL MINUTES AND ASSEMBLIES OF COUNCILLORS NOTES

OM182208-7

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	<ol style="list-style-type: none"> 1. Assembly of Councillors - Planning Committee Meeting and Special Council Meeting Preparation - 11 July 2018 2. Assembly of Councillors - Councillor Briefing - 18 July 2018 3. Assembly of Councillors - Ordinary Council Meeting Preparation - 25 July 2018 4. Assembly of Councillors - Central Reserve Advisory Committee - 20180801 5. Meeting Minutes - Old Beechy Rail Trail Committee - 5 June 2018 - Confirmed 6. Meeting Notes - Old Beechy Rail Trail Committee - 10 July 2018 - Confirmed 		
PURPOSE	To report the minutes of the Old Beechy Rail Trail and report the Assemblies of Councillors.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

ASSEMBLIES OF COUNCILLORS

The *Local Government Act 1989* requires that records of meetings which constitute an Assembly of Councillors be reported at the next practicable meeting of Council and incorporated in the minutes of the Council meeting. All relevant meetings have been recorded, documented and will be kept by Council for 4 years. The attached documents provide details of those meetings held that are defined as an Assembly of Councillors.

OLD BEECHY RAIL TRAIL COMMITTEE MINUTES

Colac Otway Shire formed the Old Beechy Rail Trail Committee (OBRTC) on 26 September 2001. The OBRTC was conferred as a Section 86 Committee under the *Local Government Act 1989* and delegated the functions, duties and powers set forth in the schedule titled Old Beechy Rail Trail Committee Charter. The Charter was developed as the basis of the Instrument of Delegation to be used by the Old Beechy Rail Trail Committee.

The Old Beechy Rail Trail Committee Charter states that:

- “Minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee” (Item 6.1.1).
- “Confidential minutes of the Old Beechy Rail Trail Committee are to be included in an In-Committee agenda of Council” (Item 6.1.2).

3. REPORTING

1. *The Assemblies of Councillors are reported herewith.*
2. *The minutes of the Old Beechy Rail Trail Committee for 5 June 2018 and meeting notes for 10 July 2018 are reported herewith.*

The Local Government Act 1989 does not require a Council decision.

DETAILS

The following assemblies of Councillors have been held and are attached to this report:

Planning Committee Meeting and Special Council Meeting Preparation	11 July 2018
Councillor Briefing	18 July 2018
Ordinary Council Meeting Preparation	25 July 2018
Central Reserve Advisory Committee	1 August 2018

The following minutes of the Old Beechy Rail Trail Committee are attached to this report:

Old Beechy Rail Trail Committee	5 June 2018
Old Beechy Rail Trail Committee – Meeting Notes (no quorum)	10 July 2018

4. OFFICER DIRECT OR INDIRECT INTEREST

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

Assembly of Councillors

INVITEES: Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Peter Brown, Tony McGann, Errol Lawrence, Gareth Smith		
ATTENDEES: Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Peter Brown, Tony McGann, Errol Lawrence, Gareth Smith, Doug McNeill, Blaitthin Butler, Sarah McKew, Lyndal McLean		
EXTERNAL ATTENDEES: Nil		
APOLOGIES: Cr Woodcroft, Cr Hanson		
ABSENT: Cr Smith		
Meeting commenced at 2.07pm.		
Declarations of Interest	Item	Reason
Nil		
Planning Committee Meeting and Special Council Meeting Preparation		
Time	Item	Attendees
2.07pm – 2.18pm	Planning Committee Meeting Preparation Cr Schram attended the meeting at 2.10pm.	Doug McNeill Blaitthin Butler Sarah McKew Lyndal McLean



Planning Committee Meeting and Special Council Meeting Preparation (continued)		
Time	Item	Attendees
2.18pm – 3.16pm	Special Council Meeting Preparation Cr McCracken left the meeting at 3.14pm and did not return.	Doug McNeill Blaithin Butler Sarah McKew Lyndal McLean
3.16pm	Meeting closed	



Assembly of Councillors

INVITEES: Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Peter Brown, Tony McGann, Errol Lawrence, Gareth Smith		
ATTENDEES: Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Peter Brown, Tony McGann, Errol Lawrence, Gareth Smith, Trevor Olsson, Jeremy Rudd, Ian Seuren, Tamzin McLennan, Lucy Vesey, Doug McNeill, Simon Clarke, Dora Novak		
EXTERNAL ATTENDEES: Suzanne Barker (Town Matters Pty Ltd)		
APOLOGIES: Cr Woodcroft		
ABSENT: Cr Smith		
Meeting commenced at 11.01am.		
Declarations of Interest	Item	Reason
Nil		
Councillor Briefing		
Time	Item	Attendees
11.01am – 11.31am	2018 Staff Alignment & Engagement Survey Results Cr Hanson attended the meeting at 11.06pm.	Trevor Olsson
11.31am – 12.05pm	Roads Advisory Committee – Terms of Reference Cr Hart left the meeting at 11.51am; returned at 11.54am.	Jeremy Rudd



