



ORDINARY COUNCIL MEETING

AGENDA

WEDNESDAY 26 SEPTEMBER 2018

AT 4PM

COPACC

Next Council Meeting: 24 October 2018
Apollo Bay Senior Citizens' Centre

COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

26 SEPTEMBER 2018

TABLE OF CONTENTS

OPENING PRAYER.....	4
PRESENT.....	4
APOLOGIES.....	4
WELCOME AND ACKNOWLEDGEMENT OF COUNTRY	4
QUESTION TIME	5
TABLING OF RESPONSES TO QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETINGS	5
PETITIONS/JOINT LETTERS	5
DECLARATIONS OF INTEREST.....	5
CONFIRMATION OF MINUTES.....	5

OFFICER REPORTS

OM182609-1	PORT OF APOLLO BAY RENEWAL	6
OM182609-2	INTERSECTION SAFETY - TOMAHAWK CREEK ROAD/ PRINCES HWY (AKA BLUE CHURCH CORNER).....	12
OM182609-3	FORMER COLAC HIGH SCHOOL SITE	17
OM182609-4	WESTERN RESERVE OVAL AND LIGHTING REDEVELOPMENT - FUNDING APPLICATION	29
OM182609-5	DRAFT FORREST COMMON MASTER PLAN.....	35
OM182609-6	PETITION - OLD BEECHY RAIL TRAIL	67
OM182609-7	PETITION TO CONSTRUCT A FOOTBRIDGE ACROSS BARONGAROOK CREEK AT HARRIS STREET, COLAC.....	98
OM182609-8	COLAC OTWAY SHIRE GRANTS PROGRAM ROUND 2 (CATEGORY 1) - ALLOCATION OF FUNDS	107
OM182609-9	MEMBERSHIP AUSTRALIA DAY ADVISORY COMMITTEE (ADAC)	115
OM182609-10	GARDEN AWARDS	124
OM182609-11	LEASE WITH THE COLAC ROWING CLUB INC.....	131
OM182609-12	CONTRACT 1822 - THREE YEAR ANNUAL FOOTPATH REPLACEMENT PROGRAM	165
OM182609-13	CONTRACT 1803 - T3 DIGITAL MOBILE RADIO NETWORK MANAGED SERVICE	170
OM182609-14	PRESENTATION OF A DETAILED SERVICE REVIEW PROGRAM AS PER COUNCIL RESOLUTION AT THE SPECIAL MEETING OF COUNCIL ON 2 MAY 2018.....	180
OM182609-15	PROCUREMENT POLICY REVIEW	187

OM182609-16	AUTHORISATION OF OFFICER UNDER THE PLANNING AND ENVIRONMENT ACT 1987	207
OM182609-17	NOTICE OF MOTION - NAMING - CENTRAL RESERVE PRECINCT	211
OM182609-18	NOTICE OF MOTION - CONSIDERATION TO THE DESIGN OF NEW AMENITIES (TOILETS) AT MEMORIAL SQUARE	216
OM182609-19	COUNCILLOR APPOINTMENT - MUNICIPAL ASSOCIATION OF VICTORIA.....	219
OM182609-20	AUDIT COMMITTEE MINUTES - 6 JUNE 2018.....	222
OM182609-21	OATH OF OFFICE - CR BRIAN CROOK.....	252
OM182609-22	ASSEMBLY OF COUNCILLORS	256

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 COPACC on 26 September 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

Nil.

8. DECLARATIONS OF INTEREST

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

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

9. CONFIRMATION OF MINUTES

- **Special Council Meeting held on 15 August 2018.**
- **Ordinary Council Meeting held on 22 August 2018.**
- **Special Council Meeting held on 12 September 2018.**

RECOMMENDATION

That Council confirm the above minutes.

ORDINARY COUNCIL MEETING
PORT OF APOLLO BAY RENEWAL

OM182609-1

LOCATION / ADDRESS	Apollo Bay	GENERAL MANAGER	Tony McGann
OFFICER	Tony McGann	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To advise Council about the need for renewal works at the Port of Apollo Bay and the efforts made to date in seeking State Government funding for these works.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The Port of Apollo Bay is a State Government asset which is managed by Colac Otway Shire.

The condition of the assets which make up the Port have deteriorated over the years and urgent State Government funded work is now required to address these problems.

The problems were highlighted to Council by the community at the December 2017 Council Meeting in Apollo Bay. Since that time the Council has worked in partnership with the Harbour User Group in an effort to undertake urgent works such as:

- Replacement of handrails to the visitors wharf and fisherman's wharf. (Underway)
- Updating of the navigation aid system. (Underway)
- Dredging underneath the floating marina and repair of the marina. (Complete)

All of these have been funded by the State Government.

In addition, Council appointed a Project Manager who worked with Council officers, Harbour User Group, consulting engineers and a Quantity Surveyor to develop a Draft Cost Plan to address the significant asset renewal issues which are:

1. Harbour dredging	\$4.85M
2. Main breakwater repair	\$4.32M
3. Lee breakwater repair	\$3.73M
4. Winch and slipway repair	\$1.42M
5. <u>Marina/boat ramp and jetty repairs</u>	<u>\$0.28M</u>
Total	\$14.60M excl. GST

If these works are not carried out the Port will reach a condition where it is unusable or unsafe or both. In the opinion of Council officers and representatives of the Harbour User Group this will occur within 2 years if works are not completed.

The Mayor, Chief Executive, General Manager Infrastructure and Leisure Services together with Markus Nolle from the Harbour User Group met with the Ports Minister to discuss the issues and to set out a costed plan to address them.

Meetings have also been held with State Government departments to discuss funding of these works. Advice from the State Government in relation to funding these works is yet to be received.

In addition, Cr Potter, the Chief Executive and General Manager Infrastructure and Leisure Service are meeting with the Shadow Minister for Ports to discuss the state of the Port, the works required and the necessary funding.

3. RECOMMENDATION

That Council notes this report, OM182609-1, Port of Apollo Bay renewal.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Port of Apollo Bay is a State Government asset which is managed by Colac Otway Shire. It is home to a fishing fleet of 11 boats, 4 fishing charter boats, the Apollo Bay Sailing Club, Apollo Bay Ocean Rescue and serves people who launch boats at the boat ramp.

The infrastructure includes, as shown in the photo above:

- Main breakwater wall
- Leeward breakwater wall
- Floating marina
- Swing moorings
- Boat ramp and jetty
- Slipway and winch
- Fishermen's Co-op.

The Port is important for a number of reasons; it is one of only 3 blue water safe havens west of Port Phillip Bay, it contributes over \$43m to the local economy each year and it boasts one of only 3 Fishermen's Co-ops in Victoria. The other two being San Remo and Lakes Entrance

KEY INFORMATION

The condition of the assets which make up the Port have deteriorated over the years and urgent State Government funded work is now required to address these problems.

The problems were highlighted to Council at the December 2017 Council Meeting in Apollo Bay. Since that time the Council has worked in partnership with the Harbour User Group in an effort to undertake urgent works such as:

- Replacement of handrails to the visitors wharf and fisherman's wharf (underway).
- Updating of the navigation aid system (underway).
- Dredge underneath the floating marina and repair of the marina (complete).

All of these works are either complete or nearing completion and have been funded by the State Government.

In addition Council appointed a Project Manager who worked with the Harbour User Group, Council officers, consulting engineers and a Quantity Surveyor to develop a Draft Cost Plan to address the significant asset renewal issues which are:

1. Harbour dredging	\$4.85M
2. Main Breakwater repair	\$4.32M
3. Lee breakwater repair	\$3.73M
4. Winch and slipway repair	\$1.42M
5. <u>Marina/boat ramp and jetty repairs</u>	<u>\$0.28M</u>
Total	\$14.60M excl. GST

The Draft Cost Plan has been professionally prepared and includes all professional fees, escalation until completion of the project, establishment fees, temporary works to serve customers and a contingency amount to allow for current unknowns.

If these works are not carried out the Port will reach a condition where it is unusable or unsafe or both. In the opinion of Council officers and representatives of the Harbour User Group this will occur within 2 years if works are not completed.

The Mayor, Chief Executive, General Manager Infrastructure and Leisure Services together with Markus Nolle from the Harbour User Group met with the Ports Minister in August to discuss the issues and to set out a costed plan to address them.

Meetings have also been held with State Government departments to discuss funding of these works. Advice from the State Government in relation to funding these works is yet to be received.

Cr Potter, the Chief Executive and General Manager Infrastructure and Leisure Services are also meeting with the Shadow Minister for Ports to explain the situation and the works required.

Council has resolved to continue as Port Manager until June 2019. A Service Review of the Port of Apollo bay operation is 90% complete and will be reported to Council to assist it in deciding on whether it wishes to remain as Port Manager after that time.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The community has been consulted through discussions with the Harbour User Group which has representatives from user groups of the Port facilities.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Our Places, Goal 1 states:

Assets and infrastructure meets community needs

Action 4 under this Goal states:

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

ENVIRONMENTAL IMPLICATIONS

The main environmental issue to be managed would be the disposal of dredged material, some of which may contain the noxious weed *Undaria*. An Approval process will need to be followed.

SOCIAL & CULTURAL IMPLICATIONS

The Port has deep cultural connections to the town of Apollo Bay and the activities supported by the Port are intrinsically linked to the identity and character of the town.

From a social perspective the Port is home to the recreational Apollo Bay Sailing Club as well as supporting the recreational fishing community.

ECONOMIC IMPLICATIONS

A recent State Government economic study stated that the Port generates \$43M in economic activity. If the Port were to be closed all of this income generation would be lost.

In addition the Port is the crucial centrepiece of any future Harbour development. It could not happen without the Port operating.

LEGAL & RISK IMPLICATIONS

In relation to the renewal of assets Council has discharged its responsibilities by advising the State Government of the condition of the assets and setting out a program of work for funding.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Council funds, apart from officer time, will not be expended on this matter.

7. IMPLEMENTATION STRATEGY

DETAILS

Council officers, the Mayor and the Harbour User Group will continue to advocate to State Government and politicians the need for these degraded assets to be renewed.

COMMUNICATION

As above

TIMELINE

When funding is provided it is anticipated that the following timeline would be necessary:

- Appoint design team 2 months
- Design 3 months
- Construction tender 3 months
- Construction 12 months

- Total 20 months

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

INTERSECTION SAFETY - TOMAHAWK CREEK ROAD/ PRINCES HWY (AKA BLUE CHURCH CORNER)

OM182609-2

LOCATION / ADDRESS	Intersection Tomahawk Creek Road and Princes Highway	GENERAL MANAGER	Tony McGann
OFFICER	Jeremy Rudd	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To determine Council's advocacy position in relation to road safety at this intersection.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Community concern for safety at the Tomahawk Creek Road/Princes Highway intersection dates back at least 20 years. Correspondence from the community to support this advocacy also goes back as far as the current Council record system.

The Road Crash Information System shows 7 accidents have been recorded resulting in 1 serious injury and 6 non-serious injuries to drivers and passengers between 1 January 2013 and 4 September 2018. However the Road Crash Information System excludes near misses and there may be other accidents that haven't been reported.

VicRoads are yet to commit to a treatment however it is understood it is investigating a STARS (Side Traffic Activated Rural Speeds) treatment. This would involve a temporary electronic speed restriction being activated on the Princes Highway when a vehicle approaches the intersection from Tomahawk Creek Road.

A disadvantage of this type of treatment is that it does not physically prevent accidents and if speed limits are ignored it does nothing to reduce the impact of vehicle collisions should they occur.

By contrast, a physical treatment such as a roundabout can create an environment where the impact of vehicle collisions is greatly reduced by forcing vehicles to travel at a lower speed and to change the angle of a collision should it occur.

VicRoads has not ruled out a roundabout or any other treatment being possible in the future.

Council officers continue to advocate for a treatment at the Tomahawk Creek Road/Princes Highway intersection. Separately Corangamite Shire Council is also advocating for a solution given the number of residents who regularly drive through this intersection and the return tourist traffic from the Twelve Apostles.

3. RECOMMENDATION

That Council:

- 1. Formally advocates via a letter addressed to the VicRoads South Western Victoria Regional Director that the Tomahawk Creek Road/Princes Highway intersection is Council's number one priority for road safety improvements with the Colac Otway Shire region.***
- 2. Resolves that its advocacy is to include the position that a physical treatment, such as a roundabout, is the required solution, rather than a change in speed limits.***

4. BACKGROUND / KEY INFORMATION

BACKGROUND

- Community concern for safety at the Tomahawk Creek Road/Princes Highway intersection (also known as Blue Church Corner) dates back at least 20 years.
- Both the Princes Highway and Tomahawk Creek (also known as Timboon-Colac Road) are Arterial Roads meaning VicRoads is the responsible Roads Authority. Council is the responsible authority for Nalangil Road to the north of the intersection.
- Council advocacy for VicRoads to take action at the intersection date back at least as far as the current record system (since 2011).
- Correspondence from the community to support this advocacy also goes back as far as the current record system.

KEY INFORMATION

- Road Crash Information System shows 7 accidents recorded resulting in 1 serious injury and 6 non-serious injuries to drivers and passengers between 1 January 2013 and 4 September 2018.
- The Road Crash Information System supplied includes descriptions of four accidents. All four accidents resulted from a driver turning right from Tomahawk Creek Road not giving to Princes Highway traffic.
- The Road Crash Information System excludes near misses and there may be other accidents that haven't been reported.
- A recent community meeting convened by the member for Polwarth was held on 22 July to hear community concerns. A number of Councillors, Council's CE and Council's Manager of Assets and Project Delivery attended the meeting and heard reports of near misses. Anecdotally from this meeting the community stated that it would prefer of a physical treatment such as a roundabout rather than a non-physical treatment such as speed limit reduction.
- VicRoads are yet to commit to a treatment however Council has been informed they're investigating a STARS (Side Traffic Activated Rural Speeds) treatment. This would involve a temporary electronic speed restriction being activated on the Princes Highway when a vehicle approaches the intersection from Tomahawk Creek Road.
- VicRoads has not ruled out a roundabout or any other treatment being possible in the future.
- VicRoads has recently fast-tracked design and construction of a roundabout at the Birregurra-Forrest/Deepdene Road intersection. Road Crash Information for this intersection shows a greater number of accidents at this location including fatalities.
- Council officers continue to advocate for a treatment at the Tomahawk Creek Road/Princes Highway intersection. Separately Corangamite Shire Council also advocating for a solution given the number of residents regularly drive through this intersection.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

- Numerous submissions from interested member of the community dating back as far as the current record system.
- Council representation at recent community meeting on 22 July 2018 to discuss ongoing community concern about road safety at the intersection.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Road Safety

ENVIRONMENTAL IMPLICATIONS

Not applicable

SOCIAL & CULTURAL IMPLICATIONS

Perceptions of safety for significant numbers of Colac Otway Shire residents travelling through the intersection.

ECONOMIC IMPLICATIONS

Impact from road accidents (direct/indirect).

LEGAL & RISK IMPLICATIONS

Advocacy for improving a potential safety risk within the community.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Advocacy only. This intersection is not a Council asset.

7. IMPLEMENTATION STRATEGY

DETAILS

Formal letter of advocacy to VicRoads within two weeks detailing Council's position.

COMMUNICATION

Formal letter of advocacy to VicRoads.

TIMELINE

Formal letter of advocacy to VicRoads within two weeks.

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
FORMER COLAC HIGH SCHOOL SITE

OM182609-3

LOCATION / ADDRESS	413-437 Murray Street Colac	GENERAL MANAGER	Tony McGann
OFFICER	Ian Seuren	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/7492	CONFIDENTIAL	No
ATTACHMENTS	1. Former Colac High School site - Landscape Plan		
PURPOSE	To consider the acquisition of part of the former Colac High School site.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The former Colac High School site is an 8.7 hectare parcel of land on the western edge of Colac. The school closed in 2009 following the merger of the Colac High School and Colac College to form the Colac Secondary College, with the new school developed on the former Colac College site in Queen Street Colac. Since that time the State Government has indicated its desire to sell the land.

Many members of the Colac community have a strong affinity with the former Colac High School site and have supported for a number of years the proposal of retaining some, if not all of the site in public ownership. It has been on this basis that Council has strongly advocated over many years for retention of the site, or at least part of the site, for public use.

Council resolved at its February 2018 Ordinary meeting to request an additional 4ha of land from the former Colac High School site, in addition to the 2.5ha previously committed from the State Government. In response to this, the Department of Treasury and Finance have written to Council stating the additional 4ha of land could be purchased by Council for \$280,000 should it be used for community purposes.

3. RECOMMENDATION

That Council:

- 1. Notes that the State Government has provided in-principle agreement to provide 30% (approx. 2.5ha) of the former Colac High School site to Council at no cost as public open space.*
- 2. Agrees to purchase an additional 4ha of the former Colac High School site from the State Government for community use at a cost of \$280,000 (ex GST), subject to:*
 - a) the 4ha of land being in addition, and adjacent to, the 2.5ha previously agreed in-principle to be provided to Council by the State Government;*
 - b) the land not being encumbered by the existing heritage building and is free from contamination;*
 - c) the land to include the current access to the site from Ross Street;*
 - d) funding the acquisition of the land as follows:*
 - i. \$198,383 from Council's Recreational Lands Reserve and*
 - ii. The balance of \$81,617 from Council's Unallocated Surplus Reserve.*
- 3. Authorises the Chief Executive to perform all functions required to acquire the land in accordance with point 2.*
- 4. Authorises the Chief Executive to negotiate the purchase of an additional 1ha (approximately) of the former Colac High School for community purposes in addition to the land stated in point 2, subject to the land:*
 - a) being to the west of the existing heritage building and not to include this building;*
 - b) fronting Murray Street and connecting to the land agreed to acquire in point 2.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The former Colac High School site is an 8.7 hectare parcel of land on the western edge of Colac which runs from the Princes Highway to appoint in line with Moore Street.

The school closed in 2009 following the merger of the Colac High School and Colac College to form the Colac Secondary College, with the new school developed on the former Colac College site in Queen Street Colac.

Since that time the State Government has indicated its desire to sell the land.

Many members of the Colac community have a strong affinity with the former Colac High School site and have supported for a number of years the proposal of retaining some, if not all of the site in public ownership. It has been on this basis that Council has strongly advocated over many years for retention of the site, or at least part of the site, for public use.

At its meeting on December 2015, Council resolved to seek a contribution of land from DET equating to 30% of the former Colac High School site. The request for 30% of the site area was based on the estimated open space contributions for development of the Colac site in addition to future open space contributions payable from two other school closures in Cressy and Swan Marsh. The request for this area did not consider the potential land requirements of a regional open space for specific sports. The request also included that the land be located to the north boundary of the site and not encumbered by buildings.

As part of the request, it was stated that there is a need for future development of the remaining land to incorporate off-road pedestrian linkages from the Princes Highway to the proposed open space.

DET has expressed its 'in principle' support for the approach to the provision of open space proposed by Council, which has been reconfirmed by the Department of Finance and Treasury (DTF). It will mean that subject to this commitment being met for the Colac site, 30% of the property to the north end will be retained for public open space purposes, at no cost to Council.

DET has also expressed its intention to rezone the site, and has demolished all buildings except for the heritage listed former school administration building. It is expected the rezoning and disposal of the land will occur sometime during the course of this year or early 2019.

Council considered the issue of acquiring additional land at the former Colac High School site at its February 2018 ordinary meeting, where it was resolved:

That Council:

- 1. Notes that the State Government has provided in-principle agreement to provide 30% (approx. 2.5ha) of the former Colac High School site to Council as public open space;***
- 2. Writes to the Department of Treasury and Finance requesting an additional 4ha of the former Colac High School site;***
- 3. Requests that the 4ha of land be in addition, and adjacent to, the 2.5ha previously agreed in-principle to be provided to Council by the State Government;***

4. **Requests that the land is not encumbered by the existing heritage building and is free from contamination;**
5. **Notes that nothing in this resolution authorises Council to enter into an agreement to pay any sum of money for this land. Any payment for the land will require an explicit authorisation following a Council report lodged in a subsequent Council meeting.**

KEY INFORMATION

Through the facilitation of a development plan process for the Colac West development plan area (as indicated in Map 1 by the red dotted line), which is inclusive of the former high school site, and preliminary work for the Colac 2050 Growth Plan, a number of strategic open space opportunities have become apparent, and have highlighted the importance of the former school site and potential road connection opportunities in and around this area.

MAP 1



Given the development planning process which will be brought to Council at a future meeting, and imminent rezoning and disposal of the surplus government land at the former school site, it is considered important to gain support from Council to have a position about the future of the balance of the former high school land.

In accordance with the resolution at Council's February 2018 ordinary meeting, officers wrote to both the Victorian Treasurer Tim Pallas and the Department of Treasury and Finance (DTF), the responsible agent for the disposal of the land, requesting an additional 4ha of the former Colac High

School site. Following receipt of the correspondence, a phone meeting was held between the Mayor and Acting CEO and a DTF officer to discuss Council's request.

DTF advised that in accordance with the Victorian Government Land Transactions Policy and Guidelines, Council has the opportunity to acquire the additional 4ha if it requires the land for a 'public or community purpose' at a reduced value, subject to the approval of the land holding Minister, in this case the Minister for Education and Training. Any sale of the additional 4ha will include a restriction on title that reflects the community use so that any future change in the use of the land requires the State's consent.

The Valuer General Victoria has assessed the estimated market value of the 4ha parcel of land at \$1.4m (ex GST). However, the Valuer General Victoria has assessed the estimated 'community use' valuation at \$280,000 (ex GST).

The former High School site has great potential to become a regional active open space given its size and location. Council officers have considered the open space and recreational needs for Colac as part of the Colac 2050 background assessments, and further considered soccer needs through an assessment which considers a number of different locations in Colac for soccer pitches. The *Colac Community Infrastructure Assessment*, commissioned to inform the Colac 2050 Growth Plan, specifically identified that there is a deficit of facilities for this sport within the town. In addition, there are land challenges for other sports including baseball and tennis.

There is an opportunity to co-locate a number of active recreational uses, as well as creating a district play space and passive open space area, subject to a master planning process. Furthermore, the location of the land lends itself to providing a key community focus and asset in an area which lacks access to active open space facilities, and has a high level of social disadvantage.

The key issue is however that the 30% (2.5ha) land area allocated for open space purposes is insufficient to cater for active sports facilities in addition to passive open space.

The Colac Community Infrastructure Assessment identified an existing deficit in relation to the provision of soccer facilities for Colac's population. There is a demonstrated need to adequately cater for current and projected growth in soccer to facilitate participation across age groups and gender at a local level. The sport is internationally recognised not only as an important world sport, but also because of the social and cultural activities which it generates within local communities particularly across communities from varying socio-economic and cultural backgrounds.

The sport also has the potential to attract funding through FIFA and government if sufficient land is allocated to be able to provide regional level facilities to suit regional sporting competitions. Such funding could be leveraged to construct facilities in the future.

Whilst this may seem a remote prospect given current participation levels, with the growth expected in the region and the delivery of quality facilities in the main population centre of Colac, it can be expected that participation levels will rise significantly as has been demonstrated in other neighbouring municipalities such as Surf Coast Shire and Golden Plains Shire.

The Colac Otway Rovers AFC, which competes within the Football Federation Victoria (FFV) Geelong Region, does not have dedicated facilities and currently hold games at the Beeac Recreation Reserve. Training is undertaken on the single hockey pitch at Colac's Central Reserve which is undersized and not ideal for soccer.

For Colac's current population, 2 pitches are required presently. Predictions for demand for the sport into the future suggest the need for 3 to 4 pitches based on a population of 20,000, depending on surface finishes (the overall pitch numbers could be reduced from 4 to 2 if synthetic turf were installed to reduce wear and tear related issues with a grass surface). As per the attached landscape plan, the additional land could allow for 2 soccer pitches, a baseball diamond, relevant off-field facilities, car parking and informal play areas. Whilst this is very much a draft concept plan, it provides an understanding of what could be accommodated on the site.

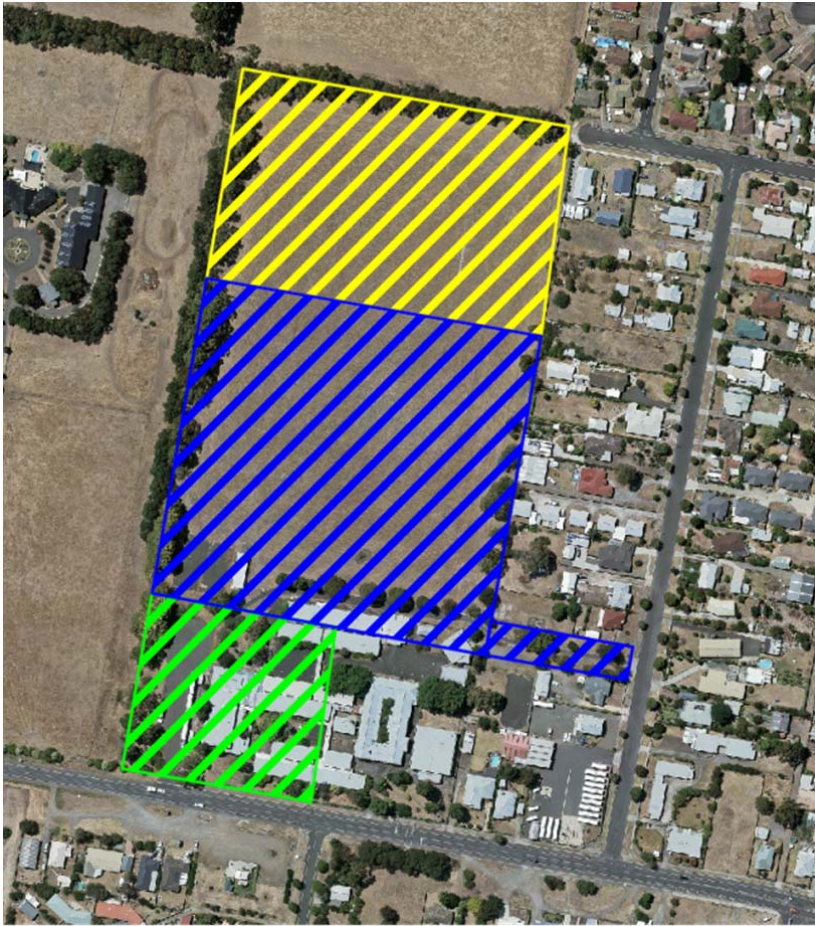
Whilst the draft soccer investigation provided the first step in considering a number of different potential sites which could be used to cater for the sport, the former Colac High School site was a stand-out long-term solution if additional land could be secured. This was because of its size and location.

There may be potential to incorporate different active recreation uses on the site. Multi-sport and community facilities are more likely to attract funding from federal and state government over single sport facilities. It is therefore considered preferential to combine any future regional facility for a number of compatible sports and community uses. This should be the subject of a future master planning process considering facility deficits in other sports including but not limited to baseball and other rectangular sports.

The former Colac High School site has clear potential to become a regional active space, district play space, and community facility, to cater for a number of different sports and community uses if the site could be used for public open space and community uses in its entirety or as a larger area.

A further 4ha (indicated in blue in Map 2) in addition to the 30% (2.5ha) (indicated in yellow in Map 2) already secured would allow for the development of a regional active open space with a total area of approximately 6.5ha. A master planning exercise could determine the exact area required for various recreational, open space and community uses. This also presumes that DET have decontaminated the site, which would be a requirement for the land to be used for open space or residential purposes.

MAP 2



Key

- Yellow = land previously agreed to be transferred to Council.
 - Blue = land recommended to be purchased by Council.
 - Green = additional land to be considered by Council to be purchased.
- * Note – approximate areas only

The acquisition of the additional 4ha could be funded through the use of funds received as open space contributions from subdivision in Colac, including future subdivision in the adjoining Colac West area.

Following further discussions and based on the proposed 'community use' valuation of the site, the opportunity to acquire more of the site has been raised. This would provide Murray Street (Princes Highway) frontage to the acquired land which could be an important long-term strategic acquisition. Council could consider approaching DTF to determine their appetite in providing additional land adjacent to the land proposed to be acquired, linking through to Murray Street (indicated in green in Map 2). As there is no identified use or demand for the existing heritage building, and that the expected cost to upgrade the building to a usable condition would be significant, it is recommended that the additional land requested not be encumbered by this building.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Consultation over many years in relation to the former High School site has confirmed the community's interest in the land. There have also been ongoing discussions with a number of sporting clubs about their lack of suitable facilities in Colac.

Should Council determine to progress the acquisition of the additional land, officers will inform the community through a media release of Council's position.

Once the land is acquired, officers would also commence more detailed discussions with relevant local sporting organisations and the broader community through a master planning process for the site.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Facilitating a community/recreational facility at the former Colac High School site is aligned to the Council Plan's *Theme 3: Our community* and its goal for the 'provision of resources to support physical activity by the community'.

Acquiring part of the former Colac High School site is a Priority Project of Council, as endorsed at its January 2018 Ordinary Meeting. Council will seek to continue to advocate to the State Government until the land is actually transferred. Further, the Priority Project description describes the opportunity identified to increase the amount of open space on the High School site to facilitate the construction of soccer fields.

ENVIRONMENTAL IMPLICATIONS

An examination of further environmental implications would be conducted as part of any future master planning and development of the facility. It is important that the land to be acquired is free from contamination.

SOCIAL & CULTURAL IMPLICATIONS

A regional recreation and community facility in Colac West could provide significant health and social benefits for our community, particularly in an area with high social disadvantage and a deficit in access to a significant area of active open space. The former high school site is strategically located to service the area with active open space within a 5 minute walk to many homes in the Colac West area, and also the new development area to the west of the site. It is also in close proximity to the Princes Highway.

An active open space would provide a key community focus to contribute to the area's social development and health and wellbeing related outcomes with improved infrastructure.

More specifically, the benefits of investing in football (soccer) are significant and as described in Football Federation Victoria's *State Football Facilities Strategy to 2026* include:

1. Economic benefits: derived from avoiding health costs by people who would not otherwise have participated in sport.
2. Health or user benefits: equivalent to the costs of participation by users.
3. Social benefits: derived from the value of social connectedness, involvement in sport, voluntary work and benefits to non-users. Reduction in crime through diversion of young people to sport; improvements in the value of public space; enhanced educational outcomes and increased social inclusion of diverse communities.
4. Financial Benefits: The cost-benefit of a new facility would be expected to exceed \$3 for every \$1 spent.

ECONOMIC IMPLICATIONS

The provision of recreational and community facilities provides indirect economic benefits through contributing to liveability, providing access to recreational experiences, and promoting activity and healthy lifestyles. Regional recreation facilities provide opportunities to host competitions and events which attract visitors the region. Colac's Central Reserve is a good example of investment into recreational facilities providing economic benefits through the attraction of major events.

LEGAL & RISK IMPLICATIONS

The risk of missing the opportunity of securing the land is that any future regional facility may not be as well located for community benefit as the former High School site. Land of this size and at the proposed cost is unlikely to be available to Council in Colac at a future time.

The acquisition of the land would need to be in accordance with regulations governing land purchases.

As per the previous resolution of Council, the land would be required to be free from contamination to mitigate any risk to Council.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

DTF have advised Council that the acquisition of the additional 4ha of land would cost \$280,000 (ex GST).

The cost to acquire the land could be partially or entirely funded through the Recreational Lands Reserve which currently has a balance of \$724,643, inclusive of \$198,383 for 'Colac and surrounds'. This reserve includes open space contributions allocated to Colac from previously approved subdivisions to pay for the future acquisition or development of public open space.

The balance of the purchase, \$81,617, could be funded from Council's Unallocated Surplus Reserve which has a current balance of \$934,000, if Council chose to do so.

Future improvements to the land to facilitate the development of the site for open space purposes could be funded through grants from other levels of government, future budget processes and/or public open space contributions. Council is likely to secure public open space contributions as part of future subdivision of the land in the Colac West development plan area (or beyond). These contributions could potentially be used to develop the land in question in the future.

7. IMPLEMENTATION STRATEGY

DETAILS

Should Council resolve to proceed with purchase of the land, the approval of the Minister for Education will be sought by DTF. DTF will also arrange for a survey and subdivision of the land.

COMMUNICATION

Correspondence will be sent to DTF informing the Department of Council's resolution on this matter.

TIMELINE

Correspondence will be sent to DTF immediately following Council's consideration of this matter. Timelines will be further determined based on advice from DTF.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



WARNING
 This drawing and design is subject to copyright and may not be reproduced without prior written consent. Contractor to verify all dimensions on site before commencing work.

0 5 10 20 30 50m
 SCALE
 1:1000 @ A1
 1:2000 @ A3

STATUS
PRELIMINARY

REVISIONS
 NO. AMENDMENT DATE

ACL A
 CONSULTANTS

Landscape Architecture & Design
 Suite 2/751 Nicholson Street
 North Carlton Victoria 3054
 T 03 9381 4366
 www.acla.net.au

CLIENT

Colac Otway
 SHIRE
 Naturally Progressive

PROJECT
PROPOSED SPORTING RESERVE
413 MURRY STREET, COLAC

DRAWING TITLE
FUNCTIONAL LAYOUT PLAN - OPTION 1

PROJECT N°	DATE	SCALE
1731	16.10.2017	1:1000 @ A1 1:2000 @ A3
DRAWING N°	REVISION	
1731-FLP 1		



WARNING
 This drawing and design is subject to copyright and may not be reproduced without prior written consent. Contractor to verify all dimensions on site before commencing work.

0 5 10 20 30 50m
 SCALE
 1:1000 @ A1
 1:2000 @ A3

STATUS
PRELIMINARY

REVISIONS
 NO. AMENDMENT DATE

A C L A
 CONSULTANTS

Landscape Architecture & Design
 Suite 2/751 Nicholson Street
 North Carlton Victoria 3054
 T 03 9381 4366
 www.acla.net.au

CLIENT

Colac Otway
 SHIRE
 Naturally Progressive

PROJECT
PROPOSED SPORTING RESERVE
413 MURRY STREET, COLAC

DRAWING TITLE
FUNCTIONAL LAYOUT PLAN - OPTION 2

PROJECT N°	DATE	SCALE
1731	16.10.2017	1:1000 @ A1 1:2000 @ A3
DRAWING N°	REVISION	
1731-FLP.2		

ORDINARY COUNCIL MEETING

WESTERN RESERVE OVAL AND LIGHTING REDEVELOPMENT - FUNDING APPLICATION

OM182609-4

LOCATION / ADDRESS	91A Sinclair Street, Colac	GENERAL MANAGER	Tony McGann
OFFICER	Ian Seuren	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/9315	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To consider in-principle support for a matching funding contribution for an application to the State Government's 2018/19 Female Friendly Facilities Fund for the Western Reserve oval and lighting redevelopment project.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Each year, the State Government make funds available for sport and recreation projects through a number of Sport and Recreation Victoria (SRV) grant programs. At its May 2018 Ordinary Council Meeting, Council supported a number of applications to this year's SRV funding programs including the Western Reserve Oval Redevelopment and Lighting Upgrades project through the 2018/19 Female Friendly Facilities Fund.

In preparing the funding application for the Western Reserve Oval Redevelopment and Lighting Upgrades project, including preparation of detailed design and cost estimates, the proposed project cost increased to \$862,500. With the funding amount capped at \$500,000 from the State Government, this has resulted in an increased contribution required from Council. Council's formal commitment to this project is required to provide SRV with certainty to adequately assess the funding application.

3. RECOMMENDATION

That Council:

- 1. Support the revised application for the Western Reserve Oval Redevelopment and Lighting Upgrades to Sport and Recreation Victoria's 2018/19 Female Friendly Facilities Fund which includes a requested Council contribution of \$276,250 (\$67,000 from the Active Reserves Renewal Programme in the 2018/19 budget and up to \$209,250 in the 2019/20 budget).***
- 2. Should the application be successful, consider the proposed allocation of \$209,250 through the 2019/20 budget process.***

4. BACKGROUND / KEY INFORMATION

BACKGROUND

Each year, the State Government make funds available for sport and recreation projects through a number of Sport and Recreation Victoria (SRV) grant programs. Council considered a number of projects to be submitted to SRV for their 2019-20 Community Sport Infrastructure Fund and 2018/19 Female Friendly Facilities Fund at its May 2018 Ordinary Council Meeting. At this meeting, Council resolved:

That Council:

- 1. Endorse the following projects to be submitted to the 2019-20 Community Sport Infrastructure Fund and 2018/19 Female Friendly Facilities Fund:***
 - Colac Memorial Square Playspace – Community Sports Infrastructure Fund Minor Facilities Category (includes a requested Council contribution of \$165,000 in the 2019/20 budget).***
 - Forrest Mountain Bike Trails – 'Barwon Flow' Trail – Community Sports Infrastructure Fund Minor Facilities Category (includes a requested Council contribution of \$10,000 in the 2019/20 budget).***
 - Central Reserve Master Plan Implementation – Stage 2 (netball courts and netball and football lighting upgrades) – Community Sports Infrastructure Fund Major Facilities Category (includes a requested Council contribution of up to \$375,000 in the 2019/20 budget).***
 - Western Reserve Oval Redevelopment and Lighting Upgrades – Female Friendly Facilities Fund (includes a requested Council contribution of \$67,000 from the Active Reserves Renewal Programme in the 2018/19 budget and up to \$108,000 in the 2019/20 budget).***
- 2. Pending the outcome of the applications, successful projects are to be submitted for Council consideration through the 2019/20 budget process.***

CARRIED 7 : 0

Following the May 2018 Ordinary Council Meeting, Council officers then prepared funding applications which included detailed designs and associated cost plans.

KEY INFORMATION

At the May 2018 Ordinary Council Meeting, Council unanimously passed a resolution to submit an application under the State Government’s Sport and Recreation Victoria (SRV) Female Friendly Facilities Fund for the Western Reserve Oval Redevelopment and Lighting Upgrade. The initial total project cost provided in the report was \$750,000. Based on the matching funding requirement for the program, the Council resolution passed included support for a \$175,000 contribution from Council.

At the time of writing the Council report for the May 2018 OCM, officers had obtained preliminary cost estimates to support the initial project cost of \$750,000. In obtaining detailed designs and construction documents during the application process, the project budget increased to \$862,500 due to additional costs identified. The increased costs are attributed to:

- the need for an onsite water tank – water pressure at the reserve does not allow for the irrigation system to run directly from the water mains network so a water tank to store and then pump from is required to maintain the required pressure for an automated irrigation system;
- increase to lighting costs; and
- the need to include a project management allocation.

The total project costs to complete the project as submitted in the application are as follows:

Item	Final Estimated Costs	Preliminary Estimated Costs
Oval redevelopment – works included: drainage, irrigation, oval shaping, new turf surface, water tank. <i>* main reason for price increase: the water pressure at the reserve is not sufficient to run the irrigation system directly from mains water. In order to get the correct pressure, a water tank and necessary equipment are required to be installed.</i>	\$547,000	\$470,480
Lighting Upgrade	\$270,000	\$250,000
Total Construction Works	\$817,000	\$720,480
Project Management	\$22,750	Not initially included in the project costs
Contingency	\$22,750	\$29,520
TOTAL PROJECT COST	\$862,500	\$750,000

If the funding application is successful, the funding program will provide \$500,000 towards the project. Council officers have already been successful in receiving a funding pledge from AFL Victoria of \$86,250 towards the project. Therefore, should the SRV funding application be successful, it would mean a \$586,250 contribution from external agencies, equating to 67% of the total project cost.

If funding is secured from SRV, Council will now be required to contribute \$276,250 towards the project, rather than the initially proposed \$175,000 (an increase of \$101,250). This is substantially more than the original amount supported by Council. It does include \$22,750 for project management costs which could be undertaken in-house as an in-kind contribution. It is important that Council consider this formally to provide SRV with an indication of Council’s commitment to the project. Any commitment from Council would still need to go through Council’s annual budget process.

SRV are currently in the process of assessing the submitted application and seek Council's commitment to meeting the required matching contribution to the project. This is an important step in providing SRV with certainty about Council's commitment and ability to complete the project.

Council has previously considered the merits of the project and the funding application to SRV, which was supported unanimously to seek external funding for the project. The project is still considered extremely worthwhile and vital for maintaining and increasing participation in sports such as AFL and cricket.

More specifically, the project will address issues around over use of the oval due to the significant demand for AFL. This is primarily because of the Colac Imperial Football Netball Club's development of female AFL in recent years. The additional three female sides (approximately 75 new participants) train and play on the oval which has dramatically increased the use. However, due to the lack of drainage, low quality playing surface and inadequate training lighting, the condition of the oval is extremely poor and not fit for purpose during winter months. This also impacts on the quality of the playing surface during the summer period. This has a significant impact on attracting female participation and developing the sport, for both AFL and cricket.

It is considered by officers that with the increased contribution from Council, the business case for this project still remains viable. It will improve community sporting facilities to the required level and provide better facilities to foster the development of female sport. For the continued growth and sustainability of female AFL in the region, this project is vital.

Council officers have submitted numerous business cases to the Council budget process over the years to upgrade the Western Reserve oval surface. With the emergence of female football within the Colac Otway Shire region the need to have an oval that can sustain the additional use for the female football teams is required. The condition of the oval surface at Western Reserve has deteriorated dramatically with the increased use and the difficulties in maintaining the oval surface over the summer months without suitable watering equipment. External funding from SRV and AFL Victoria will provide the opportunity to improve this well-utilised facility.

Should Council not support the recommendation, it has the option to withdraw the application to SRV.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected has been to involve.

Council sought Expressions of Interest from the community to determine possible projects that could be submitted to SRV for funding. This was done via correspondence to Council's database of recreation organisations, advertising in the Colac Herald, social media posts and via discussions with relevant clubs and associations. In addition, peak sporting bodies also inform their clubs and associations of the availability of these funding programs.

Officers have worked closely with the two tenant clubs of the Western Reserve, the Colac Imperials Football Netball Club and the Colac West Cricket Club, in preparing the funding application.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Supporting community groups to develop projects for consideration through external funding programs is supported by the Council Plan 2017-2021.

The Council Plan theme *Our Community* is about “knowing our community and understanding their needs and aspirations. We need to plan our assets and services to meet community needs and to foster a culture of good service and partnership with others”. This project provides the community, particularly female football, with the required facilities in which to train and play the sport.

The Western Reserve Oval Redevelopment and Lighting Upgrades are identified in the G21 and AFL Barwon Regional Strategy, which identifies as a ‘Critical Action’ to prioritise ground upgrades to minimum standards and then lighting upgrades.

ENVIRONMENTAL IMPLICATIONS

SRV requires projects to demonstrate Environmentally Sustainable Design principles where applicable. Water saving initiatives will be incorporated into the project through an appropriate irrigation system and use of drought tolerant grasses.

SOCIAL & CULTURAL IMPLICATIONS

Western Reserve is home to regular seasonal tenants for cricket and football. Throughout the year it is used regularly on a weekly basis with training and matches played on at least four of the seven days over summer and six of the seven days over winter. This extended use of the playing surface has seen the need to upgrade the Western Reserve playing surface be brought to the forefront. The growth of female football in our region has been welcomed and is providing great outcomes in terms of female participation rates and gender equality in local sporting clubs.

The rapid growth of female AFL has created unexpected issues though, and upgrades to facilities are now needed to keep up with this growth. The first step is by providing suitable and safe playing surfaces on which to train and play. Council officers understand that off-field facilities need upgrading across a number of recreation reserves; however a playing surface to foster this increased participation is required as a priority.

ECONOMIC IMPLICATIONS

Good quality sport and recreation facilities add great value to the overall liveability of a region. Furthermore, the overall value of a community football netball club cannot be underestimated. A recent AFL study showed that 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 Western Reserve will provide much needed support for our local clubs and community.

LEGAL & RISK IMPLICATIONS

Should the funding application be successful, a risk assessment will be included as part of the project management methodology and completed prior to commencement of the project.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Accessing funding from SRV is a cost effective way of improving much needed sport and recreation facilities within the Shire.

The Western Reserve oval and lighting upgrade project proposes funding to be allocated over a two year period. Year 1 to be allocated from Council's Active Reserves Renewal Programme for the 2018/19 budget and Year 2 to be allocated from the 2019/20 budget business case process and/or the 2019/20 Active Reserves Renewal Programme budget allocation.

If successful in receiving SRV grant funding, the timing of funding announcements (October 2018 onwards) will allow Council officers to prepare submissions to the 2019/20 budget.

Should Council not support the recommendation, then the project is unlikely to be completed to the required standard with the onus falling back onto Council to potentially fully fund in future budgets.

7. IMPLEMENTATION STRATEGY

DETAILS

Council officers will inform SRV of the outcome of Council's consideration of this matter.

COMMUNICATION

Council will communicate the outcome of this report via correspondence to SRV and the two Western Reserve tenant clubs.

TIMELINE

This will be completed immediately.

8. OFFICER DIRECT OR INDIRECT INTEREST

Nicole Frampton declared an indirect interest under the *Local Government Act 1989* in the preparation of this report as her daughter is a member of the Colac Imperials Football Netball Club.

ORDINARY COUNCIL MEETING
DRAFT FORREST COMMON MASTER PLAN

OM182609-5

LOCATION / ADDRESS	Station Street Forrest	GENERAL MANAGER	Tony McGann
OFFICER	Nicole Frampton	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/6934	CONFIDENTIAL	No
ATTACHMENTS	<ol style="list-style-type: none"> 1. Draft Forrest Common Master Plan 2. Key Directions Plan - Draft Forrest Common Master Plan 3. Palette of Materials - Draft Forrest Common Master Plan 		
PURPOSE	To present the Draft Forrest Common Master Plan for endorsement to commence public exhibition in accordance with Council's Community Engagement Policy 2013.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The development of a master plan for the Forrest Common is a 2017/18 Small Town Improvement Program (STIP) funded project. The area of the Forrest Common being considered for the development of a master plan is depicted in the preceding photo.

The development of a master plan for the Forrest Common will guide future development, upgrades and renewal within the Common based on the community's advice and feedback of how they would like to see the area used in the future. The draft master plan has been developed through an extensive community engagement process.

The draft master plan identifies a range of community infrastructure improvements in accordance with community requirements and expectations.

Implementation of the proposed stages will be subject to future budget considerations and the ability to access external funding programs.

It is important to publically exhibit the draft master plan to seek feedback from the community and ensure it meets community requirements.

3. RECOMMENDATION

That Council endorses the draft Forrest Common Master Plan and supporting documents and releases them for public exhibition in accordance with Council's Community Engagement Policy 2013, from Monday 1 October 2018 to Friday 9 November 2018.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Forrest and District Community Group was successful in receiving a funding allocation under Council's 2017/18 Small Town Improvement Program (STIP) to develop a master plan for the Forrest Common in Station Street, Forrest.

The Forrest Common is located in the Forrest township on Station Street, and is used by locals, events, visitors, caravan park patrons, tourists and people using the local mountain bike trail network.

The Forrest Common is 1.5ha in size and is classified as a township parkland as per Colac Otway Shire Council's Public Open Space Strategy. The parkland has the following features:

- BBQ and shelter
- Playground
- Limited natural shade areas
- Picnic tables and seats
- Bike racks
- Lawn area
- Interpretative signage/ information board for the Forrest History walk
- Tennis courts
- Skate pad
- Car parking area

The area known as the Forrest Common being considered in the master plan discussions is outlined in the location plan/aerial photo. Areas which are leased to the Forrest Caravan Park were out of scope for this project.

The Forrest Common is also used for overflow camping for the Forrest Caravan Park a number of times per year.

Public toilets were out of scope for this project. The nearest public toilets are 100 metres away in Station Street and are available for use by the public and caravan park patrons.

The park is large enough to cater for the community's needs.

Mike Smith & Associates were engaged to work with the Forrest community to prepare the master plan and concept designs.

KEY INFORMATION

The Forrest community has been heavily involved in shaping the draft master plan to guide what the park will look like and how the park could be used in the future in accordance with community requirements and expectations.

A flyer which summarised the project was mailed out to all Forrest residents and property owners. The community was invited to meet with the project consultants and staff at 'drop in' sessions to discuss the past history, current use and future needs of the Forrest Common. These sessions were advertised in the Forrest Post, Council's website and Facebook page, the Forrest community website and via community email networks. Key stakeholders were invited to meet with the consultants at organised times.

The community was invited to participate in a number of consultation activities including:

- Community 'drop in' session at the Forrest Hall on Tuesday 13 February 2018 from 6.00pm – 7.00pm;
- Community 'drop in' session onsite at the Forrest Common on Wednesday 14 February 2018 from 11.00am – 12noon;
- Separate discussions were held with key stakeholders at the Forrest Hall and onsite at the Forrest Common;
- The appointed consultants also telephoned user groups, key stakeholders in the community and users of the park to discuss the project; and,
- Twenty eight (28) community members participated in the community consultation in February 2018.

The Caravan Park operators met with the Consultants for a separate discussion. The Common currently caters for occasional overflow camping and is subject to approval on an annual basis. The Caravan Park operators have been permitted to use the Common area for overflow camping on four designated times of the year. Times of the year previously approved have been at Easter, Melbourne Cup weekend and Christmas period into the New Year.

Following the above meetings and consultation with the community, the consultants provided a draft master plan report including an initial key directions plan and palette of materials based on the community's requirements and expectations. The consultants presented the draft master plan to key stakeholders who met to view the initial concept plans and provide comment and feedback.

The Initial feedback from ten (10) key stakeholders from the Forrest and District Community Group, Forrest Horse Riding Club, Forrest Historical Society, Forrest Caravan Park and the Forrest Tennis Club included:

- General support of the concept plan;
- Preference for the concrete path to be coloured or exposed aggregate concrete;
- Include a link from the circuit path to the existing skate pad;
- Include some small break out areas off the circuit shared path for interest and use for young people using bikes and scooters; and,
- Preferred siting of the basketball ring.

Feedback received from the key stakeholder community presentation, discussion sessions and submissions has now been reviewed and the attached draft concept plans included in the draft master plan report reflect the expectations and requirements of the community based on the consultation.

The above methods have provided the opportunity for the community to be extensively involved in developing and shaping the draft master plan for the Forrest Common. The community has provided input and response on how the park is currently used, what could be changed within the park, what improvements people would like to see, and any other ideas or comments people wanted to provide about the park.

The draft master plan identifies a range of community infrastructure improvements in accordance with community requirements and expectations. The key improvements for the Forrest Common identified through the consultation process and concept plans include:

1. A concrete shared pathway circuit around the Common.
2. An Indigenous and European historical timeline and interpretative signs.
3. Addition of a basketball ring/area.
4. Formation of an amphitheatre.
5. Seating throughout the Common.
6. Improved play space.

The key improvements identified in the draft master plan are consistent with Council’s Public Open Space Strategy ‘Standards for Open Space Development’ for a township parkland.

The draft master plan includes a staged, prioritised and costed 10 year action plan for implementation. The action plan is separated into three stages with 2018 indicative costings provided for each stage:

Stage	Cost (based on 2018 costs)
1 High Priority actions (Exc GST)	\$138,000
2 Medium Priority actions (Exc GST)	\$217,000
3 Low Priority actions (Exc GST)	\$90,000
Sub Total	\$445,000
Contingencies @ 10%	\$44,500
TOTAL (Excluding GST)	\$489,500

It is important to note that this is a strategic document and implementation of the identified elements will be subject to future budget considerations and the ability to access funding from other levels of government and/or other partners including the Forrest community. A number of the infrastructure elements included in the draft master plan and key

directions plans could be eligible for State Government funding such as Sport and Recreation Victoria's *Community Sports Infrastructure Fund* or Regional Development Victoria's *Rural Development Program Stream*.

The outcomes of the draft master plan are achievable, realistic and deliverable for Council and the community to implement, taking into consideration the stakeholders and community's needs for this community asset.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected has been to collaborate with the Forrest community in preparing the draft master plan. An extensive community engagement process was undertaken to prepare the draft master plan for the Common with the community providing input and response on how the park was currently being used, what could be changed within the park, what improvements people would like to see, and any other ideas or comments people wanted to provide about the park.

The community engagement plan included the following activities for input into the draft master plan:

- Meetings with key stakeholders.
- Drop in session at the Forrest Public Hall.
- Drop in session onsite at The Forrest Common.
- Phone discussions with key stakeholders.
- Draft key directions plan presented to the Project Control Group.
- Draft key directions plan and report presented to the community's key stakeholders.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Council Plan 2017-2021

- Theme 2 – Our Places
 - Goal 1 – Assets and Infrastructure meet community needs.
 - Goal 3 – Towns and places are welcoming and attractive – Develop and implement a prioritised program to review and implement master plans, community infrastructure plans and structure plans for small towns across the Shire; and support enjoyment of outdoor experiences through the provision of a network of quality open spaces, including paths and trails.
- Theme 3 – Our Community
 - Goal 4 – Provision of resources to support physical activity by the community.
 - Goal 6 – Community planning informs provision of Council services and social infrastructure.

In accordance with Council's Community Engagement Policy 2013, the Draft Forrest Common Master Plan will go on public exhibition for a 6 week period.

ENVIRONMENTAL IMPLICATIONS

There are no environmental considerations relating to this briefing report. Environmental considerations will be considered when implementing certain project elements of the master plan. Detailed design will be undertaken prior to major elements of the master plan being implemented.

SOCIAL & CULTURAL IMPLICATIONS

The Forrest community have been engaged in developing the draft master plan, and have provided comment on how they would like to use the park. Improvements to the Forrest Common will increase the opportunities of bringing people together and encouraging people to socialise and be active in the public open space.

ECONOMIC IMPLICATIONS

There are no economic considerations relating to this report.

LEGAL & RISK IMPLICATIONS

There are no risk management considerations in relation to this report. Risk management considerations will be considered when implementing certain project elements of the master plan.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Council staff will partner with the Forrest District Community Group in informing the community that the Draft Forrest Common Master Plan will be on public exhibition for a 6 week period.

The draft master plan includes a staged, prioritised and costed 10 year action plan for implementation. The identified stages have considered that certain elements/projects must be completed or implemented prior to other components being implemented. The action plan is separated into three stages with 2018 indicative costings provided for each stage:

Stage	Cost (based on 2018 costs)
1 High Priority actions (Exc GST)	\$138,000
2 Medium Priority actions (Exc GST)	\$217,000
3 Low Priority actions (Exc GST)	\$90,000
Sub Total	\$445,000
Contingencies @ 10%	\$44,500
TOTAL (Excluding GST)	\$489,500

As this is a strategic document, implementation of the identified elements will be subject to future budget considerations and the ability to access funding from other levels of government and/or other partners including the Forrest community.

7. IMPLEMENTATION STRATEGY

DETAILS

The draft master plan is being presented requesting that it is placed on public exhibition for 6 weeks in accordance with Council's Community Engagement Policy 2013.

COMMUNICATION

The Draft Forrest Common Master Plan will be placed on public exhibition for a 6 week period and promoted through the following avenues:

- Media Release in the Forrest Post.
- Colac Otway Shire's website and Facebook page.
- Forrest's community website.
- Distributed to Forrest's key community groups/clubs to circulate the plan through their membership base.
- Distributed to the key stakeholders and interested persons who participated in the initial consultation.
- Hardcopies will be displayed on the Forrest community Information Board, and at local business and community locations throughout Forrest, and onsite at the Forrest Common.
- Hardcopies will be available at the Colac Otway Shire customer service centres in Colac and Apollo Bay.
- Information on how to view the Draft Forrest Common Master Plan will be distributed through local email networks.

TIMELINE

The Draft Forrest Common Master Plan will be on public exhibition for a 6 week period. If endorsed by Council on 26 September 2018, the 6 week exhibition period will run from 1 October 2018 until 9 November 2018. This period will include the weekend prior to the Melbourne Cup which has high visitation numbers for Forrest.

Following the public exhibition period, Council's project team and Consultants will review the comments received during the public display period. The final master plan considering the submissions and suggestions/feedback from the public exhibition period will be presented to Council for final endorsement at a future 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.



FORREST COMMON MASTERPLAN

REPORT | SEPTEMBER 2018

Prepared for Colac Otway Shire Council



MICHAEL SMITH & ASSOCIATES
LANDSCAPE ARCHITECTURE AND URBAN DESIGN



Forrest Common Master Plan

Colac Otway Shire Council

September 2018

Prepared by:

Michael Smith and Associates

Landscape Architecture and Urban Design

Office: 1st Floor, 407 Whitehorse Road, Balwyn, 3103

Postal: 5 Jervis Street, Camberwell, 3124

Tel: (03) 9830 0414

Mobile: 0418 172 863

Fax: (03) 9830 2555

Email: mike@msalandurb.com.au

In conjunction with the following subconsultant:

CMF Consulting

Cathy Fyffe

Community Facility and Leisure Planning

51 Esdale Street, Nunawading, 3131

ACKNOWLEDGMENTS:

Katrina Kehoe; Economic Development Officer, Colac Otway Shire Council
Nicole Frampton; Co-ordinator Recreation and Open Space, Colac Otway
Shire Council

Members of the Forrest District Community Group

Ruth Mason; Proprietor Forrest Caravan Park

Daryl Harty; Forrest Primary School Principal

School student; Sophie, Cory and Joe

Ken Widdowson; Colac and District Historical Society

Sharon and Matthew Bradshaw; Brewery Proprietors

Anne Murnane; Forrest Tennis Club

David Frizon; Forrest Mens' Shed

Mara Lugilio; Forrest Public Hall Committee

Report Issue:

Draft – SEPTEMBER 2018 Issued: Council

Table of contents

1	Executive Summary	3
2	Introduction and Historical Context.....	5
3	Strategic Context.....	7
4	Aims and Objectives	9
5	Process	10
6	Existing Conditions	12
7	Masterplan Recommendations	14
8	Key Directions Plan.....	16
9	Implementation Plan and Opinion Of Probable Costs	17

1 Executive Summary

Colac Otway Shire has an area of over 3,433 square kilometres. The municipal heart is the town of Colac with a population of 12,000 people. Colac is situated approximately 160 kilometres from Melbourne. The shire spans from Lake Colac in the north and surrounding rural areas north of the Otway Ranges to the south and encompasses the coastal town of Apollo Bay and townships of Skenes Creek, Wye River and Kennett River along the 90 kilometres of coast line managed by the Shire in conjunction with the Otway Coast Committee. The region was settled by timber cutters and the flatter areas cleared of forests for dairy farming. At one stage there were 45 timber mills within the Great Otway National Park and surrounding area. The railways played a major role in providing freight access of timber and dairy produce, fruit and vegetables. An interesting sculpture work adjacent to the Colac Railway Station tells the story of the Beechy Railway line that ran through the Otway Ranges, connecting Colac to near the coast.

The township of Forrest is located to the northern side of the Otway Ranges and was serviced by a railway line connecting to Colac. Forrest is located approximately 30 kilometres south east of Colac and 36 kilometres north of Apollo Bay. The population of Forrest is 230. The township is undergoing an economic and social transformation, resulting from the reduction in logging and agricultural activities and the rapidly increasing focus on tourism along the coastline and throughout the Great Otway National Park. Forrest has become a popular mountain bike base and a trail head, offering a number of mountain bike routes, is located one kilometre south of the township. The mountain bike activities bring an increase in visitors throughout the year and when competition events are held. The Forrest Common is situated to the east side of the ridge line of the Apollo Bay to Forrest Road, known as Grant Street. The Common is located on the edge of the former railway line that was known as the Tiger Trail. The Forrest Common is bounded by Station Street to the west and land associated with the former Tiger Trail Railway line to the east. A little further east is the Barwon River West Branch. The Forrest Common

Caravan Park shares the northern boundary and to the south former mill site and railway buildings are about to undergo major development as the "Brewery" tourist accommodation and development. Future improvements and development within the Forrest Common may impact on the Caravan Park's approval to use the space as an overflow camping area.

Forrest Common is less than one hectare in area and is classified as a Township Parkland, as per Council's Colac Otway Public Open Space Strategy 2011. The park and common have the following facilities:

- A barbecue unit and shelter
- A playspace of approximately 400 square metres
- A skate park strip
- Several picnic tables
- Forrest History Information Board
- 24 car asphalt car space
- Two asphalt tennis courts

The process to prepare the Masterplan and its Key Directions for the Forrest Common took the following process.

- Preparation of the project brief, by Colac Otway Shire Council, and the list of Stakeholders to be consulted during the preparation of the Masterplan. Locals are passionate about Forrest Common.
- Site analysis by the consultant team to prepare a list of issues and opportunities to be discussed during the consultation and engagement stage process with the local community.
- An Assessment of Merit of Ideas raised by locals and the consultant team which then informed the Key Directions (Recommendations).

The Key Directions / Recommendations for the Forrest Common are:

- Retain the openness of the existing grassed area and provide interesting zones for display of indigenous peoples artwork and stories. Establish a timeline along a 2.5 metre wide concrete circuit path on the interpretive information of the history of the settlement,

the railways, timber mills, agriculture, bike and walking trails. A bush foods garden will be associated with the time line trail. The circuit trail is to have seating at regular intervals

- Establish a simple grassed mounded amphitheatre with a flat performance space of synthetic grass that can be used for performances, tai chi and other activities
- Improve the existing playspace to cater for a wider range of age groups
- To alleviate storm water surcharge across the reserve from Station Street, the provision of a concrete kerb and channel to the east side of Station Street will enable the reserve to be enjoyed year round
- Replace the existing bollards with a pipe rail and timber post combination fence parallel to Station Street.
- Retain the two existing asphalt tennis courts as a key recreation activity.
- Install a basketball ring / area within the common area. Two locations have been proposed on the Key Directions Plan. The exact location of the new basketball area to be proposed / determined by the community during the public exhibition timeframe of the draft Masterplan.

The reserve currently caters for occasional overflow camping and reasonably intensive visitor use from the adjacent caravan park. The use of The Common overflow camping is approved on an annual basis. Future improvements and development within the Forrest Common may impact on the Caravan Park's approval to use the space as an overflow camping area.



2 Introduction and Historical Context

The Cape Otway Forrest Railway opened on the 5th of June 1891. The original stations were Birregurra, Whoorel, Deans Marsh, Pennyroyal, Murroon, Barwon Downs, Gerangamete, Yaughner and Forrest, which was the terminus for the line. The township was named after Charles Forrest the local member for Parliament responsible for construction of the line. Originally horse and ox-drawn drays travelled the 30 kilometres to Birregurra Railway Station but costs of such travel were high and the earthen roads were impassable in winter. Ninety settlers took up land titles for tuppence an acre and soon all the land was cleared of trees. Forrest generated the most passenger and freight output of all the townships along the line. Following the mass clearance of forests in the area, the 1899 Royal Commission into the Management of State Forests found that settlement in the Otways was an administrative mistake and the majority of the land should be reserved for watershed purposes and for milling timber.



Forrest had the most rail infrastructure of all townships along the line. Forrest Station had sidings for timber, a turntable siding a 60 metre long passenger platform with an office, parcels shed, a waiting room, a goods platform, two goods sheds and a six tonne crane. For over 50 years the Post Office operated from the railway station office.

The railway station was located at the present tennis courts. Coach travel to the coast by road was important for settlers, visitors and holiday makers. Lorne and Apollo Bay were popular holiday resorts. The route from Birregurra to Forrest tram line was diverted through Deans Marsh to provide a coach link to the coast. At Forrest, rail passengers transferred to a coach for a gruelling eight hour journey to Apollo Bay. By 1930 the horse drawn coaches were replaced by motor coach vehicles to Apollo Bay.

As road travel began to replace rail transport, the railways sought a more economical solution and converted a Dodge car for the passenger and mail service between Birregurra and Forrest. For safety purposes, the car was painted yellow and black and was known as "The Tiger". The railway siding area at Forrest became a saw mill operation processing timber to milled units railed from Forrest. Much of the station space was devoted to timber stacks. The rail was the life blood of Forrest until the late 1940s. Gradually road transport became more frequent by the 1950s.



Originally the Post Office operated out of the Terminus Hotel on the corner of Station and Barwon Streets and later moved to the railway station and was managed by railway staff. In 1943 the Post Office was moved to Mrs Frizon's Sweet Shop. The manual telephone exchange was replaced by automatic connections in 1972. Electricity came to Forrest in 1955. The Common was gifted by the Victorian Railways to the Community in 1972. As the community was not incorporated, it was not able to own land. The Community requested the Shire undertake ownership of the land on the Community's behalf.

The Historical Society was involved in the 2016 celebrations of the 125th anniversary of the first train arriving at Forrest.



**Photos courtesy of the Forrest and District Historical Society*



The information board to the south side of the vehicle entrance to the car park is of importance. The Forrest and District Historical Society would like to see the railway station commemorated and its importance to the origin of the township recognised. A plaque with photos and a description of the original railway station could be erected.



3 Strategic Context

The following strategic documents have been considered in the development of the Forrest Common Master Plan.

Colac Otway Shire Council Plan 2017-2021

The Colac Otway Shire Council Plan 2017-2021 strategic theme 'our community' visions a socially connected and inclusive community.

Our Places

Goal 3. Towns and places are welcoming and attractive.

7. Enhance the attractiveness of towns in the Shire for both residents and tourists/visitors.
9. Develop and implement a prioritised program to review and implement master plans, community infrastructure plans and structure plans for small towns across the Shire.
11. Maintain parks and gardens, sports reserves and streetscapes.
12. Support enjoyment of outdoor experiences through the provision of a network of quality open spaces, including paths and trails

Colac Otway Physical Activity Strategy 2014-2021

Mission: To encourage more people to be more active more often.
Council recognises that it can positively contribute to the health and well-being of the community by making physical activity the easy choice. This can be done through careful and considered design of public spaces and the built environment, and by ensuring the needs of people are paramount when making decisions about the spaces in which they live, learn, work and play.
The following actions are relevant from the Urban Design Section of the Action Plan:
12. Improve environments that support physical activity by embedding physical activity, walkability, cyclability, universal design principles and Healthy By Design Principles into all relevant plans and policies such as the

Municipal Strategic Statement and by developing incentives for Council Departments and developers who can demonstrate increased participation in physical activity initiatives.

16. Incorporate physical activity components such as footpath markings, active play equipment, etc into urban spaces whenever new works are undertaken or when opportunities exist for such developments to occur.

Creative Colac Otway Arts and Culture Strategy 2018-2022

VISION: Colac Otway Shire honours and is inspired by its history, while also encouraging new and contemporary interpretations of arts and culture that reflect our present.

The following two principles are relevant to the design for Forrest Common.

Access We will promote and support access to and participation in local arts and culture ensuring equity across our programs and service.

Entrepreneurial We will support innovative thinking and be responsive to the opportunities to support and activate the local arts economy.

GOAL 2: Our open spaces support our communities to celebrate and gather together.

- 1.2.1 Consider lighting, seating, power, public art and crowd experience in the development of open spaces
- 1.2.2 Commission practical but creative street furniture
- 1.2.3 Develop consistent way-finding signage that guides and enhances visitor experiences
- 1.2.4 Integrate and prioritise public art and design elements into future capital works & open space / public realm improvements
- 1.2.5 Integrate interpretive heritage information and features into open spaces

Colac Otway Public Open Space Strategy, 2011

Purpose of the Strategy – to provide a strategic framework for the planning and provision of open space within the municipality. It aims to guide Council in meeting the diverse open space needs of the community in both the short and long term. The Strategy informs Council on the planning, provision, development, management and protection of a diverse range of public open spaces which will strengthen the attractiveness and liveability of the Shire and

contribute to building healthier, more sustainable and better connected communities.

Recommendations and actions proposed in the Strategy to improve the open space available in the settlement of Forrest specific to the Forrest Common are to:

- Retain the Forrest community park as open space and develop with a range of high standard user facilities.

Birregurra & Forrest Township Community Infrastructure Plan 2012

The purpose of this document was to review the provision of community infrastructure in the town centre focusing on facilities that improve people's ability to enjoy and engage in the town centre area (such as community halls, kindergartens, footpaths, tree plantings and gardens, lighting, barbeque areas, recreation facilities and parks.

Recommendations specific to the Forrest Common include:

- Social History Study – Forrest has a rich history of "little stories" surrounding how people lived in the past. Compiling these stories will provide much of the information for the interpretive signage and preserve them for posterity.
- Playground improvements – The playground is socially significant but is the focus of some dissatisfaction. The plan recommended that a detailed study be undertaken to improve facilities, in particular relating to seating, landscaping and
- upgrading play equipment.



4 Aims and Objectives

Colac Otway Shire Council set the following aims for the Forrest Common Masterplan:

- Provision of infrastructure to meet the needs of the community
- Provide a clear strategic direction for the development of infrastructure
- Clearly articulate the type of facilities and their location within the Common
- Consider Council's recreation and planning policies
- Apply innovation and efficiency design concepts
- Develop realistic concepts that can be staged
- Prepare achievable and realistic action plan for implementation that can be extended to draw on external funding aside from Council funding
- Undertake comprehensive Community and Stakeholder engagement to understand community needs



5 Process

The table below outlines the actions undertaken to inform the preparation of the Forrest Common Master Plan.

December 2017	<p>Appointment of Consultant Colac Otway Shire Council appointed Michael Smith and Associates (MSA) in conjunction with CMF Consulting to prepare the Forrest Common Masterplan</p>
February 2018	<p>Council Staff Briefing and Community Engagement Meetings Cross department representatives / Council staff from Economic Development, Recreation, Open Space, Assets, Property and Infrastructure provided briefing advice on the project. Council's Project Manager arranged workshop discussion sessions with the following community groups:</p> <ul style="list-style-type: none"> • Caravan Park Proprietor • Forrest District Community Group • The Brewery Owners • The Principal of Forrest Primary School and three students • Early Learning Group / Playgroup <p>Two drop in events were conducted for the consultant team to discuss ideas raised by individuals. Eight respondents attended the meeting. A phone conversation was conducted with a representative of the Forrest Tennis Club. A written submission was received from the Forrest and District Historical Society.</p>

February - March 2018	<p>Assessment of Merit of Ideas Raised Preparation of the Assessment of Merit of Ideas raised by the Community and the Consultant Team</p>
April 2018	<p>Review of the Assessment of Merit by Council's Project Team Council's Project Team reviewed the Assessment of Merit and provided constructive comment of infrastructure elements, particularly the playspace, the amphitheatre and circuit path.</p>
May 2018	<p>Preparation of the Preliminary Masterplan Review and comment by Council's Project Team. The Consultant Team prepared the Preliminary Masterplan (Concept Layout Plan). A further site visit was undertaken to test the location of the amphitheatre and opportunities to enhance the existing drainage swale/ channel to the south side of the existing playspace.</p>
June 2018	<p>Preparation of the Draft Masterplan Layout Plan The Draft Masterplan was prepared following review and comment on the Preliminary Masterplan (Concept Layout Plan)</p> <p>Preparation of the Draft Masterplan Report The Masterplan Report was prepared by the Consultant Team. Preparation of Cost Plan (Opinion of Probable Costs) and implementation priorities</p>

August 2018	<p>Presentation of the Draft Masterplan to the Community The Consultant Team presented the Draft Masterplan to the Community on 20th August</p> <p>Review and comment by Councillors Councillors comments made prior to phase 2 of the Community Engagement Process</p>
September 2018	<p>Community Engagement Phase 2 The Draft Masterplan with minor amendments to be placed on public exhibition for a period of six weeks inviting the public for comment, to be forwarded to Council's Project Manager</p>
October / November 2018	<p>Completion of the Masterplan Council's Project Team and the Consultant Team review of comments received during the public display of the Draft Masterplan Layout and Report</p>
December 2018 / January 2019	<p>Council Endorsement of the Final Masterplan The final masterplan considering submissions and suggestions / feedback from the public exhibition period to be presented to Council for final endorsement.</p>



6 Existing Conditions

The Forrest Common is approximately 0.6 hectare in area. The Common is located 150 metres east of the main Apollo Bay to Forrest Road (Grant Street) that connects Colac to Skenes Creek and Apollo Bay. The Common is bounded by Station Street to the west which has several well established residential properties to its west side. To the north edge of the Common is a 24 space sealed car park, separating the Common from the adjacent Forrest Caravan Park. To the east edge of the Common there are two asphalt tennis courts, which are regularly used by the primary school and caravan park patrons, as well as the Tennis Club. The caravan park is under a lease arrangement with Colac Otway Shire Council.

The reserve currently caters for occasional overflow camping and is subject to approval on an annual basis. If approved, the caravan park operators are permitted to have overflow camping within proportions of the Common during four designated times of the year, such as Easter, Melbourne Cup weekend and Christmas period into the New Year. Any future change to the management and use of the open space area may increase costs to Council through increased servicing. Future improvements and development within the Forrest Common may impact on the Caravan Park's approval to use the space as an overflow camping area.



Of historical importance to the east side, is the former Tiger Railway line that connected Colac to Forrest via Birregurra. The railway closed in the mid 1960's and for the past fifty years parts of the railway line and sidings have

reverted to Manna Gum woodland. A sign 'Forrest' which is located on the edge of the woodland in the traditional Victorian Railways graphics, is the only reminder of the existence of the railway line.

To the south side of the Common, much of the land between the railway line sidings and sheds was used as a timber mill and the timber transported by rail to other parts of Victoria and metropolitan Melbourne. The site has been purchased by a local family who currently operate the Brewery Café in Grant Street. On the land to the south side of the Common, the family plan to open "The Brewery". This will be a major development and in addition to the brewery, with interpretive signage on brewing beer, will include high end accommodation, a function centre and a restaurant. The future presentation and function of the Common and Brewery Development will support one another to their mutual benefit.



The Common has several facilities; a skate strip of 25 metres in length and 3 metres width, nearby a 400 square metre play space with basic play apparatus, a timber barbecue shelter with a two hot plate electric barbecue and heavy duty timber picnic tables. The remaining area of 0.35 hectares (approximately half of the Common) is an open grassed reserve.

The caravan operators mow the grass on the Common. There is a gentle fall from the north to the south and a moderate fall of approximately 4 metres from Station Street to the edge of the Manna Gum woodland associated with the former railway line (west to east).



There are four Blackwood Wattle trees in the middle of the grassed area. There are two fire hydrants within the grassed area near the Blackwoods. A row of large London Plane trees span part of the length of Station Street to the north west end of the Common. Recently planted Pin Oaks form a line of trees between the playspace and the asphalt car park at the north end of the Common.

A line of simple treated pine timber post bollards run parallel to half of the Station Street frontage. The line of bollards extends midblock from Station Street to the tennis courts. The bollards are of uneven height and detract from the visual aesthetic of the Common.

7 Masterplan

Recommendations

The following discussion underpins the Draft Recommendations derived from the ideas raised during the analysis and Assessment of Merit of ideas raised during the community and stakeholder consultation and engagement process.

The Key Directions / Recommendations for the Forrest Common are:

Medium Priority	<ul style="list-style-type: none"> • Retain the openness of the existing grassed area and provide interesting zones for display of indigenous people’s artwork and stories. Establish a timeline along the 2.5 metre wide concrete circuit path on the interpretive information of the history of the settlement, the railways, timber mills, agriculture, bike and walking trails. A bush foods garden will be associated with the time line trail. The circuit trail is to have seating at regular intervals
-----------------	---

The Common is highly valued by the local community as the key open space resource within the Forrest township zone and integrates well with the use of the tennis courts and the neighbouring caravan park. The community is keen to have the images of Aboriginal cultural history, European settlement, timber milling, agriculture, the railways, the environment and mountain bike trails portrayed as a time line with appropriate art motifs. A concrete path 2.5 metres wide around the perimeter of the Council managed land would cater for walkers and particularly young children learning to ride bicycles. Local artisans should be sourced through a formal commissioning process to manage either their own art and sculpture works and/or works by school children and community groups. Priority should be given to this project in funding applications to construct the concrete path and to engage local

artisans, to either partly donate time and/or to source interest from school groups.

Medium Priority	<ul style="list-style-type: none"> • Establish a simple grassed mounded amphitheatre with a flat performance space of synthetic grass that can be used for performances, tai chi and other activities
-----------------	--

A relatively low cost amphitheatre space can be created through simple scalloping and filling of the gentle east to west cross fall to the grassed area to the southern section of the common. The community were enthusiastic for a space to hold school group and other community group activities at the Common. The amphitheatre must be constructed so as not to trap drainage water surcharging across the park from Station Street, particularly if the proposed kerb and channel to the east side of the Park cannot be constructed during the first stage of works. The flat performance space is to be a synthetic grass surface to avoid wear and tear that would otherwise occur if it were natural grass.

Medium Priority	<ul style="list-style-type: none"> • Improve the existing playspace to cater for a wider range of age groups
-----------------	---

The community were concerned on the current limited range of play apparatus within the playspace. Council’s Playspace Renewal Program sets the replacement for the playspace in approximately five years’ time. In the interim if funding can be secured or a community project developed, a sensory playspace (plants, rocks, dry creek bed) can be created within the existing drainage swale that can be filled in, particularly if the proposed kerb and channel parallel to Station Street can be constructed to reduce the drainage surcharge across the common. Over time, incremental installation of modern playspace equipment can be installed in discreet extensions of the playspace, being compliant with fall zones.

High Priority	<ul style="list-style-type: none"> To alleviate storm water surcharge across the reserve from Station Street, the provision of a concrete kerb and channel to the east side of Station Street will enable the reserve to be enjoyed year round.
---------------	--

The construction of the kerb and channel should be given a priority to span the full length of Station Street that fronts the grassed area of the Common. The elimination of surface drainage water will make the Common far more accessible particularly from Autumn to mid-Spring.

High Priority	<ul style="list-style-type: none"> The existing bollards will be replaced by a pipe rail and timber post combination fence parallel to Station Street.
---------------	---

The majority of the community don't like the existing bollards along Station Street and to the mid-section of the reserve. The existing treated pine posts used as 1.3 metre spaced bollards are of differing heights and present poorly. Currently they span half the length of the Common to the east side of Station Street and at right angles eastward to the south boundary of the two tennis courts. Replacement by a pipe rail fence with timber post combination will provide a much neater and legible delineation along Station Street. The Common does not require physical or visual separation at the mid-point.

Medium Priority	<ul style="list-style-type: none"> Install a basketball ring / area within the common area. The exact location of the new basketball area to be proposed / determined by the community during the public exhibition timeframe of the Draft Masterplan.
-----------------	---

The community advised that facilities that cater for the youth of the township and for visitors are important. There are two possible sites for the basketball

ring and key. The south west corner of the tennis courts or between the modified playspace and the existing skate strip.

High Priority	<ul style="list-style-type: none"> Retain the two existing asphalt tennis courts as a key recreation activity.
---------------	---

The two asphalt tennis courts located within the common's north east corner are well used by the community. The primary school and the tennis club regularly use the courts. The courts are used by the guests of the caravan park, so they are an important facility within the township.

8 Key Directions Plan



SIGNAGE AND PATHWAY MOTIFS



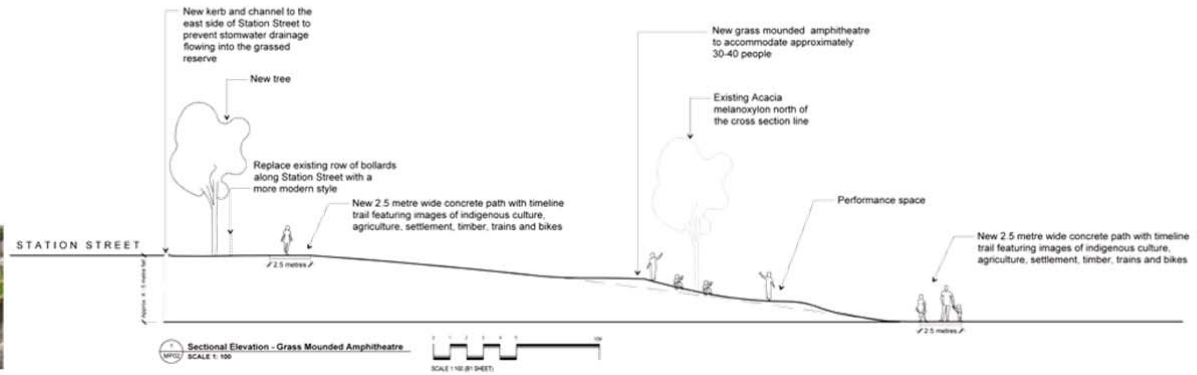
PLAYSPACE (EXAMPLES) IDEAS



GRASS MOUNDED AMPHITHEATRE



BOLLARDS



**MP02-PALETTE OF MATERIALS
FORREST COMMON DRAFT MASTERPLAN
COLAC OTWAY SHIRE COUNCIL**

**MICHAEL SMITH
AND ASSOCIATES**
LANDSCAPE ARCHITECTURE
AND URBAN DESIGN
Plot 10 Box 611 Robinson Road, Geelong VIC 3220
Ph: 051 454 1000
Fax: 051 454 1001
Email: info@smithandassociates.com.au

9 Implementation Plan and Opinion Of Probable Costs

The cost of the development of the Forrest Master Plan is beyond the Council's and the community's ability to fund in the short-term. This section provides an initial project breakdown for consideration and discussion and proposes a staged implementation and budgeting approach.

The information provided is designed as a flexible guide, changes in user priorities or earlier opportunities for funding may alter staging. The below table summarises indicative costs (and do not include legal fees or GST) for the proposed actions.

It is important to note that further site investigation (geotech, soil testing, Cultural Heritage Management Plan, etc) and detailed designs/construction plans for key infrastructure works will be required prior to implementing the actions which require the installation of infrastructure on the site. Cost estimates to complete these works have been included in the table below.