Councillor Briefing (continued)		
Time	Item	Attendees
12.05pm – 12.30pm	Proposed use of the building located at 2-16 Railway Street, Colac (former Civic Home Hardware building) Cr Schram left the meeting at 12.26pm; returned at 12.28pm.	Ian Seuren Tamzin McLennan
12.30pm – 12.37pm	Bluewater Leisure Centre Joint Use Agreement	Ian Seuren Lucy Vesey
12.37pm – 1.48pm	Councillors and Chief Executive	
1.48pm – 2.22pm	COPACC Cinema Services Cr Potter left the meeting at 1.54pm.	Ian Seuren Tamzin McLennan
2.22pm – 2.46pm	Colac Civic Precinct Cr McCracken left the meeting at 2.22pm; returned at 2.32pm.	Doug McNeill Simon Clarke Dora Novak
2.46pm – 3.10pm	Colac 2050 Growth Plan and Planning Scheme Amendment Cr Potter returned to the meeting at 3.04pm.	Doug McNeill Simon Clarke Suzanne Barker
3.10pm – 3.59pm	Rezoning of small allotments in the Farming Zone to facilitate dwellings	Doug McNeill Simon Clarke Dora Novak
3.59pm – 4.30pm	General Business <ul style="list-style-type: none"> • Wye River visit and meeting with Wye River Separation Creek leadership group • Mooleric Road quarry - water management • Kennet River • Proposed Apollo Bay Tourist Resort meeting 	
4.30pm	Meeting closed	



Assembly of Councillors

INVITEES: Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Peter Brown, Tony McGann, Errol Lawrence, Gareth Smith			
ATTENDEES: Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Peter Brown, Tony McGann, Errol Lawrence, Gareth Smith, Sarah McKew, Lyndal McLean			
EXTERNAL ATTENDEES: Nil			
APOLOGIES: Cr Woodcroft			
ABSENT: Cr Smith			
Declarations of Interest		Item	Reason
Having declared a conflict of interest, Cr McCracken left the meeting at 2.08pm; returned at 2.12pm.	Cr McCracken	Finalisation of Special Charge Scheme – Hearn and Armstrong Streets, Colac - Drainage	I am an employee of Trinity College Colac, who have a financial interest in the drainage scheme.
Ordinary Council Meeting Preparation			
Time	Item		Attendees
2.00pm – 2.47pm	Ordinary Council Meeting Preparation Having declared a conflict of interest, Cr McCracken left the meeting at 2.08pm; returned at 2.12pm. Cr Schram left the meeting at 2.08pm; returned at 2.37pm.		Sarah McKew Lyndal McLean
2.47pm	Meeting closed		



Assembly of Councillors Record

This Form MUST be completed and saved in TRIM by the attending Council Officer and the original soft copy returned within 1 business day to the Governance Officer. The Governance Officer must provide the original to IMS for filing within 1 business day. A copy of the completed form must be provided for reporting at the next Ordinary Council Meeting. *{See over for Explanation/Guide Notes}*

Assembly Details:

Name of Advisory Committee: Central Reserve Advisory Committee

Date: 1/08/2018

Start Time: 5:15pm

Assembly Location: Central Reserve – Upstairs Pavilion

(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices – Nelson Street, Apollo Bay

In Attendance:

Councillors: Cr Chris Smith...../...../...../...../.....

Officer/s: Nicole Frampton – Recreation and Open Space Coordinator.... /

Matter/s Discussed:

- Facilities and Grounds Maintenance Reports;
- Central Reserve Master Plan implementation;

(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

Councillors: Not Applicable...../...../...../...../.....

Officer/s: Not Applicable...../...../...../...../.....

Cr Smith and Mrs Nicole Frampton left at the conclusion of the meeting at 6:05pm

Completed by: Nicole Frampton – Recreation and Open Space Coordinator

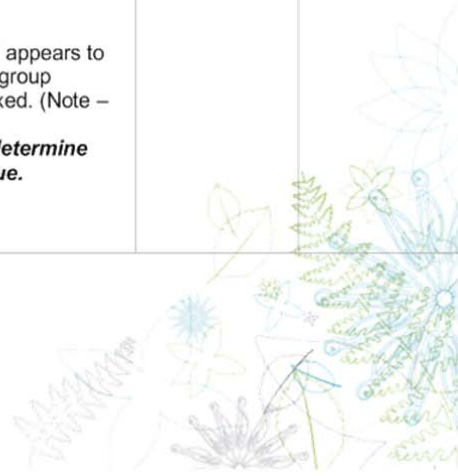
MINUTES

	ITEMS & ACTIONS	RESPONSIBLE OFFICER	ACTION DUE DATE
1.	ATTENDEES Cr Chris Smith (Chairperson), Noel Barry, Tricia Jukes, Philippa Bailey, Cyril Marriner, Nathan Swain, Sue Thomas, Bernard Jordan, Linda Laurie (DELWP proxy), Nicole Frampton (COS – Minutes).		
2.	APOLOGIES Craig Clifford, Andrew Daffy, Bob Atkins, Virginia Atkins. ABSENT Rotary Club of Colac representative (Geoff De La Rue/Wayne Knight), Otway Country to Coast representative, Mark Mellington.		
3.	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING – 27 March 2018 Moved – Sue Thomas Seconded – Noel Barry Carried.		
4.	BUSINESS ARISING from previous minutes. <ul style="list-style-type: none"> Signage – Reporting defects/issues along the trail signage. Quotes received. Action – Nicole to discuss ordering and signs installation with the Colac Otway Shire Services and Operations Gellibrand Depot. Coram Station Sign replacement – Measurements completed and the timber has been purchased. Invoice provided to the Treasurer for payment. Committee appointments/membership update – Refer to Item 12 – General Business for update. Beech Forest to Ferguson maintenance/condition update – see Item 6 Outstanding maintenance items – see Item 6 Kawarren Recreation Reserve – OBRT Committee to provide a letter of support for the proposed new playspace at the reserve. Dog Spikes – donation from DELWP – around 80 dog spikes have been donated to the committee, items have been collected and placed in storage until the committee decides what they want to use them for. 	Nicole Frampton Noel Barry Nicole Frampton Nicole Frampton Nicole Frampton Sue Thomas Cr Smith	
5.	CORRESPONDENCE – IN <ul style="list-style-type: none"> 1/06/2018 – Rail Trails Australia Autumn 2018 magazine. 		