Refer to the table on the next page:

**FORREST COMMON MASTER PLAN
COLAC OTWAY SHIRE COUNCIL**

IMPLEMENTATION PLAN AND OPINION OF PROBABLE COSTS

Based on plan
DATE 23.08.2018

PRIORITIES: H=HIGH; M=MEDIUM; L=LOW

1. INFRASTRUCTURE

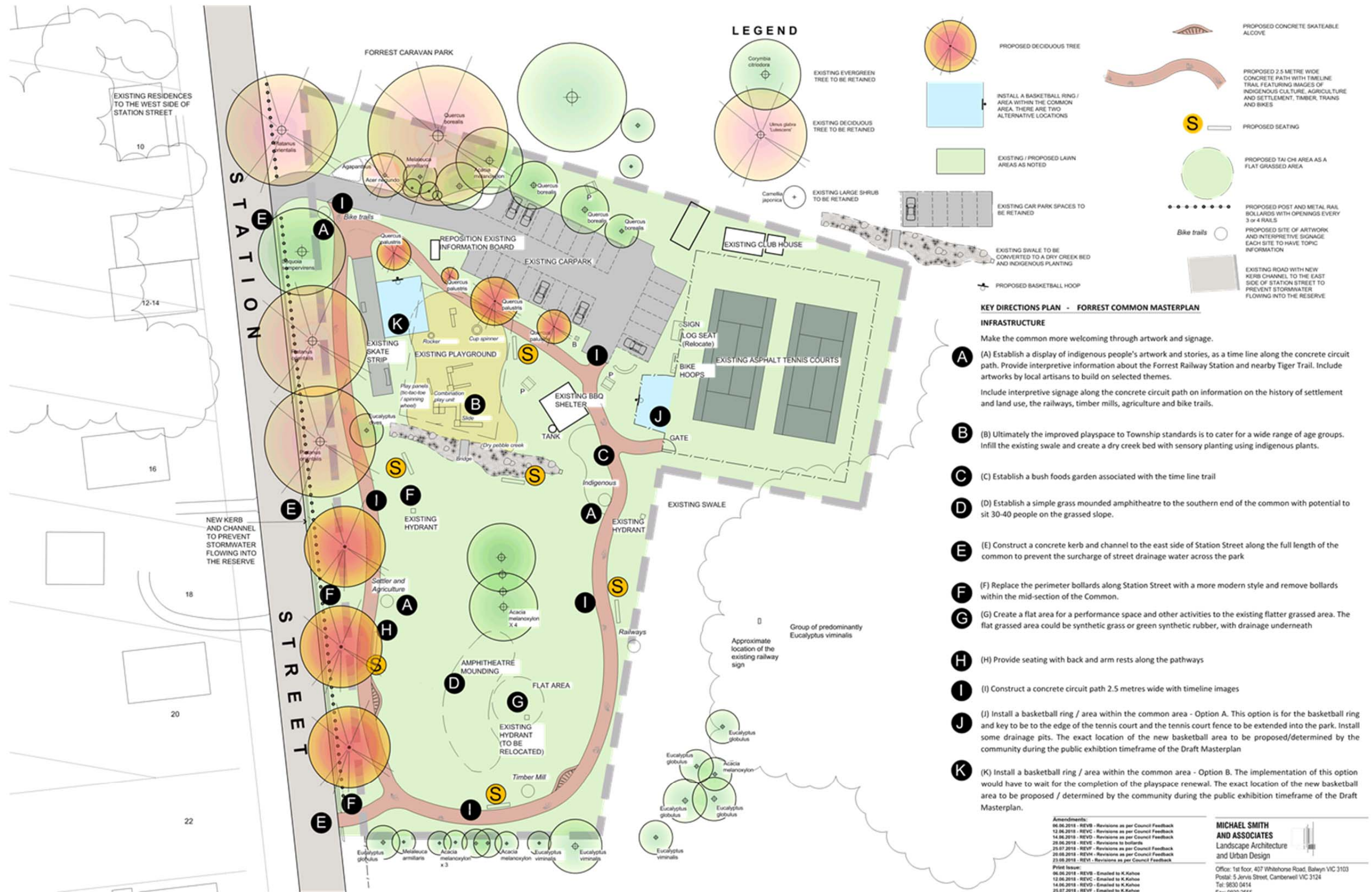
ACTION	PRIORITY (H/M/L)	OPINION OF PROBABLE COSTS BASED ON 2018 COSTS
• Geotechnical investigation including soil testing and geotechnical report for infrastructure installations	H	\$10,000
• Cultural Heritage Management Plan (CHMP) investigation (proximity to waterway)	H	\$15,000
• Detailed designs/construction plans for key infrastructure works. I.e. basketball area, paths, kerb and channel, drainage, amphitheatre	H	\$20,000
• Reinforced concrete circuit path of approximately 745m ² . Includes alteration to the north edge of the playspace to facilitate a slightly narrower path than the remaining circuit path. (Allow for coloured concrete.)	M	\$150,000
• Artworks and signage and pavement motifs for themes along the concrete circuit path. Assumes some work can be undertaken by the community in partnership with Council. <i>(Some works could be undertaken by the community in partnership with Council)</i>	M	\$20,000
• Establishment of a sensory play area within the existing drainage line. This would encompass the provision of rock work, tufting and foliage plants within the existing drainage swale.	M	\$30,000
• Improve the existing playspace to cater for a wider range of age groups.	L/M	\$90,000
• Establish a bush foods garden, including ground preparation, supply of top soil and railway sleeper edges.	M	\$3,000

MICHAEL SMITH AND ASSOCIATES LANDSCAPE ARCHITECTURE AND URBAN DESIGN

1

• Construct a concrete kerb and channel of approximately 110 linear metres to the Station Street frontage to the Common and connect to the street's storm water system. <i>*This excludes upgrading the stormwater system.</i> Connection to stormwater system will require further investigation as part of the detailed design.	H	\$40,000
• Form a grassed amphitheatre mounding with an associated synthetic grassed flat zone for performances	M	\$14,000
• Construct a pipe rail and timber post barrier fence to the Station Street frontage. Approximately 110 linear metres	H	\$25,000
• Removal of existing bollards and disposal	H	\$3,000
• Install a basketball ring / area within the common area. <i>(Provision for fence works and additional sealed surface if located within the south west corner of tennis courts ~an additional \$25,000 not included in total cost)</i>	H/M (depending on location)	\$25,000

TOTAL - HIGH PRIORITY ACTIONS (Excluding GST)	\$138,000
TOTAL - MEDIUM PRIORITY ACTIONS (Excluding GST)	\$217,000
TOTAL - LOW PRIORITY ACTIONS (Excluding GST)	\$90,000
SUBTOTAL (Excluding GST)	\$445,000
Add 10% Contingency Sum	\$44,500
TOTAL (Excluding GST)	\$489,500



LEGEND

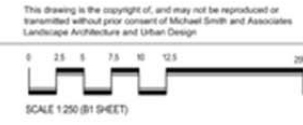
- PROPOSED DECIDUOUS TREE
- EXISTING EVERGREEN TREE TO BE RETAINED
- EXISTING DECIDUOUS TREE TO BE RETAINED
- EXISTING LARGE SHRUB TO BE RETAINED
- INSTALL A BASKETBALL RING / AREA WITHIN THE COMMON AREA. THERE ARE TWO ALTERNATIVE LOCATIONS
- EXISTING / PROPOSED LAWN AREAS AS NOTED
- EXISTING CAR PARK SPACES TO BE RETAINED
- EXISTING SWALE TO BE CONVERTED TO A DRY CREEK BED AND INDIGENOUS PLANTING
- PROPOSED BASKETBALL HOOP
- PROPOSED CONCRETE SKATEABLE ALCOVE
- PROPOSED 2.5 METRE WIDE CONCRETE PATH WITH TIMELINE TRAIL FEATURING IMAGES OF INDIGENOUS CULTURE, AGRICULTURE AND SETTLEMENT, TIMBER, TRAINS AND BIKES
- PROPOSED SEATING
- PROPOSED TAI CHI AREA AS A FLAT GRASSED AREA
- PROPOSED POST AND METAL RAIL BOLLARDS WITH OPENINGS EVERY 3 or 4 RAILS
- PROPOSED SITE OF ARTWORK AND INTERPRETIVE SIGNAGE EACH SITE TO HAVE TOPIC INFORMATION
- EXISTING ROAD WITH NEW KERB CHANNEL TO THE EAST SIDE OF STATION STREET TO PREVENT STORMWATER FLOWING INTO THE RESERVE

KEY DIRECTIONS PLAN - FORREST COMMON MASTERPLAN

INFRASTRUCTURE

- Make the common more welcoming through artwork and signage.
- (A)** Establish a display of indigenous people's artwork and stories, as a time line along the concrete circuit path. Provide interpretive information about the Forrest Railway Station and nearby Tiger Trail. Include artworks by local artisans to build on selected themes. Include interpretive signage along the concrete circuit path on information on the history of settlement and land use, the railways, timber mills, agriculture and bike trails.
 - (B)** Ultimately the improved playspace to Township standards is to cater for a wide range of age groups. Infill the existing swale and create a dry creek bed with sensory planting using indigenous plants.
 - (C)** Establish a bush foods garden associated with the time line trail
 - (D)** Establish a simple grass mounded amphitheatre to the southern end of the common with potential to sit 30-40 people on the grassed slope.
 - (E)** Construct a concrete kerb and channel to the east side of Station Street along the full length of the common to prevent the surcharge of street drainage water across the park
 - (F)** Replace the perimeter bollards along Station Street with a more modern style and remove bollards within the mid-section of the Common.
 - (G)** Create a flat area for a performance space and other activities to the existing flatter grassed area. The flat grassed area could be synthetic grass or green synthetic rubber, with drainage underneath
 - (H)** Provide seating with back and arm rests along the pathways
 - (I)** Construct a concrete circuit path 2.5 metres wide with timeline images
 - (J)** Install a basketball ring / area within the common area - Option A. This option is for the basketball ring and key to be to the edge of the tennis court and the tennis court fence to be extended into the park. Install some drainage pits. The exact location of the new basketball area to be proposed/determined by the community during the public exhibition timeframe of the Draft Masterplan
 - (K)** Install a basketball ring / area within the common area - Option B. The implementation of this option would have to wait for the completion of the playspace renewal. The exact location of the new basketball area to be proposed / determined by the community during the public exhibition timeframe of the Draft Masterplan.

MP01-FORREST COMMON DRAFT MASTERPLAN
FORREST COMMON
COLAC OTWAY SHIRE COUNCIL



Amendments:
 06.06.2018 - REV0 - Revisions as per Council Feedback
 12.06.2018 - REV1 - Revisions as per Council Feedback
 14.06.2018 - REV2 - Revisions as per Council Feedback
 20.06.2018 - REV3 - Revisions to bollards
 25.07.2018 - REV4 - Revisions as per Council Feedback
 20.08.2018 - REV5 - Revisions as per Council Feedback
 23.08.2018 - REV6 - Revisions as per Council Feedback

Print Issues:
 06.06.2018 - REV0 - Emailed to K.Kahoe
 12.06.2018 - REV1 - Emailed to K.Kahoe
 14.06.2018 - REV2 - Emailed to K.Kahoe
 25.07.2018 - REV4 - Emailed to K.Kahoe
 20.08.2018 - REV5 - Emailed to K.Kahoe
 23.08.2018 - REV6 - Emailed to K.Kahoe

MICHAEL SMITH AND ASSOCIATES
 Landscape Architecture and Urban Design

Office: 1st floor, 407 Whitehorse Road, Balaclava VIC 3103
 Postal: 5 Jarvis Street, Camberwell VIC 3124
 Tel: 9530 0414
 Fax: 9530 2555
 Email: mike@mslandurb.com.au

Drawn: CG / MP / SY
Date: 05/06/2018
Project No.: 17-055
Cad File:
Drawing No.: Sheet 1 of 1

SIGNAGE AND PATHWAY MOTIFS



Signage examples (Drouin)



Signage examples (Drouin)



Pathway signage examples (Drouin)



Signage examples (Drouin)



Pathway signage examples (Drouin)



Pathway mosaics (Lake Colac)



Pathway mosaics (Lake Colac)



Pathway mosaics (Lake Colac)



Pathway mosaics (Lake Colac)



Interpretive signage examples (Kinglake, Paoli Smith)



Interpretive signage examples (Kinglake, Paoli Smith)



Interpretive signage examples (Kinglake, Paoli Smith)



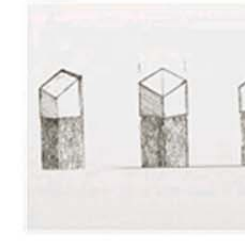
Interpretive signage examples (Kinglake, Paoli Smith)



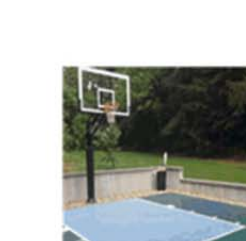
Interpretive signage examples (Kinglake, Paoli Smith)



Interpretive signage examples (Kinglake, Paoli Smith)



Interpretive signage examples (Kinglake, Paoli Smith)



Basketball ring and key

PLAYSPACE (EXAMPLES) IDEAS



Dry Pebble Creek



Dry Pebble Creek



Proludic Rocker (Bicycle Shape)



AllPlay Rocker (Surfboard Shape)



Kompan Basket swing plus Double Swing



Combination unit



Proludic Climbing Net



Lappset Rhodium Springer



Skateable alcoves

GRASS MOUNDED AMPHITHEATRE



Grass mounded amphitheatre example, (Apollo Bay)



Grass mounded amphitheatre example, (Apollo Bay)

BOLLARDS



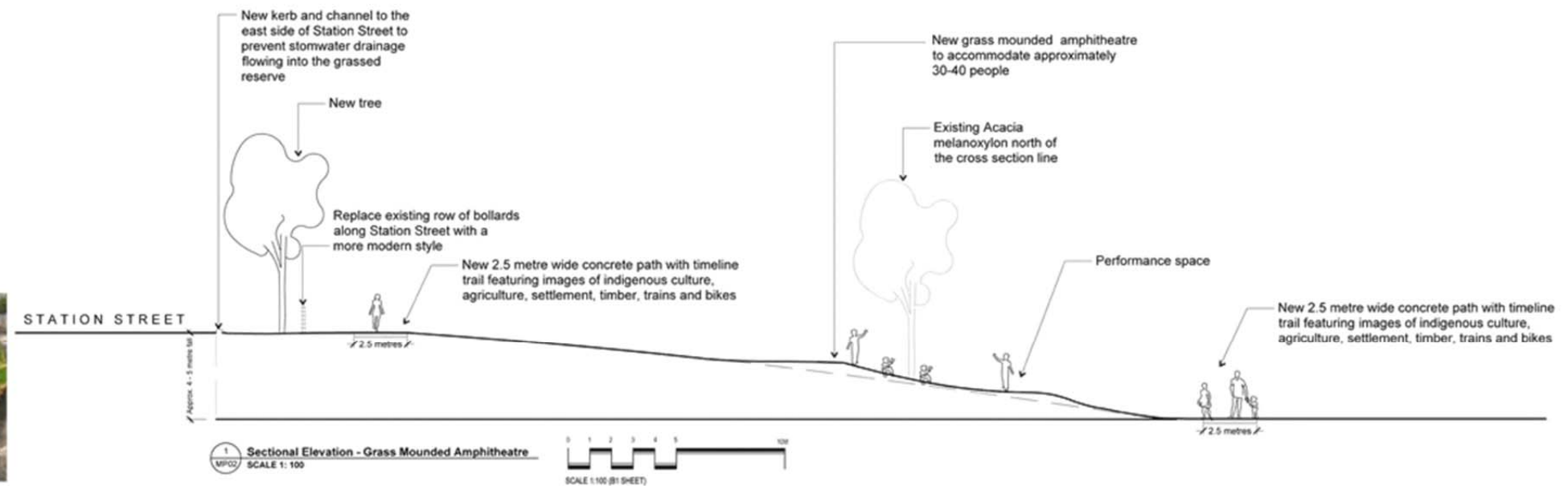
Wooden bollards



Wooden bollards



Wooden bollards with metal rail



**MP02-PALETTE OF MATERIALS
FORREST COMMON DRAFT MASTERPLAN
COLAC OTWAY SHIRE COUNCIL**

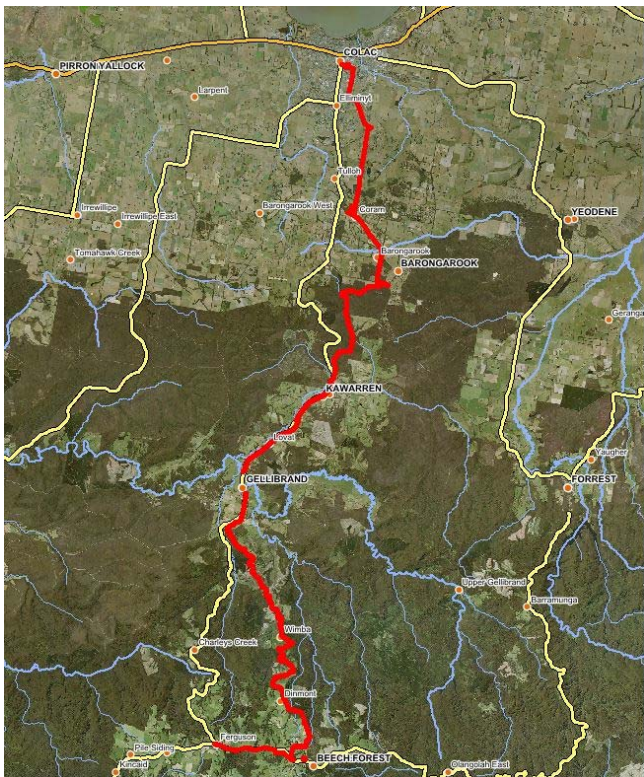
MICHAEL SMITH AND ASSOCIATES
Landscape Architecture and Urban Design
Office: 1st floor, 407 Phillip Street, Boroach VIC 3103
Postal: 5 Jura Street, Cammerwell VIC 3104
Tel: 9832 0414
Fax: 9832 2155
Email: info@michaelsmith.com.au

ORDINARY COUNCIL MEETING
PETITION - OLD BEECHY RAIL TRAIL

OM182609-6

LOCATION / ADDRESS	Old Beechy Rail Trail	GENERAL MANAGER	Tony McGann
OFFICER	Nicole Frampton	DIVISION	Infrastructure & Leisure Services
TRIM FILE	11/96660	CONFIDENTIAL	No
ATTACHMENTS	<ol style="list-style-type: none"> 1. Old Beechy Rail Trail Online Petition 2. Signed Instrument of Delegation - Old Beechy Rail Trail December 2016 3. Old Beechy Rail Trail - Map 		
PURPOSE	<p>To respond to the petition tabled at the 2018 August Ordinary Council Meeting requesting Council to provide sufficient funds to ensure the ongoing safety, maintenance and future development of the Old Beechy Rail Trail.</p>		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

An online petition regarding Colac Otway Shire's 2018/2019 draft budget for the Old Beechy Rail Trail was tabled at the August 2018 Ordinary Council Meeting. The petition requests that Council provide sufficient funding to ensure the ongoing safety, maintenance and future development of the Old Beechy Rail Trail. As of 7 August, the online petition page states 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, it was deemed appropriate to respond to the petition via a report to Council.

3. RECOMMENDATION

That Council notes this report, OM182609-6, Petition - Old Beechy Rail Trail.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Old Beechy Rail Trail (OBRT) is a 50km walking and cycling trail, located between Colac and Ferguson. The trail is suitable for mountain bikes and walkers (dogs are allowed on a leash). Where possible, the trail follows the original path of the narrow gauge railway "The Beechy" which ran from 1902 until 1962. Due to a combination of varying surface treatments and trail gradients along the 50km of the OBRT, some sections of the trail are suitable for beginners and families, and some are only suitable for intermediate to advanced walkers/riders. The trail's brochure (attached) and Council's website provides more detail for users outlining the suitability of certain sections of the trail to the skill level required. If people do not wish to complete the whole 50km, the OBRT can be completed in sections.

The official opening of the OBRT took place on Saturday 22 October 2005. The development of the trail was the culmination of years of work by the Old Beechy Rail Trail Committee which officially formed in 1998, bringing together interested groups from Colac, Gellibrand, Beech Forest and Lavers Hill, to make the trail a reality. The trail is located on a combination of Council owned land, private land and Crown land. Colac Otway Shire Council has been appointed as committee of management over small sections of the trail that traverse crown land. Council has successfully negotiated licence agreements with a number of private land owners for access to the trail across private land. Hence, Council retains ultimate management responsibility for the OBRT.

In 2001, the Colac Otway Shire established the Old Beechy Rail Trail Committee (OBRTC) as a Section 86 Committee under the *Local Government Act 1989*, and delegated the functions, duties and powers as 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 OBRTC. Refer to the attached "Signed Instrument of Delegation - Old Beechy Rail Trail December 2016" for the most recent endorsed OBRTC Charter and Instrument of Delegation. Council's Recreation and Open Space Coordinator is the Council's delegated Executive Officer to the OBRTC.

In relation to the Committee's Functions for maintaining the OBRT, the Committee is responsible for:

- management and maintenance of the OBRT (4.1.3).

The Committee's corporate governance factors include:

- defining and monitoring strategic direction (4.2.1);
- defining policies and procedures to ensure operation with legal and social responsibilities (4.2.2); and
- establishing control and accountability systems (4.2.3).

Under the OBRTC's delegated power, to carry out the functions and responsibilities listed in clause 4 above, Council delegates to the Committee the power to:

- develop and implement a Management Plan for the Old Beechy Rail Trail (5.3);
- appoint advisers to the Committee as appropriate and engage people to carry out minor works and improvements to the Old Beechy Rail Trail within approved budget parameters (5.7);
- apply for relevant funding opportunities for the improvement and maintenance of the Old Beechy Rail Trail (5.8);
- Make recommendations to Council in relation to:
 - the future alignment of the Old Beechy Rail Trail, impacts on landowners and requesting approval to enter into negotiations for access through private land for the future development of the trail (5.12.1);
 - contracts, licences and leases to be entered into for the management and maintenance of the Old Beechy Rail Trail (5.12.2);
 - maintenance and major works on the Old Beechy Rail Trail (5.12.6).

In constructing the OBRT, where it has been possible to do so, the trail follows the original railway alignment. For the remaining sections of the trail, users are directed to use a combination of roads (bitumen or gravel) and constructed off-road trails which have been built to connect the original railway sections. The last sections of the trail to be constructed were completed in 2015. These works resulted in an additional 11.6 kms of off-road trail at various locations being constructed. In some instances, these newer constructed sections, having not been constructed to the same vertical and horizontal alignment as a railway line, are now posing some higher maintenance requirements and/or challenges to users.

Whilst a Section 86 Committee has been set up for the OBRT with an Instrument of Delegation that sets out the management responsibilities for the OBRT, it is typically Council who organises and completes all of the maintenance along the trail.

Council's budget allocated to maintaining the OBRT in previous years has been \$45,000. Due to overspending by approximately \$10,000 in each of the two previous financial years, officers submitted a business case for consideration to increasing the maintenance budget for the OBRT.

The resolution from the 27 June 2018 Ordinary Council Meeting relating to the Old Beechy Rail Trail states:

That Council:

- 1. Notes that submissions to the draft 2018/2019 budget raise concerns about the adequacy of the maintenance budget for the Old Beechy Rail Trail (OBRT);***
- 2. Confirms that, subject to the budget being adopted, the allocation for the OBRT maintenance will be \$60,000 in the 2018/2019 budget, an increase of \$15,000 on the preceding financial year;***
- 3. Requests that ongoing reports to the OBRT Committee on the expenditure on the trail also be circulated to Councillors;***
- 4. Notes that Council is assessing the maintenance and capital works needed on the OBRT; and***
- 5. Resolves to reconsider the extent of the funding for the OBRT if the assessments show a need for additional funding.***

Following Council's public exhibition of the 2018/19 draft budget and budget deliberations, Council agreed to increase the maintenance budget for the OBRT to \$60,000.

KEY INFORMATION

Since the June 2018 Ordinary Council Meeting resolution was passed, Council officers have been completing the above requested tasks.

The OBRTC now meets on a monthly basis. At this meeting, the Committee is provided with an update to the expenditure incurred under the maintenance budget, with Councillors also provided with this information. As at 6/09/2018, \$13,549 of the \$60,000 budget has been spent on maintaining the OBRT.

To determine the adequacy of the maintenance budget and assess the maintenance and capital works needed on the OBRT, the following has been completed by Council:

- Accurately mapped where the trail actually goes (GPS mapped);
- Segmenting the trail's alignment into logical segments;
- Classified the identified trail segments based on the Australian Standards for Walking Tracks (AS 2156.1);
- Reviewed the classifications with representatives of the OBRTC and discussed other classification considerations to reflect the uniqueness of the OBRT;
- Mapped possible re-aligned sections of the OBRT to create a safer trail experience for users;
- Identification of major defects requiring urgent attention;
- Condition assessment of the full length of the trail including on-road and off-road segments of the trail, which included assessing and rating the condition of:
 - the trail surface material;
 - trail structure;
 - bridges;
 - drainage and culverts;
 - gates;
 - signs (direction, information, regulatory/legislative, kilometre marker accuracy, emergency markers etc.);
 - furniture including shelters, seats, toilets, bollards, styles/barriers, etc.
- Site inspection/risk assessment of the Dinmont to Ditchley section of the trail which assessed site factors such as signage, trail alignment/layout, individual trail features/hazards, vegetation management, as well as the framework for inspection and maintenance.

The Dinmont to Ditchley section of the trail has recently been closed as recommended by the OBRTC. External advice from a risk management expert has indicated that minimal works will be required to reopen this section of the trail. Possible works would include trail surface improvements, vegetation clearance and improved signage. Council is expected to receive a detailed risk assessment report in the next two weeks. It is expected that these works could be completed within the existing maintenance budget allocation.

Urgent works as identified in recent Council inspections of the trail have been completed including: culvert repairs and installation, drainage maintenance, general maintenance, mowing, signs and posts maintenance, slashing, vegetation control and tree maintenance.

Council officers will present the findings of the trail audits and assessments to Councillors at a briefing scheduled for October 2018.

This report is responding to a need to increase the maintenance allocation for the OBRT. In completing the trail audit and condition assessments, there may be sections identified for major capital improvements. These works would be subject to future budget considerations.

Council is now assessing all of the information and data collected in consultation with the OBRTC to develop an Asset Management Plan for the OBRT. This plan will provide analysis to the current condition/state of the trail, maintenance requirements, risk management, inspection criteria, levels of service required for the trail considering community expectations, design standards, technical standards, and trail improvements. Completing an Asset Management Plan for the OBRT will then provide Council with strong financial modelling as to the future maintenance, capital and renewal budgets required.

Should additional funding be required for maintenance works, this will be considered through Council's mid-year budget review process.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Community members have signed an online petition requesting that Council provide sufficient funding to ensure the ongoing safety, maintenance and future development of the Old Beechy Rail Trail. As of 7 August, the online petition page states that “1,228 have signed”.

The OBRTC receive updates on maintenance works completed along the trail and budget spending from Council officers at its monthly meetings.

Members of the OBRTC have been involved in the review and development of data forms for the collection of the trails condition data. Tasks where committee representatives have been involved have included the mapping of where the trail actually goes, reviewing of the trails classifications, and wish list for future alignment and/or realignment of the trail in particular sections. The committee representatives will be further involved in the review the condition data collected.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Council Plan 2017-2021

Theme 1: Our Prosperity

- Goal 1 – Plan infrastructure, assets and land use with a long-term vision for economic growth – Identify and improve tourism assets across the Shire.

Theme 2: Our Places

- Goal 1 – Assets and infrastructure meet community needs.
- Goal 3 – Towns and places are welcoming and attractive – Support enjoyment of outdoor experiences through the provision of a network of quality open spaces, including paths and trails.

ENVIRONMENTAL IMPLICATIONS

Not applicable to this report.

SOCIAL & CULTURAL IMPLICATIONS

The OBRT provides opportunities for locals and visitors to undertake physical activity through walking and/or cycling. The trail provides an enjoyable experience to a wide variety of people from cycling enthusiasts to bird watchers, historians, nature lovers and organised walking groups/associations. The OBRT attracts a number of events each year including the “Hunt for the Golden Gumboot” and Rotary Club of Colac’s “Otway Trail Run”.

ECONOMIC IMPLICATIONS

The OBRT is a regionally recognised trail which provides 50kms of walking and cycling links from Colac to Ferguson for both residents and visitors. The trail offers a range of heritage, cultural and environmental features as part of the trail experience.

The OBRT is a major asset which contributes to the economy of the towns in which it passes through. The OBRT is well known in the cycling and walking fraternity and as such attracts people to our area.

As per the June 2015 “Growing Adventure Tourism in the Barwon South West Region” business case report, the OBRT is considered a supporting trail to those identified leading trails. By definition, supporting trails add to the overall

experience for visitors to the region. Although they may not attract visitors to the region, they play a vital role in extending length of visitor stay. They also provide important recreational opportunities and are an investment priority for the health and well-being of the region's communities.

LEGAL & RISK IMPLICATIONS

Council undertakes regular trail inspections which identify defects and necessary maintenance works which require completion.

The OBRT is covered under Council's insurance. The trail has installed warning signage where required.

Assessment of the trail's current condition will identify any legal and risk implications for future Council consideration.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Council has increased the maintenance budget for the OBRT for the 2018/19 financial year to \$60,000. Following completion of the Asset Management Plan for the OBRT, if required Council could consider allocating additional budget for maintenance through the mid-year budget review process.

7. IMPLEMENTATION STRATEGY

DETAILS

Not applicable to this report.

COMMUNICATION

Not applicable to this report.

TIMELINE

Not applicable to this report.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Save the Old Beechy Rail Trail



 Friends of the Rail Trail started this petition to Colac Otway Shire


Colac Otway Shire's 2018/2019 draft budget was recently released for community discussion. It is clear that insufficient funds have been allocated to ensure the ongoing safety, maintenance and future development of the Old Beechy Rail Trail - which runs from Colac through to Ferguson and Beech Forest (in Victoria, Australia).

The Friends of the Old Beechy Rail trail have until 5th June 2018 to provide a written submission in response to the Colac Otway Shire's 2018/2019 Draft Budget.

The Old Beechy Rail Trail holds important historical significance to the establishment, growth and development of our local communities, industries and the wider district. If the Old Beechy Rail Trail were to fall in to disrepair, the impact on (again) our local communities, industries and the wider district would be considerable.

The Old Beechy Rail Trail is a fantastic community asset that is used by many different people as part of their discovery of the beautiful Otways. Please join us in gathering support for our written submission to the Colac Otway Shire.

I GET ON BOARD TO TOOT THE TRAIN !

**Start a petition of your own**
This petition starter stood up and took action.
Will you do the same?
[Start a petition](#)

1,228 have signed. Let's get to 1,500!



 Brian Nein signed this petition

 Matt M signed this petition

Last name

Email

Colac, 3250
Australia

- Share with Facebook friends
- Please share my name and email address with Friends of the Rail Trail, so that I can receive updates on this campaign and others.
- Display my name and comment on this petition

[Sign this petition](#)

By signing, you accept Change.org's [Terms of Service](#) and [Privacy Policy](#), and agree to receive occasional emails about campaigns on Change.org. You can unsubscribe at any time.

Updates

1,000 supporters

2 months ago

GET ON BOARD TO TOOT THE TRAIN!

Greetings all - and WOWSERS!! Just before lunch today I re-shared this having 25 signatures and hoping to get to 100. As of a few minutes ago we're now at 167 signatures!! Thank you so much everyone who is...



Friends of the Rail Trail
3 months ago

100 supporters

3 months ago

Get on Board to Toot the Train!

Good morning, So far we're at 25 signatures, which is fantastic but it would be great if we can get to 100! The Colac Otway Shire needs to continue to provide funding to keep the beautiful Beechy Rail Trail open. Please sign...



Friends of the Rail Trail
3 months ago

25 supporters

3 months ago

Friends of the Rail Trail started this petition

3 months ago

Reasons for signing



karen mcloghlin · 3 months ago

its a great community initiative bringing economic benefits to the area

♡ 3 · Report



Sue Dunstan · 2 months ago

The Beechy Trail. Is such an important part of the Otway's

♡ 2 · Report

[View all reasons for signing](#)



Reasons for signing

See why other supporters are signing, why this petition is important to them, and share your reason for signing (this will mean a lot to the starter of the petition).



Cheryl Ciantar

May 26, 2018

I have walked this rail trail and enjoyed every minute of it. However I would like to think that more funds could be put into to make it a better experience for pushbike riders also. There are parts of the trail that are in disrepair and need attention and with such an important history to the area it would be disrespectful of those who have gone before us to let this go unrecognised.

♡ 0

[Report](#)



Kathy Landvogt

May 26, 2018

Nature and recreation spaces that preserve heritage as well are part of community amenity for the common good and therefore government responsibility that should not be neglected.

♡ 0

[Report](#)



Bronwyn Bell

May 26, 2018

It's unique and very important natural asset for the region, community and visitors.

♡ 0

[Report](#)



Janny Ross

May 26, 2018

I am a resident of Beech Forest and am pretty sure you can find something else to can. Something less useful. The Beechy trail is important to a lot of people.

♡ 0

[Report](#)



Heidi Joval
May 25, 2018

We go there often

♡ 0

[Report](#)



roger Spencer
May 25, 2018

We need to preserve rail trails for future generations

♡ 1

[Report](#)



Darryl Launer
May 25, 2018

its to important to Colac to loose

♡ 1

[Report](#)



Trudy Worme
May 25, 2018

I have walked parts of the Old Brecht Rail Trail and it is a fantastic historical old trail that must be saved and maintained for our and future generations.

♡ 1

[Report](#)








Sue Dunstan
May 24, 2018

The Beechy Trail. Is such an important part of the Otway's

♡ 2

[Report](#)

-  **Margaret Castle**
May 24, 2018
It's a great way to showcase the beauty of the Otway!❤️
♡ 2 [Report](#)
-  **Noel Smith**
May 24, 2018
I'm signing this petition because I ride the trail two or three times every Christmas when we stay at the Gellibrand Tourist park.
♡ 2 [Report](#)
-  **Libby Young**
May 23, 2018
Libby Young
♡ 0 [Report](#)
-  **Narelle Boyd**
May 23, 2018
It's been in the colac region for years can't get rid of it
♡ 1 [Report](#)
-  **Carolyn Salkeld**
May 23, 2018
Save the trail...its nature and fitness all together...its special
♡ 2 [Report](#)



Shauna Magpantay
May 23, 2018

It's important to maintain the history of the area for future generations!

♡ 2

[Report](#)



Karen Jarvis
May 23, 2018

Karen Jarvis

♡ 0

[Report](#)



Kate Lidgerwood
May 23, 2018

This is an important historical part of the Otways. I ride it every Easter as a fundraiser as love it dearly. Please provide sufficient funds for the upkeep of this beautiful asset.

♡ 2

[Report](#)



Kessie Williamson
May 23, 2018

Enough people got together and formed a committee to make the rail trail possible. Now that its all in dont give up now. The upkeep should really be the easy bit. Please dont let all the hard work and money be waisted. So many people visit our area because of it and so many businesses really benifit from this.

♡ 2

[Report](#)



Sallee Sell
May 23, 2018

We love the Rail Trail, many walks and bike rides have been had.

♡ 2

[Report](#)



Nicole Jeffery
May 23, 2018

This is a fantastic trail, we have walked and kids ride their bikes on it. Would be a real shame to see it gone. Not to mention the history.

♡ 2

[Report](#)



Robert Thomson
May 23, 2018

It's important that we keep these trails open as they are a part of our heritage.

♡ 1

[Report](#)



Adrian Kilsby
May 23, 2018

I love the Otways - one of the most beautiful areas of Australia . What a tourist attraction it should be.

♡ 1

[Report](#)



Marg Learey
May 23, 2018

I love walking down the beechy trail. Close to nature

♡ 1

[Report](#)



Byron Mitchell
May 23, 2018

The Old Beechy is a fantastic resource. Way to important to let fall into disrepair or disappear.

♡ 1

[Report](#)



Justine Leamer
May 23, 2018

This trail gets used all the time brings many walks of life together ie fun runs, tourism, Mother's have a place to walk safely with third children! Absolutely absurd to even think about getting rid of it!!

♡ 1

[Report](#)



Melissa Bentley
May 23, 2018

The Beechy trail has many significance, it's beauty, history, it's a great place for people to be out in the open, explore the natural beauty of this part of the world and getting people away from their hectic lives. It has importance

♡ 1

[Report](#)



Julie Campbell
May 23, 2018

Its our history and therefore needs tobe maintained

♡ 1

[Report](#)



Brent Finn
May 23, 2018

I love the trail...!!

♡ 1

[Report](#)



rosie philipson
May 23, 2018

I love this rail trail. It is a big attraction for the Otways

♡ 1

[Report](#)



Rachel Hill
May 23, 2018

The Otways Rail Trail is a Tourism and local Assett we need more train lines out this way & further out to Colac, Warnambool, Bendigo, Ballarat via Geelong, Bannockburn, Fyansford & beyond! Do not waste tax payer money getting rid of this asset when future generations of government will need... [Read more](#)

♡ 1

[Report](#)



Barb Alford
May 23, 2018

The train was lost to the community, don't let the trail go too.

♡ 0

[Report](#)



D Vogele
May 23, 2018

Thank you for trying to save this with your petition

♡ 0

[Report](#)



Amanda Lugg
May 23, 2018

I visit that part of the country often and believe the Beechy Rail Trail is absolutely pivotal to tourism in the region.

♡ 1

[Report](#)



Alexis Niemeyer
May 23, 2018

Please keep this open! There is no valid reason as to why they should close it down, why would you want to lose such a beautiful, interesting and historical trail??!!

♡ 1

[Report](#)



Gwynneth Cowley
May 23, 2018

The Beechy Rail Trail is one of the most significant remnants of our local history enjoyed by locals and tourists alike. Neglecting its upkeep will directly impact not only those who enjoy it, but adjacent land owners and supporting tourism businesses that rely on its use for income.

♡ 0

[Report](#)



Donna Miles
May 23, 2018

The rail trails are an enjoyable way to see the countryside.

♡ 1

[Report](#)



Joel Scott
May 23, 2018

It's the best place in the world!

♡ 1

[Report](#)



Chris Hebbard
May 23, 2018

It's historic and important to the region.

♡ 1

[Report](#)



Joseph Chevalier
May 23, 2018

We use it all the time

♡ 1

[Report](#)



Peter Marshall
May 22, 2018

A great walk with a great history - needs to be kept.

♡ 0

[Report](#)



Jane Sutherland
May 22, 2018

I love the old Beechy Rail Line. Its unique in Victoria.

♡ 0

[Report](#)



Stephen Kainey
May 22, 2018

This is a fantastic bike trail and a great way to see the Otway ranges.

♡ 0

[Report](#)



Jason moorby
May 22, 2018

Because I can

♡ 0

[Report](#)



bronti grant
May 22, 2018

What was the point in building the beechy rail trail if there is no intention to maintain it. If it the case that you will not be maintaining it we will use it as we please etc motorbike trails etc

♡ 0

[Report](#)



jess nash
May 22, 2018

I love the beech trail. It is an amazing access trail and beautiful for tourists like me too.

♡ 1

[Report](#)



Josephine Ahearn
May 22, 2018

We need spaces to walk and wonder, to preserve our natural heritage, to take our children into quiet places to teach them how to be a part of this Earth.

♡ 1

[Report](#)



Margie Burnet
May 22, 2018

I love the Otways

♡ 1

[Report](#)



Bronwyn Cutts
May 22, 2018

We need to ensure that these historically important sites are kept and well maintained. Too many such sites and areas are either neglected or sold off for development.

♡ 1

[Report](#)



Michelle Day
May 22, 2018

Biking should be encouraged

♡ 1

[Report](#)



Cathie Griffith
May 22, 2018

This trail is a wonderful walking and cycling trail of historical importance and environmental beauty and should be maintained for use by everyone.

♡ 1

[Report](#)



Tim Coen
May 22, 2018

I support the rail trail

♡ 1

[Report](#)



Emily Scicluna
May 22, 2018

This trail is so important to the local community and people travelling through! It's a key area for knowledge on the history of the region.

♡ 1

[Report](#)



Suzanne Diviny
May 21, 2018

We need to have places trails to safely ride on

♡ 1

[Report](#)



Emerson Thistlethwaite
May 21, 2018

Rail trails can have a highly beneficial impact on small country towns which might otherwise devolve out of existence.

♡ 1

[Report](#)



Joel Emonson
May 21, 2018

Cycled with school children on this trail, Hope I can let future children experience the trail

♡ 1

[Report](#)



Elizabeth Dubbelde
May 21, 2018

We are losing too many important assets in our communities!

♡ 1

[Report](#)



Tegan Thorneycroft
May 21, 2018

I'm from the Otways and recognise the importance of preserving it. The old beach rail trail is a community asset and should be looked after.

♡ 1

[Report](#)



frans hillege
May 21, 2018

The history of the otways is important.

♡ 1

[Report](#)



Fiona Colquhoun
May 21, 2018

It's one of the best rail trails in Vic and needs appropriate maintenance

♡ 1

[Report](#)



Katie Whiffen
May 21, 2018

I'm from NSW and part of the reason for that trip to Vic was to do this trail! It's a great asset to the area, and I'm really surprised it's not getting appropriate financial support. How much is needed? Look at the great work down in Tassie too...

♡ 1

[Report](#)



Andrea Majella
May 21, 2018

Because we have magic so close and it's a wonderful experience to walk, and ride

♡ 1

[Report](#)



Darren Pearce
May 21, 2018

Railtrails are an important regional asset, don't let it fall into disrepair for want of continued funding.

♡ 1

[Report](#)



Ami Hillege
May 21, 2018

It's important to keep this icon alive!

♡ 1

[Report](#)



Alexander Maxwell
May 21, 2018

Its a wonderful piece of infrastructure and an exceptionally attractive area to be immersed im

♡ 1

[Report](#)



Daniel Williams
May 21, 2018

It would be a shame for it to go to waste!

♡ 1

[Report](#)



Graeme Walker
May 21, 2018

It is disappointing that the Colac Shire does not have the foresight to promote and grow tourism along this rail trail. Please reconsider the budget cut.

♡ 1

[Report](#)



Lynne Richardson
May 21, 2018

Brecht rail trail is an important to tourism and our local cinmunities

♡ 1

[Report](#)



Barry Abrahams
May 21, 2018

Heritage, health, exercise, local support for country areas. One less parliamentary cocktail party would go a long way here.

♡ 1

[Report](#)



Natalya Morgan
May 21, 2018

Our rail trail deserves.

♡ 1

[Report](#)



Leanne Haslem
May 21, 2018

The Colac Otway shire needs to pull its finger out and ensure that attractions like this in our area are maintained and not just forgotten about and left to ruin, it's not like we have a huge amount of things to do around here so how about taking care of the things we have.

♡ 1

[Report](#)



Naomi Duryea
May 21, 2018

Distressing to hear that COS are not planning to adequately fund the preservation of this asset... [Read more](#)

♡ 0

[Report](#)



Helen O'keefe
May 19, 2018

Its iconic and people love it
So please look after it

♡ 2

[Report](#)



elizabeth bernar
May 18, 2018

Because of the history of the area and the beauty

♡ 2

[Report](#)



Jamie Mckenna
May 18, 2018

Cos I like love the beach's trail

♡ 2

[Report](#)



Mechtild Grigg
May 18, 2018

It's a wonderful bike/walking track. Too special to let go

♡ 2

[Report](#)



karen mcloghlin
May 18, 2018

its a great community initiative bringing economic benefits to the area

♡ 3

[Report](#)



Lauren Welsh
May 18, 2018

I use this a lot!! It's a brilliant trail, and I would hate to see it not maintained

♡ 1

[Report](#)



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

Old Beechy Rail Trail Committee

Pursuant to and in the exercise of the power conferred by section 86 of the Local Government Act 1989, Colac Otway Shire Council delegates to a Special Committee to be known as the **Old Beechy Rail Trail Committee** (established by resolution made on 26 September 2001 those functions, duties and powers set out in clauses 4 and 5 of Schedule titled Old Beechy Rail Trail Committee Charter (as amended).

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 14 December 2016.
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council resolves to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the
COLAC OTWAY SHIRE COUNCIL
was hereunto affixed in accordance
with Local Law No. 4

)
)
)
)



[Handwritten signature]

Chief Executive Officer

**OLD BEECHY RAIL TRAIL COMMITTEE
SPECIAL COMMITTEE**

CHARTER

1. Definitions

- "Council" means Colac Otway Shire Council
"Committee" means this Special Committee of Council as constituted pursuant to Section 86 of the *Local Government Act 1989*

2. Membership

- 2.1 Committee members (other than Council representatives) shall be appointed for a 3 year term by Council resolution.
- 2.2 Council representatives on the Committee will be appointed annually by Council resolution.
- 2.3 Committee membership may consist of:
- 2.3.1 two representatives from each of:
- Gellibrand/Kawarren area;
 - Beech Forest Progress Association;
 - Lavers Hill & District Progress Association;
 - the Colac area; and
 - Council (one Councillor and one member of Council staff); and
- 2.3.2 one representative from each of:
- Midway Plantations;
 - Parks Victoria;
 - Department of Environment, Land, Water and Planning (DELWP);
 - Otway Country to Coast Tourism Association;
 - Landowner ;
 - Friends of the Old Beechy Rail Trail; and
 - User groups such as walking and cycling groups.
- 2.4 With the exception of Council appointees, the Committee may by resolution declare a position vacant:
- 2.4.1 where a member has failed to attend 3 consecutive meetings without leave;
- 2.4.2 where a member has resigned from the Committee in writing;
- 2.4.3 on the advice of Council; or
- 2.4.4 where the Committee resolves to vacate a member's position.
- 2.5 Casual vacancies during the 3 years may be filled by the Committee recommending a replacement for Council to make by resolution.
- 2.6 Temporary appointments to the Committee may be made by Council, as required, on the recommendation of the Committee.

3. Meetings

- 3.1 The Committee must annually appoint a chairperson from among its members. If the Committee fails to appoint a Chairperson the Council will make an appointment.
- 3.2 In the absence of a chairperson, the Committee may appoint an acting chairperson.
- 3.3 The Committee must meet at least 4 times each year.
- 3.4 Meetings will be held at such times and places fixed by the Committee.
- 3.5 Special meetings may be called by the chairperson or on the written request of at least 3 committee members.
- 3.6 Committee members must have at least 3 clear days written notice of meetings.
- 3.7 Meetings of the Committee which, in the opinion of the Committee, may prejudice Council must be closed to the public including meetings dealing with sensitive land management issues, proposed developments and legal and contractual matters.
- 3.8 The quorum for a Committee meeting is at least half of the members, at least one of whom must be a member of Council staff or Councillor.
- 3.9 All Committee members will have equal voting rights, but in the case of a tied vote the Chairperson will have a casting vote.
- 3.10 The chairperson must ensure that minutes of Committee meetings are kept.

4. Committee Functions

- 4.1 The Committee is responsible for:
 - 4.1.1 development of strategic plans for future management and maintenance;
 - 4.1.2 ensuring effective means of communication to encourage community participation and ownership; and
 - 4.1.3 management and maintenance of the Old Beechy Rail Trail.
- 4.2 The Committee's corporate governance factors include:
 - 4.2.1 defining and monitoring strategic direction;
 - 4.2.2 defining policies and procedures to ensure operation with legal and social responsibilities; and
 - 4.2.3 establishing control and accountability systems.

5. Delegated Power

To carry out the functions and responsibilities listed in clause 4 above, Council delegates to the Committee the power to:

- 5.1 set strategic direction and guidance policies with respect to the Old Beechy Rail Trail;
- 5.2 implement the strategic policies outlined in clause 5.1 above;
- 5.3 develop and implement a Management Plan for the Old Beechy Rail Trail;
- 5.4 accept gifts, donations and bequests by the public towards projects associated with the Old Beechy Rail Trail;
- 5.5 incur expenditure with respect to the Old Beechy Rail Trail provided that the expenditure does not exceed annual budget parameters specified by Council and report to Council on a quarterly basis;
- 5.6 set Committee meeting dates;
- 5.7 appoint advisers to the Committee as appropriate and engage people to carry out minor works and improvements to the Old Beechy Rail Trail within approved budget parameters;
- 5.8 apply for relevant funding opportunities for the improvement and maintenance of the Old Beechy Rail Trail;
- 5.9 direct a Committee member to discuss arrangements with a wide range of land owners - including private land owners, statutory authorities and government departments - to allow for access, management, improvement, enhancement and maintenance of the Old Beechy Rail Trail and related infrastructure;
- 5.10 authorise vehicles on the Old Beechy Rail Trail subject to the completion of a Risk Assessment report; recreation vehicles will be subject to Council Policy; and
- 5.11 authorise the conduct of special events for the purpose of publicity and/or fundraising subject to the completion of a Risk Assessment report.
- 5.12 Make recommendations to Council in relation to:
 - 5.12.1 the future alignment of the Old Beechy Rail Trail, impacts on landowners and requesting approval to enter into negotiations for access through private land for the future development of the trail;
 - 5.12.2 contracts, licences and leases to be entered into for the management and maintenance of the Old Beechy Rail Trail;
 - 5.12.3 monitoring behavior and withdrawing invitations to enter the Old Beechy Rail Trail;
 - 5.12.4 planning and other policy matters affecting the Old Beechy Rail Trail;
 - 5.12.5 accepting the grant of the benefit of easements in favour of Council with respect to the Old Beechy Rail Trail; and

5.12.6 maintenance and major works on the Old Beechy Rail Trail.

5.13 notify Council, a staff member of Council and/or a relevant authorized officer of Council of the presence of:

5.13.1 livestock;

5.13.2 vehicles; and/or

5.13.3 trespassers.

on the Old Beechy Rail Trail.

6. Minutes of Meetings

6.1 Minutes of meetings must be saved in Council's Information Management system.

6.1.1 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.

6.1.2 Confidential minutes of the Old Beechy Rail Trail Committee are to be included in an In-Committee agenda of Council.



TRACK NOTES
 The Old Beechy Rail Trail is challenging, with undulating terrain and exhilarating descents. This linear trail can be completed in either direction in full or in shorter sections. Different sections are suitable for different abilities. Trip metre distances are shown from start to finish in italics.

TRACK CONDITIONS
 Suitable for walkers and mountain, hybrid and bmx bikes with wider tyres.

GATES
 Timber chicanes are found along the trail, which may prevent bikes with trailers or three-wheelers. For keys, phone Colac Otway Shire, 03 5232 9400.

POPULAR RIDES
 • Start at Gellibrand, heading uphill in either direction.
 • Return downhill to Gellibrand to finish.
 • Barongarook to Gellibrand (15.8km). Car shuffle required.
 • Beech Forest downhill to Gellibrand (18.4km). Car shuffle required.

The old train made it uphill from Gellibrand to Beech Forest in about 1 1/2 hours.
Times are estimated for people of average fitness and experience. First time cyclists or walkers may need to allow longer.

- 1. COLAC - BARONGAROOK**
 Distance: 10.6km one way
 Time: Ride 45-60 min, walk 1hr 40 min
 Difficulty: Medium - Difficult, steady uphill, gravel road
 Terrain: Predominantly local roads, sealed and gravel
 Suitable: Intermediate, good fitness
 Start: Colac Railway Station, Gellibrand St
 Finish: Barongarook Hall, Barongarook Rd (10.6km)
 Depart Colac over the footbridge. Start a 2.5 km climb as you leave town, offering great views over Colac. Enjoy a well-deserved downhill rest as you hit bitumen to the Barongarook Hall.
- 2. BARONGAROOK - WATSON & FACEY'S**
 Distance: 6.3km one way
 Time: Ride 25min, walk 1hr 35min
 Difficulty: Easy
 Terrain: Local sealed & gravel road, gravel path
 Suitable: Beginners & Families
 Start: Barongarook Hall, Barongarook Rd
 Finish: Birnam Station Picnic Area, Cashins Rd (16.9km)
 Just past the Hall, turn right onto Alford Rd. Check out 103 mile post at the chicane. Find the original train line for the first time. From here enjoy a gently sloping 4km descent through beautiful bushland. Second chicane at Cashins Rd Picnic area to your left.
- 3. WATSON & FACEY'S - KAWARREN**
 Distance: 3.5km one way
 Time: Ride 25min, walk 1hr
 Difficulty: Intermediate difficult steep up and downhill
 Terrain: Gravel path
 Suitable: Intermediate - Advanced
 Start: Birnam Station Picnic Area, Cashins Rd
 Finish: Kawarren Toilet block (20.4km)
 Here we lose the original trail. A short 13km steep climb (watch for those descending) and steep downhill. Take extreme care. 1.5km (19.7km) along on your right is the old farmhouse of Cliff Young. Opposite the toilet block is Loves Creek Picnic Area and short loop path.
- 4. KAWARREN - GELLIBRAND**
 Distance: 6km one way
 Time: Ride 30min, walk 1hr 30min
 Difficulty: Easy - Medium, undulating
 Terrain: Gravel path
 Suitable: Beginners - Intermediate
 Start: Kawarren Toilet block
 Finish: Rex Norman Park (26.4km)
 Continue past the tennis courts. Undulating trail through bushland with road crossing. Head past the pub to Rex Norman Park. In the station building find out more about the trail and its history.
- 5. GELLIBRAND - BANOOL**
 Distance: 6.3km one way
 Time: Ride 35min, walk 1hr 30min
 Difficulty: Medium, steady uphill
 Terrain: Gravel path
 Suitable: Intermediate (uphill), beginners (downhill)
 Start: Rex Norman Park
 Finish: Banool Chicane (Old Beech Forest Rd) (32.7km)
 Head past the store and caravan park. Climb steadily on the original line, through farms and picturesque bushland. Old bridge feature at 2.5km (28.2km)
- 6. BANOOL - DINMONT**
 Distance: 7.6km one way
 Time: Ride 1hr, walk 2hr
 Difficulty: Medium - difficult, steady uphill
 Terrain: Gravel path
 Suitable: Intermediate - advanced (uphill), Beginners - moderate fitness (downhill)
 Start: Banool Chicane (Old Beech Forest Rd)
 Finish: Dinmont Station (40.3km)
 2km on steep uphill trail, beside gravel road. Watch for road crossings. Temporary trail closures may occur due to plantation harvesting - use Old Beech Forest Road where directed. Enjoy great views, remains of overhead bridge and ferry forest.
- 7. DINMONT - BEECH FOREST**
 Distance: 4.7km one way
 Time: Ride 35 min, walk 1hr 15min
 Difficulty: Very challenging section within gully. Remaining trail section Medium - difficult, undulating uphill
 Terrain: Gravel path
 Suitable: Advanced (uphill), confident intermediate (downhill)
 Start: Dinmont Station
 Finish: Beech Forest Comfort/Rest station (45km)
 Follow the original alignment until reaching farmland. Travel beside farm on created trail. Enter picturesque but challenging section of the trail within the gully beside the Little Lardner creek. Continue to Beech Forest rest/comfort station
- 8. BEECH FOREST - FERUGSON**
 Distance: 4.2km one way
 Time: Ride 25 min, walk 1hr 10min
 Difficulty: Beginner intermediate
 Terrain: Gravel path
 Suitable: Intermediate/moderate fitness
 Start: Beech Forest Comfort/Rest station
 Finish: Ferguson Recreation Reserve (49.2km)
 Travelling 100m west of the Beech Forest comfort/rest station cross the main road at the Cliff Young Park. Turn right through the car park and proceed along the trail to Ferguson.

Trail users are encouraged to report issues, concerns or feedback by contacting the Colac Otway Shire on 03 5232 9400 or info@colacotwayvic.gov.au or visit the website at www.colacotwayvic.gov.au for further information on trail.

ORDINARY COUNCIL MEETING

PETITION TO CONSTRUCT A FOOTBRIDGE ACROSS BARONGAROOK CREEK AT HARRIS STREET, COLAC

OM182609-7

LOCATION / ADDRESS	Harris Street, Colac	GENERAL MANAGER	Tony McGann
OFFICER	Jeremy Rudd	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/6789	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To respond to the petition tabled at the August Council Meeting requesting Council consider constructing a footbridge over the Barongarook Creek from Harris Street, Colac to access the Coles Complex.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

A petition was tabled in August 2018 for consideration of the construction of a footbridge at the end of Harris Street, Colac to connect to the Coles Complex.

There were 157 signatories to the petition, with 113 unique addresses. The streets determined to have a direct benefit are:

- Coopers Court
- Sutton Lane
- Maxfield Lane
- Nicholas Street
- Harris Street
- George Street
- Fenwick Street
- Little Woods Street
- Polwarth Street – north of the train line

While it is acknowledged that residents in other streets may derive a benefit from a footbridge, it is the primary benefit would be to these streets.

3. RECOMMENDATION

That Council request the Chief Executive to prepare a Business Case for this proposed footbridge and that this be considered in the formation of the 2019/20 budget.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The letter which accompanies the petition makes a number of statements, which are responded to below:

“This bridge was promised to the area when David Marriner built the nursing home many years ago”

Documentation has been reviewed dating back to 1997 when planning matters were first considered by Council for the development of the site which is now Barongarook Gardens. Planning Permit PPA/196/97 was issued on 28 January, 1997 and allowed development of a 60 bed hostel, 12 two bedroom units, 12 one bedroom units, 2 bedroom maisonette units, recreational open space, roads & landscaping. There were minor amendments to the permit which were issued on 9 September 1998, 26 November 1998 and 19 November 1999. There were no conditions required in any of these amendments or the original permit which required a footbridge to be constructed over Barongarook Creek.

There was a further Planning Permit issued, P03/003, which dealt with vehicle access through the rear of the property from Nicholas Street. The matter was considered at the Ordinary Council Meeting of 25 June 2003 and the officers report on this application considered objections to the proposal, and here a reference to a footbridge is found. When considering the objections, the following objection was dismissed:

- *“Proposed footbridge would ease congestion – This matter does not specifically relate to the proposal”*

The officers recommendation was to approve the application subject to conditions relating to signage being installed. When the matter was considered by Council, they resolved to refuse to grant the permit on the grounds that it would be:

- Jeopardising the safety of residents in the Nicholas and Harris Streets area; and
- It would contrary initial permit conditions

It was later determined that the matter should have been addressed as an amendment to the original permit, PPA/196/97, and the matter was eventually considered by VCAT, with limited vehicle access to the rear entry provided to residents of Barongarook Gardens who had carport spaces fronting this street. This was a variation from the original condition which provided for emergency access through this access only. The condition permitting access only to those residents with parking spaces in this location satisfied the objectors.

Two of the objectors refer to a bridge, however, officers have been unable to find a written reference to this proposal.

“The residents are concerned about the increasing traffic on the main road, the narrow footpaths and the flimsy barrier fence in Murray Street.”

VicRoads are currently delivering the Princes Highway duplication project, which includes the replacement of the current bridge. Council officers have been in regular discussions with VicRoads as to the planned upgrades of the bridge and the status of the works, and we have been advised that the proposal is to provide 2.5m wide pedestrian paths on either side of the traffic lanes, allowing for safe pedestrian and cycle movements on either side of the Princes Highway. The contract for the replacement of the Barongarook Creek bridge on the Princes Highway has been awarded, with works expected to commence prior to end of this year.

“They are also concerned about any closures to the main bridge cutting off access to the shopping precinct of Colac.”

VicRoads staff are well aware of the angst caused by the proposal to replace the Barongarook Creek bridge on the Princes Highway and have ensured that the contract which has been awarded will minimise traffic disruptions along this location, with the expectation that the road will not be closed, traffic diversions will be in place during certain stages of the work, for the duration of the project.

VicRoads have also advised that pedestrian movements have been an important consideration, and they have ensured that disruptions to pedestrian movements across the bridge are kept to a minimum.

The provision of a footbridge in this location was proposed by Cr Potter and Councillors considered a business case for a pedestrian bridge in this location as part of the 2018/19 budget process, however it was not successful when considered against other competing priorities during the process of developing the 2018/19 budget.

KEY INFORMATION

Written records relating to the development of the Barongarook Gardens site do not reveal that a footbridge was proposed as a condition on the permits which were issued. It may have been discussed during meetings with the developer and affected residents, but there are no records to back up the statements.

When the Colac Plaza development was considered (Coles development) – PP247/2013-1), there was consideration given to the construction of a footbridge in this location, however, the residents who did attend the community session declared their preference that a footbridge not be constructed in this location.

The matter was considered by Council at the Planning Committee Meeting of 18 November 2015 and the Officer Report accompanying the application made the following comment in regard to the provision of a footbridge across Barongarook Creek:

Consideration has been given to the provision of a footbridge over the creek but, following extensive discussions between Council departments and the applicant, it was determined that this would not be an appropriate or viable requirement. It was determined that a pedestrian bridge over Barongarook Creek should not be pursued due to the limited community benefit, and the lack of a nexus between the proposed development and a footbridge in this location. It is also noted that most visitors to the new development would be likely to come by car, to allow them to easily transport their purchases home. The main benefit of providing a footbridge would be limited to a relatively small number of properties to the east, as the railway line prevents access to the site from the south. The option of seeking a footbridge was discussed with the very small number of local residents who came to the public drop in session held in August 2015; those residents, who lived on the opposite side of the creek, were not in favour of a bridge being provided because of security issues for their properties.

Instead of a footbridge, it is considered that any works outside the site linked to this development should focus on improvements to the surrounding land to help ameliorate the impact of the proposed development. There should also be a clear nexus between the proposed works and the development. Such improvements, which would be required by a permit condition, could for example include:

- *The provision of clear access through from Queen Street to the creek, which encourages people to use it and recognise that this pathway is not just an entry to the supermarket and Crowe Horwath.*
- *Creation of a 'pocket park' in the area to the north of the site. This could include the creation of a linear wetland which would not only help to beautify the area, but which would also, importantly, help the development to appropriately address its stormwater requirements. As such, the creation of a linear wetland could be done in a way that has dual benefits. It has been suggested to the applicant that some seating or similar street furniture could also be provided in this area, along with landscaping in this area and the land to the east of the proposed development. The landscaping would mitigate the potential visual impact of the proposed development and also act as a buffer between the supermarket and residential properties to the east.*
- *Provision of a 2.5m shared path linking from the footpath along the north of the Bromfield Street road reserve through, potentially, to Murray Street (linking to pathways extending along the Barongarook Creek north of the bridge).*
- *Increased safety of this area, e.g. through the provision of CCTV cameras within the site and/or lighting.*

The Council resolved to issue the permit with the following relevant condition relating to the public Open Space adjacent to the Barongarook Creek:

- 19. Prior to the commencement of development, a plan showing improvements to land within CA 6 SEC 16 (being the land to the north and east of the application site adjacent to Barongarook Creek) must be submitted to and approved by the Responsible Authority in consultation with the Department of Environment, Land, Water and Planning. The plan must include the following improvements, unless otherwise agreed in writing by the Responsible Authority in consultation with the Department of Environment, Land, Water and Planning:**

- (a) Improvements to the footpath from Queen Street to the creek, which encourages people to use it and recognise that this pathway is not just an entry to the supermarket and Crowe Horwath.**

The improvements should include wayfinding signage to Council's specifications, hardwood bollards to distinguish the footpath from the car park, and lighting.

- (b) Creation of a 'pocket park' in the area to the north of the site, including a linear wetland (which would help address the stormwater requirements of the development), landscaping (including potential elm removal and new shade planting), seating or similar street furniture and interpretive signage.**
- (c) Landscaping and environmental improvements in the area to the east of the proposed development, to mitigate the potential visual impact of the proposed development and to act as a buffer between the supermarket and residential properties to the east.**
- (d) Upgrade of existing public path along Barongarook Creek to provide a concrete 2.5m wide shared path linking the footpath along the north of the Bromfield Street road reserve through to Murray Street.**

The approved improvements must be carried out in a specified timeframe to the satisfaction of the Responsible Authority, at the developer's expense.

The permit was later amended in March 2017, with the final clause relating to this matter now reading as follows:

19. Prior to the commencement of development, a plan showing improvements to land within CA 6 SEC 16 (being the land to the north and east of the application site adjacent to Barongarook Creek) must be submitted to and approved by the Responsible Authority in consultation with the Department of Environment, Land, Water and Planning. The plan must include the following improvements, unless otherwise agreed in writing by the Responsible Authority in consultation with the Department of Environment, Land, Water and Planning:

- (a) Improvements to the footpath from Queen Street to the creek, which encourages people to use it and recognise that this pathway is not just an entry to the supermarket and Crowe Horwath. The improvements should include wayfinding signage to Council's specifications, hardwood bollards to distinguish the footpath from the car park, and lighting.**
- (b) Creation of a 'pocket park' in the area to the north of the site, including landscaping (including potential elm removal and new shade planting), seating or similar street furniture and interpretive signage.**
- (c) Landscaping and environmental improvements in the area to the east of the proposed development, to mitigate the potential visual impact of the proposed development and to act as a buffer between the supermarket and residential properties to the east.**
- (d) Annotation on plan noting proposed upgrade of existing public path along Barongarook Creek, funded wholly or partially by the developer (as agreed in writing by email dated 02 March 2017), to upgrade the path linking the footpath along the north of the Bromfield Street road reserve through to Murray Street.**

The approved improvements must be carried out in a specified timeframe to the satisfaction of the Responsible Authority, at the developer's expense.

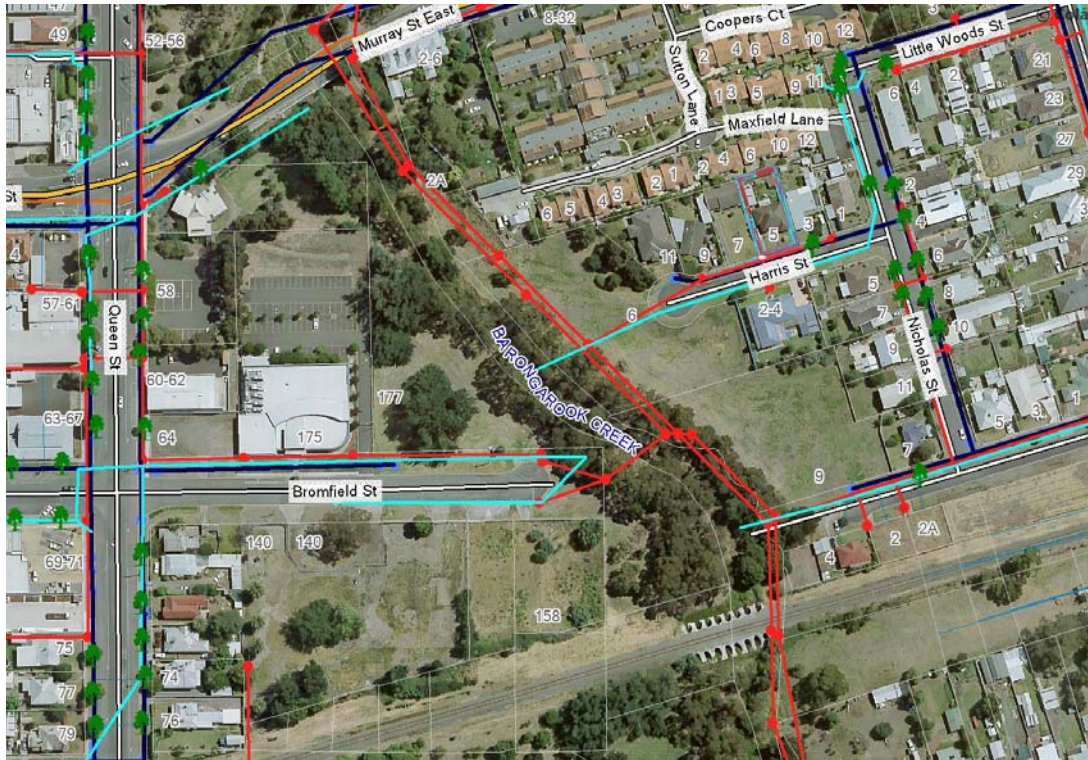
SITE CONDITIONS

The land which will be required for the construction of a footbridge over the Barongarook Creek is Crown land managed by Department of Environment, Land, Water and Planning (DEWLP) on the western bank and Council owned land on the eastern bank. The management of the waterway itself rests with the Corangamite Catchment Management Authority (CCMA). VicRoads are currently carrying out an acquisition process to gain access to a small parcel of Council owned land bordered by the Princes Highway and the privately owned property at 2-6 Murray Street East. The map below shows the land ownership status, and the parcel of land subject to VicRoads acquisition is to the north of the green Council owned land.



Land Ownership status (Aerial photography captured prior to the Colac Plaza Development)

The land along the eastern creek bank has a number of third party underground services. The exact depth and location of the services will require further investigation, but preliminary mapping indicates that there may be limited locations where a footbridge could be constructed without impacting on Barwon Water Assets. Depending on the depth and exact location of the services, it may be necessary to consider construction at a wider section of the creek, potentially resulting in increased costs.



*Available Service location map.
Red lines and circles indicate Barwon Water Sewer pipes & pits
Pale Blue lines indicate Council stormwater pipes
Dark Blue lines indicate Barwon Water water pipes*

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Community members have signed and presented a petition to Council for the consideration of the construction of a footbridge over the Barongarook Creek. Further consultation would be required with affected landowners as there has been reluctance in the past from some residents to consider this access to their streets.

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

It is anticipated that should a footbridge be constructed in this location, significant investigations would need to be conducted to ensure that any environmental impacts were kept to a minimum and well managed through the project. Barongarook Creek is usually a shallow, narrow water body with wide banks, however, the size and volume of the creek grows considerably during heavy rainfall events as the Barongarook Creek captures a vast volume of overland flow and discharges into Lake Colac. The evidence of this expected water volume can be appreciated when viewing the culverts under the railway line.



Under Railway culverts discharging into Barongarook Creek, north of Wallace Street

Council would need to seek permission from:

- CCMA relating to any impacts to the creek bed and waterway;
- Barwon Water relating to the impacts on their underground water and sewer infrastructure. There are a number of rising sewer mains on both the east & the west sides of the Barongarook Creek; and,
- DEWLP relating to the licensing which would be required to position the footings of the western side of a footbridge. The public open space on the eastern side of the Barongarook Creek is owned by Council. The land on the western side of the Barongarook Creek is Crown land which is managed by DELWP.

Careful planning would be required to ensure that the bridge was wide enough to avoid, or capable of withstanding water level and flow rate rises following heavy rains to ensure that the construction does not become unstable, or wash away.

SOCIAL & CULTURAL IMPLICATIONS

A Cultural Heritage Management Plan (CHMP) would be required to be undertaken. The banks of waterbodies are often subject to Aboriginal Cultural Heritage Sensitivity, and the banks of the Barongarook Creek are identified as such on the Aboriginal Cultural Heritage Register and Information System (ACHRIS). During the development of the Barongarook Gardens facility, particular attention was paid to cultural sensitivity and it would be expected that this would be a major consideration for works of this nature as well.

ECONOMIC IMPLICATIONS

Not Applicable.

LEGAL & RISK IMPLICATIONS

Not Applicable.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

There is no Council funding currently allocated to this project, and indicative costings based of recent footbridge replacement works further north on the Barongarook Creek (north of Chapel Street) are in the vicinity of \$200,000. A detailed design would be required to determine the exact works and permits required, which would allow a costing to be developed with greater certainty that all costs had been budgeted for. Addition budget would need to be allowed, as the creek bed is considerably wider and deeper in this section, and it is expected that additional foundation and footing works would be required to ensure the stability of this bridge into the future

Additionally, Council is currently working through options for replacing the footbridge further north on Barongarook Creek (adjacent to the Scout Hall) which was washed away during the storm event in September 2016, which is also not budgeted for as the bridge was not covered under Council's insurance and was not approved for replacement through the available Natural Disaster Relief and Recovery Arrangements (NDRRA) funding which has been utilized to replace other assets damaged or lost through the September 2016 flood event

7. IMPLEMENTATION STRATEGY

DETAILS

Development of a Business Case for consideration in the 2019/20 budget process.

COMMUNICATION

Copy of the minutes outlining the Council's decision to be provided to the petition organiser.

TIMELINE

Minutes to be provided by October 2018.

Business Case to be prepared during the 2019/20 budget process.

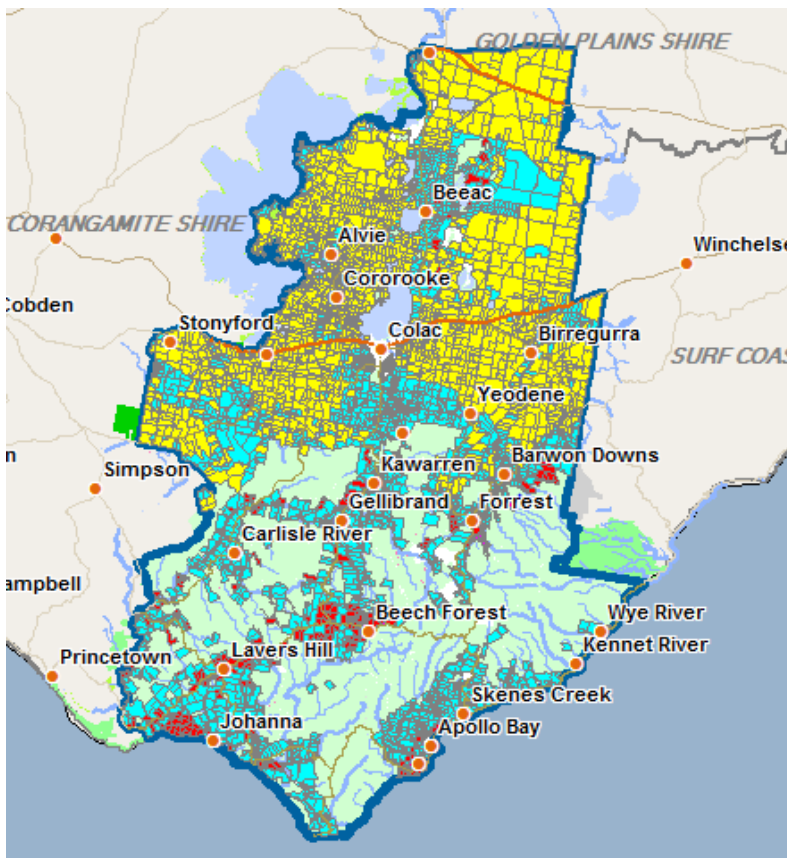
8. OFFICER DIRECT OR INDIRECT INTEREST

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

ORDINARY COUNCIL MEETING
**COLAC OTWAY SHIRE GRANTS PROGRAM ROUND 2
 (CATEGORY 1) - ALLOCATION OF FUNDS**
 OM182609-8

LOCATION / ADDRESS	Across the municipality	GENERAL MANAGER	Gareth Smith
OFFICER	Katrina Kehoe	DIVISION	Development & Community Services
TRIM FILE	F18/2846	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To seek Council's approval for the proposed allocation of Colac Otway Shire Grants Program 2018-2019 Round 2.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The Colac Otway Shire Grants Program provides one-off financial grants to assist not-for-profit, community organisations, event organisers and businesses in providing opportunities that benefit the wider community and help in achieving goals and outcomes consistent with Council's objectives.

At the Ordinary Council meeting on 27 June 2018, Council endorsed a second round of the Grants Program for the unallocated funds from Category 1 Community Grants Program 2018/19.

Applications were open for four (4) weeks from 2 July 2018 and closed on 27 July 2018.

The following table summarises the total applications received and recommended for an allocation of grants funds.

Category 1 Community Grants Program	
Available funds	\$68,831
Number of Applications received	18
Total amount requested	\$117,410
Total Project Value applications	\$246,716
Recommended	
Number of Applications	12
Total amount (includes \$49,631 for small towns)	\$68,839
Total projects value	\$152,305
Remaining unallocated funds	-\$ 8
Unsuccessful	
1 ineligible	\$3,000
1 withdrawn	\$10,000
4 unsuccessful	\$33,171

One (1) application was withdrawn and one (1) application did not meet the eligibility to proceed to assessment. Therefore, the requested funds as per the applications are \$104,410.

With the eligible applications to be assessed, Category 1 Community Grants Program was oversubscribed by \$35,579.

There are four (4) applications which are not recommended for funding which total \$33,171 and one (1) application which is recommended to receive \$2,400 lower than the amount requested in the application.

Applications received which were eligible for Category 2 Community Events and Support and Category 3 Small Grants were moved to these categories to be assessed under delegation as per Council's resolution on 27 June 2018. These applications were assessed against the funding criteria in the guidelines.

In Round 2, Category 1 Community Grants Program, the communities organisations and clubs across Colac Otway Shire are contributing cash of \$28,761 and in-kind to the value of \$51,944 to the projects.

If Round 2 as recommended in this report is approved, the Colac Otway Shire Grants Program through Round 1 and 2 (including Categories 2, 3 and 4 remaining funds in Round 1) has provided \$314,279 in grant funding to 98 community groups, progress associations, clubs, event organisers and businesses. The grant recipients are broadly spread across the Shire and this represents the highest number of recipients to have received a grant in one year. The remaining funds of \$3,136 in Category 4 are expected to be approved in the near future.

3. RECOMMENDATION

That Council endorses the following grants be allocated for Round 2 - Category 1 Community Grants Program:

App #	Project Name	Applicant	Grant requested/ Recommended
1	Creation of Otways Discovery Centre Exhibition	Forrest and District Historical Society	\$10,000
2	Kitchen Refit	Birregurra Golf Club	\$8,582
3	Cororooke Open Space – offsite Preliminary Preparation project	Red Rock District Progress Association	\$9,164
4	Replace Clubhouse roof	Colac Golf Club	\$7,920
5	Meander Project (revegetation adjacent to Barwon River)	Birregurra Landcare Group	\$2,860
6	Start up assets for Apollo Bay Scouts	Apollo Bay Scouts	\$10,000
7	Colac Otway Pop Up Gallery & Studio Space	Colac Otways Pop-up Arts Space	\$7,600
8	Cricket Bowling Machine	Warrion Cricket Club	\$3,688
9	Red Rock region Community Website	Cororooke Tennis Club	\$2,000
10	Upgrade to Multipurpose Room – carpet & air con unit	Apollo Bay Surf Life Saving Club	\$2,750
11	Competition Ready	Apollo Bay Kendo Club	\$2,275
12	Purchase iPads for electronic scoring	Colac & District Cricket Association	\$2,000
		Total recommended	\$68,839

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Grants Program provides an opportunity for strong community partnerships to be formed and/or consolidated with community groups, progress associations, arts and cultural groups, committees of management of community and recreation facilities, sporting clubs, schools, performing arts groups and businesses.

In June 2018, Council endorsed the budget providing funding of \$317,400 to be available for the Colac Otway Shire Grants Program 2018/19. In Round One of the grants program, Council approved \$233,182 across all four Categories being Community Grants Program, Community Events and Support Program, Small Grants Program and the Building Façade Improvement Program. As part of the resolution of the Council report for Round 1 of the grants program, Council endorsed a second round of the Grants Program for the unallocated funds from Category 1 Community Grants Program. Applications were open for four weeks from 2 July 2018 to 27 July 2018.

Due to the small amount of funding remaining in Categories 2, 3 and 4, the General Manager Development and Community Services was given authority to approve grants for the remaining amounts, which totalled \$15,387.

Funding available for Round 2 – Category 1 Community Grants Program is \$68,831. All applications require a matching dollar for dollar cash or in-kind contribution and to meet the criteria in the guidelines.

KEY INFORMATION

Applications for the grant program Round 2 opened on Monday 2 July 2018 and closed on Friday 27 July 2018.

The applications have been assessed by a Technical Assessment Panel (TAP), consisting of three Council officers.

The 2018/19 applications recommended by the Panel will assist in improving economic and community development across the Shire for community groups, progress associations, sporting clubs, arts groups, and environmental working groups .

Application Assessment

The following outlines the assessment process for the Colac Otway Shire Grants Program:

- The Grants Officer completed a preliminary check for eligibility of the organisations that have submitted the application, also checking the funding category guidelines and assessment criteria for the particular application, checking budgets and funding ratios, checking quotes and any other required documentation received.
- Applications which were eligible for Category 2 Community Events and Support Program and Category 3 Small Grants Program were moved across to those programs for assessment against the funding criteria in the guidelines and approval under delegation.
- Internal referral process involving Council departments was undertaken, where comments were sought on compliance issues specific to a particular project eg: considering requirements for permits from Building, Planning, Health, Local Laws departments, environment and sustainability considerations, risk assessment required to be undertaken etc.
- The TAP which consists of officers from Economic Development and Tourism, and Recreation and Leisure completed an evaluation of the applications against the Assessment Criteria and with consideration of departmental referral responses. The TAP determined whether a project was eligible to receive funding, demonstrated the cash or in-kind voluntary contribution by the applicant, responded to the assessment criteria and that applications clearly demonstrated the capacity of the applicant to deliver the project.
- Clarification on applications was sought where required.

ROUND 2 - CATEGORY 1 – COMMUNITY GRANTS PROGRAM

Eighteen (18) applications were received for Round 2, requesting a total of \$ 117,410. Funding of \$68,839 is recommended to be allocated to twelve (12) different groups and clubs. The amount of funds requested is above the amount of funds available in Round 2. Therefore, there are four (4) applications which total \$33,171 that are not recommended for funding, and Application (7) which is recommended to receive \$2,400 less than was requested in the application.

Applications recommended for funding

App #	Project Name	Applicant	Grant requested/ Recommended
1	Creation of Otways Discovery Centre Exhibition	Forrest and District Historical Society	\$10,000
2	Kitchen Refit	Birregurra Golf Club	\$8,582
3	Cororooke Open Space – offsite Preliminary Preparation project	Red Rock District Progress Association	\$9,164
4	Replace Clubhouse roof	Colac Golf Club	\$7,920
5	Meander Project (revegetation adjacent to Barwon River)	Birregurra Landcare Group	\$2,860
6	Start-up assets for Apollo Bay Scouts	Apollo Bay Scouts	\$10,000
7	Colac Otway Pop Up Gallery & Studio Space	Colac Otways Pop-up Arts Space	\$7,600 (\$10,000 original request)
8	Cricket Bowling Machine	Colac and District Cricket Club Association Inc	\$3,688
9	Red Rock region Community Website	Cororooke Tennis Club	\$2,000
10	Upgrade to Multipurpose Room – carpet & air con unit	Apollo Bay Surf Life Saving Club	\$2,750
11	Competition Ready	Apollo Bay Kendo Club	\$2,275
12	Purchase iPads for electronic scoring	Colac & District Cricket Association	\$2,000
		Total recommended	\$68,839

Applications not eligible or not recommended for funding

Project Name	Applicant	Grant requested Ineligible or NOT Recommended
Apollo Bay 'The Place to do It'. Develop a website & promote local events & services	Apollo Bay Chamber of Commerce	\$10,000 Withdrawn <ul style="list-style-type: none"> Will work with COS to use existing booking platforms available
Tree Removal	Colac Rifle Club	\$3,000 Ineligible <ul style="list-style-type: none"> Insufficient matching c contribution.
Forrest Connects – Undertake community engagement to move Neighbourhood House to new site at former DELWP site, purchase of equipment, furnishings & fitouts. Support & host community event/ activity to promote community connectedness	Forrest & District Neighbourhood House	\$10,000 Not recommended. <ul style="list-style-type: none"> Quotes not provided for <ul style="list-style-type: none"> Consultation Furniture, equipment and fit out purchases Third element of application is considered an event, no costings provided. Activity considered to be core Neighbourhood House operations

Project Name	Applicant	Grant requested Ineligible or NOT Recommended
Community Awareness & Promotion project	Anam Cara House	\$8,790 Not recommended <ul style="list-style-type: none"> • Activity not eligible • Operational activities not funded through Community Grants
Repair external Toilet block at Kawarren Reserve	Kawarren Recreation Reserve Committee	\$5,000 Not recommended <ul style="list-style-type: none"> • Nearest public toilet is 230m away • Toilet facilities avail within Echidna House during opening hours. Use could be negotiated for user groups/school camps using the reserve area.
Growing trees, Growing Community. Repairs/upgrade to nursery propagation benches, irrigations and purchase of plants	Southern Otway Landcare Network Inc	\$9,381 Not recommended <ul style="list-style-type: none"> • Contribution of site for project not considered In-Kind

One (1) application was withdrawn and one (1) application did not meet the eligibility to proceed to assessment. Therefore, the eligible applications requested funds of \$104,410.

Category 1 Community Grants Program remaining funds of \$68,831 will be fully expended, and if the recommended grants are approved, the program will be \$8 in deficit.

The total recommended grants of \$68,839 will deliver projects to the value of \$152,305. The community is contributing cash of \$28,761 and in-kind to the value of \$51,944. The small towns' projects recommended for funding equal \$51,319 of the \$68,839.

The six (6) applications which were assessed as ineligible or not recommended for funding will be provided with feedback which may assist them to apply to the program in future funding rounds.

Councillors will be updated on the allocation of funds in Categories 2, 3 and 4 through the Councillor Bulletin. From the enquiries and applications that we have received, the remaining funds in these categories will be fully allocated.

Promotional Activities

Promotional activities have commenced and will continue throughout the year. The first promotional activity was at the opening of the Colac Woodcrafters new shed. Future promotional activities will be implemented:

- Facebook posts over a number of weeks to promote the allocation of grants and list details of the successful grant recipients, description of the event or project and thank all applicants
- Website to promote the allocation of grants and list details of the successful grant recipients, description of the event or project and thank all applicants,
- Arrange a photo opportunity for each Councillor with a community group/club, event organiser or Murray Street business owner to promote the project or event (eg: event, community project, purchase new equipment etc.).
- Add photos to website and Facebook posts
- The Funding Agreement requires the applicant to recognise the Council as a funding source of the project or event in all promotional material.

The above promotion of the projects and events will be conducted throughout the year and provide broader exposure to the community of the great activities that Council has funded and that our community are partnering in.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Application forms and guidelines were advertised across the Shire for Round 2. Application forms were made available from Council's Customer Service Centres in Colac and Apollo Bay, via the website and through direct database email.

An email application lodgement process was offered to make it easier for applicants to submit applications electronically. Council officers provided information and met with individual applicants as required to provide assistance in progressing applications.

Marketing of the Colac Otway Shire Grants Program 2018/19 was completed through media releases, use of Council's Facebook page on a number of occasions, direct email to groups and clubs that have applied in previous years, radio and an advertisement in the Council Column in the Colac Herald.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Our Community

Goal 1 - Increase social connection opportunities and community safety.

Action 1 - Support community organisations through the community grants program.

Goal 2 - Connect people through events and activities.

Action 3 - Provide grant programs to involve local people in activities that facilitate their health, wellbeing and enjoyment.

ENVIRONMENTAL IMPLICATIONS

The new grant program guidelines included eligibility for environmental and sustainability projects which encouraged several groups to participate.

SOCIAL & CULTURAL IMPLICATIONS

Grant funding assists communities to build community capacity of local residents and volunteers. The new program structure will continue to encourage cultural based projects to be delivered throughout the shire.

ECONOMIC IMPLICATIONS

The requirement of matching funding through cash and in-kind works creates economic benefits to the local communities and businesses. It is evident that local trades, businesses and groups benefit greatly from grant funding and stimulates the economy.

LEGAL & RISK IMPLICATIONS

Grant recipients are responsible for the risk management for their projects.

Land owner's consent is obtained as part of the application. Statutory or regulatory requirements are included in the funding agreement which is signed prior to any projects commencing.

For grants over \$5,000, the payment will be paid 90% upfront, and the remaining 10% paid upon acquittal.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The implementation of Smarty Grants in 2018/19 will provide a more efficient process for the acquittal of year one of the new Grants Program and for lodgement of applications and reporting in 2019.

The new program structure and implementation has been coordinated by existing human resources but in a more effective and efficient manner.

7. IMPLEMENTATION STRATEGY

DETAILS

Subject to Council endorsement of the resolution officers would notify all applicants directly of the decision of their application.

Successful applicants will be provided a formal funding agreement to enter with Council prior to any funds being provided to the group/business.

Unsuccessful applicants would be provided constructive feedback on why they were unsuccessful and encouraged to apply for future available rounds.

The promotion of the projects and events will be conducted throughout the year and provide broader exposure to the community of the great activities that Council has funded and that our community are partnering in.

COMMUNICATION

Officers will implement the communications plan to announce the allocation of grants across the Colac Otway Shire for Round 2. This would include media releases, use of Council's Facebook page, details on Council's website and direct emails/letters to advise successful and unsuccessful applicants.

Promotional opportunities will be arranged with a selection of community groups, clubs, event organisers and business owners across the Shire. The promotional activities will include a photo opportunity with Councillors participating, to promote the project or event that has been funded. These promotional articles will be added to Council's website, Council's Facebook page, Community Matters and in some of the small town publications eg: Forrest Post, Birregurra Mail, Otway Light, and community group and club newsletters. All opportunities for promotion in the local media will be explored.

TIMELINE

Key timelines include:

September 2018 - Council considers endorsing the technical assessment panel's recommended allocation of grants.

September/October 2018 – Announce the successful applicants and notify those applicants that were unsuccessful and provide feedback.

September 2018 – June 2019 - Arrange selected opportunities for promotional activities of successful projects and events for Councillors to attend with community groups, clubs, businesses and event organisers.