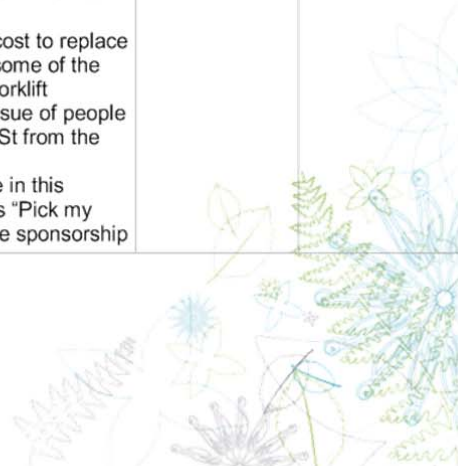
	<ul style="list-style-type: none"> 25/5/2018 – Email response from Cr Chris Smith to email sent to the committee re Additional Funds to help maintain OBRT. 23/05/2018 – Letter from P. Dandy re condition and maintenance of the trail. May 2018 – Various emails from and to Tricia Jukes for applications being submitted under Council's Grants Program. 8/05/2018 – Invoice for purchase of timber for Coram Sign (provided to the Treasurer at the 5/06/2018 meeting). 7/05/2018 – DELWP – Query re Ferguson Recreation Reserve & Old Beechy Rail Trail. 		
6.	<p>CORRESPONDENCE – OUT</p> <ul style="list-style-type: none"> 30/05/2018 – Letter to the Mayor and Councillors from the OBRT Committee members Re: budget submission for the OBRT 25/5/2018 – Email sent to the OBRT committee re Additional Funds to help maintain OBRT. Various phone calls to Otway Country to Coast Tourism Association and Lavers Hill & District Progress Association re OBRT Committee membership/appointments and representatives. May 2018 – Various emails to and from Tricia Jukes for applications being submitted under Council's Grants Program. 		
7.	<p>WORKS REPORT – Presented by Nicole Frampton Works Report – to be provided by COS Gellibrand Depot</p> <p>Old Beechy Rail Trail works since the 27 March 2018 meeting.</p> <ul style="list-style-type: none"> No formal report has been prepared and provided to the meeting. <p>Completed works:</p> <ul style="list-style-type: none"> The whole length of the trail has been sprayed in recent days. Vegetation has been cleared along the trail where required. <ul style="list-style-type: none"> Council is in the process of purchasing a bobcat on tracks which will make it easier to access the trail and will help with the future maintenance of the trail. <p><u>Identified maintenance and trail issues/concerns carried over from previous meetings requiring following up:</u></p> <ul style="list-style-type: none"> Maxwell Rd pedestrian counter area overgrown. Need to get the area mown and cleaned up. Action – Nicole to discuss with the Gellibrand Depot. Beech Forest to Ferguson section of the trail needs some maintenance including: <ul style="list-style-type: none"> Drainage to be improved in the steep section after the Beech Forest Fairy Land section. More material is required as it has washed away. Long term solution to be considered as to how this section can be improved. Section of the trail has washed away through the Towers property. A previous repair at Buchanan requires some further drainage works. 	Nicole Frampton	Nicole Frampton to follow up where stated