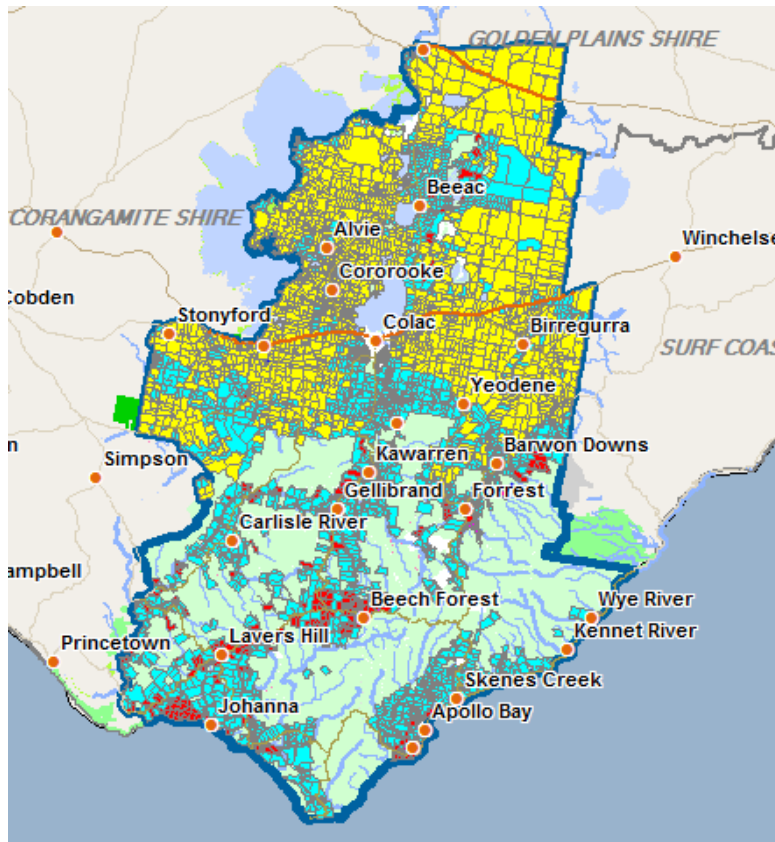
8. OFFICER DIRECT OR INDIRECT INTEREST

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

ORDINARY COUNCIL MEETING
**MEMBERSHIP AUSTRALIA DAY ADVISORY
 COMMITTEE (ADAC)**
 OM182609-9

LOCATION / ADDRESS	Across the municipality	GENERAL MANAGER	Gareth Smith
OFFICER	Hege Eier	DIVISION	Development & Community Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	1. Terms of Reference – Australia Day Advisory Committee - ADAC		
PURPOSE	To consider the outcome of the expression of interest process for membership on the proposed Australia Day Advisory Committee.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

On Australia Day 26 January, the National Australia Day Council (NADC) together with the state and territory Australia Day Councils and Committees oversee and co-ordinate Australia Day events and Australia Day Awards on a state and national level. The Colac Otway Shire Council supports Australia Day celebrations at a local level by committing funds and resources to conduct an official Australia Day event incorporating Australia Day Awards, a Citizenship Ceremony and community celebrations on 26 January.

Since the introduction of the Expression of Interest (EOI) to Host Australia Day process in 2010, Council has worked in partnership with the community to deliver Australia Day celebrations in towns and communities across the municipality.

Working in partnership and communicating regularly with the community in regards to the Australia Day Event and the Australia Day Awards aligns with the goals and strategies in the Council Plan. It connects people through events and activities and fosters a diverse and inclusive community where residents have the opportunity to participate in decision-making.

Following a review of Council's Australia Day operations, in May 2018 Council resolved to provide further community ownership of the Australia Day Awards and Event by inviting community members (through an EOI process) to sit on an Australia Day Advisory Committee (ADAC).

At the July Special Council Meeting Council endorsed the Terms of Reference for the Australia Day Advisory Committee and authorised the Council Chief Executive to *“conduct an expression of interest process for community representation on the Australia Day Advisory Committee, with appointment of up to five nominees subject to a future Council decision”*.

The EOI for community members to participate on the ADAC opened on 17 July and closed on 14 August 2018.

The EOI was advertised on Council's website and Facebook page, in local newspapers and news sheets and via direct mailout to community groups, progress associations, recreational clubs/groups and schools.

Council did not receive any applications from community members wishing to participate on the ADAC.

3. RECOMMENDATION

That Council:

- 1. Rescind its decision to form an Australia Day Advisory Committee due to the lack of expressed Interest from community members to participate on the committee;***
- 2. Return to the decision making model from previous years for the 2019 awards, where a panel of Council officers make a recommendation to Council to decide the successful Australia Day Award recipients.***

4. BACKGROUND / KEY INFORMATION

BACKGROUND

Following a review of Council's Australia Day operations, in May 2018 Council resolved to provide further community ownership of the Australia Day Awards and Event by inviting community members (through an EOI process) to sit on an Australia Day Advisory Committee (ADAC).

At the July Special Council Meeting Council endorsed the Terms of Reference for the Australia Day Advisory Committee and authorised the Council Chief Executive to *“conduct an expression of interest process for community representation on the Australia Day Advisory Committee, with appointment of up to five nominees subject to a future Council decision”*.

The EOI for community members to participate on the ADAC opened on 17 July and closed on 14 August 2018.

The EOI to participate on the ADAC was advertised on Council’s website and Facebook page, in local newspapers and new sheets and via direct mailout to community groups, progress associations, recreational clubs/groups and schools.

KEY INFORMATION

Council did not receive any applications from community members wishing to participate on the ADAC. With no community members having applied to participate on the committee, Council will need to consider the following options in the short term;

1. Continue with the ADAC consisting of seven Councillors. The ADAC would make a recommendation to Council as to the successful 2019 award recipients.
2. Discontinue the ADAC and revert to the previous model where a panel of Council officers (from across a number of Council departments) make a recommendation to Council in regards to the successful award recipients (via a briefing then Ordinary Meeting held In Committee)
3. Re-advertise the opportunity to participate on the ADAC and approach potential candidates.

Option 1 is not a preferred option as this model is inefficient requiring unnecessary resources in that Council is making a recommendation to Council.

Option 2 is the preferred option in the short term. This model is consistent with the decision making process used for other programs such as the Community Funding Program. Having a panel of Council officers make a recommendation to Council provides an opportunity for officers to flag issues and or concerns in regards to the eligibility and selection criteria in the Australia Day Award Guidelines.

Option 3 is not a preferred option as the opportunity to participate on the committee was advertised/open for four weeks. During that period advertising featured in the local newspaper, new sheets, on Council’s website, social media and by direct mail out to community groups, progress associations, recreational clubs/groups and schools. Re-advertising will not necessarily produce a different outcome and could negatively impact the timelines for the delivery of the awards, in particular the time allowed to notify successful award recipients prior to the event. However, this option could also include readvertising next year and include approaching members of the community.

Beyond the 2019 event

The lack of community interest to participate on the ADAC, no towns nominating to be the host two the last two years, and the two submissions received in regards the event itself may indicate that it is timely to undertake further community consultation in regards to the event and the awards in the future. Consultation should also include our Indigenous communities.

As planning is already underway for the 2019 event and the 2019 awards have been advertised, this report suggests that the 2019 event go ahead as planned and that Council undertake further consultation prior to the EOI for towns to host the 2020 event opens in February/March 2019.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The EOI to participate on the ADAC was advertised on Council's website and Facebook page, in local newspapers and new sheets and via direct mailout to community groups, progress associations, recreational clubs/groups and schools.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Working in partnership with the community to deliver the Australia Day Awards and event align to the Council Plan 2017-2021 through the following Goals and Actions:

Theme 3: Our Community

Goal: Connect people through events and activities

Goal: Foster an inclusive community

Theme 4: Our Leadership and Management

Goal: Communicate regularly with our community and involve them in decision making.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications relating to this report.

SOCIAL & CULTURAL IMPLICATIONS

Allowing the community to be involved in the decision making process with regard to both the awards and the event encourages greater community ownership and ensures that Council deliver awards and events that are relevant and meaningful to the community.

ECONOMIC IMPLICATIONS

For business and community groups in the successful host town there are economic benefits and opportunities associated with the extra influx of people to the town on the day of the event.

LEGAL & RISK IMPLICATIONS

There are no legal implications regarding this report.

No nominations were received to participate on the ADAC, and no towns submitted EOI's to host the event. A total of five nominations have been received to date for the Australia Day Awards.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

A budget allocation of \$11,600 is proposed for the 2019 Australia Day Event which is consistent with recent years. The Australia Day budget covers all compliance requirements and permits required to run the event, free community transport to and from the event, advertising of the event and the Australia Day Awards, gifts and certificates and infrastructures such as stage, sound, chairs, additional amenities and shade provision.

7. IMPLEMENTATION STRATEGY

DETAILS

If Council supports Option 2 to cease the ADAC due to lack of interest from the community to participate the process will return to the previous decision making model where a panel of Council officers (from across a number of Council departments) make a recommendation to Council in regards to the successful 2019 Australia Day Award recipients.

Council would need to rescind its decision to form ADAC and make a decision to return to the former process outlined above.

Council will make a decision in regards to the successful 2019 Australia Day Award recipients In-Committee at the December Council Meeting.

COMMUNICATION

A media release would be distributed inform the community of the EOI outcome and Councils intentions to return to the previous process and undertake a review of the event.

TIMELINE

- 21 September – Second round of Australia Day Awards close
- Mid October – Panel of Council Officers meet to consider award nominations
- Early November – Panel Recommendations are presented to Council at Council Briefing
- Late November - Council make a decision in regards to the successful 2019 Award Recipients in committee at the November Council Meeting
- December - Australia Day Award nominees and nominators will be notified in writing of the outcome of their nomination following the November Council Meeting.
- 26 January 2019 – Australia Day Award Recipients will be announced on stage in Apollo Bay
- November to March 2019 – review event process, consider other Council's approaches, consult the Indigenous community and undertake broader community consultation.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

TERMS OF REFERENCE

Committee Name: **Australia Day Advisory Committee (ADAC)**

Department	Development & Community Services
Responsible Officer	Manager Economic Development and Tourism
Committee Type	Community Advisory Committee

1. BACKGROUND

On Australia Day 26 January, the National Australia Day Council (NADC) together with the state and territory Australia Day Councils and Committees oversee and co-ordinate Australia Day events and Australia Day Awards on a state and national level. The Colac Otway Shire Council supports Australia Day celebrations at a local level by committing funds and resources to conduct an official Australia Day event incorporating Australia Day Awards, a Citizenship Ceremony and community celebrations on 26 January.

Since the introduction of the Expression of Interest (EOI) to Host Australia Day process in 2010, Council has worked in partnership with the community to deliver Australia Day celebrations in towns and communities across the municipality. Working in partnership and communicating regularly with the community in regards to the Australia Day Event and the Australia Day Awards aligns with the goals and strategies in the Council Plan. It connects people through events and activities and fosters a diverse and inclusive community where residents have the opportunity to participate in decision-making.

Following a review of Council's Australia Day operations, in May 2018 Council resolved to provide further community ownership of the Australia Day Awards and Event by establishing a community Australia Day Advisory Committee (ADAC).

The main purpose of the ADAC is to advise Council in regards to matters relating to the awards and the event and to communicate regularly with the Australia Day Working Group as established by the successful host community to deliver the event.

2. PURPOSE

The Committee will:

- Consider Australia Day Award nominations and make a recommendation to Council in line with the Australia Day Award Guidelines as to the successful award recipients.
- Consider EOIs to host the Australia Day Event and make a recommendation to Council in line with the "EOI to Host Australia Day Guidelines" as to the successful host town/community.
- Review the Australia Day Award Guidelines and "EOI to host Australia Day Guidelines" and make recommendations to Council as to changes to the guidelines.
- Actively seek feedback from the Australia Day Event Working Committee and the wider community in regards to the Australia Day Awards and the Australia Day Event operations.

Date Adopted: 11.07.2018

3. OBJECTIVES

- To advise Council in regards to the Australia Day Awards and the Australia Day Event with the aim to ensure that the awards and the event remain relevant and meaningful to the community into the future.
- To be a forum of community members and Council that work together to promote the Australia Day Awards and the Australia Day Event.

4. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership:

- All 7 Councillors
- Up to 5 Community Representatives (sought by EOI – every two years)

The following Council staff will attend Committee Meetings to provide advice and support to the committee, but will have no voting rights:

- General Manager Development and Community Services
- Manager Economic Development and Tourism
- Council Officer - Events Projects Officer

Secretariat support will be provided by Council staff.

Community Representatives:

Community representatives will be selected every 2 years through an EOI process managed by Council staff. In selecting the community representatives Council will consider the following:

- Demonstrated strong links and connections with the local community - involvement with local community groups, clubs or committees;
- Demonstrated experience and involvement with community events and/or community awards;
- Demonstrated ability to look beyond personal interests work with others to deliver the best outcome for the whole community.

The overall committee structure should also represent a diverse community and as such consideration will be given to the overall make-up of the committee in terms of age, gender, culture and geographic representation from across the Shire.

Resignations:

Community members who resign from the committee will be replaced by other community representatives through a similar EOI process.

Date Adopted: 11.07.2018

5. DELEGATED AUTHORITY AND DECISION MAKING

The ADAC will act in an advisory capacity only and have no delegated authority to make decisions. The ADAC will provide recommendations to Council to assist it in its decision making.

6. MEETING PROCEDURES

The Committee shall meet at least two times per year, but may meet more regularly if required. Any member of the Committee, through the Chair of the Committee, can call for an extraordinary meeting to discuss a particular issue.

Members of the Committee will be advised of scheduled meetings at least two weeks in advance. The Committee will agree on a preferred venue and time for meetings to occur, and shall be mindful of the circumstances of all Committee members, particularly community representatives, ensuring that the timing and location of meetings enables full participation where possible.

7. CHAIRPERSON

The Mayor will chair the ADAC. Meetings of the group shall at all times be under the control of the Chair and shall be conducted in accordance with Governance Local Law.

8. AGENDAS AND MINUTES

The minutes of each meeting will be prepared by the secretariat. Full copies of the minutes, including attachments, will be provided to all members no later than ten working days following each meeting. Minutes including attendance, apologies, issues discussed, resolutions made and action items will all be recorded for each meeting by the secretariat.

9. DECISION MAKING

Voting will be used to accept minutes and other resolutions where necessary. The group should aim to achieve consensus on any decisions (where required). Where this cannot be attained, the Chair has the casting vote.

Council staff will attend Committee Meetings to provide advice and support to the committee, but will have no voting rights.

10. CONFIDENTIALITY, CONDUCT AND INTEREST PROVISIONS

Members of the ADAC are required to maintain the confidentiality of documents where they contain sensitive or private information or where requested by the Chair.

Note: Community members will be required to sign a confidentiality agreement prior to attending their first meeting

Members of the group shall notify the Chair where potential conflicts of interest may arise at the earliest possible convenience, in accordance with good meeting practice. Such conflicts shall be recorded in meeting minutes.

Date Adopted: 11.07.2018

11. QUORUM REQUIREMENTS

A minimum of seven members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

12. TERMS OF REFERENCE

The Terms of Reference of the ADAC are to be reviewed by the committee biennially and by Council within twelve (12) months after a general election. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the committee and be presented to Council for formal approval.

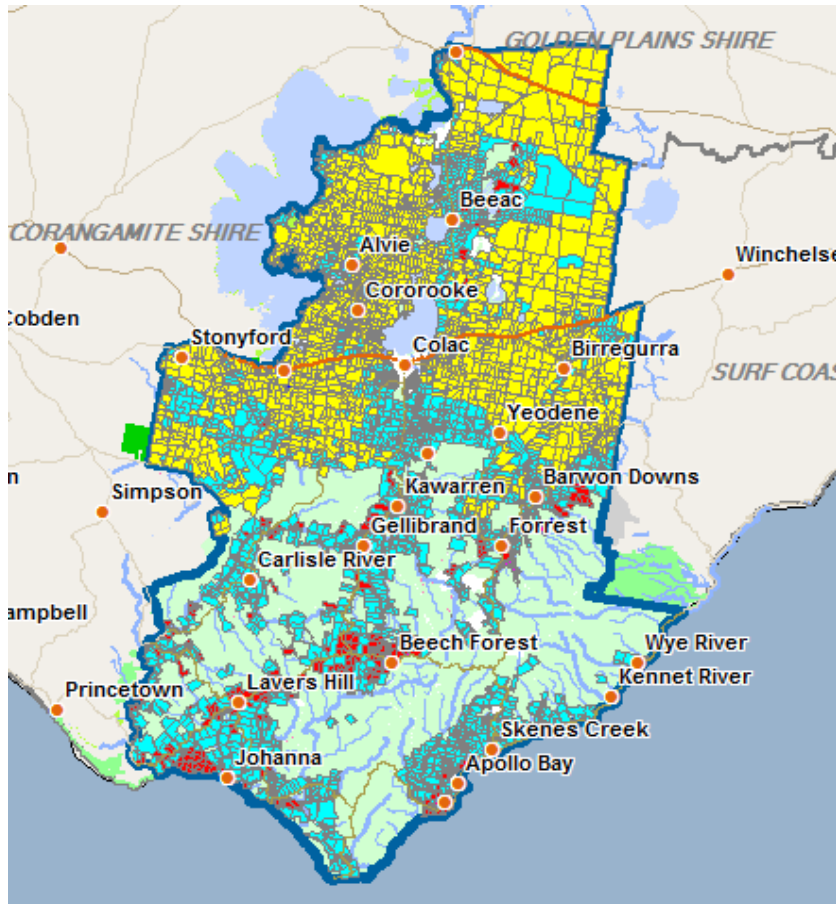
Date Adopted: 11.07.2018

ORDINARY COUNCIL MEETING
GARDEN AWARDS

OM182609-10

LOCATION / ADDRESS	Shire wide	GENERAL MANAGER	Gareth Smith
OFFICER	Michael Swanson	DIVISION	Development & Community Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To seek Council's support to retire the annual Colac Otway Shire Garden Awards.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The Garden Awards program (previously Home and Garden Awards program) commenced 34 years ago. The aim of the awards program is to reward residents, and in the past businesses, for the care and attention they show to their gardens.

Over the past three years there has been a decline in applications to the Garden Awards program. Council completed a review of the grants and awards programs that were undertaken by the organisation. At the March 2018 Ordinary Council Meeting an alternate recommendation was supported which stated:

The continuation of the Garden Awards and invite interested community groups to renew and coordinate the Garden Awards from 2018. Council will provide funding of \$2,500 to an approved group to support the awards within an agreed structure.

Council officers advertised an Expression of Interest (Eoi) process to seek interest from a suitable group/s to coordinate the Garden Awards from 2018. Council received two (2) applications with both groups attending meetings with Council officers to discuss their application and further details relating to the coordination of the program. Both groups withdrew their Expression of Interest based on funding, resources and timeframes to run the awards program.

There are a number of events and established groups that focus on gardens currently operating within the Shire, with the Garden Awards potentially seen as a duplication of effort that are already focussed on from other sources. Based on this and the lack of support for the program over the past three years and the reluctance of any suitable group to coordinate the program, it is proposed that Council cease the coordination of the Garden Awards.

3. RECOMMENDATION

That Council retire the annual Colac Otway Shire Garden Awards.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Garden Awards program (previously Home and Garden Awards program) commenced 34 years ago. The aim of the awards program is to recognise and reward residents, and in the past businesses, for the care and attention they show to their gardens. The program was also introduced to create community pride. The awards commenced in 1983 as the Best Kept Street Awards. In 2002 the awards were expanded to become the Home and Garden Awards, with a number of different categories added to best represent the diverse range of gardens within the Colac Otway Shire. In 2016 the name of the awards was changed to the Garden Awards.

The awards are launched annually in September via application or nomination. The program is advertised across all media platforms to give all residents an opportunity to apply. Applications have been adjudicated by an external paid judge prior to 2017 with judging completed in November over a 2-3 week period with the assistance of a Council staff member. In 2017 volunteer judges were invited to assist with the judging of the 2017 Garden Awards.

Winners and applicants are informed of the outcomes of their category in late November / early December with the presentation of the awards being conducted at a function in December.

The total nominations received across all categories for the Garden Awards over the past three years have declined. In 2017 a total of 9 nominations were received, with 12 nominations in 2016 and in 2015 the program

received 20 nominations. Not all categories available in the program have received nominations over the past three years.

An award ceremony is conducted each year with the ceremony taking place at COPACC in December 2017 which included a morning tea. Prior to 2017 an afternoon tea and refreshments were served in the judge's garden along with musical entertainment included in the awards presentation evening.

Recipients of a Garden Award receive a nursery voucher for \$100 and a print of their garden. The value of the nursery voucher was reduced to \$50 in 2016 for recipients of an award to reduce costs to the program. The residents of 'Street of the Year' prior to 2017 would receive a \$25 nursery voucher. A street sign is also awarded to the 'Street of Year' which is attached to the existing signage pole of the winning street. The 'Street of the Year' category was removed from the awards program for 2017 due to the lack of nominations in the category over a number of years.

The cost of conducting the program in 2015 was approximately \$5,000, excluding staff resources. In 2016 the cost of running the program was estimated at \$5,901 which includes staff resources. The cost of running the 2017 awards program was approximately \$4,500 which includes staff resources across the organisation. It should be noted that the cost of the program in any year is dependent on the number of nominations that are received from residents and businesses.

The promotion of 'Garden' activities over the years has been enhanced through Council's grants program outside of the Garden Awards. There are a number of events that include a garden element, including:

- Wild Otways – Art & Ecology. Exhibits of flora/fauna artworks (Sept to Dec 2018);
- St Marys Garden & Lifestyle Expo (September 2018);
- Birregurra Festival & Art Show – Garden Hub (October 2018);
- Colac Orchid Show (October 2018);
- Warrion Flower Show (October 2018);
- Apollo Bay Edible Garden Trail (November 2018);
- Otway Harvest Trail Twilight Festa showcasing produce (January 2019);
- Gellibrand River Blues & Blueberry Festival and market (February 2019);
- Otway Food & Fibre Showcase (April 2019);
- Friends of the Botanic Gardens – Twilight Christmas Market (December 2018);
- Alvie Tree Planters - Revegetation at Red Rock Reserve;
- Gellibrand Garden Group – create a welcome sign/sculpture at Rex Norman Park; and,
- Markets held throughout the year in Colac, Birregurra, Apollo Bay, Kawarren and Cororooke include garden stalls.

Council has awarded grants through the Colac Otway Shire Grants Program 2018/19 for a total of \$39,434 to events, programs and projects listed above. These grants are supported by \$140,300 in in-kind support and \$167,327 in cash contributions towards the grants. This represents a total benefit for the community of \$347,061 for events, programs and projects that are aligned to a 'garden' theme in the Colac Otway Shire.

KEY INFORMATION

A review of Council's grants and awards programs was undertaken in the 2017/18 financial year, which included the Garden Awards. The review indicated that:

- *Council ceases direct coordination of the Garden Awards and work with interested community groups to renew and coordinate the awards from 2018. Council will provide funding of \$2,500 to an approved group to support the awards within an agreed structure;*

- *Such awards can be well coordinated by groups that have a direct interest in gardens, landscaping and the environment and potentially becoming a funding and awareness raising initiative for that group.*

The Council's Grant Program Review and Guidelines report was presented and adopted at the March 2018 Ordinary Council Meeting. Council approved an alternate recommendation to the officer's recommendation at the March 2018 Ordinary Council Meeting which stated:

The continuation of the Garden Awards and invite interested community groups to renew and coordinate the Garden Awards from 2018. Council will provide funding of \$2,500 to an approved group to support the awards within an agreed structure.

Following that decision Council officers developed an Expression of Interest (Eoi) process to seek interest groups to coordinate the Garden Awards in 2018 and beyond.

The Eoi process was completed in April – May 2018 with the opportunity to coordinate the program was advertised in the Colac Herald along with a media release, advertising on Facebook as well as direct email and phone calls to potential suited groups. Council officers received a number of enquiries relating to the Eoi process with some enquiries being received late in the process. Council officers extended the timeframe for Eoi by one week to ensure that groups that had enquired were given adequate time to complete the documentation.

At the time of the closure of the Eoi process Council received two (2) applications from groups that had indicated their interest in the awards program.

When assessing the applications there were a number of points in each of the applications that indicated to the officers that a meeting with each of the groups was needed to clarify the intent of the Council process. When meeting with each group it became clear that they were under the impression that Council would still have a significant amount of involvement in the awards program. Following the explanation of the intent behind the Eoi Council officers asked each group to respond whether they are still interested in coordinating the awards program. Both groups following the meeting withdrew their Eoi based on a number of reasons ranging from the funding that was available with groups seeking between \$5,000 to \$7,000, the need for a 12 month period to plan and deliver the program, the wish to hold the awards biennially or even every five years and the liability of the groups to cover the people involved in the coordination.

Council officers offered their assistance to each of the groups with previous documentation, Council's website and contact lists for marketing the awards, social media posts to promote the program and guidance on the process previously undertaken.

Following the decision from these groups to withdraw their applications to the Eoi process, Council officers have discussed a number of options relating to the awards program. The most realistic of those follow:

Option 1 – Council officers coordinate the Garden Awards on a biennial basis.

Option 2 – Council provide additional funding (\$5,000 +) to the Garden Awards to attract a suitable group to coordinate the awards program.

Option 3 – Council officers continue undertaking other forms of promotion and marketing of gardens and community pride in gardens other than the Garden Awards program.

Option 4 – Council cease the coordination of the Garden Awards.

Option 5 – Council do not hold the awards program in 2018 and officers work with the two groups that submitted Expressions of Interest to aim for a return of the program in 2019.

The objectives and the outcomes of the Garden Awards are difficult to quantify and the ongoing sustainability of the program is at risk given the number of applications for the program have reduced over the past three years. Colac Otway Shire Council is the only Shire within the G21 Region and majority of the Councils within the Great South Coast Region (Southern Grampians had not returned a phone call at the time of the report being completed) that still holds a Garden Awards program. It is assumed many have ceased such programs to ensure councils limited resources are applied to core services and those that support large number of community.

There are a number of events and established groups that focus on gardens currently operating within the Shire with the Garden Awards potentially being seen as a duplication of effort that are already focussed on from other sources. Council has awarded in the 2018/19 year a total of \$39,343 in grants to events, programs and projects aligned to a 'garden' theme with a total benefit to the community of \$347,061. Based on this information, the lack of support for the program over the past three years and the reluctance of any suitable group to coordinate the program within the budget, it is proposed that Council cease the coordination of the Garden Awards.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

In April 2018, an EOI to host the 2018 Garden Awards was developed and advertised through the Colac Herald, Facebook and direct mail and phone calls to community groups. Direct contact was made by the Economic Development & Tourism Coordinator to garden groups to seek their interest, being the Friends of the Botanic Gardens and the organisers of the St Marys Garden & Lifestyle Expo.

Council received two (2) applications from groups that had indicated their interest in the awards program. Both groups attended meetings with Council officers to discuss their application and further details relating to the coordination of the program. Both groups withdrew their EOI based on funding, resources and timeframes to run the awards program.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The Garden Awards align with the Council Plan, Theme 3: Our Community, Goal 2 – Connect people through events and activities.

The recommendation also has consideration to Council Plan Theme 4: Our Leadership and Management, Goal 4 – Provide value for money services to our community, Action 9 - Implement a program of ongoing service reviews to ensure our services are efficient and effective and are valued by the community.

ENVIRONMENTAL IMPLICATIONS

There are no environment implications.

SOCIAL & CULTURAL IMPLICATIONS

The Garden Awards gave community members an ability to focus on their gardens and take pride in the appearance of their property. The awards ceremony gave applicants a chance to network and engage on a subject that was familiar to them.

If the Garden Awards was to cease, these types of opportunities are available to the community through events and established groups throughout the Shire.

ECONOMIC IMPLICATIONS

There are no economic implications.

LEGAL & RISK IMPLICATIONS

Council has the potential for reputational risk if the Garden Awards were to be retired as the community may see the outcome as Council taking away a program from the community. Council also has a reputational risk of continuing to use ratepayer's funds on a program that is declining in interest and has failed to seek a suitable group to coordinate the program.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

If Council was to cease the Garden Awards it would see a financial saving of \$2,500 each year as well as an estimated two weeks staff time across the organisation in coordinating the awards program. These resources would be used to productively work with our small towns to identify their priorities and assist in achieving them.

7. IMPLEMENTATION STRATEGY

DETAILS

If the Garden Awards were to cease, Council officers would complete a media release outlining the Council's decision to cease the coordination of the Garden Awards.

COMMUNICATION

If Council is to cease the coordination of the Garden Awards, communication message to the community would be that Council has seen a decline in interest for the program and that there are a number of programs, projects and events that Council supports throughout the year which have a 'garden' element or theme.

TIMELINE

The day following the Ordinary Council Meeting a media release would be sent out to inform the community.

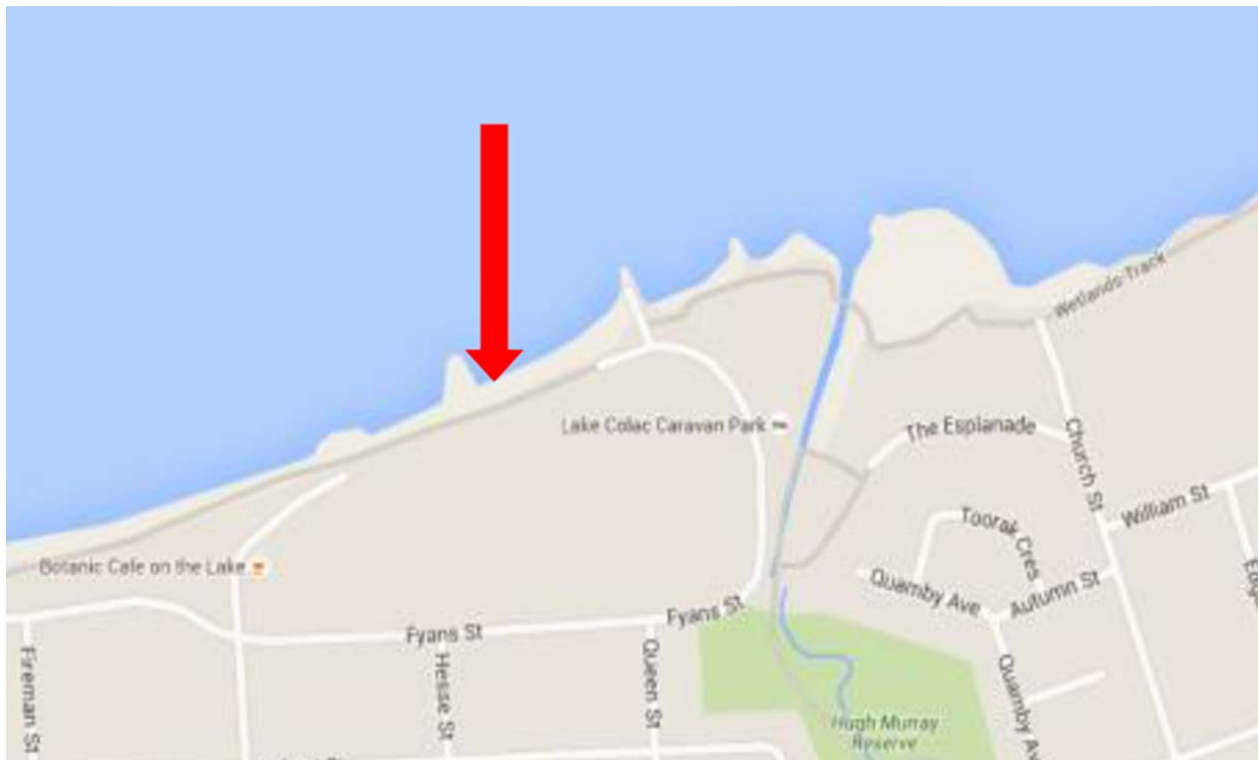
8. OFFICER DIRECT OR INDIRECT INTEREST

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

ORDINARY COUNCIL MEETING
LEASE WITH THE COLAC ROWING CLUB INC.
 OM182609-11

LOCATION / ADDRESS	5 Fyans Street Colac	GENERAL MANAGER	Tony McGann
OFFICER	Mark McLennan	DIVISION	Infrastructure & Leisure Services
TRIM FILE	11/95949	CONFIDENTIAL	No
ATTACHMENTS	1. 5 Fyans Street Colac - Rent Valuation		
PURPOSE	To seek approval of Council to enter into a Lease with Colac Rowing Club Inc.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The Purpose of this report is to familiarise Council with the proposal to enter into a Lease in relation to the Lower level 5 Fyans Street Colac to Lake Colac Rowing Club Incorporated ABN 77 404 377 491.

The property comprises an irregular shaped allotment situated fronting Lake Colac in Victoria, with uninterrupted views over the Lake. The Building erected on the allotment comprises a detached, double storey, brick veneer and weatherboard clad building with a corrugated iron clad roof, constructed circa 1955 in fair condition.

Other features comprise asphalt sealed hardstand surrounding the building and two large doors to the Lake Colac Rowing Club Inc. on the ground floor. The exterior of the building will be renovated by Council over the next 40 days. The extent of the renovations includes some structural replacements and cosmetic replacement of exterior fittings. The building will be repainted, in part by the members

3. RECOMMENDATION

That Council:

1. Enter into a lease with Lake Colac Rowing Club Inc. with the following terms:

1.1 A lease in accordance with the lease template provided by Department of Environment, Land, Water and Planning

1.2 Term	(3) three years
Further term	(3) three years
Rental	\$200.00 Inc. GST per year
Rent Review	C.P.I. % at the 12 month anniversary of commencement of the Lease and every year thereafter.
Maintenance	All maintenance is to be the responsibility of the Lake Colac Rowing Club Inc.
Outgoings	All outgoings shall be paid by the tenant at the rate of 50%
Insurance	The Rowing Club repay Council for building insurance each year

2. Authorise and direct the Chief Executive or delegate to complete all administrative processes necessary to execute the lease on behalf of Council.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The proposed tenant has been in occupation of the lower level of the building since the building was built in or about 1955. The building was built as a direct effort of the Lake Colac Rowing Club Inc.

The last tenure was a Lease that fell between the 1st of July 2013 and expired on the 30th June 2018. The rental was \$190 incl. GST per year. The last lease was entered into on a Council based template document and incorporated that Council was responsible for any major maintenance on the said property. The lease should have been a Department of Environment, Land, Water and Planning template lease that requires the tenant to complete maintenance.

The building has fallen into disrepair. There are structural and cosmetic repairs required. The building (exterior) is about to undergo a renovation and the Lake Colac Rowing Club Inc. will assist with a share of the external painting and general work.

Colac Otway Shire will take out and keep current building insurance and Public Liability insurance. The Lake Colac Rowing Club Inc. will repay one half of the building insurance premium when invoiced.

The Lake Colac Rowing Club Inc. will be responsible for the payment of contents insurance.

KEY INFORMATION

The Lake Colac Rowing Club Inc. is a Group 2 – Not For Profit Recreation and Sporting Club (Item 4.2 of Council Property Leasing Policy).

There is a valuation prepared by Preston Rowe Patterson, attached to this report. The valuation indicates that rental should be \$1,200.00 plus GST for the whole of the Building. Therefore, the Rowing Clubs rental valuation share would be \$600.00 plus GST per year.

The subject property is owned by Department of Environment, Land, Water and Planning. We have received permission to enter into the lease on the terms contained herein subject to the terms and conditions contained in the Department's lease template.

The premises are being used for the storage of sculling boats and racing shells. There is further a small training and shower section. This club has been limited by the lake level and has not yet able to run regattas and or races in Colac. It is hoped that in years to come that the water level will rise and the club will be able to hold events.

The club is open for new membership and currently has approximately 30 paid members. The club is actively seeking new membership.

The Lake Colac Rowing Club Inc. have been advised and agreed to providing the ongoing maintenance to the ground floor of the building. (if the lease with the proposed terms is approved).

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

In the event that Council agrees to grant a Lease, community consultation is not required for this lease and Public Notice is not needed in accordance with Section 190 of the Local Government Act.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The proposed lease has been prepared in accordance with Council's Leasing Policy and with Department of Environment, Land, Water and Planning leasing template.

ENVIRONMENTAL IMPLICATIONS

Public Park and Recreation Zone (PPRZ).

SOCIAL & CULTURAL IMPLICATIONS

The facility has social and cultural significance and its continued operation is important to the community.

ECONOMIC IMPLICATIONS

Nil at this time.

LEGAL & RISK IMPLICATIONS

Department of Environment, Land, Water and Planning's Standard lease template will be engaged to minimise and mitigate all risk to all parties. There will be consistency and best practice property management. There will be \$20M Public Liability Insurance policy maintained by the Rowing Club.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

If the recommended lease is agreed to by Council there would be a very modest income. There would be a financial benefit in that council will not be undertaking the maintenance of the building.

Administrative costs associated with the preparation of the lease and future invoicing will be absorbed into the relevant operational budget.

7. IMPLEMENTATION STRATEGY

DETAILS

If agreed to, the Lease would be prepared in accordance with the Department of Environment, Land, Water and Planning template and forwarded to the tenant for execution. Once returned and checked it would be forwarded to the Colac Otway Shire Chief Executive for execution under delegation powers. The documents would be forwarded to DEWLP for execution and then distributed to all stakeholders.

COMMUNICATION

Communication will include all necessary notification of all internal and external stakeholders. Most communication would take place by email.

TIMELINE

26th September 2018 Ordinary Council Meeting.

3rd October 2018 Lease to Tenants for execution.

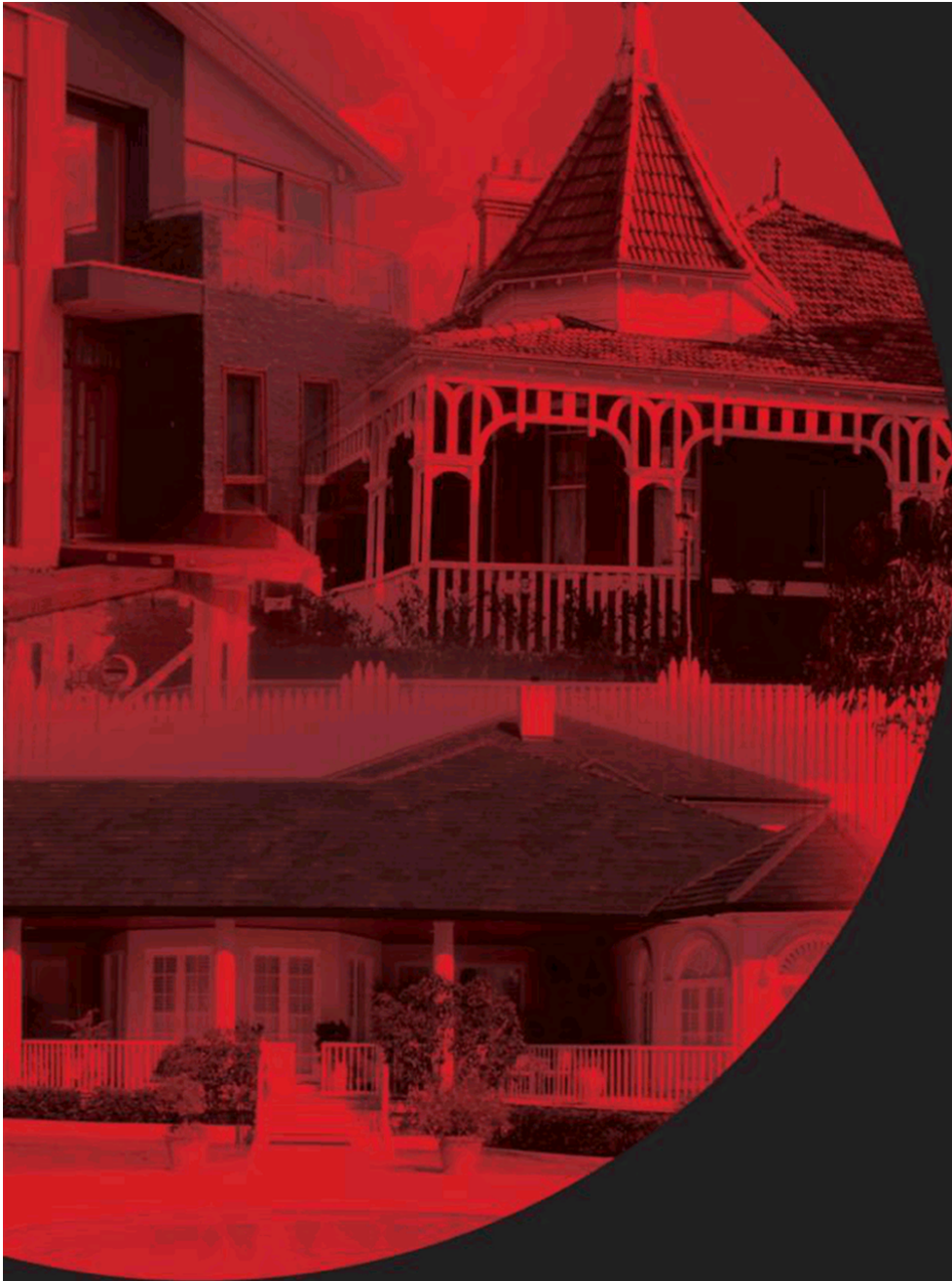
13th October 2018 Lease to Chief Executive for execution by Council

15th October 2018 Lease forwarded to Department of Environment, Land, Water and Planning

25th October 2018 Lease exchanged and stakeholders advised of terms of lease.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



**Preston
Rowe
Paterson**

National Property Consultants

Preston Rowe Paterson is one of Australia's most experienced and well-regarded property services companies with expertise across the full spectrum of property classes.

Specialising in valuation, advisory and property management, we provide value added and risk adverse solutions to a wide range of property decision makers including; owners, investors and tenants.

Above all else we believe that our people are our most important asset. Our team prides itself on its integrity, honesty and transparency.

Our services include:

- Real Estate investment valuation
- Real Estate development valuation
- Property consultancy & advisory
- Transaction advisory
- Property & asset management
- Listed fund, property trust advisors
- Super fund and syndicate advisors
- Plant and machinery valuation
- General insurance valuation
- Property market research

Preston Rowe Paterson is a growing and sustainable national business that harnesses the energy of local ownership that ensures expert local knowledge in all the areas we operate in.