	<ul style="list-style-type: none"> ○ Section from the end of Fairy Land to Ferguson has become overgrown with weeds – this needs to be sprayed and possibly scraped back with new material placed on the trail. Update – This section of the trail has been sprayed in the last week. Action – Nicole to discuss further with the Gellibrand Depot. • Trail chicanes – need to review the design of the chicanes to ensure easier access for users (bike manoeuvring through the chicanes can be difficult for a few of the chicanes due to the positioning and opening of the internal gate. Action – Nicole to discuss with the Gellibrand Depot as to what can happen. Cr Smith has discussed the removal of the gate with the property owner. The landowner is open to the gate being removed from the chicane. Discussion – Trial the removal of the <u>pedestrian gate</u> within the chicane and monitor the use of the area. If the removal of the gate causes any issues the gate to be reinstated. Action – Nicole to arrange with the Gellibrand Depot for the removal of the gate and for the gate to be put into storage. • Crowes Buffer stop – request for maintenance assistance. Action – Nicole to discuss with the Gellibrand Depot as to what assistance could be provided to assist the committee members who maintain this area. • Dinmont to Ditchley Section of the Trail (section abutting Humphris property). This section was once again the centre of cyclists' negative experience. Committee discussion – perhaps signage could be installed at the Ditchley and Dinmont intersections of the trail to pre-warn cyclists/walkers and families in advance that there is a difficult section ahead that has extreme climbs and suggest that inexperienced riders and families could use the alternative route of following the Old Beech Forest Road and re-joining the trail at either end of the section. Action – Nicole to discuss with the Gellibrand Depot. • Colac Lavers Hill Road – near Gellibrand bridge – the warning sign is being damaged by vehicles accessing the river. Action – Nicole to discuss with the Gellibrand Depot whether a bollard can be installed prior to the sign to avoid the damage to the sign. • Steep descent section prior to Gellibrand bridge – the hazard appears to be the leaf litter and small branches on the trail surface. The group discussed possible ongoing solutions for how this could be fixed. (Note – this section had been re-sheeted). Action – Nicole to discuss with the Gellibrand Depot to determine whether there is a long term solution to this ongoing issue. 		
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<ul style="list-style-type: none"> • 'Reach-arm' maintenance along the trail is required. Action – Nicole to discuss with the Gellibrand Depot when these works are scheduled to be completed. • Section just above the Clissold property (above the pile bridge) – A committee member asked if Council could check this section of the trail. There is an issue with cattle crossing the trail and two gates have recently been installed along a public section. The adjoining property owner appears to be using the trail as their boundary fence. It was discussed by the committee that the property boundary fence will need to be fixed and reinstated, and the two gates should be removed. Action – Nicole to discuss with the Gellibrand Depot. • There are a number of sections where the trail is really wet. This was noticeable from the pile bridge to Larsons Gate. Action – Nicole to discuss with the Gellibrand Depot. • Gravel stockpiled in Beech Forrest. Action – Nicole to discuss with the Gellibrand Depot. • Possible additional signage installed warning users of the steep sections – Dinmont to Ditchley section of the trail and the steep section before the road crossing for the Gellibrand bridge. Action – Nicole to discuss with the Gellibrand Depot. • Gate at Coram (on Forest St South) continues to be left open. Lock was replaced prior to 8/8/17. Action – Nicole to discuss with Parks and Gardens Team Leader and Environment team. • Colac Station section – this area is very untidy (weeds, long grass, etc) and needs some attention. Action – Nicole to discuss with the Parks and Gardens Team Leader. • Colac Station section boundary property fence with Wilson St properties – the trail boundary fence continually gets damaged/vandalised since the trail was constructed along this section. Discussions have been held with the Wilson St property owner; people are accessing their property through the damaged fencing along the trail. The property owners would like the back property fence abutting the trail fixed. Comments – A quote has been received, and estimates the cost to replace the fence in this section at \$9,305. It needs to be noted that some of the fences have been damaged internally by the businesses (ie forklift damage); and that replacing the fence really doesn't fix the issue of people wanting to gain access through the property to get to Wilson St from the trail. The committee discussed some ideas for what could be done in this section. See also the discussion in Item 11 – Working Groups "Pick my Project" and Item 12 – General Business relating to the V/Line sponsorship 		
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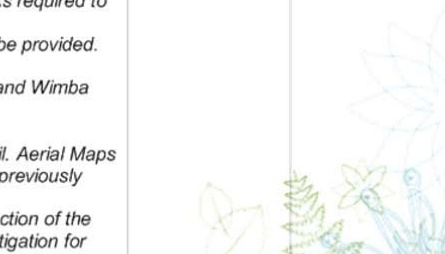