Preston Rowe Paterson South West Victoria

Rating

ABN 40088284135

118B Lava Street

Warrnambool VIC 3280

Phone: 61 35561 3217

Fax: 61 35562 9118

Email: warrnambool@prp.com.au

www.prp.com.au

Directors

Gareth Kent AAPI CPV #63378

M 0413407820

E Gareth.Kent@prp.com.au

Stuart McDonald AAPI CPV 63228

M 0405266783

E stuart.mcdonald@prp.com.au

Liability limited by a scheme approved under Professional Standards Legislation

TABLE OF CONTENTS

1	Executive Summary	4
2	Client/Instructing Party	8
3	Instructions	8
4	Date of Valuation	8
5	Critical Assumptions	9
6	Brief Description	10
7	Location	13
8	Title Details	15
9	Land Description and Access	16
10	Environmental Planning	17
11	Improvements	19
12	Age State of Repair and Lease Details	20
13	Current Lease Details	21
14	Leasing Evidence	22
15	Assessment Approach	23
16	Valuation Definitions	24
17	Goods and Services Tax Approach	24
18	Terms and Conditions	25
19	Market Rental Assessment	29
20	Valuer Signatories	29

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

1 Executive Summary

This executive summary must be read in context of and in conjunction with the full valuation report of which this executive summary forms part. All comments, terms and conditions contained in the full valuation report relate directly to this Executive Summary.



Property Address	5 Fyans Street, Colac Lake Colac Rowing Club
Date of Inspection:	18 th March, 2016
Date of Valuation:	18 th March, 2016
Client Reference:	Lake Colac Rowing Club 5 Fyans Street, Colac
Instructing Party/Client:	Jade Thomas Strategic Property Coordinator Colac Otway Shire
Purpose of Valuation:	To determine the Current Rental Value of the subject property for leasing purposes.
Interest Valued:	Leasehold Interest.
Current Lease Details:	The valuer notes that we have not been provided with any current or previous lease agreement information for the subject property.

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

Registered Proprietor

Crown Land

Property Type:

Rowing Club & Band Club

Property Description:

The subject property comprises an irregular shaped allotment situated fronting Lake Victoria in Colac, with uninterrupted views. Erected on the allotment comprises a detached, double storey, brick veneer and weatherboard clad building with a corrugated iron clad roof, constructed circa 1965 in fair condition. Other features comprise asphalt sealed hardstand surrounding the club house, attached first floor balcony, two manual roller doors to storage area on the ground floor, two (2) ramps providing access to first floor of building.

Land Area: 1,000m²

Main Building Area: 597m²

*relied to land areas supplied by Colac Otway Shire rating system.

Title Details:

Description	C/A	Sec	Township	Parish
Crown Land	25C	-	Colac	Colac

Encumbrances:

The subject properties market value is encumbered by the fact that the land is owned by the Crown and is zoned for Public Park and Recreation Zone, which restricts the purposes for which the site can be used for. The valuer also highlights that there is a Heritage Overlay over the subject site.

Zoning:

Public Park and Recreation Zone, the purpose of the special use zone is to:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies;
- To recognise areas for public recreation and open space. To protect and conserve areas of significance where appropriate. To provide for commercial uses where appropriate.

Planning Overlays:

In our investigation the subject property is covered by an Environmental Significance Overlay (ESO) – schedule 2 (ESO2), the purpose of this overlay is to:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies;
- To identify areas where the development of land may be affected by environmental constraints. To ensure that development is compatible with identified environmental values

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

Flood Overlay (FO), the purpose of this overlay is to:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies;
- To identify waterways, major flood paths, drainage depressions and high hazard areas which have the greatest risk and frequency of being affected by flooding;
- To ensure that any development maintains the free passage and temporary storage of floodwater, minimises flood damage and is compatible with flood hazard, local drainage conditions and the minimisation of soil erosion, sedimentation and silting;
- To reflect any declarations under Division 4 of Part 10 of the Water Act, 1989 if a declaration has been made;
- To protect water quality and waterways as natural resources in accordance with the provisions of relevant State Environment Protection Policies, and particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria);
- To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.

Heritage Overlay (HO) – schedule (HO113), the purpose of this overlay is to:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies;
- To conserve and enhance heritage places of natural or cultural significance. To conserve and enhance those elements which contribute to the significance of heritage places;
- To ensure that development does not adversely affect the significance of heritage places;
- To conserve specifically identified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

Land Subject to Inundation Overlay (LSIO), the purpose of this overlay is to:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

- policies;
- To identify land in a flood storage or flood fringe area affected by the 1 in 100 year flood or any other area determined by the floodplain management authority;
 - To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity;
 - To reflect any declaration under Division 4 of Part 10 of the Water Act, 1989 where a declaration has been made;
 - To protect water quality in accordance with the provisions of relevant State Environment Protection Policies, particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria);
 - To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.

Details of Last Sale:

No previous sales

Council Rates:

Site Value: \$81,000
Capital Improved Value: \$352,000
Net Annual Value: \$17,600

Current Rental Value:

\$1,200
(One Thousand Two Hundred Dollars) per annum
exclusive of GST

Critical Assumptions:

The valuer highlights that upon the date of inspection the ground floor of the subject building which is currently let to the Rowing Club was in below average condition, was also under construction to one of the bathrooms.

Valuer:




Signature of Check Valuer/Director: on behalf of
Preston Rowe Paterson South West Victoria Rating
Leslie Speed, CPV AAPI 62337

Signature of Valuer: on behalf of
Preston Rowe Paterson Geelong Pty Ltd
Georgia Hickey, CPV AAPI 75918

PRP Ref:
 Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

2 Client/Instructing Party

Client Reference: Jade Thomas
Client Name: Colac Otway Shire
Matter: Current market Rental of Colac Bowling Club

3 Instructions

Date of Instruction: 11th February, 2016
Property Address: 5 Fyans Street, Colac
Interest to be Valued: Leasehold Interest
Basis of this Valuation: To determine the Current Rental Value of the property based on its Current market Value and Current Commercial Rate of Return.
Purpose of Valuation: Current Rental Value for leasing purposes
Special Instructions: Lease appraisal of the land & Buildings that reflects the functionality of the property and the facilities that the property currently offers the Lessee as the Colac Band Club & Colac Rowing Club, understanding that the property is suitable to lease as a Rowing Club & Band facility.

Please see appendices for a copy of our instructions

4 Date of Valuation

Date of Valuation: 9th March, 2016
Date of Inspection: 9th March, 2016

5 Critical Assumptions

This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value.

In accordance with the provisions of our Professional Indemnity Insurance we advise that all valuations are only valid for three (3) months from the date of valuation, no responsibility being accepted for client's reliance upon reports beyond that period. Accordingly, any parties authorised to rely upon this opinion should be aware for the need of a review if necessary.

While all reasonable endeavours have been made to clarify the accuracy of the information provided, it is assumed that the information provided by the instructing party consists of a full and frank disclosure of all information that is relevant.

Information supplied and utilized in the assessment of value includes:

- In the case of advice provided in this report, we must emphasize that specific assumptions have been made which appear reasonable based upon current market sentiment and forecasts. It follows that any one of the associated assumptions may change over time and no responsibility can be accepted in this event. The value performance indicated herein is an assessment of the potential value trend and should not be viewed as absolute certainty.
- That the land is not subject to any encroachments or onerous restrictions on use or enjoyment.
- That the land does not require any contamination remediation works.
- That the building has been constructed in accordance with law and is not subject to any structural design defects or pest infestation.
- That all structural improvements on the land are wholly within the Title boundaries.
- That the property is unaffected by any road alteration proposals.
- That we have been provided with all information about the property known to the client, which might reasonably be expected to affect its valuation.
- We note that the Valuer is not an expert in Occupational Health and Safety matters; however, we can confirm that no matters of an obvious nature were revealed from our onsite inspection of the subject property.
- The measurements denoted herein have been based on physical measurements during inspection and have been relied upon in the assessment of value. The Valuer assumes no variations in the area assessed. If this is not the case, we reserve the right to review the valuation.
- In the course of this valuation we have relied upon third party provided information which we have assumed to be correct.

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

6 Brief Description

The subject property comprises an irregular shaped allotment situated fronting Lake Victoria in Colac, with uninterrupted views. Erected on the allotment comprises a detached, double storey, brick veneer and weatherboard clad building with a corrugated iron clad roof, constructed circa 1965 in fair condition.

Other features comprise asphalt sealed hardstand surrounding the club house, attached first floor balcony, two manual roller doors to storage area on the ground floor, two (2) ramps providing access to first floor of building.

Photographs



Colac City Band & Rowing Club



Rear elevation



Double Storey building



Attached balcony



Ramp entry to first floor



Rear elevation

PRP Ref:
Colac Otway - Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250



First Floor



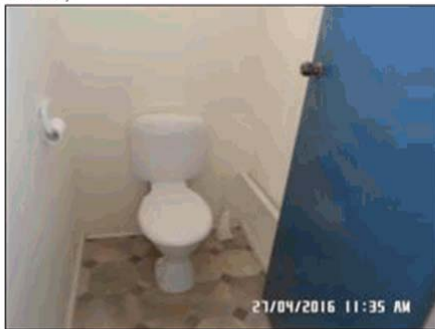
Hall Area



Hallway



Storage



Amenities



Hallway



Kitchen Facilities



Hall

PRP Ref:
Colac Otway - Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250



Damaged Roof Ground Floor



Office/Gym



Amenities



Open Plan Area/Storage

PRP Ref:
Colac Otway - Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

7 Location

Physical Location:

The subject property is situated on the northern side of Fyans Street in an established central residential area of Colac approximately 1 kilometre to the north of the town centre of Colac. The subject property is located within the Colac Botanical Gardens.

Colac is a rural township which is situated in Victoria's western district and is approximately 150km south-west of Melbourne. The township provides local services and comprises a population of approximately 10,000 people, with V-Line train services daily to Warrnambool, Geelong, and Melbourne.

Surrounding Development:

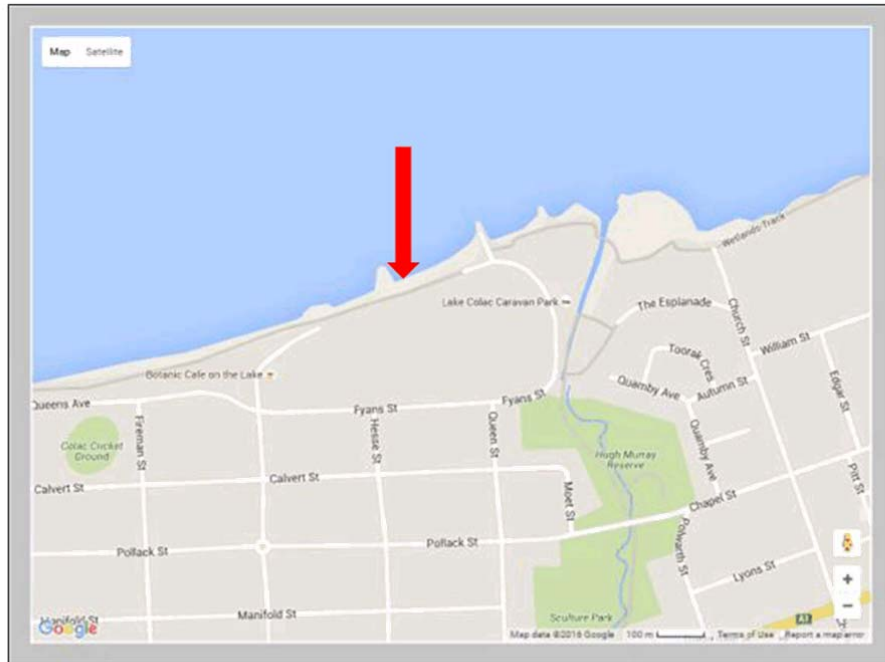
The surrounding area consists of residential development to the east and south, public park areas to the west and Lake Colac to the north. The surrounding residential developments are constructed from all different types of building materials and are of varying sizes, ages and qualities.

Proximity to Amenities:

AMENITY	DISTANCE	
Primary School	1.2 kilometres	St. Mary's Catholic Primary School
Secondary School	2.9 kilometres	Trinity College Colac
Recreation Facilities	-	Immediate
Local Shops	1.5 kilometre	Murray Street, Colac

Services:

Services connected to the site include electricity, water, sewerage, gas and telephone.



Sourced: www.melways.com.au/online-maps

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

8 Title Details

Title Search: Certificate of Title has not been searched or sighted
Plan of Subdivision: Plan of Subdivision has not been searched or sighted

Title details are summarised as follows from our Title Search:-

DESCRIPTION	CROWN ALLOTMENT	SECTION	TOWNSHIP	PARISH
Crown Land	25C	-	Colac	Colac

Registered Proprietor: Crown Land

Committee of Management: Colac Otway Shire

Encumbrances: The subject properties market value is encumbered by the fact that it is owned by the Crown and the land is zoned for Public Park and Recreation purposes which restricts the purposes for which the site can be used for.

Leases: The subject property is currently leased to the Colac Band Club and Colac Rowing Club.

PRP Ref:
 Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

9 Land Description and Access

A more precise understanding of the land's dimensions and areas can be obtained from the Plan of Subdivision.

The land is briefly described as follows:-

PARCEL	AREA OF PARCEL	SHAPE
1	1,000 Sq. Metres	Irregular

Site Identification:

We have positively identified the subject property from our inspection and with reference to internet sourced plans.

Site Comments:

Topography Slope:

The subject site can be described as an irregular shaped sloping allotment from the southern to the northern boundary alignment, as the allotment falls towards Colac Lake.

Roads:

Fyans Street at this location comprise of bitumen sealed road, with gravel sealed kerbs and street drainage.

Access:

Access to the property is via a concrete crossover off Fyans Street.

Site Contamination:

Upon our inspection we did not identify any obvious signs of site contaminants.

Waterfront Facilities:

The property abuts the Colac Lake recreation reserve.

Site Description - Environmental Risks

You acknowledge that We have endeavoured to comment on all areas of Environmental concern based on Our superficial inspection of the property. An actual environmental audit may reveal matters that affect Our valuation herein that were not readily discernible at the time of inspection. In such an event, We reserve the right to reconsider our Valuation figure herein;

You acknowledge and recognise that We are not expert in identifying environmental hazards and compliance requirements affecting properties. We have, however, endeavoured to superficially identify all matters of environmental concern and the effect they might have on the value of the property. However, We will not be held liable nor responsible for any failure to identify all such matters of environmental concern and the impact, which any environmental related issue has on the property and its value including loss arising from site contamination; or the non-compliance with any environmental laws; or costs associated with the clean-up of a property in which an environmental hazard has been recognised, including action by the relevant Environmental Protection Authority to recover clean-up costs pursuant to the relevant Environmental Protection Act.

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

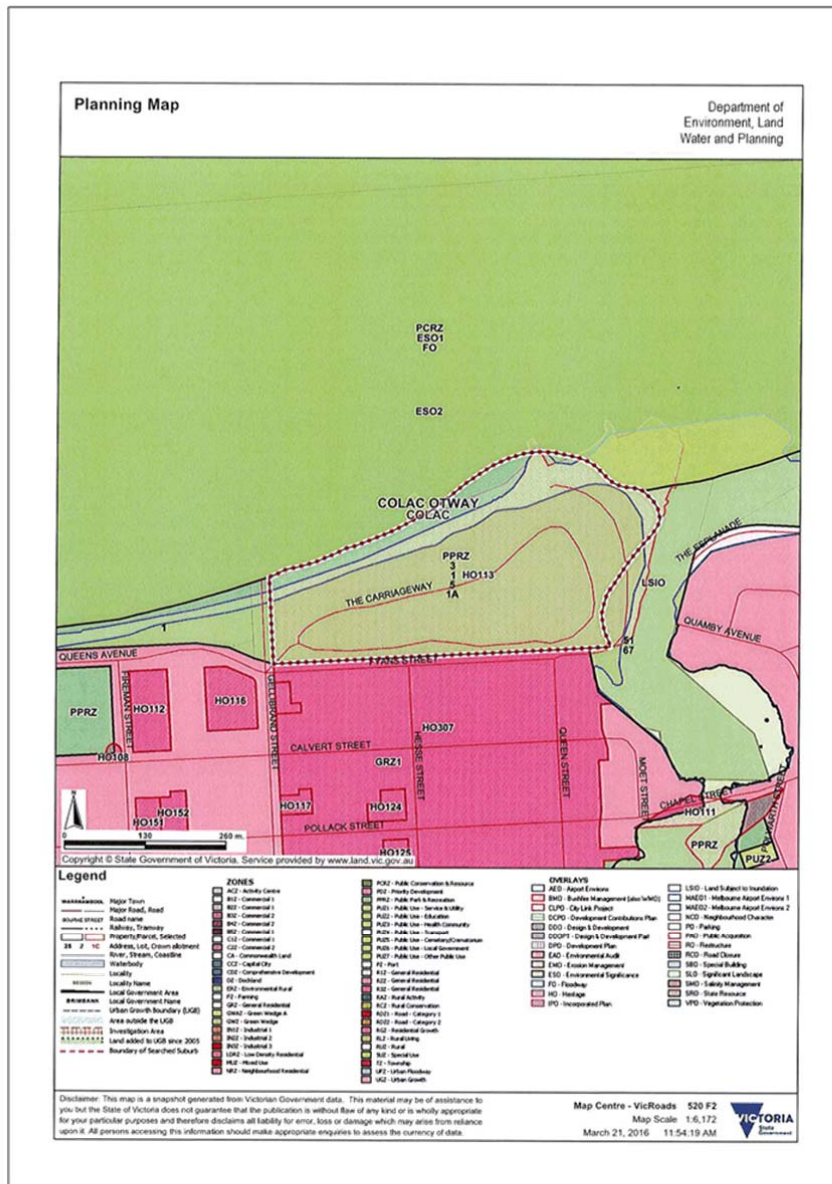
10 Environmental Planning

Town Planning details, which we have obtained from our verbal enquiries, are summarised as follows:-

Local Government Area:	Colac Otway Shire
Zoning:	Public Park and Recreation Zone (PPRZ), the purpose of the Public Park and Recreation Zone is to: <ul style="list-style-type: none"> • To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies; • To recognise areas for public recreation and open space. To protect and conserve areas of significance where appropriate. To provide for commercial uses where appropriate.
Planning Scheme:	Colac Otway Shire Planning Scheme
Permissible Land Uses:	The purpose of the land zoning is to recognise areas for public recreation and open space uses, protect and conserve areas of significance where appropriate and provide for commercial uses where appropriate.
Land Use Conformity:	Assume existing use rights
Existing Use Rights	Currently Leased to Colac Band and Rowing Club

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

Planning Maps:



PRP Ref:
Colac Otway - Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

11 Improvements

General Description:

The subject property comprises a detached, double storey, brick veneer and weatherboard clad building with a corrugated iron clad roof, constructed circa 1965 in fair condition.

Other features comprise asphalt sealed hardstand surrounding the club house, attached first floor balcony, two manual roller doors to storage area on the ground floor, two (2) ramps providing access to first floor of building.

The property is situated on a large irregular shaped allotment that provides views of the Colac Lake to the north and is located 1 kilometre to the north of the Town Centre of Colac.

Main Improvement

Estimated Year of Construction and additions:

The main building is estimated to have been built in about 1965 with improvements, alterations and internal renovations having been carried out over the years.

Floor Areas:

The approximate building areas are as follows: -

IMPROVEMENT TYPE	DESCRIPTION	AREA
Main Improvements	Clubroom	597m ²
Outdoor Areas	Balcony & Undercover Ground Area	52m ²

Style and Design:

The subject property is of a conventional clubroom style and the floor plan is considered to have a functional floor plan. The property has average street appeal.

Construction:

Construction of the main improvements is summarised as follows:-

CONSTRUCTION TYPE	CONSTRUCTION MATERIAL
Floor	Concrete Slab
External Walls	Brick & Weatherboard
Windows	Aluminium & Timber
Roofing	Corrugated Iron
Internal Linings	Assumed Plasterboard

Accommodation:

Ground Floor: entry via roller door into open plan storage space, training room, two (2) amenities areas and office/store room.

First Floor: open plan hall, hallway, storage room, male amenities, storage area, kitchenette, female amenities and secondary exit.

Fixtures:

Ground Floor: comprises access via double doors into an open plan storage area for the rowing boats, concrete slab flooring, plasterboard and exposed brick ceiling, (which we note is in poor condition), fluro lights;

Office/Gym: concrete tile and carpet floor coverings, exposed brick and timber clad walls, plasterboard ceiling, and one stainless steel sink;

Amenities: one of the bathrooms upon the date of inspection was under construction, revealing only the timber floor coverings and a new timber framed area, one cubicle remaining and vanity basin.

Amenities (2): concrete slab flooring, ceramic tile floor coverings, one urinal, one dual flush water closet, vanity basin.

Store Room: concrete floor coverings, exposed brick walls;

First Floor: comprises access via double doors into an open plan hall with timber floor boards, plasterboard walls and ceilings, fluorescent lighting, wall mounted air conditioning unit, wall heater, illuminated exit lights, access to balcony area;

Library/Storage: vinyl floor coverings, timber clad walls, plasterboard ceiling, fluorescent lights and built in shelving;

Back Area: carpet floor coverings, pitched roof, timber beams and plasterboard ceiling;

Male Amenities: vinyl floor coverings, vanity basin, plasterboard walls and ceiling, two (2) cubicles and wall mirror;

Female Amenities: vinyl floor coverings, vanity basin, plasterboard walls and ceilings, wall mirror and two (2) cubicles;

Kitchen: vinyl floor coverings, plasterboard walls and ceiling, 2 stainless steel sinks, built in cupboards under bench, two (2) upright wall ovens;

Condition:

The external condition of main improvements were found to be in a fair condition.

The valuer notes that the first floor accommodation is in average condition for its age, however internal access of the ground floor revealed it to be in poor condition, with the plasterboard ceiling showing signs of cracking and water damage and will require reinstatement. The bathroom amenities on the ground floor are currently under construction, with one bathroom in original condition providing a fair level of accommodation and the additional amenities room was under construction as at the date of inspection.

Other Buildings and Improvements:

Two roller door storage doors on ground floor which are undercover, first floor balcony area and two ramps located off Fyans Street into the first floor of the building.

12 Age State of Repair and Lease Details

Age of Improvements:	Constructed circa 1965
State of Repair of Improvements:	Average/Fair

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

13 Current Lease Details

ITEM	DETAILS
Lessor:	Colac Otway Shire
Lessee:	Colac City Band Inc with Rowing Club
Demised Premises:	5 Fyans Street, Colac
Commencement Date:	No date advised
Lease Term:	Unknown
Further Term:	Unknown
Commencing Rental:	Unknown
Current Rental:	Unknown
Rent Reviews:	Unknown
Outgoings:	Unknown
Permitted Use:	Unknown
Security Deposit:	Unknown
Tenants Installations	Unknown
Special Condition:	Unknown

PRP Ref:
Colac Otway – Lake Colac Rowing Club, 5 Fyans Street, Colac, VIC 3250

14 Leasing Evidence

Sale History – The Subject Property:

In our investigation the valuer has found no previous sales of the subject property.

Leasing Evidence:

Our due diligence with local prominent real estate agents with respect to current leasing activity within the surrounding neighbourhood and other neighbourhoods with similar characteristics revealed the following pertinent leasing evidence.

Rental levels tend to be primarily influenced by factors such as the quality and standard of accommodation along with exposure and overall location.

Leasing evidence, which we have considered, is summarised below:-

Address	Club	Facility	Zoning	Rent \$ Per Annum
Griffiths Street, Port Fairy	Port Fairy Yacht Club	Weatherboard Clad Building	Crown Land/General Residential Zone	\$1,200
Description: The building comprises a detached weatherboard building of 120 square metres, on an allotment of 2,900m ² . The current rental per annum is \$1,200.				
Comparison: Superior location, smaller, however superior condition improvements.				
Viaduct Road, Warrnambool	Warrnambool Yacht Club	Masonry Block Building	Crown Land/Public Park & Recreation Zone 6	\$1,000
Description: The building comprises a detached masonry block building of 120 square metres, on a large allotment, part of a reserve. The current rental per annum is \$1,000.				
Comparison: Superior location, smaller improvements, in superior condition.				

Leasing Evidence Rationale:

The above leasing evidence reflects an analysed rate range of between \$1,000 - \$1,200 per annum of smaller Yacht Club Premises, both located in superior locations to that of the subject.

15 Assessment Approach

Introduction:

In order to determine the Current Rental Value of the subject property we first of all have to calculate the Current market Value of the property based on the above mentioned leasing evidence and making adjustments to the components of the valuation due to the size, location, quality, potential uses for the property and also the land zoning.

The best method of valuation to determine the Current market Value of the subject property is the Direct Comparison Approach to ascertain current Market Rental Value.

Direct Comparison Approach:

Component	Area (m ²)		Rate (/m ²)	
Rowing/Band Club	597	@	\$2	\$1,194
Total Rental (rounded)				\$1,200 p.a. net
Analysed over GLA				\$2/m ²
Per Annum Rent \$1,200 excluding GST				

Valuer Comments:

The Valuer notes that the above noted leasing evidence has been undertaken and analysed out to reflect gross lettable areas of the comparable club facilities, in line with valuation of best practise. The Valuer makes the reader aware that due to the limited number of comparable club facilities that operate on official lease agreements comparable evidence is difficult to ascertain. Therefore we have utilised the above club facilities which also provide waterfront facilities and club room components. We explicitly highlight that despite the fact that the subject property is significantly larger than the comparable evidence; parts of the building are in below average condition and immediate remediation works, however we do note that the first floor accommodation appears to be in an average condition given the age of the building.

16 Valuation Definitions

MARKET VALUE is defined as "the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion."

MARKET RENTAL is defined under the Australian Property Institute (API) Valuation and Property Standards 2008 and Standard Instructions as:

"The estimated amount for which an asset should rent for the date of valuation between a willing lessee and a willing lessor in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion."

17 Goods and Services Tax Approach

Valuations of commercial property for leasing purposes are usually undertaken on the basis that GST is applicable. This rental valuation is prepared on the assumption that the subject does constitute a commercial premises' as defined under ATO Ruling GSTR 200313. Further it is assumed that the subject lease will transact as a commercial lease between parties registered for GST. The market rental herein reflects a market transaction to which GST is applicable.

18 Terms and Conditions

Explanation

1. The following terms and conditions are the standard terms and conditions that apply to all Valuations or the Valuation Services or consultancy services and Services provided by Preston Rowe Paterson South West Victoria Rating
2. These terms and conditions form part of the appointment of Preston Rowe Paterson South West Victoria Rating by the Client to provide the Services.
3. Preston Rowe Paterson South West Victoria Rating and its valuers are members of a Limited Liability Scheme in the meaning of the Professional Standards Act 1994.
4. The Valuation and all Valuation Services are provided by Preston Rowe Paterson South West Victoria Rating subject to these Terms and Conditions;

Definitions

5. The following definitions apply to these Terms and Conditions and the provision of our Valuations, Valuation Services and Services:-

"Client" shall mean Colac Otway Shire

'Confidential information' means information that:

- (a) Is by its nature confidential;
- (b) Is designated by Us as confidential;
- (c) You know or ought to know is confidential; and
- (d) Includes, without limitation:
 - (i) Information comprised in or relating to any of Our intellectual property in the Services or any reports or certificates provided as part of the Services; and

'Date Of Valuation' means, in relation to any Valuation, Valuation Services, Services or consultancy services or

advice, the date of preparation of our report or the specific date as at which our opinions are stated to apply (the Relevant Date).

'Director' means a Director noted on the Australian Securities and Investment Companies (ASIC's) records for Preston Rowe Paterson South West Victoria Rating

'Fee' means the amount agreed to be paid for the Services by You as set out in the Quotation.

'Limited Liability Scheme' means a scheme pursuant to the Professional Standards Legislation in the State of Victoria

'Parties' means You and/or Us as the context dictates.

'Relevant Date' means the specific date that our opinion is stated to apply where we are instructed to value at a specific date other than the date of inspection.

'Services' means the Valuation, Valuation Services, asset management, property management, facilities management or consultancy services or advice provided by Us pursuant to these Terms and Conditions and the Quotation.

"Valuation" shall include a Valuation, Valuation services, or feasibility study, made or given in relation to any real or personal property, freehold or leasehold property, asset, liability or item or items of plant and machinery, proposed development, infrastructure, carbon, water or native title property right, business, fixtures, fittings or other property;

"Valuation Services", shall include any oral or written advice, opinion, recommendation or statement communicated to the Client by Us consequent upon or incidental to the request for a Valuation;

"Valuer" means the individual valuer that has undertaken the valuation or valuation services;

'We', 'Us', 'Our (s)' means Preston Rowe Paterson South West Victoria Rating , our employees, contractors, servants and agents;

'You', 'Your' means the Client engaging Us to perform the Valuation, Services or Valuation Services;

Quotation

6. Prior to commencing work We will provide you with a Quotation that sets out who the report is for; the purpose for which the report is being prepared and the fee to be charged. You agree that:

(a) you will not use any advice we provide for any purpose other than as stated in the Quotation;

(b) you will not pursue any claim against Us for any loss you suffer because you have used Our advice for any other purpose;

(c) you will keep this report confidential, unless otherwise agreed by Us in writing; and

(d) you will indemnify Us in relation to any loss suffered by a third party that relies on Our advice without first receiving our written consent to do so.

Your Obligations

7. You agree that:

(a) You will not use any advice We provide for any purpose other than as stated in the Quotation;

(b) You will not pursue any claim against Us for any loss You suffer because You have used Our advice for any other purpose;

(c) You will keep this report confidential, unless otherwise agreed by Us in writing; and

(d) You will indemnify Us in relation to any loss suffered by a third party that relies on our advice without first receiving Our written consent to do

so.

8. You warrant that the instructions and subsequent information supplied by You contain a full and frank disclosure of all information that is relevant to Our provision of the Valuation, Valuation Services or Services. You also accept all risk and any loss that might occur should you withhold any relevant information from Us.
9. You warrant that all third party expert or specialist reports provided to Us by You for the purpose of Us providing the Valuation, Valuation Services or Services are provided with the authority of the authors of those reports.
10. You authorise and licence Us to incorporate Your intellectual property within Our report(s).
11. The Valuation and all Valuation Services are provided by Us solely for the use of the Client. You will not release any part of Our valuation or consultancy report or its substance to any third party without the written consent of one of Our Directors. Such consent will be provided at Our absolute discretion and on such conditions as We may require including that a copy of these Terms and Conditions must be provided to such third party. This clause shall not apply to persons noted as recipients in Your prior instruction to Us or in the Quotation provided. You are obligated to provide any such recipient with a copy of these Terms and Conditions.
12. If You release any part of the valuation or consultancy advice or its substance with Our written consent, You agree: a) to inform the other person of the terms of our consent; and b) to compensate Us if You do not do so. We have no responsibility to any other person even if that person suffers damage as a result of any other person receiving this Valuation, Valuation Services, Services or consultancy advice.
13. You are agree that We do not and will not assume any responsibility to any person other than the Client for

any reason whatsoever including, without limiting the generality of the foregoing, for breach of contract, negligence (including negligent misstatement) or wilful act or default of itself or others by reason of or arising out of the provision of the Valuation, Valuation Services or Services and notwithstanding that any damages have been suffered or incurred by that person as a result of the provision of this Valuation or those Valuation Services to the Client or the use of either of them (or any part of either of them) by the Client for any purpose whatsoever;

14. You must pay our Fees within 14 days of the date of a correctly rendered invoice, unless otherwise dealt with in the Quotation. Fees that remain unpaid for a period of 30 days or more will attract an administration charge of 2% of the total of the invoice calculated per month or part thereof.
15. You agree that We reserve the right to reconsider or amend the Valuation, Valuation Services, Services or consultancy advice, or the Fee set out in Our Quotation to You, if we identify information or facts that were not provided to Us in the at the time of quoting that reveal that the task is much greater than we initially anticipated from the information you provided. In such circumstances, once We have identified additional issues that necessitate additional work, we will advise you of the additional fees for additional time required to complete the task.
16. You agree that neither the whole nor any part of Our Valuation or the substance of any of Our Valuation Services or Services may be communicated to any third party (whether by way of inclusion in a document, circular, statement, prospectus, Product Disclosure Statement (PDS), public offer document or otherwise) without first obtaining the written consent of one of Our Directors. Neither the whole nor any part of Our valuation report or Valuation Services report or any reference to it may be included in any published document, circular or

statement, prospectus, Product Disclosure Statement (PDS), public offer document, nor published in any way, without written approval by one of Our Directors as to the form and context in which our Valuation or Valuation Services may appear. Notwithstanding the foregoing, the Client agrees that in the event that it does communicate to a third party the whole or any part of this Valuation or the Valuation Services it shall also communicate to that third party these Terms and Conditions. Furthermore You agree to indemnify Us in the event of any failure so to do;

17. You agree that every right, immunity, exemption and limitation or liability in these terms and conditions shall continue to have its full force and effect in all circumstances notwithstanding any breach of contract or the Terms and Conditions hereof by Us or any person entitled to the benefit of these Terms and Conditions;
18. You agree that if any provision or any part of a provision hereof is unenforceable for any reason whatsoever, such unenforceability shall not affect any other part of such provision or any other provision of these Terms and Conditions;
19. You will only use the valuation or valuation services for the specific purpose stated by us. You agree that you will not use the valuation or valuation services for any other purpose, unless you have our expert's written consent to do so.

Intellectual Property

20. All Our intellectual property contained within any advice We provide, remains Our property. We only grant you licence to use Our intellectual property to carry out the purpose for which the advice was provided

Length of Time Our Valuation or Valuation Services can be relied upon

21. Our Valuation and or Valuation Services are current at the Date of Valuation only. The value assessed in Our Valuation or Valuation Services

Report may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, We do not assume responsibility or accept any liability where the valuation is relied upon after the expiration of ninety (90) days from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation. Notwithstanding the above You accept that our Valuation and or Valuation Services are current as at the Date of Valuation only and no representation or warranty is made as to the future value of the property.

Property or Valuation Circumstance Specific Qualifications, Assumptions and Conditions Precedent within our reports

22. We are providing You with our professional opinion as valuers. Our opinion is usually provided by way of a valuation report. That report will set out a number of important qualifications, assumptions and conditions precedent which We may need to make, in addition to these Terms and Conditions, relative to the circumstances of the particular property or properties (real or personal property) under consideration.
23. You agree to read these qualifications, assumptions and conditions precedent carefully, and understand that if the assumptions that we have made or relied on are circumstances that do not prevail or eventuate, or are found later to be inaccurate, Our opinion as to value may be materially different. You agree to solely bear the risk in relation to any loss you might suffer, should this occur.
24. The qualifications, assumptions, and conditions precedent that We make will usually depend on the circumstances of the property being valued and are made in relation to matters that We do not have expertise to verify or We cannot verify

information provided to Us within the time required to complete the valuation. These will be set out in detail in the Valuation, Valuation Service report or Services report that We provide to You.

25. These qualifications, assumptions and conditions precedent typically will relate to:-

(a) Land contamination and environmental risk; (b) Town Planning Information; (c) Town Planning and Development Controls and Consents; (d) Title including Notifications on Title such as Easements, Caveats, Restrictions and other dealings; (e) Building Areas; (f) Building Structural Integrity; (g) Building Compliance with the Building Code of Australia; (h) Pest Infestation; (i) Leases, Licences and Tenancies; (j) Strata Title Certificates; (k) Plant and Equipment within Buildings; (l) The veracity of and sources of Sales and Letting Information and Transaction Data; (m) The nature of forecasting, future value assessment and discounted cash flow analysis; (n) The basis of Value where access to the property is restricted; and (o) Whether or not the property has been completed where a development. You agree that we will include property specific qualifications, assumptions and conditions precedent within Our reports as circumstances require. Furthermore You agree that it is Your responsibility to carefully read and consider these qualifications, assumptions and conditions precedent and discuss them with Us if they cause You any concern.

Executive Summary

26. Our executive summary in Our Valuation or Valuation Services Report must be read in context of and in conjunction with the full valuation report of which this executive summary forms part. All comments, terms and conditions contained in the full valuation report and Quotation relate directly to this Executive Summary.

19 Market Rental Assessment

Date of Inspection18th March, 2016**Date of Assessment**18th March, 2016

Due to possible changes in the market forces and circumstances in relation to the subject property, this report can only be regarded as relevant as at the date of inspection.

We are of the opinion that the Current Market Rental of **5 Fyans Street, Colac** is in the sum of **\$1,200 (One Thousand Two Hundred Dollars)** per annum net, as at the date hereof and subject to:-


1. The comment contained herein; and
2. The terms and conditions contained herein.

20 Valuer Signatories

Reliance on this report should only be taken upon sighting the original document that has been signed by the Valuer and counter signed by a director of Preston Rowe Paterson South West Victoria Rating. The counter signatory verifies that this report is genuine, is issued and endorsed by Preston Rowe Paterson South West Victoria Rating. The opinion of value expressed in this report, however has been arrived at by the valuer whom has undertaken the valuation in accordance with the instructions given.

Valuer:

Signature of Valuer/Director: on behalf of
**Preston Rowe Paterson South West Victoria
Rating**
Leslie Speed, CPV AAPI 62337



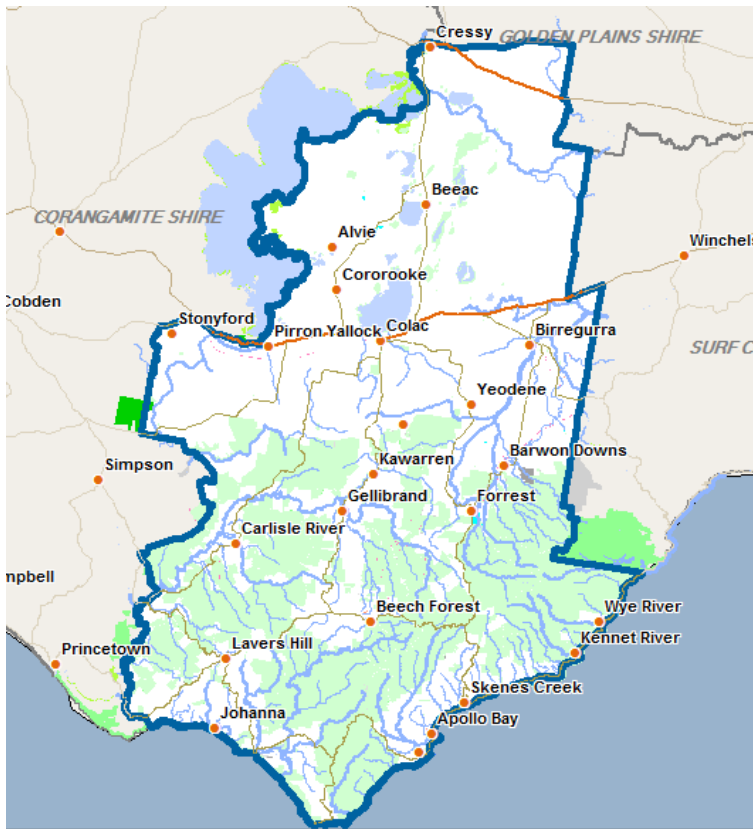
Signature of Valuer: on behalf of
Preston Rowe Paterson Geelong Pty Ltd
Georgia Hickey, CPV AAPI 75918

ORDINARY COUNCIL MEETING
**CONTRACT 1822 - THREE YEAR ANNUAL
 FOOTPATH REPLACEMENT PROGRAM**

OM182609-12

LOCATION / ADDRESS	Colac Otway Shire	GENERAL MANAGER	Tony McGann
OFFICER	Dale Barrow	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/4927	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To consider tenders for the construction of Council's Three Year Annual Footpath Replacement Program.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The footpath renewal program was recently tendered as part of our recurring Program of Works. The scope of these works is to repair existing footpaths throughout the Colac Otway Shire. It was decided to establish for a 3 year contract because:

1. It was believed that this would lead to lower prices due to the economics of the scale.
2. It would lead to administrative savings.

Tender submissions closed 16 July 2018 and seven (7) Tenderers made submissions (detailed in section 4 below).

The contract is a schedule of rates contract. The start date begins on the day of awarding and the completion date 30 June 2021. There is a total of 7,263 square metres of footpath to be renewed in this contract timeframe.

There is allowance for rise and fall annually in accordance with changes to the consumer price index (CPI).

The Tender was advertised in the Colac Herald on 15 June 2018, and in the Geelong Advertiser on the 16 June 2018. The Tender was also advertised on Council's website and via the eProcure (TenderSearch) website.

3. RECOMMENDATION

That Council:

1. ***Awards Contract 1822, Three Year Annual Footpath Replacement Program, to Melville and Son Concreting for the lump sum tender price referred to in the confidentially distributed document pertaining to this contract, subject to an annual price adjustment for rise and fall in accordance with the ABS Consumer Price Index for All Groups (Melbourne), for the period from the date awarded until 30 June 2021.***
2. ***Authorises the Chief Executive to sign the contracts following award of Contract 1822.***

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The footpath renewal program was recently tendered as part of our recurring Program of Works. The scope of these works is to repair existing footpaths throughout the Colac Otway Shire. It was decided to establish for a 3 year contract because

1. It was believed that this would lead to lower prices due to the economics of the scale.
2. It would lead to administrative savings.

KEY INFORMATION

Tenders were evaluated in accordance with Council's *Procurement Policy and Tenders/Quotations and Purchasing Procedure*, taking into account the selection criteria:

Scoring Criteria.

Price	45%
Resources and Capacity	25%
Experience and Track Record	25%
Economic Contribution to Colac Otway Shire	5%

The evaluation panel recommends awarding the contract to Melville & Son Concreting. This is a Colac based business that has been operating in the area for the last 12 years and has recently completed the 2017/2018 Footpath Renewal Programme, Lake Foreshore Footpath Renewal and much of the works in the CBD revitalisation. All works have been completed in a timely manner and of a high quality. The submission by Melville & Son Concreting was judged to be the best value Tender by the Evaluation Panel.

The tender evaluation panel is confident that Melville and Son Concreting can adequately address issues of risk management and compliance with the contract specifications.

There is allowance for rise and fall annually in accordance with changes to the consumer price index (CPI).

The Tender was advertised in the Colac Herald on 15 June 2018, and in the Geelong Advertiser on the 16 June 2018. The Tender was also advertised on Council's website and via the eProcure (TenderSearch) website.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Procuring services through a tender process aligns with Council's goal of providing value for money services for our community.

ENVIRONMENTAL IMPLICATIONS

The Contractor is required under the contract to provide a suitable, approved environmental plan which will actively manage environmental risks.

SOCIAL & CULTURAL IMPLICATIONS

Not applicable

ECONOMIC IMPLICATIONS

The total budget allocated to the Footpath Renewal Programme is \$1,125,000 over the three year period. The preferred tender is well within Council's budget. If there is any surplus it will be allocated at the mid-year budget review

LEGAL & RISK IMPLICATIONS

The preferred tenderer, Melville and Sons Concreting has demonstrated a record of management of risks and completion of contracts to specification. The Evaluation Panel is confident that contracting with Melville and Sons Concreting manages exposure to any occupational health and safety issues and any non-compliance issues with the contract.

Melville and Sons Concreting have provided details to confirm that it has an effective, suitable occupational health and safety and management system.