	<p>and improvements for the Colac Station section. Does the OBRT Committee have any further ideas for improvements in this section of the trail? Action – Nicole to discuss with the Parks and Gardens Team Leader and Building Maintenance Officer.</p> <p>Project Report – to be provided by Project Delivery Officer</p> <ul style="list-style-type: none"> No current Old Beechy Rail Trail capital projects – Nothing to report 	OBRT Committee																																																								
8.	<p>FRIENDS REPORT</p> <ul style="list-style-type: none"> Noel noticed that the reach arm has been used to clear vegetation for the section through Maggio's Road. Noel reported a tree across Alford's Road when he was collecting the Pedestrian Tracker Counter numbers. This was reported to Nicole and entered on Council's MERIT system. When collecting the Pedestrian Tracker Counter numbers, Noel was speaking with a group of 5 ladies who ride the trail every Tuesday. They love the trail. Coram – the gateway along Forest St South is still open. Noel asked if this could be investigated. See comments above in Item 7 – Works Report. One of the trail signs is broken in Gellibrand – Noel to investigate. 	Noel Barry																																																								
9.	<p>EXECUTIVE OFFICER REPORT</p> <p>Pedestrian Tracker Counters – June 2018</p> <table border="1"> <thead> <tr> <th></th> <th>Reading</th> <th>Ped Count</th> <th>No of Days</th> <th>Peds/day</th> </tr> </thead> <tbody> <tr> <td>Colac</td> <td>13045</td> <td>763</td> <td>63</td> <td>12</td> </tr> <tr> <td>Coram</td> <td>4251</td> <td>496</td> <td>63</td> <td>8</td> </tr> <tr> <td>Maggio's Rd.</td> <td>35906</td> <td>1036</td> <td>63</td> <td>16</td> </tr> <tr> <td>Maxwell Rd.</td> <td>93535</td> <td>812</td> <td>63</td> <td>13</td> </tr> <tr> <td>Fry's Rd.</td> <td>11930</td> <td>767</td> <td>66</td> <td>12</td> </tr> <tr> <td>Larson's Gate</td> <td>50185</td> <td>1842</td> <td>66</td> <td>28</td> </tr> <tr> <td>Zappelli's</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ditchley</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Beech Forest</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fairyland</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Note: Counter at Maxwell Road appears to be ok. Will monitor the readings. Note: Need to check the counters where readings have not been provided.</i></p>		Reading	Ped Count	No of Days	Peds/day	Colac	13045	763	63	12	Coram	4251	496	63	8	Maggio's Rd.	35906	1036	63	16	Maxwell Rd.	93535	812	63	13	Fry's Rd.	11930	767	66	12	Larson's Gate	50185	1842	66	28	Zappelli's	No reading provided				Ditchley	No reading provided				Beech Forest	No reading provided				Fairyland	No reading provided				Nicole Frampton	
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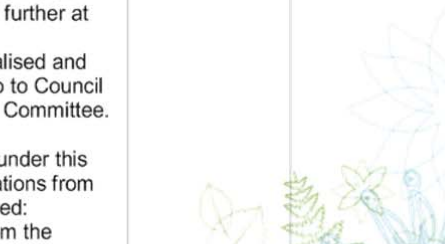
	<p><u>Upcoming Events</u></p> <ul style="list-style-type: none"> Colac Leisure Runners 2018 season <ul style="list-style-type: none"> 24/6/18 – Barongarook to Birnam 28/10/18 – Birnam to Kawarren <p><u>Event Applications</u></p> <ul style="list-style-type: none"> Nil received 		
10.	<p>TREASURERS REPORT</p> <ul style="list-style-type: none"> Update provided: Bank reconciliation statement provided – As at 5/06/2018, the Old Beechy Rail Trail Committee Cheque Account has a balance of \$5,378.39. There is one outstanding account of \$104.92 to be paid (Calco Timbers – Coram Sign). Moved: Tricia Jukes Seconded: Nathan Swain Carried. 	Tricia Jukes	
11.	<p>WORKING GROUPS</p> <p><u>Marketing/Governance/Promotions/Events Working Group</u></p> <p><i>This working group will focus on the governance and strategic requirements of the committee; the marketing/promotion of the trail including the development of a marketing plan, any marketing materials including brochures, flags/banners, signage, social media (Facebook, Instagram); and sourcing of any necessary funding for these purposes.</i></p> <p><i>This working group would develop and monitor strategic plans for the management and maintenance of the OBRT; define policies and procedures to ensure operation of the Committee of Management with its legal and social responsibilities; ensure committee adherence to the Section 86 Instrument of Delegation and Charter; and develop a management and marketing plan for the trail.</i></p> <p>Projects the working group is discussing and developing further:</p> <ul style="list-style-type: none"> OBRT Maps and Brochure – new brochure development. Application submitted under Council’s Grants Program for 5,000 new pocket sized brochures to be produced. Kawarren Public Toilets Mural – Update – the working group is still considering this project and looking to apply for funding for this project in the future. OBRT Promotional DVD – Update provided – the application submitted through the Public Records Office was unsuccessful. The working group will look at seeking funding for this project again later in the year. Acciona Sponsorship Grant – Update provided – application submitted for portable promotional displays was unsuccessful. The working group will look to apply again when the grant program re-opens. “Pick My Project” funding program – the working group was wondering if there is any interest from the committee to look at developing a project to improve the Colac Station section of the OBRT. Applying will require land owners permission/consent. Committee discussion around possible 		

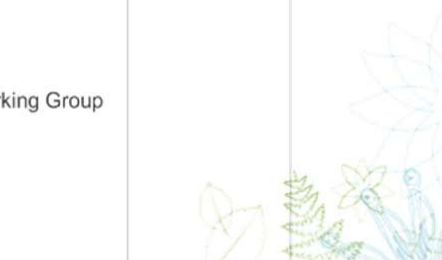


	<p>projects for this space.</p> <p>Motion – “That the OBRT Committee apply through the “Pick My Project” program for funding to beautify the Colac Station section of OBRT with details to be decided upon later.”</p> <p>Moved: Philippa Bailey Seconded: Tricia Jukes Carried.</p> <ul style="list-style-type: none"> • Promotion of the OBRT to local walking groups – Philippa is working with Bernard to get some promotional information distributed to local bushwalking groups to visit the trail. Update – Nothing further has progressed. • Cleaning of the OBRT Signs – Update provided to the committee. Philippa has discussed the idea with representatives of a local organisation. Planning on organising something for September. <p><u>Maintenance and Future Planning Working Group</u></p> <p><i>This working group would focus on the physical aspects of the trail including maintenance and the improvement and enhancement of the Old Beechy Rail Trail.</i></p> <p><i>This working group would discuss and determine ways to fix issues identified during committee trail inspections; any identified trail maintenance; possible trail re-alignment of various sections to improve the existing trail; and any possible new sections of the trail.</i></p> <p><i>Projects for the working group’s consideration include:</i></p> <ul style="list-style-type: none"> • <i>Committee Trail Inspection – Review Action Plan/List. Determine and scope works required.</i> • <i>OBRT improvements – determine and fully scope works for identified sections of the trail requiring improving.</i> <ul style="list-style-type: none"> ○ <i>Forest Road – current surface condition is unsuitable for cyclists. Determine the process required to re-classify the road as a shared road for cyclists and vehicles.</i> ○ <i>Dinmont to Ditchley section – safety improvements required (steep sections and trail pavement condition are of concern). The committee had some discussions about this section and how it is constantly criticised by users due to the difficult and steep terrain and condition of the trail. Following the original railway alignment has not been possible. Determine whether other safety improvements for this section are possible and feasible.</i> • <i>OBRT sections identified for possible re-alignment – fully scope works required to the sections suggested for re-alignment.</i> <ul style="list-style-type: none"> ○ <i>Barongarook Road – investigate whether an off-road option can be provided. This section of the trail is regularly used.</i> ○ <i>Banool to Wimba – trail re-alignment proposed between Banool and Wimba (this would eliminate two road crossings).</i> • <i>OBRT future planning – determining possible new sections of the trail. Aerial Maps of Aireys St to Coram including Forrest St to Colac Lavers Hill Road previously provided to the committee.</i> <ul style="list-style-type: none"> ○ <i>Friends Road to Tulloh section – If the Scanlan/Wyuna Estate section of the trail is developed in the future, undertake some preliminary investigation for</i> 	<p>Philippa Bailey</p> <p>Philippa Bailey / Bernard Jordan</p> <p>Philippa Bailey</p>	
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	<p>how this section could link with the current trail alignment. This would eliminate the need to use the current Forest Road section.</p> <ul style="list-style-type: none"> ○ Harris Road/Scanlan/Wyuna Estate (Eliminyt) section – investigate how this section would connect to the existing sections of Coram and Aireys/Queen St intersection. Commence some preliminary planning to understand the future trail alignment for when this section becomes available for inclusion on the OBRT. ○ Lavers Hill to Crowes section – detailed investigation completed. This section would be constructed as per the developed concept plan for Lavers Hill to Crowes and Melba Gully – Concept Plans for an Off-Road Trail Report (2017). Significant cost to implement – significant external funding would be required. ○ Ferguson to Lavers Hill section. <ul style="list-style-type: none"> ● Possible opportunity for trail promotion/development for the Queen St & Pound Rd corner. <p>The working group met prior to today's OBRT Committee meeting.</p> <p>Notes from today's OBRT Committee discussion:</p> <ul style="list-style-type: none"> ● The issue of the maintenance along the OBRT was discussed by the Working Group and the Committee. ● The trail condition has deteriorated, and there is a real risk that some sections of the trail may need to be closed. Maintenance has not been adequate. ● The amount allocated for funding has remained the same since the trail was first constructed. Since that time, additional sections of the trail have been constructed however the budget has remained the same. There has been very little maintenance completed in recent months and sections of the trail are now below average. ● On top of the maintenance budget allocation there should also be a budget allocated to address the sections of the trail with safety concerns: <ul style="list-style-type: none"> ○ Section through the Humphris property will need to be closed if it is not improved in the future given its current state. ○ Section of the trail between Wimba to Wimba North – the steep section to the road crossing. The road crossing is dangerous and needs to be addressed. ● OBRT Committee and Friends of the OBRT have been campaigning to get Council to increase the maintenance budget for the Trail and also address the sections where there are safety concerns. ● A petition was started through the Friends of OBRT to raise the profile of the OBRT maintenance budget – as at 4/06/2018, 1200 people had joined the petition. ● Submission to Council re 2018/19 Draft Budget – A letter has been submitted to Council requesting that there be an increase to the funding of the OBRT (letter distributed at the meeting and attached). The Committee also received letters from Trinity College and local businesses supporting their campaign to have the budget for the OBRT maintenance increased. The Committee is requesting a \$100,000 annual allocation for the 		
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	<p>maintenance of the trail.</p> <ul style="list-style-type: none"> • Members of the OBRT Committee are advocating for: <ul style="list-style-type: none"> ○ A \$100,000 budget allocation for maintenance along the trail every year; and ○ \$50,000 additional budget for the next 2 years to address safety concerns – improvements to the sections between Dinmont and Ditchley (Humphris property), and Wimba. ○ Capital works projects – that a budget be allocated to capital works projects along the trail as required. <p>Items the working group will be discussing at future meetings:</p> <ul style="list-style-type: none"> • Wimba section – Discussions have been held with Midway and there is in principal support for the proposed re-alignment. The OBRT Committee would need to formally write to Midway with a proposal. • Humphris property land transfer swap – Nicole to provide the committee with an update at the next meeting. • Humphris section of the OBRT – A meeting onsite to be arranged between the property owner (Mr Humphris), Cr Chris Smith, Andrew Daffy and Nicole Frampton to discuss whether a possible realignment of this section of the trail is at all possible. The proposed meeting would seek clarity as to whether a re-alignment of the trail was at all possible in this area. An onsite meeting is still to be arranged. • A section of the trail in Elliminyt could become available in the future. The question was asked as to whether this section could be secured for the future of the trail. Working Group to discuss further at future meetings. 	<p>Nicole Frampton</p>	
<p>12.</p>	<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • <u>OBRT Committee Appointments/Membership Update</u> <ul style="list-style-type: none"> ○ Nicole followed up with the committee members/organisations who have not been attending the meetings. ○ Otway Country to Coast Tourism Association – OCTCTA is very much interested in the OBRT however at this time the organisation is unable to have a member represented on the OBRT Committee. OCTCTA to send the OBRT Committee a formal letter. ○ Lavers Hill & District Progress Association – The appointed representatives are unable to attend due to work commitments and did apologise. They understood the quorum issue when they both don't attend meetings and will discuss the OBRT representation further at their next meeting (August 2018). ○ Once the Committee Appointment changes have been finalised and endorsed by the OBRT Committee, a report will need to go to Council for formal adoption of the changes to the appointed OBRT Committee. • Council's Grants Program – two applications were submitted under this program. The new guidelines did not allow for multiple applications from the one organisation. This being the case the following occurred: <ul style="list-style-type: none"> ○ Hunt for the Golden Gumboot 2018 Event – application from the 		