Melville and Sons Concreting have the necessary Insurance to comply with Councils requirements.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The Three Year Annual Footpath Replacement Program is funded by Colac Otway Shire CAPITAL Works Program 2018-2021

7. IMPLEMENTATION STRATEGY

DETAILS

Upon Council's approval, the Contract will be awarded and works will be programmed to commence. Officers propose that the contracted works will commence mid October 2018, subject to and conditional upon suitable weather.

COMMUNICATION

Letters of acceptance and contracts will be issued to Melville and Sons Concreting. The contracts shall be signed by both the contractor and Council prior to the commencement of works.

The awarded contract price will be published on Council's website.

TIMELINE

As above

8. OFFICER DIRECT OR INDIRECT INTEREST

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

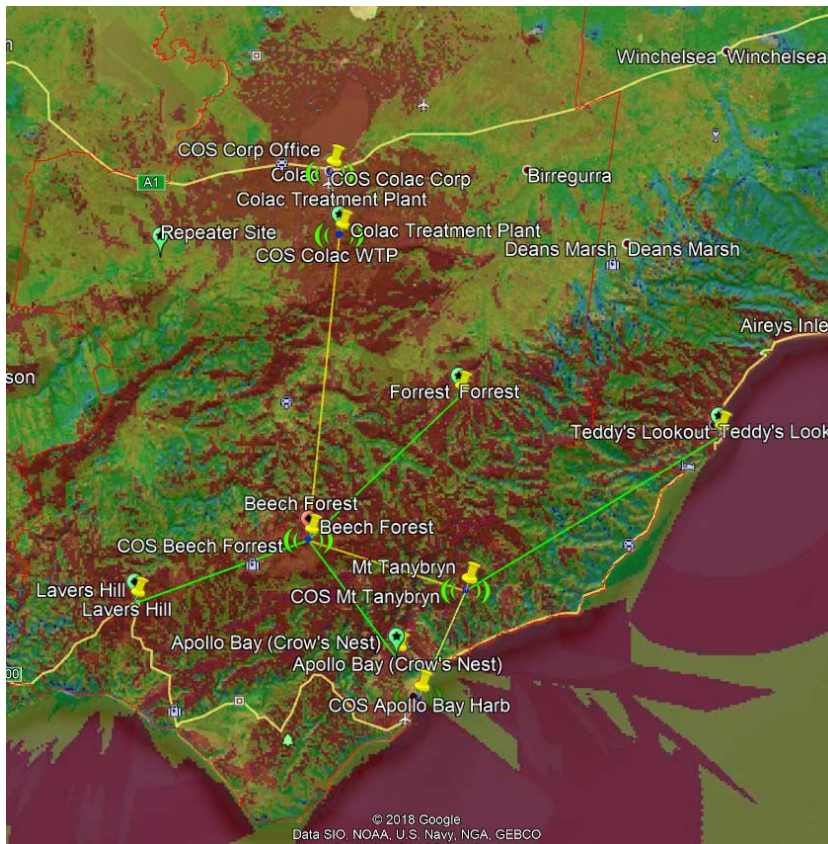
ORDINARY COUNCIL MEETING

CONTRACT 1803 - T3 DIGITAL MOBILE RADIO NETWORK MANAGED SERVICE

OM182609-13

LOCATION / ADDRESS	Whole of Shire	GENERAL MANAGER	Tony McGann
OFFICER	Frank Castles	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/7513	CONFIDENTIAL	No
ATTACHMENTS	1. Briefing Report - 2Way Radio COS DMR Coverage predictions - 20180810		
PURPOSE	Council approval is required to award Contract 1803 - T3 Digital Mobile Radio Network Managed Service.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Tenders have been received for the provision of a support and service solution that will enable Council to provide its staff mobile (vehicle based/installed) and handheld digital mobile radio (DMR) services covering all areas of the Shire. This service shall be delivered as a managed serviced for a minimum period of 10 years, with two one-year options to extend.

It is recommended that Council award the contract to Commsite Integrated Communications Pty Ltd for its tendered seven-site solution.

3. RECOMMENDATION

That Council:

- 1. Awards Contract 1803, T3 Digital Mobile Radio Network Managed Service, to Commsite Integrated Communications Pty Ltd for its seven-site solution at the lump sum price referred to in the confidentially distributed document pertaining to this contract, for a period of ten years, with two one-year options to extend the contract.*
- 2. Authorises the Chief Executive to sign the contract documents following award of Contract 1803.*
- 3. Authorises the Chief Executive to perform all roles of the Principal including exercising options to extend the contract.*

4. BACKGROUND / KEY INFORMATION

Council is seeking to replace its existing two-way radio network with a current technology DMR system, utilising the DMR-Tier3 standard.

The proposed system will enable Council to provide its staff mobile and hand held DMR services covering all areas within the shire boundaries at a competitive cost.

The managed services pertaining to supply of a DMR service across the shire, include but are not limited to the following activities:

- operational communication;
- emergency coordination;
- local traffic and work zone control;
- GPS and lone worker services for fixed radios;
- GPS and lone worker services for handheld radios; and
- key-on/key-off utilisation events for mobile plant.

The system is to be designed to operate with a recommended minimum number of two simultaneous voice channels.

The DMR service base will be 17 heavy vehicles, 17 medium vehicles, 10 light vehicles, four fixed bases (each of the Services and Operations depots) and 19 handheld radios.

The extent of coverage required is defined by the ability to successfully undertake voice and data communications between radio terminal devices and any system element (consoles, computer dispatch,

location services applications, PABX etc.) via radio site infrastructure at an appropriate level of quality and reliability.

The required audio quality performance criteria shall be a Delivered Audio Quality (DAQ) of 3.0 (speech understandable with slight effort; occasional repetition required due to noise/distortion)

The required service area reliability is 90% for radios fitted to vehicles, viz. there is 90% probability that a randomly selected location within the service area will meet or exceed the specified performance criteria.

Council currently operates a VHF linked, Low Band (35MHz), 2 Way Radio network from five repeater sites spread across the shire. The network is used for day to day communications by works and services staff between workers and field equipment. It is also used for safety communication in isolated locations.

The network is well past its usable service life, consists of non-replaceable components and is in a frequency band where the Australian Communications and Media Authority (ACMA) is no longer issuing licences.

The Request for Tender (RFT) was advertised in the Colac Herald on Friday 19 January 2018 and in the Herald Sun on Wednesday 24 January 2018. The RFT was also advertised on Council's website and via eProcure. Tenders closed on Wednesday 6 February 2018.

Conforming tenders were received from the following companies:

- AA Radio Services Pty Ltd
- CSE Crosscom Pty Ltd
- Combined Communications Pty Ltd
- Commsite Integrated Communications Pty Ltd
- Mining Telecommunications of Australia

Tenders were assessed, taking into account the following selection criteria:

Price	40%
Resources and Capacity	20%
Experience and Track Record	15%
Methodology and Understanding	15%
Company Stability	5%
Economic Contribution to the Colac Otway Region	5%

Each of the conforming tenderers proposed a solution that utilised five repeater sites. Commsite Integrated Communications Pty Ltd ("Commsite") also, as an alternative, proposed a solution that utilised seven repeater sites.

The tender evaluation panel recommended that the tender for a seven site solution from Commsite be accepted. This solution was most appealing as it significantly increases coverage around Forrest and the south east corner of the shire, which was affected by a significant bushfire a few years ago. In the event of loss of a site/tower in the network the two extra sites will help cover loss of signal.

The Commsite seven-site solution is based on three talk channels and one data channel.

If successful in being awarded the contract Commsite proposes to complete implementation of the system by 21 December 2018.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Procuring goods and services through a tender process aligns with Council's goal of achieving value for money.

ENVIRONMENTAL IMPLICATIONS

Not applicable

SOCIAL & CULTURAL IMPLICATIONS

Not applicable

ECONOMIC IMPLICATIONS

Not applicable

LEGAL & RISK IMPLICATIONS

The installation of the DMR system will lower Council's risk profile. Monitoring and GPS functionality inherent to the DMR-T3 structure will enhance worker safety. Specific features of the proposed solution include automatic worker down notification, lone worker monitoring, real time user and asset tracking.

Commsite has a positive track record in the provision of DMR managed services.

Commsite is adequately insured and its personnel hold Certificate IV in Occupational Health and Safety.

An independent financial assessment of Commsite reported its long-term financial position as Sound.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Council has a budget allocation of \$155,587.92 which will cover the first year of the contract. The budget is drawn from the Capital Works 2015-16 - Furniture and Equipment Replacement Programme - Upgrade of 2-way Radio System.

Subsequent years will be funded through plant hire rates for items of plant that utilise the DMR system. We will be increasing the Heavy Plant hire rates by \$1.80 per hr to cover this across 44 vehicles. The hire charges range from \$35 ex GST to \$62 ex GST depending on the vehicle.

7. IMPLEMENTATION STRATEGY

DETAILS

All tenderers were asked to present a detailed project implementation plan. It is intended that Council's project manager and Commsite's project manager will use this document as a basis for coordinating the system rollout. Council will need to build a new tower on an existing Council site. There will need to be a letter drop as a Building Permit will be required.

The process for implementation of the system will be:

1. Perform tower and site upgrades and install new equipment
2. Link all sites and perform system coverage and performance testing to ensure the system meets the required standards
3. Upgrade all radios, work unit by work unit
4. Remove the existing system

COMMUNICATION

Communication between Council and Commsite will, at a minimum, be in the form of weekly meetings.

The awarded contract price will be published on Council's website.

TIMELINE

Implementation of the system will commence in early October 2018, with a proposed completion date of end of January 2019

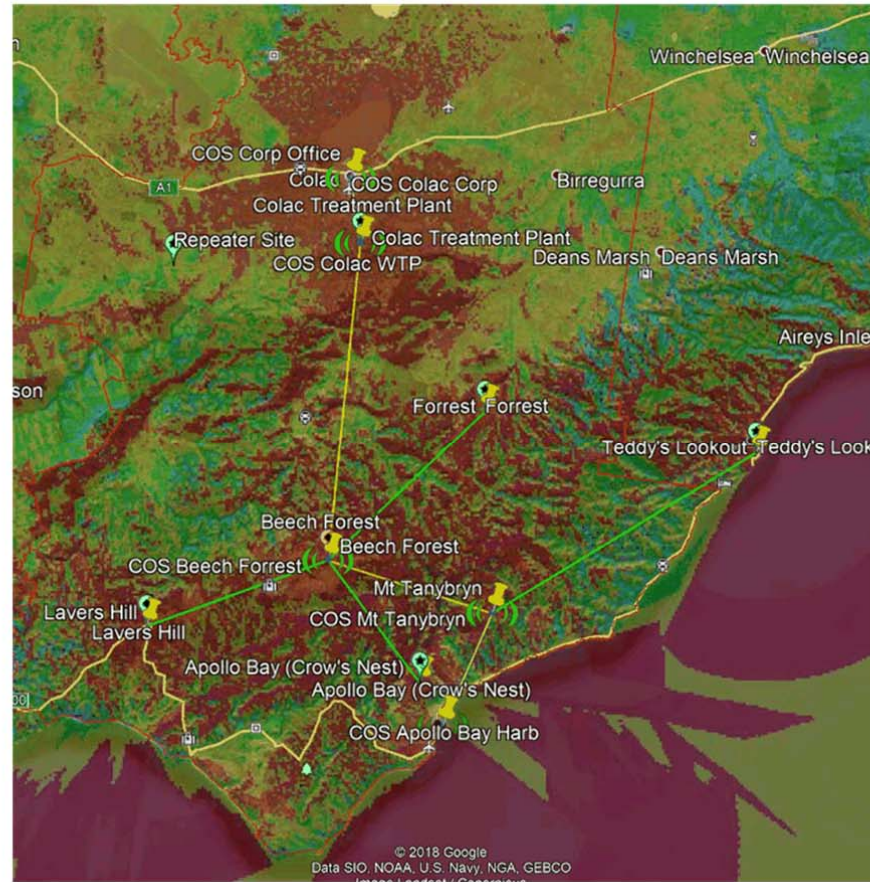
8. OFFICER DIRECT OR INDIRECT INTEREST

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

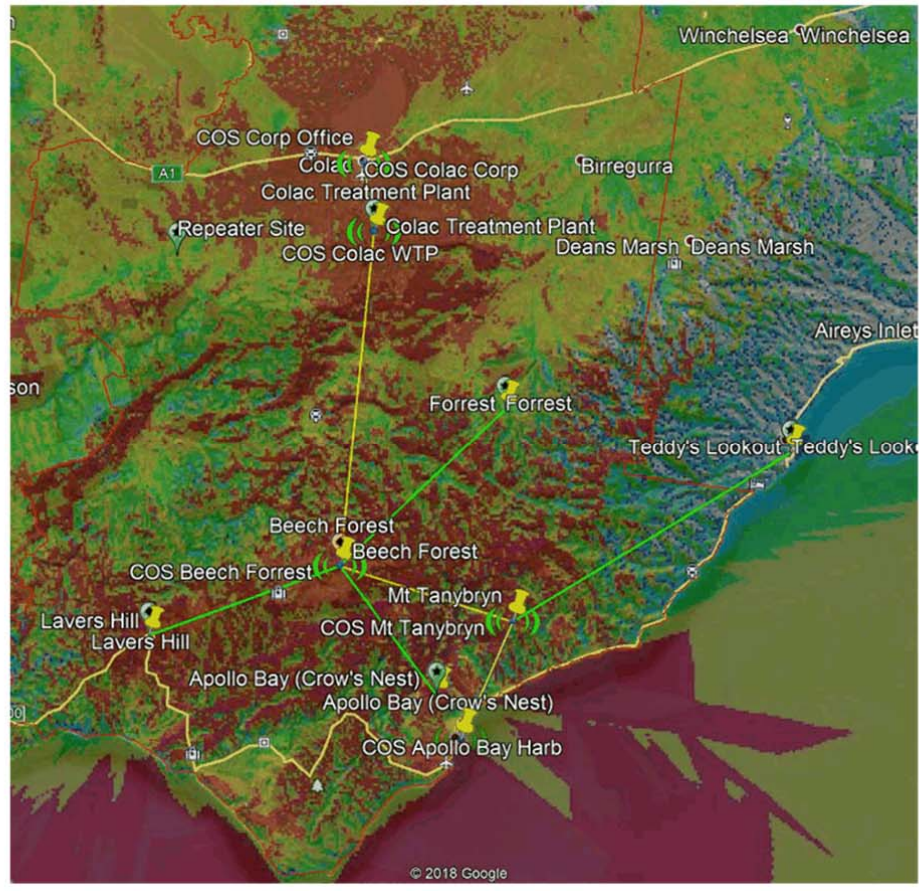
7 Sites
Mobiles
(Vehicles)



-105 Marginal
-101 Minimum
-97 Acceptable
-88 and above
Excellent



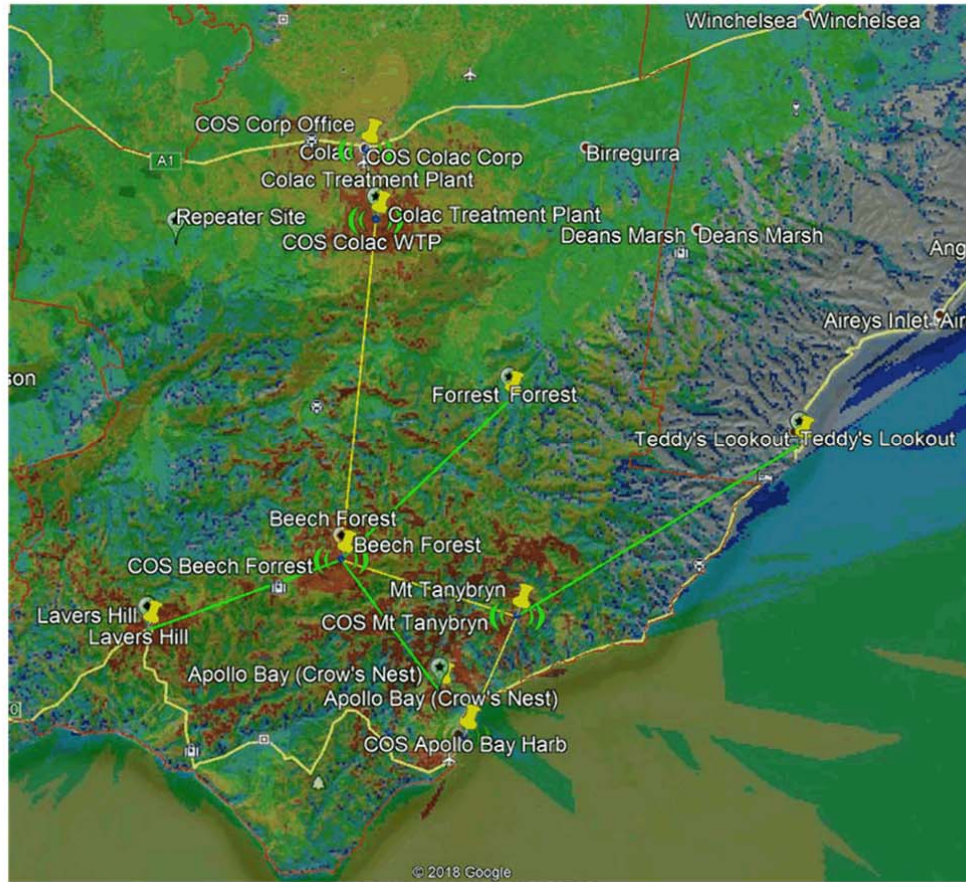
5 Sites
Mobiles
(Vehicles)



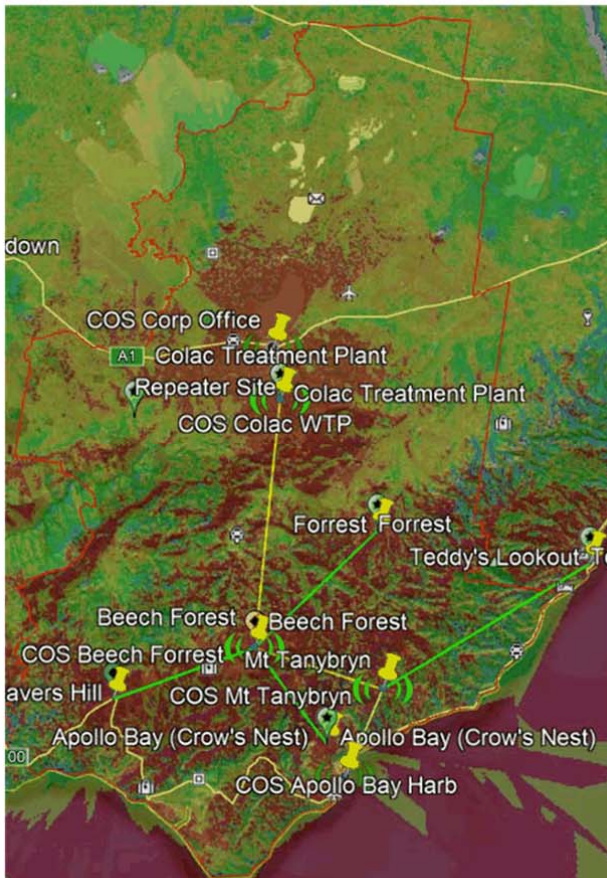
7 Sites Handhelds



5 Sites Handhelds



Whole Shire
7 Sites Vehicles



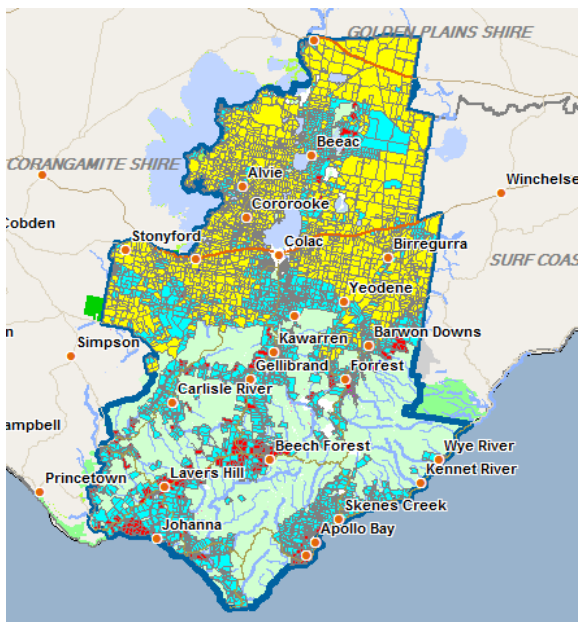
ORDINARY COUNCIL MEETING

PRESENTATION OF A DETAILED SERVICE REVIEW PROGRAM AS PER COUNCIL RESOLUTION AT THE SPECIAL MEETING OF COUNCIL ON 2 MAY 2018

OM182609-14

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Errol Lawrence	DIVISION	Corporate Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To present Council the history and background information on work already done, current work underway on service reviews, with a detailed Service Review Program introducing 3 year Department Improvement Plans which deliver audited efficiency and effectiveness improvements as outcomes to meet targets set as per the resolution of Council at the Special Meeting of Council on 2 May 2018.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

At the Special Meeting of Council held on Wednesday 2 May, 2018, the Council determined in the following resolution:

That pertinent to the Council proposing the 2018-19 Budget for public consultation prior to further consideration by the Council, the following policy decisions are made by the Council as directions to management:

- 1. A report be provided to Council within 30 days identifying at least \$500,000 of recurrent savings to be delivered within the 2018-19 Council Budget.***
- 2. A detailed Service Review Program introducing 3 year Department Improvement Plans which deliver audited efficiency and effectiveness improvements as outcomes to meet targets set, be presented to the Council for adoption at the August 2018 Ordinary Council Meeting and subsequently reported to Council quarterly.***
- 3. A report on matters raised within public submissions received leading up to the preparation of the 2018/19 Proposed Budget and action on the matters raised be presented to Council at the June meeting.***

This report is provided to address item 2 of the resolution.

There has already been a considerable amount of work done by Council officers towards service reviews and business improvements, with identified efficiencies and financial savings. This is detailed in the Background below.

Along with the work already completed, Council has completed a Service Review Program working with Searchlight Group and Emergent Thinking (SET). This is also summarised below.

The Long Term Financial Plan project is underway, with the commencement of detailed work around service planning currently being undertaken. This is an extensive project & will take 12 months to complete.

3. RECOMMENDATION

That Council:

- 1. Notes the Colac Otway Shire 3 Year Service Review Program as detailed in this report and provides support in principle for the program.***
- 2. Acknowledges that the Service Review Program document is dynamic and that it may consider changes to it in the future.***
- 3. Acknowledges that some Service Reviews require funding in order to be carried out and that there are currently no funds budgeted in the 2018/2019 budget.***
- 4. Notes that the lack of funding in the 2018/2019 budget will need to be considered by Council at a later date.***
- 5. Notes that the delivery of Service Reviews in future years will be subject to future budget considerations.***

4. BACKGROUND / KEY INFORMATION

BACKGROUND/ KEY INFORMATION

A Business Improvement Unit was established in November 2015 and was responsible for cost savings and process improvements totalling over \$900,000 over a two year period.

During the 2018/19 Council Budget process and as a consequence of the Business Improvement Officer obtaining a role in Economic Development, it was determined that the organisation would not continue with a Business Improvement Unit.

As mentioned above, Council has also completed some service review work with SET. This work commenced with a survey of managers looking for “low hanging fruit”. This produced a range of possibilities, which SET identified into 3 categories, and has defined them as follows:

- Category 1 – Easiest to Harvest, easily achieved, could be one off savings.
- Category 2 – More Difficult to Harvest, a little harder to achieve, consequences to assess and risks to be managed.
- Category 3 – Areas for Service Reviews, detailed service reviews are required to determine the quantum of savings.

Subsequent to this initial work undertaken by SET they have now completed a review of each of the directorates:

- Corporate Services
- Development and Community Services
- Infrastructure and Leisure Services

SET have provided reports that include findings, recommendations & an Improvement Implementation Plan specific to each directorate.

Further to the two SET processes informing the 3 year service program has included consideration of the following reviews, which have been completed in recent years and/or currently in process.

Previous Reviews

- Colac Regional Saleyards – External reviews - Business Option Review (2015) and Asset Review (2014).
- Planning and Building services – External Review – Full Service Review (2015).
- Grants and Awards Review – Internal work group – Partial Service Review (2017-18).
- School Crossing Review – Internal review – Partial review focus on required crossings and state funding model (2017).
- Review of the people, capability, culture & delivery structure of the ICT team (2018).
- Review service delivery at Bluewater Leisure Centre (2017/18).

Current Reviews

- Visitor servicing (includes our two Visitor Information Centres) – GORRT has obtained funding to facilities this review is across all GOR municipalities. – A Project Reference Group has been established and the project commenced.
- OPASS stage 1 – External review – Only internal engagement has occurred - Presenting to Council in August / September.
- Review the operations of the Port of Apollo Bay.
- Review unsealed road maintenance service (2018)

These processes form the basis for the **3 Year Service Review Program**.

Colac Otway Shire 3 Year Service Review Program

Directorate & Service Review	Comments	Resp. Officer	2018/19	2019/20	2020/21
CORPORATE SERVICES					
Review Financial Services, including Rates & Payroll COST - \$20,000	There is significant work to be done in Financial Services over the next 2 years. It is considered appropriate to perform a service review at the completion of this work.	GM Corp. Sces/Mgr. Financial Sces.			X
INFRASTRUCTURE & LEISURE SERVICES					
Review Council's Library Services. COST – Officer time	There is a need to review the provision of Library Services due to a range of factors. Service is currently provided by the Corangamite Regional Library Corp.	Manager Arts & Leisure Services.	X		
Review Service & Operations including the review & optimisation of the location & structure of the Council depots. COST - \$100,000	<p>Council's service delivery practices in Services & Operations require review.</p> <p>It is recommended that the review includes:</p> <ul style="list-style-type: none"> • Fleet Management • Workshops • Open Space Management • Footpath Management • Powerline Vegetation • Roadside Vegetation control • Sealed Road Maintenance • Turf Management • Unsealed Road Maintenance <p>Council still essentially operates under the depot structure that existed pre Council amalgamations.</p> <p>This regional based structure may impede the optimisation of Council activities.</p> <p>This initiative has the potential to generate significant savings & efficiencies. It will also influence the optimisation, maintenance & utilisation of Councils plant & fleet.</p>	Manager Services & Operations		X	

Directorate & Service Review	Comments	Resp. Officer	2018/19	2019/20	2020/21
INFRASTRUCTURE & LEISURE SERVICES					
Review the Assets and Project Delivery Department. COST - \$20,000	This unit is responsible for the delivery of Council's infrastructure capital works projects. A review, repositioning strengthening of this unit is urgently required & recommended.	Manager. Assets and Project Delivery	X		
Review the Port of Apollo Bay operation. COST - \$30,000	This review, which is partially complete, will review Council's role as Manager of the Port. Consultation has occurred with Port users. The review will consider a range of issues including risk to Council and community benefit. The review will assist Council in determining its possible role as Port Manager after June 2019.	Manager Services & Operations	X		
Review Unsealed Road Maintenance COST - \$40,000, already funded from the operational budget	This is one of Council's worst performance areas in terms of community satisfaction. Council has commissioned the Australian Road Research Board to carry out a review, which is now complete. It considered available materials, how they should be mixed, drainage, grading practices and resheeting practices and makes recommendations for the future. This is to be discussed at a Briefing Session with Councillors in October.	Manager Services & Operations	X		

Directorate & Service Review	Comments	Resp. Officer	2018/19	2019/20	2020/21
COMMUNITY SERVICES					
Develop & implement a Council position & strategic roadmap for the future of OPASS Services. COST - \$45,000	OPASS stage 2 – External review – Includes external engagement with community & stakeholders & more detailed analysis of options.	GM Dev. & Comm. Sces./ Mgr. Comm. Sces.	X		
Colac Regional Sales Yards. COST – Officer time	Reconsideration of previous business options review, cognisant of recent development of the Mortlake facility, closure of Geelong facility, leasing of Camperdown etc.	Mgr. Econ. Dev. & Tourism		X	
Review of visitor services in Colac & Apollo Bay. COST – Officer time	Following completion of the GORRT Visitor Service review, consider Council's options for visitor services, including the Colac & Apollo Bay Information Centres	Mgr. Econ. Dev. & Tourism		X	
Review Family Day Care Services. COST - \$30,000	External Review - Includes external engagement and detailed analysis of existing services & future community needs	Mgr. Comm. Sces.			X

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Where necessary the appropriate community consultation and engagement will be undertaken. It is important that Service Reviews engage the customers of that service.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Service reviews align across the four themes of the Council Plan.

ENVIRONMENTAL IMPLICATIONS

Some service reviews may involve environmental implications. These will be addressed at the time of the review.

SOCIAL & CULTURAL IMPLICATIONS

Some service reviews may involve social and cultural implications. These will be addressed at the time of the review.

ECONOMIC IMPLICATIONS

Some service reviews may involve economic implications. These will be addressed at the time of the review.

LEGAL & RISK IMPLICATIONS

Some service reviews may involve legal and risk implications. These will be addressed at the time of the review.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

An initial assessment has been done of the cost of Service Reviews in the plan & an estimated cost has been included. Some Service Reviews will incur a cost when external, independent reviewers are engaged to examine the service. Where it is envisaged that the resource required will be Officer time only then that has been indicated in the table.

7. IMPLEMENTATION STRATEGY

DETAILS

Each of the service reviews will implemented in a way appropriate to the review.

COMMUNICATION

Council will be kept updated on the progress of the plan.

TIMELINE

3 Years

8. OFFICER DIRECT OR INDIRECT INTEREST

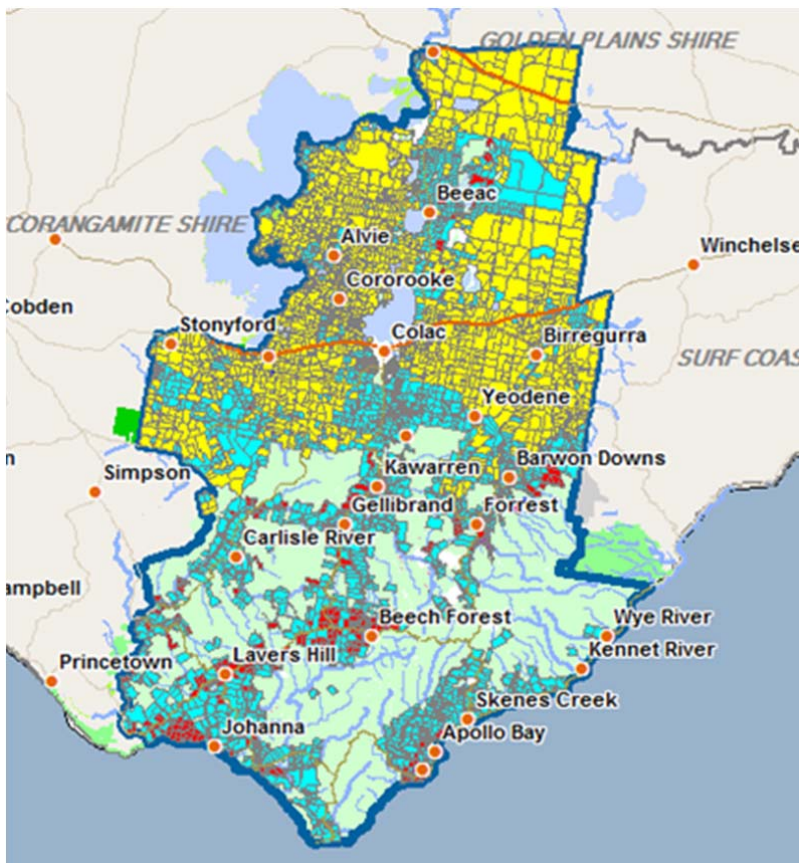
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

ORDINARY COUNCIL MEETING
PROCUREMENT POLICY REVIEW

OM182609-15

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Melissa Garner	DIVISION	Corporate Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	1. Colac Otway Shire Council Procurement Policy (Track changes) 2018-2019		
PURPOSE	To present Council's revised Procurement Policy for approval.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

In accordance with Section 186 A (7) of the *Local Government Act 1989*, Council is required at least once in each financial year to review its current Procurement Policy and may, in accordance with section 7, amend the policy.

The Policy was last reviewed between January and August 2017 and adopted by Council on 27 September 2017.

The Procurement Policy has been reviewed by the Procurement and Tenders unit to update five sections to represent minor amendments it deems are required.

An updated, tracked changes policy is attached for review.

3. RECOMMENDATION

That Council adopts the following revised policy:

- *Policy No. 3.2 - Procurement Policy*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Procurement Policy aims to be consistent with the Victorian Local Government Best Practice Procurement Guidelines which provides a set of principles and practices that represent the most efficient and prudent course of action for developing and maintaining best practice local government procurement processes, in order to:

1. achieve value for money and continuous improvement in the provision of services for the community;
2. ensure resources are used efficiently and effectively to improve the overall quality of life of people in the local community;
3. achieve compliance with relevant legislative requirements;
4. achieve high standards of fairness, openness, probity, transparency, risk management and accountability; and
5. minimise the cost of bidding for potential suppliers.

KEY INFORMATION

The aim of the current review is to ensure Council complies with the *Local Government Act 1989* and to ensure the Policy remains current. It is recommended that Council consider the minor changes, as attached, while also keeping in mind that the strong possibility of forthcoming changes as a result of legislative change, requiring that the Procurement Policy be revisited in great detail and possibly a new format in 2019.

Tracked Changes

A tracked changes version of the Procurement Policy is attached which indicates the minor changes recommended.

Clause 1.1	Purpose – Changed wording to reflect the current version of the Council Plan.
Clause 1.5	References – Additional wording incorporating the newly developed Tendering Procedures.
Clause 2.1.8.3.2	Light Fleet Vehicle purchases – Revised clause to reflect Council’s Light Fleet operational policy amendments.
Clause 3.1	Standards – Changed wording to remove superseded Trade Practices Act.
Clause 5.1	Minimum spend competition thresholds – Changed quotation requirement for threshold <\$10,000. Procurement value <\$2,000 seek a minimum of 1 oral quote Procurement value \$2,000 - <\$10,000 seek a minimum of 1 written quote.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Colac Otway Shire's procurement practices relate to Theme Four of the Council Plan – Our Leadership and Management, specifically to the following action:

- Manage the short and long-term financial sustainability for the shire through prudent financial management.

The adoption of a current Procurement Policy ensures Council is able to support and enhance the local economy by obtaining value for money for the community.

ENVIRONMENTAL IMPLICATIONS

Not applicable

SOCIAL & CULTURAL IMPLICATIONS

Colac Otway Shire objectives as part of the GROW program are to:

- Embed social procurement policy and practice so that contracts issued in the region support local training and employment.
- Increase investment and other supports to strengthen and grow small to medium enterprises and employment; and
- Expand existing brokerage approaches and investigate additional brokerage models for sustainable pathways between job seekers and employers.

ECONOMIC IMPLICATIONS

Prudent fiscal management will achieve the best outcomes for ratepayers in Colac Otway Shire.

LEGAL & RISK IMPLICATIONS

Council currently has a Procurement Policy that is due for review and adoption by September 2018. In accordance with the Local Government Act 1989, Council must review its Procurement Policy at least once each financial year. The last revision was adopted 27 September 2017.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Not applicable

7. IMPLEMENTATION STRATEGY

DETAILS

Once the Procurement Policy is endorsed the implementation of the Policy in an operational sense will be delivered to relevant officers to ensure effective application of the Policy. The Procurement Policy will be available to the public via Council's website. Council's procedural documentation will also be reviewed and updated to reflect any changes to the Policy.

COMMUNICATION

As relevant policies and procedures are reviewed and updated, ongoing training and information will be provided to relevant stakeholders to ensure compliance and best practice in Council's procurement activities.

TIMELINE

Not applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

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

COUNCIL POLICY

Council Policy Title:	Procurement Policy
Council Policy No:	3.2
Responsible Department:	Corporate Services
Date of adoption/review:	August - 2018

TABLE OF CONTENTS

1. INTRODUCTION.....	3
1.1. Purpose.....	3
1.2. Scope	3
1.3. Definitions.....	3
1.4. Treatment of GST.....	5
1.5. References.....	5
2. POLICY PRINCIPLES	6
2.1. Guiding Principles.....	6
2.1.1. Ethics.....	6
2.1.1.1. Conflicts of Interest.....	6
2.1.1.2. Gifts and Hospitality.....	7
2.1.2. Value for Money.....	7
2.1.3. Competition.....	7
2.1.4. Fairness to Suppliers.....	7
2.1.5. Accountability.....	7
2.1.6. Risk Management.....	887
2.1.7. Transparency.....	8
2.1.8. Sustainable Procurement.....	8
2.1.8.1. Social Procurement.....	8
2.1.8.2. Environmental Sustainability.....	8
2.1.8.3. Local Business Support.....	9
2.1.9. Confidentiality.....	10109
3. POLICY PROVISIONS.....	10
3.1. Standards.....	10
3.2. Internal Controls.....	10
3.3. Responsible Financial Management.....	10
3.4. e-Procurement.....	11
4. PROCUREMENT METHODS AND PROCESSES	11
4.1. Procurement Methods.....	11
4.1.1. Emergencies.....	11
4.1.2. Ministerial Exemption.....	11
4.2. Procurement Processes Overview	11
4.2.1. Category Management.....	12

4.2.2.	Negotiation	12
4.2.3.	Contract Management	12
4.2.4.	Supplier Engagement and Management.....	12
4.2.5.	Probity Management.....	12
5.	PROCUREMENT THRESHOLDS	12
5.1.	Minimum Spend Competition Thresholds.....	12
6.	DELEGATIONS OF AUTHORITY	14
6.1.	Requirement	14
6.2.	Council Staff.....	14
6.3.	Delegations reserved for Council.....	15 14
7.	POLICY GOVERNANCE	15 14
7.1.	Owner.....	15 14
7.2.	Review.....	15 14
7.3.	Compliance Responsibility	15 14
7.4.	Performance Measures and Continuous Improvement.....	15 14
7.5.	Charter of Human Rights Compliance.....	15

1. INTRODUCTION

1.1. Purpose

Colac Otway Shire Council's procurement framework, which covers contracting, purchasing and contract management activities, is designed to support the achievement of Council's strategic aims and objectives as outlined in the Council Plan ~~2013—2017~~2021.

This policy establishes the procurement framework by providing guidance, governance and clarity on the principles, practices and processes to be applied to all of Council's procurement activities.

1.2. Scope

This Procurement Policy is made under Section 186A of the Local Government Act 1989. The Act is the key legislative framework that regulates the process of all local government procurement in Victoria. Section 186A of the Act requires the Council to prepare, approve and comply with a ~~Procurement~~procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors and Council Staff.

The Act, the Procurement Policy and associated procedures of Council are the primary reference points for how all procurement should be performed.

1.3. Definitions

The following definitions apply to terminology used throughout this Policy.

Term	Definition
Act	Local Government Act 1989 (as amended).
Best and Final Offer (BAFO)	A process that is utilised during a tender process which allows Council to invite shortlisted tenderers to submit their best and last technical and priced offer on the basis of the tender requirements. This process is designed to further assist in the demonstration of achieving the value for money principles.
Category Management	The strategic, proactive and organisational approach to the end-to-end procurement of specific categories of organisational spend.
Commercial in Confidence	Information that, if released, may prejudice the business dealings of the party (e.g. discounts, rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff	Includes full-time and part-time Council officers, and temporary employees, contractors and consultants while engaged by the Council.
Conflict of Interest	Refer to section 77A of the Act.
Delegation	A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on

	Council's behalf.
Emergency	Sudden or unexpected occurrence requiring immediate action.
Environmental Sustainability	Ensuring immediate organisational needs are met whilst taking into account the needs of future generations.
e-Procurement	The use of electronic systems to acquire goods, services and works.
Ethics	The moral principles or values that guide practitioners in all aspects of procurement.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the goods, services and works which generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract.
MAV LEAP Program	A procurement continuous improvement program designed to assist organisations, regions and sectors to: <ul style="list-style-type: none"> ▪ Achieve and demonstrate sustainable savings and value for money; ▪ Support local and regional economic development and other triple bottom line objectives; ▪ Identify and pursue shared services opportunities; ▪ Improve probity management and compliance; and ▪ Improve organisational and sector capability.
Negotiation	The bargaining process between two or more parties. Each party has its own viewpoints and objectives, but seeks to reach an overall satisfactory arrangement.
Probity	Probity is uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	Commonly an observer in dealings with tenderers and the evaluation panel at presentations and interviews. The probity advisors would be available to answer questions and provide advice to the evaluation team.
Probity Auditor	Primarily reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Probity Plan	A document developed to ensure the key aspects of Probity in relation to the relevant procurement process are captured for evidentiary purposes.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Purchase Order	The official Council order issued to enable payment through the Council's Financial System.
Purchasing Card	Refers to Council's Corporate Credit Card.
Request for Information (RFI)	Formal request for information to gain a more detailed understanding of the supplier market and the range of solutions and technologies that may be available. It may be used to develop documentation for a future tender.
Request for Quotation	The process of inviting parties to submit a quotation followed by evaluation of submissions and selection of a successful bidder or tenderer.
Social Procurement	Social Procurement uses procurement processes and

	purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.
Standing Offer Arrangements (SOA)	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
Supplier	The organisation named in the contract as the party responsible for the performance of the contractual obligations.
Sustainability	Activities that meet the needs for goods, works and services in a way that achieves value for money on a whole-of-life basis in terms of generating benefits not only to Council, but also to society and the economy, while minimising damage to the environment.
Tender Process	The process of inviting parties to submit a tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement processes.
Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including contribution to the advancement of the business priorities, non-cost factors such as fitness for purpose, quality, service and support and cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

1.4. Treatment of GST

All monetary values stated in this policy include GST except, where specifically stated otherwise.

1.5. References

Council's procurement activities shall be carried out in compliance with the following Council policies and procedures and associated legislation:

- Local Government Act 1989
- Occupational Health & Safety Act 2004
- Public Records Act 1973
- Independent Broad-based Anti-corruption Commission (IBAC) Act 2011
- Competition and Consumer Act 2010
- Victorian Charter of Human Rights and Responsibilities Act 2006
- Victorian Local Government Best Practice Procurement Guideline 2013
- Quotations, Tendering and Purchasing Procedure 2013
- [Tendering Procedures 2017](#)
- Tender Evaluation Panel Policy
- Council's Councillor and Staff Codes of Conduct
- Council's Policies including Risk Management, Fraud Prevention, Occupational Health and Safety, Confidential Information, Environmental Sustainability and Gifts, Benefits and Hospitality
- Council Plan ~~2013~~ 2017-~~2021~~
- Instrument of Delegation

Council acknowledges the MAV for the provision of the Model Procurement Policy and the Victorian Local Government Best Practice Procurement Guideline 2013 in the development of this policy.