	<p>Friends of the Old Beechy Rail Trail with the OBRT Committee auspicing the project.</p> <ul style="list-style-type: none"> ○ Development of new maps and brochure – new pocket sized brochures. Application from OBRT Committee. • OBRT Projects and Funding – See in Item 11 for the discussion and update on the list of projects for the Marketing/Governance/Promotions working group consideration and development. • Kawarren Market OBRT Display – update from the market on 22 April 2018. Market went well. OBRT display was well received. • Sponsorship opportunities and permission to improve Colac Station section of the OBRT – Tricia has had some discussions with V/Line representatives about how the Committee could possibly partner with V/Line to improve the Colac Station end of the trail. Further discussions will be held. • Gellibrand CFA don't have a key to the rail trail gates – Nicole to arrange for a key be provided to them. • OBRT "Train" – A new format was organised for a group from Cobden. This worked well and will potentially be used again in the future. The "train" ran from Gellibrand to Beech Forest with the hotel opening especially for meals for the group. • Crowes Buffer stop – some maintenance work proposed to be completed at the site including near the carriage. Work to be completed by community members. • Hunt for the Golden Gumboot 2018 Event – There will be an organising group meeting in July. Tricia will notify committee members of the date and time once organised. • The Maintenance Working Group will meet prior to the next meeting at 9am on the 7 August meeting. • Apologies for the 7 August 2018 meeting – Bernard Jordan, Philippa Bailey 	<p>Tricia Jukes</p> <p>Nicole Frampton</p> <p>Cyril Marriner</p> <p>Tricia Jukes</p>	
<p>13.</p>	<p>Meeting closed 11:31am.</p> <p>Next Committee meeting: Tuesday 7 August 2018 – 10:00am to 11:30am Venue – COPACC Meeting Room 2 Working Group meetings: 9:00am to 10:00am – Maintenance Working Group will meet prior to the Committee Meeting</p> <p>2018 Committee Meeting Dates:</p> <ul style="list-style-type: none"> • Tuesday 18 September 2018 • Tuesday 4 December 2018 		

	<p>2018 Meeting Times:</p> <ul style="list-style-type: none">• 9:00 – 10:00am – working group meetings (TBA) – contact Nicole if meetings are going to be held so that emails can be forwarded to all members to attend if they are interested.• 10:00 – 11:30am – Old Beechy Rail Trail Committee Meeting		
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Attachment – Letter to Colac Otway Shire Council – 2018/19 Draft Budget Submission

Colac Otway Shire
To the Mayor and Councillors
Submission re 2018-2019 Draft budget

On behalf of the Old Beechy Rail Trail Committee, we would like to draw the attention of the Colac Otway Shire Mayor and Councillors to the current state of disrepair and neglect observed in several sections of the Old Beechy Rail Trail.

The trail is a key asset to the Colac Otway Shire and a drawcard for tourists and visitors to the region. Up until March 2017, the trail was very well maintained and issues that arose on the former railway line were efficiently managed by the Gellibrand Depot. The committee understands that a new structure is in place, and that the workload for the Gellibrand Team Leader has significantly increased, resulting in a reduction in regular maintenance along the rail trail.

Recently, Mayor Joe McCracken appeared on the ABC television news, discussing the downturn in trade and loss of businesses in the Colac town centre. The Mayor said that Colac business development would concentrate on tourism in the future, using the town's position at the gateway to the Otways as a key component of business planning.

The Old Beechy Rail Trail is a significant asset within Colac and district tourism. Visitors to the trail include walkers, cyclists, overseas and interstate tourists. The trail supports the economies of Gellibrand, Beech Forest and Lavers Hill, and brings much needed revenue into these small townships.

If the trail is allowed to deteriorate further due to lack of maintenance, so that some sections become unusable, visitor numbers will decline which will directly impact on the above townships and the Colac Otway Shire in general.

The Old Beechy Rail Trail Committee urges the Colac Otway Shire Council to review the proposed budget allocation of \$60,000 for 2018/2019 and increase the allocation to \$100,000 so that urgent repairs and maintenance can be addressed immediately and the trail can be restored to optimum condition.

Philippa Bailey, Tricia Dukes, Sue Thomas, Nathan Swain
Old Beechy Rail Trail Committee
0458 082 330



MEETING NOTES – no quorum

	ITEMS & ACTIONS	RESPONSIBLE OFFICER	ACTION DUE DATE
1.	<p>ATTENDEES Cr Chris Smith (Chairperson), Nathan Swain, Noel Barry, Sue Thomas, Tricia Jukes, Andrew Daffy, Tony Grogan, Craig Clifford, Ian Seuren (COS – Minutes).</p>		
2.	<p>APOLOGIES Nicole Frampton, Bernard Jordan, Philippa Bailey, Cyril Marriner</p> <p>Due to the attendance numbers there was no quorum. Therefore, the following is provided as notes of the discussion.</p>		
3.	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> 29/06/2018 – Tricia Jukes – will be attending special meeting. 29/06/2018 – Sue Thomas – will be attending special meeting. 29/06/2018 – Bernard Jordan – unable to attend special meeting. Craig Clifford – may not be able to get to the special meeting. 10/07/2018 – Cyril Marriner – unable to attend special meeting. 		
4.	<p>GENERAL BUSINESS</p> <p><u>Background provided by Cr Smith:</u></p> <ul style="list-style-type: none"> Committee has raised issues with the maintenance of the trail since late 2017. Recommended that \$100,000 was required annually for maintenance. Council's 2018/19 budget has only increased maintenance funds from \$45,000 to \$60,000. Significant community advocacy including an online petition signed by over 1,200. Petition to be tabled at the July 2018 Council meeting. Little maintenance undertaken in 2017/18. Cr Smith and Andrew Daffy met with Rick Humphris recently which was a productive discussion. Committee members inspected the trail on the weekend just gone. <p><u>Update from members:</u></p> <p><i>Sue Thomas</i></p> <ul style="list-style-type: none"> Disgusted at the state of the trail, basically a dirt track in sections rather than a trail. The Ditchley section is extremely bad and could be closed. Numerous trees over the trail and vegetation hanging over the trail. Drains not cleared. Issues raised by the Committee haven't been addressed. <p><i>Noel Barry</i></p> <ul style="list-style-type: none"> Noel produced a number of photos which clearly illustrated the issues. Table drains are blocked and not working sufficiently which causes issues 		

<p>with the trail.</p> <ul style="list-style-type: none"> • Suggested a contact number along the trail so people could ring about fallen trees etc. • Gellibrand side of Wimba – safety issue and needs rectifying, identified for year 2 (\$50k). <p>Andrew Daffy</p> <ul style="list-style-type: none"> • Met with Rick Humphris. • Rick wanted better screening between the trail and his property. • Three improvements required to this section of the trail: <ul style="list-style-type: none"> ◦ Realigning section off Ditchley Park Road. ◦ Realigning the steep section using boardwalk (approx. 30m-40m) ◦ Realigning where the trail crosses the Humphris cattle track, fix the steep approaches and improve the signage. • Need to improve the material we are using, a more durable blue metal. This will be better long term. • Timber industries – request that they use better material which is more suitable for bikes. • Need to revisit the “environmental corridor” and the available space to undertake maintenance works. • Need a Rail Trail Management Plan, similar to the Road Management Plan, which would define levels of service, inspection regimes, intervention levels etc. <p>Cr Chris Smith</p> <ul style="list-style-type: none"> • Inspected some other parts of the trail. • Alford's Road is in poor condition and unlikely to get a car through. • The section from the 103 Mile sign is really overgrown. • Forest Street South is reasonable condition for this time of year. <p>Tricia Jukes</p> <ul style="list-style-type: none"> • Council is currently not meeting their maintenance responsibility which is impacting landowners. • Colac Station through to Mercy is poor and needs attention as it's the start of the trail. <p>Nathan Swain</p> <ul style="list-style-type: none"> • Really important that a works report be provided to the Committee so that the Committee can adequately manage the trail. • The trail is undervalued and underutilised as a tourism asset and there is a significant opportunity to capitalise on this asset. <p>Update from Council:</p> <ul style="list-style-type: none"> • Officers submitted two business cases to the 2018/19 Council budget, one for increased maintenance funds (\$45,000 to \$60,000) and one for detailed design work (\$65,000) for trail improvements. • Confirmed that there is \$60,000 in the 2018/19 budget for maintenance of the trail, an increase of \$15,000 from 2017/18. 		
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	<ul style="list-style-type: none"> • Council's Services and Operations Department are undertaking a "blitz" this week to address a number of the maintenance issues raised previously by the Committee. What can't be completed this week will be done by the end of July. Action: Ian to send to Committee the details of what will be undertaken during the blitz. • It is proposed that an audit of the trail be undertaken to determine the current and future maintenance requirements and what this is likely to cost. The audit will also identify capital and safety improvements required. This needs to be undertaken in partnership with the Committee who have local knowledge and expertise of the trail and the environment. Action: Ian/Nicole to arrange audit by Council officers (Engineer, Works rep and Recreation rep) in partnership with Committee members. • Agreed that a Management Plan is required, which will provide agreed levels of service for trail maintenance. • Recent Council resolution states that Council "resolves to reconsider the extent of the funding for the OBRT if the assessments show a need for additional funding". <p>Items for next meeting:</p> <ul style="list-style-type: none"> • Meeting frequency • Committee make up • Council representation • Maintenance update • Sections of the trail that may need to be closed • Response to Council • Humphris land titles • Long term leases • List of land holders (including map) 		
5.	<p>Next Committee meeting: Tuesday 7 August 2018 – 10:00am to 11:30am Venue – COPACC Meeting Room 2 Working Group meetings: 9:00am to 10:00am – Maintenance Working Group will meet prior to the Committee Meeting</p> <p>2018 Committee Meeting Dates:</p> <ul style="list-style-type: none"> • Tuesday 18 September 2018 • Tuesday 4 December 2018 <p>2018 Meeting Times:</p> <ul style="list-style-type: none"> • 9:00 – 10:00am – working group meetings (TBA) – contact Nicole if meetings are going to be held so that emails can be forwarded to all members to attend if they are interested. • 10:00 – 11:30am – Old Beechy Rail Trail Committee Meeting 		

CLOSED SESSION

RECOMMENDATION

That pursuant to the provisions of Section 89(2) of the Local Government Act, the meeting be closed to the public and Council move into Closed Session in order to deal with:

SUBJECT	REASON	SECTION OF ACT
<i>Minutes of the Closed Session Council Meeting held on 25 July 2018.</i>	this matter deals with contractual matters; AND this matter may prejudice the Council or any person.	Section 89 (2) (d) & (h)
<i>COPACC Cinema Services</i>	this matter deals with contractual matters.	Section 89 (2) (d)