2. POLICY PRINCIPLES

2.1. Guiding Principles

The following nine core guiding principles for procurement underpin all procurement activities undertaken by Council:



2.1.1. Ethics

Council acknowledges the importance of ethics in procurement and is committed to ensuring ethical practices are promoted and maintained across all Council procurement activities.

Councillors and Council Staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

2.1.1.1. Conflicts of Interest

Councillors and Council Staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council Staff involved in the procurement process, in particular preparing tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must:

- **Avoid** conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council Staff, plus their relatives and close associates;
- **Declare** that there is no conflict of interest. Where future conflicts, or relevant private interests arise Council Staff must make their manager, or the chairperson of the relevant tender evaluation panel aware and allow them to decide whether the officer should continue to be involved in the specific Procurement exercise; and
- **Observe** prevailing Council, and governmental, guidelines on how to prevent or deal with conflict of interest situations and not take advantage of any tender related information whether or not for personal gain.

2.1.1.2. Gifts and Hospitality

Councillors and Council Staff shall at all times ensure compliance with Council's Gifts, Benefits and Hospitality Policy including declaring and recording all gifts and hospitality that fall within the definition of gift/hospitality as described in the Policy.

2.1.2. Value for Money

Achieving best value for money shall be the basis of all procurement decisions within Council.

Council Staff are not required to accept the lowest tender. Instead, Council Staff are required to take into account issues of quality, cost, the accessibility of the service, contribution to the local economy and other relevant factors when assessing best value for money as part of their procurement activities.

2.1.3. Competition

Council's procurement processes have been designed to ensure the principle of competition is adequately addressed.

Council Staff shall ensure that a competitive marketplace is promoted by using the correct process for the particular procurement activity and ensuring that prospective suppliers are given an equal opportunity to participate in the process.

2.1.4. Fairness to Suppliers

Council acknowledges the importance of ensuring its procurement processes and practices promote positive supplier engagement.

Council Staff shall ensure that all prospective suppliers are treated fairly in an open and transparent manner and have access to the same information.

2.1.5. Accountability

Council will maintain consistency in the approach to procurement across the whole organisation through coherent frameworks, policies and procedures. All procurement decisions and actions shall be accountable, defensible and withstand scrutiny.

Council Staff shall be able to account for all procurement decisions made over the whole-of-life of all goods, services and works purchased with supporting, auditable, documentation.

2.1.6. Risk Management

Council has a responsibility for ensuring that risk is adequately addressed in its procurement framework and processes and in line with Council's Risk Management Policy.

Council Staff shall appropriately apply risk management at all stages of their procurement activities which will be properly planned and carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works. This risk management approach applies to Council's Occupational Health & Safety obligations and documented commitments.

2.1.7. Transparency

Council shall conduct its procurement processes in a fair, honest and open manner, with the highest levels of integrity and in the public interest.

Council Staff shall maintain key records of all procurement processes to be able to demonstrate transparency in their procurement decision making processes.

2.1.8. Sustainable Procurement

Council recognises it has an implicit role in furthering sustainability objectives, through its procurement of goods, services and works.

Council will maintain a procurement framework designed to support the achievement of value for money outcomes and facilitate opportunities to further organisational environmental, social and economic development objectives.

2.1.8.1. Social Procurement

Where applicable, Council Staff will be supported to use Council's procurement processes and purchasing power to generate positive social and economic outcomes for our community.

Council is committed to actively participate in the G21 Regional Opportunities for Work (GROW) Program and embed its principles into its procurement processes, and practices.

The GROW Program is a regional collective impact initiative which aims to address disadvantage in the region, including a targeted approach to Colac, by generating jobs growth through procurement and investment.

2.1.8.2. Environmental Sustainability

Where applicable, Council Staff shall consider the following environmental principles as part of their procurement activity:

- REFUSE – Choose not to purchase a product/service.
- REDUCE – Choose to purchase less of a given product/service.
- REUSE – Purchase a product of extended life or of multiple uses.
- RECYCLE – Purchase a product that contains amounts of non-virgin materials.
- REPLACE – Choose to replace or offset the resources purchased in a product.

2.1.8.3. Local Business Support

2.1.8.3.1. Local Business Support

Council is committed to buying from local businesses where such purchases may be justified on Value for Money grounds, while remaining compliant with the Competition and Consumer Act 2010 and other fair trading legislation requirements.

Council has established a targeted local business support program designed to increase the participation and facilitate the growth of local businesses through its procurement activities. Council will monitor and review this program on a regular basis to ensure the program is achieving its stated aim of increasing Council's economic contribution to the Colac Otway Shire municipality.

With the exception of contracts that are the subject of a public tender, in every instance where it is reasonable to do so, Council officers shall seek at least one quote from a local business.

Formatted: Justified

For contracts that are assessed against weighted evaluation criteria (including all public tenders and purchases with a value of \$50,000 or greater) a 5% weighting for economic contribution to Colac Otway Shire shall be applied. Tenderers shall be scored for economic contribution to Colac Otway Shire by using the following table:

Economic Contribution to Colac Otway Shire (5%)		Points (Total 100)
Business Locale	Registered Main Office within COS	50 pts
	Registered Main Office outside COS	0 pts
Local Goods/Services	Assessed based on what Goods, Services, Works are procured locally (ie, within Colac Otway Shire) and what value percentage of the contract they represent	Up to 50 pts

Formatted Table

In instances where a tenderer obtains the highest score in an evaluation assessment due to its economic contribution to Colac Otway Shire, it may only be awarded the contract if its tender price is within 2% of the next highest scoring tender up to a maximum \$50,000 differential.

Formatted: Justified

Council shall ensure tenderers accurately represent their economic contribution to Colac Otway Shire by auditing contracts with a value greater than \$250,000.

2.1.8.3.2. Light Fleet Vehicle Purchases

All Council light vehicles purchased where possible should be purchased locally and be subject to pricing in accordance with the state government fleet procurement contracts, shall be subject to a competitive process managed by the Fleet Manager.

Formatted: Justified

When evaluating quotes a \$500 price allowance shall be applied to local suppliers in the municipality.

2.1.9. Confidentiality

Councillors and Council Staff are required to adhere to the Confidential Information Policy.

Commercial in-confidence information received by Council shall not be disclosed and shall be stored in a secure location.

Councillors and Council Staff shall not release or discuss the following:

- information disclosed by organisations in tenders, quotations or during tender negotiations;
- all information that is Commercial in Confidence; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Tenderers are however advised that a report on a tender process may be presented at an open meeting of Council, and some information arising from the tender will be publicly available.

3. POLICY PROVISIONS

3.1. Standards

Council procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act (where applicable),
- Colac Otway Shire Council policies,
- Colac Otway Shire Council procurement procedures,
- Victorian Local Government Best Practice Procurement Guidelines 2013, and
- Other relevant legislative requirements such as but not limited to the Competition and Consumer Act, ~~Trade Practices Act~~, Goods Act and the Environmental Protection Act.

3.2. Internal Controls

Council has installed and will maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement including a regular internally auditing program targeted at key procurement processes.

3.3. Responsible Financial Management

The principle of responsible financial management shall be applied to all Council procurement activities.

Council Staff shall not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement

process without compromising any of the procurement principles set out in this Policy.

Formatted: Justified, Indent: Left: 1.5 cm

3.4. e-Procurement

e-Procurement is integral to the overall development of procurement processes and practices.

By utilising e-procurement Council aims to:

- reduce transaction costs;
- achieve greater leverage;
- make processes more efficient;
- improve management information and visibility of spend;
- increasing control and consistency of processes; and
- improve spend compliance.

4. PROCUREMENT METHODS AND PROCESSES

4.1. Procurement Methods

Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- purchasing card, including credit and fuel cards;
- petty cash;
- purchase order following a Request for Quotation process;
- under contract following a Request for Quotation or Tender process;
- using aggregated purchasing arrangements with other Councils, MAV Procurement, Procurement Australia, Victorian Government, or other bodies; and
- other arrangements authorised by the Council or the CEO/Chief Executive on a needs basis as required by abnormal circumstances such as emergencies.

Council may, at their discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Typically a multi-stage tender process may commence with a RFI / EOI stage followed by a tender process.

4.1.1. Emergencies

Council will enter into a contract, the value of which reaches the threshold amounts, for the provision of goods, services or works without first putting that contract to public tender, if it is resolved that the contract must be entered into because of an emergency.

4.1.2. Ministerial Exemption

The Minister for Local Government may exercise his or her discretionary power to approve an arrangement for the purposes of the Act, a contract that Council wishes to enter into without first exposing that contract to public tender. Ministerial exemptions will only be sought in exceptional circumstances.

4.2. Procurement Processes Overview

Council's procurement processes are based on the principles listed above.

Further details of the procurement processes undertaken by Council are contained in Council's procurement procedures. Together with this policy, the procurement procedures provide the complete procurement framework applicable to all of Council's procurement activities.

All procurement processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

4.2.1. Category Management

Where applicable, Council will establish a Category Management approach to key categories of spend, bringing together expertise from across Council to identify and embed the most appropriate and effective category strategy in order to deliver on Council's objectives through contract arrangements.

4.2.2. Negotiation

In line with the Local Government Best Practice Procurement Guidelines 2013, Council reserves the right to conduct negotiations in its tender documentation in order to better meet / achieve its value for money objectives. This negotiation process may include undertaking a Best and Final Offer (BAFO) process.

4.2.3. Contract Management

Council shall establish an appropriate contract management framework to govern and guide its contract management activities.

Council will proactively manage key contracts with a nominated Council Staff member responsible for the delivery of the contracted goods, services or works to ensure the Council is best placed to achieve its contract objectives.

4.2.4. Supplier Engagement and Management

Council recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers.

Council is committed to:

- managing existing suppliers, to ensure the benefits are delivered;
- developing new suppliers and improving the capability of existing suppliers where appropriate; and
- communicating to potential suppliers via its website.

4.2.5. Probity Management

Council will consider the appointment of a probity advisor or probity auditor for tender requests based on the nature and complexity of the proposed procurement.

For tenders in excess of \$3M, or where a proposed contract is deemed particularly complex, high risk or controversial and requiring a high level of public confidence, a Probity Plan will be developed.

5. PROCUREMENT THRESHOLDS

5.1. Minimum Spend Competition Thresholds

Any Council procurement under the threshold must comply with the Council's own policy and procedures.

The following table summarises Council's thresholds:

Procurement Value (AUS, excl. GST)	Procurement Process	Payment Method	Agreement Type	Documentation Requirements
<\$10,000	Seek a minimum of 1 Oral Quote	Petty Cash (\$50 limit) Purchase Card Purchase Order Payment w/out PO	Purchase Order Conditions	Record Quote/s
\$10,000 - \$50,000	Seek a minimum of 3 Written Quotes	Purchase Order	Purchase Order Conditions or Contract for Quotes	Record Quotes & Delegate Approval for Quotes
\$50,000-\$135,000 (Goods/Services) \$50,000-\$180,000 (Works)	Seek a minimum of 3 Written Quotes or Tender Process		Contract for Tender	Evaluation Scoresheet & Delegate Approval for Quotes Evaluation Report for Tender
>\$135,000 (Goods/Services) >\$180,000 (Works)	Tender Process		Contract	Evaluation Report

Procurement Value (AUS, excl. GST)	Procurement Process	Payment Method	Agreement Type	Documentation Requirements
<\$2,000	Seek a minimum of 1 Oral Quote	Petty Cash (\$50 limit) Purchase Card Purchase Order Payment w/out PO	Purchase Order Conditions	Record Quote/s
\$2,000 - <\$10,000	Seek a minimum of 1 Written Quote	Purchase Order	Purchase Order Conditions or Contract for Quote	Record Quotes & Delegate Approval for Quotes
\$10,000 - \$50,000	Seek a minimum of 3 Written Quotes		Contract for Tender	Evaluation Scoresheet & Delegate Approval for Quotes Evaluation Report for Tender
>\$135,000 (Goods/Services) >\$180,000 (Works)	Seek a minimum of 3 Written Quotes or Tender Process		Contract	Evaluation Report

Notes:

- Financial values are for the total estimated cost for the procurement.
- Requirements cannot be split to circumvent the above thresholds.
- Council Officers must follow the requirements set out in the table above.

The tender thresholds shall apply for two financial accounting periods.

However, should Council consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for Council, in consultation with senior management public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.

Council Staff may undertake purchasing arrangements under the tendering limits outside this procedure at the discretion of the relevant General Manager, if the following special circumstances apply:

- The goods, service or works are of an urgent nature;
- Only a limited number of Suppliers could perform or supply the goods, service or works due to the level of specialist expertise required;
- The works, goods or service are an extension of previously approved goods, service or works and the appropriate variation has been processed;
- The works, goods or service are required as part of a grant, funding agreement, lease or similar arrangement specifically stating how the goods, service or works are to be provided or undertaken;
- Where no quotes or tenders were submitted or no quotes or tenders were submitted that conform to the essential requirements of the specification document – in this instance direct contact with the supplier of choice may be appropriate;
- When there is an unforeseen need to alter the scope of the project in a minor way and the cost of obtaining further quotations or retendering will outweigh the potential benefits;
- Where there is a clearly defined and significant social or environmental benefit;
- When there are exceptionally advantageous time-limited conditions for Council including unusual disposals by suppliers, unsolicited innovative proposals, liquidation, bankruptcy or receivership all of which that are not routine purchases from regular suppliers; or
- Where the acquisition is of a cultural or artistic nature i.e. a live show or art piece.

6. DELEGATIONS OF AUTHORITY

6.1. Requirement

Delegations define the limitations within which Council Staff are permitted to work. Delegation of procurement authority allows specified Council Staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

6.2. Council Staff

Council shall maintain a documented scheme of procurement delegations, identifying the Council Staff authorised to make such procurement commitments in respect of goods, services and works on behalf of the Council and their respective delegations contained in the procurement procedures.

6.3. Delegations reserved for Council

Tender recommendations where the expenditure is over the Chief Executive Officer's delegation of \$400,000 must be approved by Council.

7. POLICY GOVERNANCE

7.1. Owner

Manager, Governance & Customer Service.

7.2. Review

Council endeavours to continually improve its procurement performance such that all relevant policies, guidance and training are continually reviewed and updated. The policy and associated procedures will be reviewed annually in accordance with Council's requirements under the Act.

7.3. Compliance Responsibility

All Council Staff have the responsibility to comply with the provisions of this policy.

7.4. Performance Measures and Continuous Improvement

Council shall establish appropriate performance measures and reporting systems which will be used to monitor performance and compliance with procurement policies, procedures and controls.

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within the Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- Highlight trend and exceptions where necessary to enhance performance.
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers.

Formatted: Line spacing: Multiple
1.15 li, Tab stops: Not at 1.27 cm

As part of Council's commitment to continuous improvement in procurement, Council will participate in and deliver on its objectives through the MAV LEAP Program.

7.5. Charter of Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

Council is committed to consultation and cooperation between management and employees.

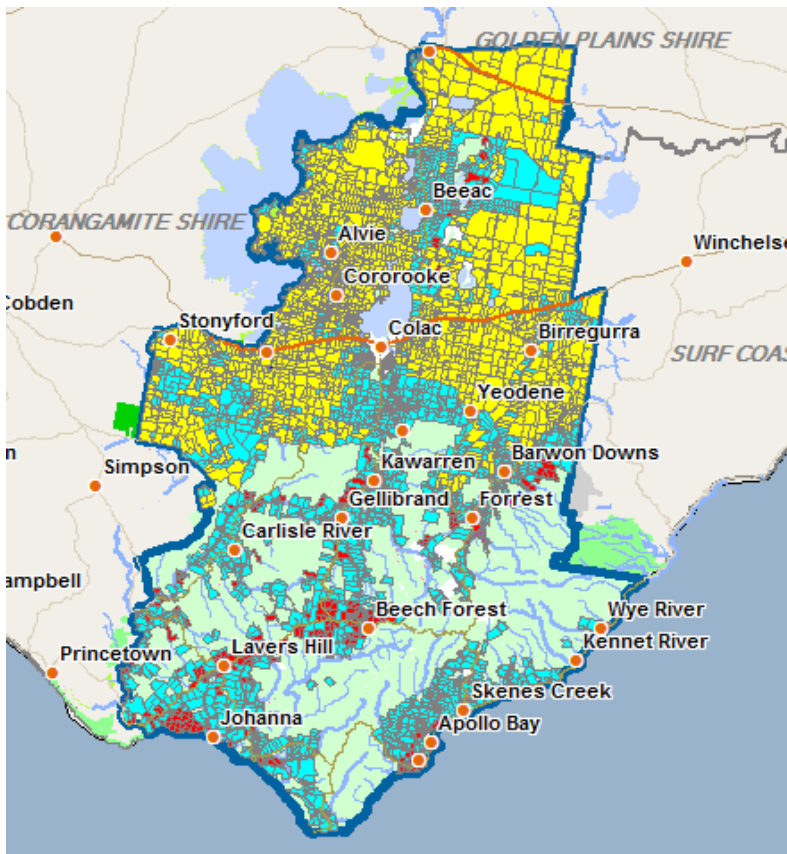
ORDINARY COUNCIL MEETING

AUTHORISATION OF OFFICER UNDER THE PLANNING AND ENVIRONMENT ACT 1987

OM182609-16

LOCATION / ADDRESS	2-6 Rae Street Colac	GENERAL MANAGER	Errol Lawrence
OFFICER	Errol Lawrence	DIVISION	Corporate Services
TRIM FILE	F18/6770	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To appoint new statutory planning officer.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The purpose of the report is for Council to appoint Erin Sonogo, Statutory Planner, as an authorised officer under section 147(4) of the *Planning and Environment Act 1987*.

3. RECOMMENDATION

That Council:

- 1. Appoints Erin Sonogo, Statutory Planner, as an authorised officer pursuant to section 147(4) of the *Planning and Environment Act 1987*.**
- 2. Notes that the Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.**
- 3. Delegates to the Chief Executive authority to sign and place under Council seal the Instrument of Appointment and Authorisation.**

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The *Planning and Environment Act 1987* (the Act) establishes a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.

Various staff members within the Council's Planning, Environment and Community Safety Departments are required to undertake assessments, give advice or investigate various issues in relation to the Act. In order to undertake these assessments legally, particularly during issues of non-compliance, authorisation under the Act is required.

KEY INFORMATION

Council has appointed *Erin Sonogo* as a Statutory Planner to fill a vacancy within the planning department. Erin commenced on 6 September 2018 and requires authorisation under the *Planning and Environment Act 1987* Act due to the following:

- The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the Responsible Authority.
- Legal advice recommends that authorised officers be appointed by Council using an instrument to address specific authorisation provisions of section 147(4) of the *Planning and Environment Act 1987* versus the broader authorisations of section 224 of the *Local Government Act 1989*.

It is important to note that the broader Instrument of Appointment and Authorisation by the Chief Executive Officer pursuant to section 224 of the *Local Government Act 1989* must also be retained as it appoints the officer's position as an authorised officer for the administration and enforcement of other acts.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The authorisation is required for officers to investigate and enforce planning and land use issues as outlined in this report and directly address the themes of the Council Plan: Our Prosperity, Our Places, Our Community and Our Leadership and Management.

ENVIRONMENTAL IMPLICATIONS

Authorisation is required for officers to investigate and enforce planning and land use issues as outlined in this report, serve to protect the wider environment in line with the requirements of the planning scheme and *Planning and Environment Act 1987*.

SOCIAL & CULTURAL IMPLICATIONS

The required authorisation for officer to investigate and enforce planning and land use issues as outlined in this report serve to protect places of noted social and cultural significance in line with the requirements of the planning scheme and *Planning and Environment Act 1987*.

ECONOMIC IMPLICATIONS

Not applicable

LEGAL & RISK IMPLICATIONS

The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the responsible authority.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Not applicable

7. IMPLEMENTATION STRATEGY

DETAILS

The attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) come into force immediately upon execution.

COMMUNICATION

Not applicable

TIMELINE

The attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) comes into force immediately after the common seal of Council is affixed to the Instruments by the Chief Executive.

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
**NOTICE OF MOTION –
NAMING - CENTRAL RESERVE PRECINCT**
OM182609-17

COUNCILLOR	Jason Schram
ATTACHMENTS	1. Notice of Motion No 283 - Cr Jason Schram - Naming - Central Reserve Precinct - Signed

1. COUNCILLOR COMMENT

This notice of motion falls in line with Council's community consultation process. Previous positions of Council have been restrictive on future naming of the Central Reserve and this Notice of Motion is more in line with the community's expectations and allows more flexibility for the organisation to investigate naming options.

It allows the community to have input into the naming of the Central Reserve and associated facilities. The Central Reserve is the showpiece sporting facility in Colac and has been host to many local, national and international sporting events for many decades. The community will be able to have their say on the naming of the facility and / or the buildings and get the chance with this Notice of Motion to have input to even leave the Central Reserve as is. It also allows the Council to investigate naming rights opportunities as a source of revenue as there have already been inquiries to Council from local businesses wanting this opportunity. The main user groups at the moment are the Colac Tigers Football & Netball Club, Colac & District Football Netball League and Little Athletics. The Central Reserve recently hosted the AFL when Geelong took on Essendon in a JLT Community Series game that was broadcast on national TV.

2. OFFICER COMMENT

General Manager, Infrastructure & Leisure Services

Central Reserve is Colac Otway Shire's premier recreation reserve located at 32 Gravesend Street, Colac. Central Reserve was first developed in the late 1950's following Council's purchase of the land, with the grandstand facility officially opened in 1962. The facilities at Central Reserve have been progressively developed over time, with major upgrades of the off-field facilities completed in 2017.

Central Reserve hosts a wide range of sport and recreational activities and is home to the following organisations:

- Colac Football Netball Club
- Colac and District Football Netball League
- Little Athletics Colac
- AFL Barwon

- Colac Otway Rovers Football (Soccer) Club
- Colac and District Dog Obedience
- Colac Youth and Recreation Club
- Colac 8 Ball Club
- Colac Budgerigar Club
- Colac Secondary College
- Shae’K’It Studios

The reserve attracts approximately 100,000 visitations per year including people of all ages. In March 2018, Central Reserve hosted a JLT AFL Community Series match between Geelong and Essendon, attracting approximately 10,000 people.

It is unknown when the reserve was officially named Central Reserve however it aligns to the naming of other recreation reserves in Colac to recognise their locations, including Eastern Reserve and Western Reserve.

At its July 2016, Council endorsed the following resolution relating to the potential naming of Central Reserve.

That Council supports:

- 1. Investigating the community’s interest in renaming Central Reserve to recognise our indigenous heritage in accordance with Council’s ‘Naming of Roads, Localities and Features Policy’ and the State Government’s ‘Guidelines for Geographic Names’.***
- 2. Investigating the community’s interest in naming new and/or existing buildings at Central Reserve in accordance with Council’s ‘Naming of Roads, Localities and Features Policy’ and the State Government’s ‘Guidelines for Geographic Names’. Consideration to be given to sporting excellence and/or administrators who have contributed significantly to sport in the Colac Otway Shire.***
- 3. Requesting officers to prepare for Council a community engagement plan to implement points 1 and 2.***

Council officers prepared a Community Engagement Plan to guide the discussion with the community and seek feedback on naming Central Reserve and associated assets. Officers had discussions with a number of user groups and community members who indicated that their preference would be for the reserve’s name to remain as Central Reserve, whilst also considering sponsorship opportunities for some part of the reserve eg: the oval. Further community engagement on the subject did not progress past these discussions.

In recent times, Council has received interest about the opportunity for commercial naming rights for Central Reserve. The naming of community assets through sponsorship arrangements can provide financial benefits to Councils to partly off-set the cost of maintenance.

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 **26 September 2018**.

That Council:

- 1. In accordance with Council's Community Engagement Policy 2013, seek community feedback on:***
 - a) The naming of the Central Reserve precinct.***
 - b) The naming of any new or existing buildings at the Central Reserve precinct.***
 - c) The possibility of allowing the naming rights of the Central Reserve precinct to be used as a potential revenue source for Council and/or user groups.***
 - d) That points 1a, 1b and 1c be conducted in accordance with Council's Naming of Roads, Localities and Features policy, and the State Government's guidelines for geographic names.***
- 2. In relation point 1, gives consideration to:***
 - a) Local European and Indigenous historical names and places.***
 - b) Local sporting administrators or those who have achieved sporting excellence.***
 - c) Other significant local sporting interests.***
 - d) Leaving the facility as named, Central Reserve.***
- 3. Retains the existing name of the Central Reserve precinct and associated structures until Council determines otherwise.***
- 4. Officers present the community feedback in a report to an Ordinary Council Meeting.***
- 5. Commences community consultation enacting this Notice of Motion no later than 29 October 2018.***
- 6. Endorses this Notice of Motion to take precedence over previous resolutions in relation to this matter.***

NOTICE OF MOTION

BY

COUNCILLOR Jason Schram

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on **26 September 2018**.

That Council:

1. *In accordance with Council's Community Engagement Policy 2013, seek community feedback on:*
 - a) *The naming of the Central Reserve precinct.*
 - b) *The naming of any new or existing buildings at the Central Reserve precinct.*
 - c) *The possibility of allowing the naming rights of the Central Reserve precinct to be used as a potential revenue source for Council and/or user groups.*
 - d) *That points 1a, 1b and 1c be conducted in accordance with Council's Naming of Roads, Localities and Features policy, and the State Government's guidelines for geographic names.*
2. *In relation point 1, gives consideration to:*
 - a) *Local European and Indigenous historical names and places.*
 - b) *Local sporting administrators or those who have achieved sporting excellence.*
 - c) *Other significant local sporting interests.*
 - d) *Leaving the facility as named, Central Reserve.*
3. *Retains the existing name of the Central Reserve precinct and associated structures until Council determines otherwise.*
4. *Officers present the community feedback in a report to an Ordinary Council Meeting.*
5. *Commences community consultation enacting this Notice of Motion no later than 29 October 2018.*
6. *Endorses this Notice of Motion to take precedence over previous resolutions in relation to this matter.*

Councillor Comment (optional)

This notice of motion falls in line with Council's community consultation process. Previous positions of Council have been restrictive on future naming of the Central Reserve and this Notice of Motion is more in line with the community's expectations and allows more flexibility for the organisation to investigate naming options.

Ref: D18/85573

It allows the community to have input into the naming of the Central Reserve and associated facilities. The Central Reserve is the showpiece sporting facility in Colac and has been host to many local, national and international sporting events for many decades. The community will be able to have their say on the naming of the facility and / or the buildings and get the chance with this Notice of Motion to have input to even leave the Central Reserve as is. It also allows the Council to investigate naming rights opportunities as a source of revenue as there have already been inquiries to Council from local businesses wanting this opportunity. The main user groups at the moment are the Colac Tigers Football & Netball Club, Colac & District Football Netball League and Little Athletics. The Central Reserve recently hosted the AFL when Geelong took on Essendon in a JLT Community Series game that was broadcast on national TV.



Councillor Jason Schram

DATED: 31-8-18

Ref: D18/85573

ORDINARY COUNCIL MEETING
NOTICE OF MOTION –
CONSIDERATION TO THE DESIGN OF NEW
AMENITIES (TOILETS) AT MEMORIAL SQUARE
OM182609-18

COUNCILLOR	Jason Schram
ATTACHMENTS	1. Notice of Motion No 284 - Cr Jason Schram - Consideration to the Design of New Amenities (Toilets) at Memorial Square - Signed

1. COUNCILLOR COMMENT

Since the adoption of the Memorial Square Master Plan it has been brought to Council's attention that there is a community need for suitable change facilities in the City of Colac. As detailed design of the amenities and toilets has not been finalised yet it would be prudent of Council to include in the design such a change facility to cater for all facets of the community especially the health and disability sectors.

The community has long wanted better toilet facilities at the Memorial Square and Council should build the facilities to meet community expectations regardless of funding from State or Federal Governments. This does not mean that Council will not advocate strongly to all forms of government as the regions need this funding to help grow and cater for such growth.

2. OFFICER COMMENT

General Manager, Infrastructure & Leisure Services

Memorial Square is a 1ha parcel of public open space which is of significance to the local community and visitors to the region.

The Memorial Square Master Plan was endorsed by Council at its January 2018 Ordinary meeting. The master plan recommends the construction of a new amenities block on Gellibrand Street. Council has allocated \$100,000 in its 2018-19 budget to prepare detailed designs for the new amenities block. This project will commence in coming months and will be inclusive of a thorough community engagement process to inform the designs.

The Memorial Square Master Plan identifies a cost of \$1.3M to demolish the existing toilet block and construct new amenities. It is unlikely that State and Federal Governments would fund stand-alone toilets so most, if not all, of the cost would need to be borne by Council.

Council officers have already met with members of the community to discuss issues around accessibility and the need for a 'Changing Places' type of facility. Changing Places are larger than standard accessible toilets

with adult-sized change tables and tracking hoists in major public spaces to meet the needs of people with high support needs. These needs will be considered in the design process.

Further engagement with our community will occur to assist with the finalisation of detailed designs and cost estimates for the new public amenities. This work is then intended to inform Council's Long Term Capital Works program.

The proposed timelines for a project such as this would be:

- 2018/2019 – Complete detailed design
- 2019/2020 – Seek external funding and establish Council funding
- 2020/2021 – Construct new facilities

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 **26 September 2018**.

That Council:

- 1. Put consideration into the design of the new amenities (toilets) to be constructed as part of the Memorial Square Master Plan, to allow for a change facility that caters for all members of the community from infants to adults and those with special needs and that those facilities meet with Australian Standards.***
- 2.***
 - a) Resolves that construction of the new amenities (toilets) be implemented into the Council's capital works program, if no funding from State or Federal Governments or external grants are forthcoming.***
 - b) Subject to no external funding forthcoming, implement the amenities into the capital works budget for the financial year 2020/2021.***

NOTICE OF MOTION No. 284 – 18/19
Notion of Motion – Consideration to the Design of New Amenities (Toilets) at Memorial Square

NOTICE OF MOTION

BY

COUNCILLOR Jason Schram

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on **26 September 2018**.

That Council:

1. *Put consideration into the design of the new amenities (toilets) to be constructed as part of the Memorial Square Master Plan, to allow for a change facility that caters for all members of the community from infants to adults and those with special needs and that those facilities meet with Australian Standards.*

2.
 - a) *Resolves that construction of the new amenities (toilets) be implemented into the Council's capital works program, if no funding from State or Federal Governments or external grants are forthcoming.*

 - a) *Subject to no external funding forthcoming, implement the amenities into the capital works budget for the financial year 2020/2021.*

Councillor comment (optional)

Since the adoption of the Memorial Square Master Plan it has been brought to Council's attention that there is a community need for suitable change facilities in the City of Colac. As detailed design of the amenities and toilets has not been finalised yet it would be prudent of Council to include in the design such a change facility to cater for all facets of the community especially the health and disability sectors.

The community has long wanted better toilet facilities at the Memorial Square and Council should build the facilities to meet community expectations regardless of funding from State or Federal Governments. This does not mean that Council will not advocate strongly to all forms of government as the regions need this funding to help grow and cater for such growth.


Councillor **Jason Schram**

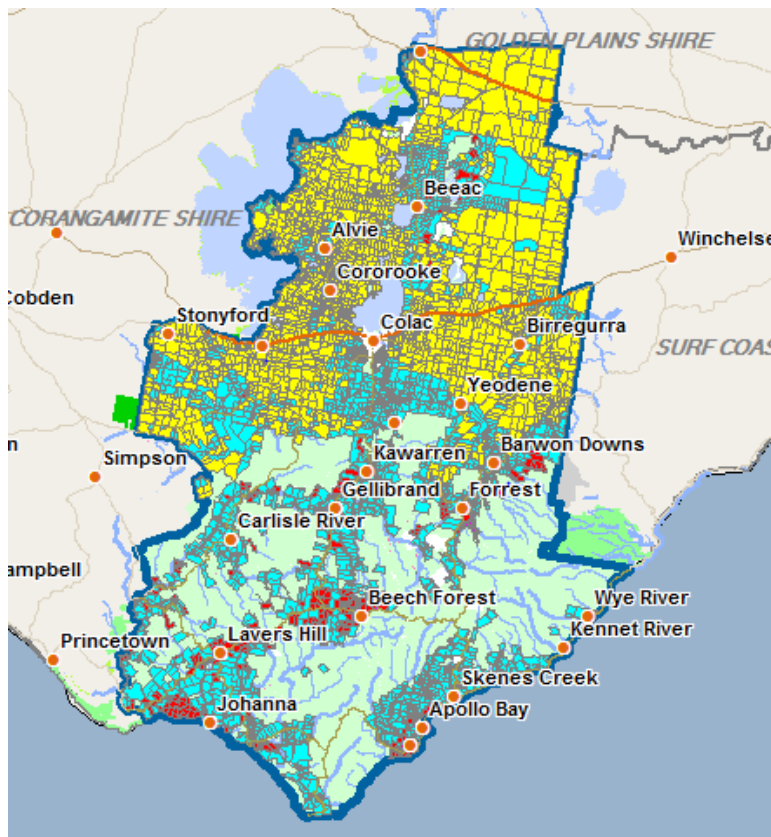
DATED: 12-9-18

Ref: D18/89712

ORDINARY COUNCIL MEETING
**COUNCILLOR APPOINTMENT –
 MUNICIPAL ASSOCIATION OF VICTORIA**
 OM182609-19

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To appoint a Councillor as Colac Otway Shire's representative to the Municipal Association of Victoria.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Following the recent resignation of Cr Terry Woodcroft, Colac Otway Shire Council is without an appointed Councillor to the Municipal Association of Victoria, which is holding State Council on 18 and 19 October 2018. At this September Ordinary Council meeting, Councillors have an opportunity to appoint a Councillor to this external body for the purpose of representing Colac Otway Shire Council with voting rights.

3. RECOMMENDATION

That Council appoints Cr Stephen Hart to the Municipal Association of Victoria until determined otherwise.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

Council has Councillor/officer representation on a number of committees associated with a variety of interests. This entails representing Council's views on regional and state wide matters.

KEY INFORMATION

Councillor appointments to these Committees are traditionally made annually in November, following the elections of the Mayor and Deputy Mayor, as is planned to be the case in 2019. In the interim, Council has the opportunity to appoint a Councillor to the Municipal Association of Victoria following Cr Woodcroft's resignation from Council.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The appointments of Councillors to Committees align to Theme 4 of the Council Plan – Our Leadership and Management.

ENVIRONMENTAL IMPLICATIONS

Not applicable

SOCIAL & CULTURAL IMPLICATIONS

Councillor appointments to external bodies such as the Municipal Association of Victoria contribute to the effective representation of the Colac Otway Shire community.

ECONOMIC IMPLICATIONS

Not applicable

LEGAL & RISK IMPLICATIONS

Not applicable

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Not applicable

7. IMPLEMENTATION STRATEGY

DETAILS

The Municipal Association of Victoria will be advised of this appointment ahead of State Council.

COMMUNICATION

Not applicable

TIMELINE

Not applicable

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
**AUDIT COMMITTEE MINUTES –
6 JUNE 2018**
OM182609-20

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 - 6 June 2018 - Signed		
PURPOSE	To receive for information the Colac Otway Shire Audit Committee minutes dated 6 June 2018.		

1. RECOMMENDATION

That Council receives for information the Colac Otway Shire Audit Committee minutes dated 6 June 2018.



AUDIT COMMITTEE MEETING

MINUTES

WEDNESDAY 6 JUNE 2018

AT 8.30AM

COPACC



COLAC OTWAY SHIRE AUDIT COMMITTEE MEETING

6 JUNE 2018

TABLE OF CONTENTS

AC180606-1	ACTING CEO STATEMENT OF COMPLIANCE	6
AC180606-2	FINANCIAL REPORTING - THIRD QUARTER COUNCIL FINANCIAL REPORT - 2017/2018	7
AC180606-3	INTERNAL CONTROL - PROCUREMENT, PURCHASING, TENDERS AND CONTRACT PRACTICES	8
AC180606-4	RISK MANAGEMENT & BUSINESS CONTINUITY - RISK MANAGEMENT ADHERENCE REPORT	10
AC180606-5	FRAUD PREVENTION / AWARENESS - REVIEW INSTANCES OF FRAUD OR CORRUPTION	12
AC180606-6	BUSINESS CONTINUITY - REVIEW THE PROCESSES AND PRACTICES RELATED TO DISASTER RECOVERY PLANNING	13
AC180606-7	INTERNAL AUDIT - REVIEW AND APPROVE INTERNAL AUDIT THREE YEAR PROGRAM	14
AC180606-8	INTERNAL AUDIT - REVIEW AND APPROVE INTERNAL AUDIT SCOPES AND PROGRESS	15
AC180606-9	INTERNAL AUDIT - REVIEW ANY SPECIAL INTERNAL AUDIT ASSIGNMENTS	16
AC180606-10	INTERNAL AUDIT - REVIEW COMPLETED INTERNAL AUDIT REPORTS, RECOMMENDATIONS AND MANAGEMENT RESPONSES	17
AC180606-11	INTERNAL & EXTERNAL AUDIT - REVIEW RISK RATING RECOMMENDATIONS	18
AC180606-12	EXTERNAL AUDIT - REVIEW EXTERNAL AUDIT FINDINGS, RECOMMENDATIONS & MANAGEMENT RESPONSES	19
AC180606-13	COMPLIANCE - REGULATORY AGENCIES	20
AC180606-14	COMPLIANCE - REVIEW THE UPDATE OF RELEVANT POLICIES, PROCEDURES AND DELEGATIONS	21
AC180606-15	COMPLIANCE - REVIEW ADHERENCE TO ASSET MANAGEMENT POLICY	22
AC180606-16	REVIEW REPORTING RESPONSIBILITIES - ANNUAL REPORT OF AUDIT COMMITTEE - QUARTERLY PERFORMANCE REPORT	23

AC180606-17	LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK (LGPRF) DATA COLLECTION 2017/18.....	24
AC180606-18	REPORTING RESPONSIBILITIES - FINDINGS FROM PERFORMANCE AUDITS	25
AC180606-19	OTHER - AUDIT COMMITTEE PLAN	26
AC180606-20	OTHER - AUDIT COMMITTEE CHARTER	27
AC180606-21	OTHER - OVERSEE ANY INVESTIGATION.....	28

COLAC OTWAY SHIRE AUDIT COMMITTEE MEETING

MINUTES of the *AUDIT COMMITTEE MEETING OF THE COLAC OTWAY SHIRE* held at COPACC on
6 June 2018 at 8.30am.

1. PRESENT

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

Errol Lawrence, General Manager, Corporate Services
Tony McGann, General Manager, Infrastructure & Leisure Services
Daniel Fogarty, Manager, Financial Services
Shane Whitten, Manager, Financial Accounting
Trevor Olsson, Manager, People Performance & Culture
Lyndal McLean, Acting Governance Officer
Andrew Zavitsanos, Crowe Horwath
Christopher Kol, McLaren Hunt
Richard Bianco, Manager, Information Services
Melanie Duvé, Corporate Planning & Reporting Officer

2. APOLOGIES

Sarah McKew, Manager, Governance & Customer Service
Marni Young, Risk & OHS Coordinator
Gareth Smith, General Manager, Development & Community Services
Robert Dobrzynski, Acting Chief Executive Officer

3. DECLARATIONS OF INTEREST

Cr Schram	AC180606-3
Nature of Disclosure:	Indirect Interest
Type of Interest:	Section 78A
Nature of Interest:	My company tenders for contracts with the Colac Otway Shire from time to time.

The Chair of the Audit Committee determined that Item 12 - External Audit - Review External Audit Findings, Recommendations & Management Responses, be heard at this time. Please refer to page 19 of these minutes.

4. CONFIRMATION OF MINUTES

- Audit Committee Meeting held on 21 March 2018.

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee confirm the above minutes.

CARRIED 4 : 0

5. BUSINESS ARISING FROM THE PREVIOUS MEETING

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee receive an update on the status of the review of the Councillor Support Policy at the next Audit Committee meeting.

CARRIED 4 : 0

Tony McGann left the meeting at 9.26am.

Having left the meeting at the conclusion of Item 12 which was heard first, Daniel Fogarty returned to the meeting at 9.27am.

AUDIT COMMITTEE MEETING
ACTING CEO STATEMENT OF COMPLIANCE
AC180606-1

LOCATION / ADDRESS	Whole of municipality		
ACTING CHIEF EXECUTIVE OFFICER	Robert Dobrzynski	DIVISION	Executive
TRIM FILE	F17/7038	CONFIDENTIAL	Yes
ATTACHMENTS	Nil		
PURPOSE	To keep the Audit Committee abreast of compliance matters within the Colac Otway Shire		

RECOMMENDATION

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

ALTERNATIVE MOTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee:

- 1. Notes the Acting CEO Statement of Compliance.*
- 2. Recommend to Council that officers undertake training on matters having a conflict of interest.*
- 3. Recommend that the report be presented to the incoming CEO so that he is aware of the matters raised, including the breaches and the quarry matter.*

CARRIED 4 : 0

Trevor Olsson returned to the meeting at 9.29am.
Tony McGann returned to the meeting at 9.30am.

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

AC180606-2

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Shane Whitten	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. March 2018 Financial Performance Report		
PURPOSE	To provide the Audit Committee an overview of the Third Quarter Financial Report presented to Council on 2 May 2018		

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee receives the report on the Third Quarter Financial Performance Report for 2017/2018 for information.

CARRIED 4 : 0

Trevor Olsson left the meeting at 9.44am.

Trevor Olsson returned to the meeting at 9.46am.

AUDIT COMMITTEE MEETING
**INTERNAL CONTROL - PROCUREMENT, PURCHASING,
TENDERS AND CONTRACT PRACTICES**

AC180606-3

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Melissa Garner	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	<ol style="list-style-type: none"> 1. Colac Otway Shire Council Tendering Guideline Training Program 2018 2. Colac Otway Shire Council Tendering Procedures 2017-18 		
PURPOSE	To review procurement, purchasing, tenders and contract practices		

Having declared a conflict of interest due to how the discussion progressed regarding price weighting, Cr Jason Schram adjourned from the meeting at 10.38am and did not take part in debate nor vote on the matter.

Cr Schram	AC180606-3
Nature of Disclosure:	Indirect Interest
Type of Interest:	Section 78A
Nature of Interest:	My company tenders for contracts with the Colac Otway Shire from time to time.

RECOMMENDATION

That the Audit Committee notes the internal controls for procurement, purchasing, tenders and contract practices.

ALTERNATIVE MOTION

MOVED Ms Linda MacRae seconded Cr Stephen Hart

That the Audit Committee:

1. *Notes the internal controls for procurement, purchasing, tenders and contract practices.*
2. *Recommends to Council that the threshold in the ArcBlue document be above \$2,000 and less than \$10,000 for one written quote.*

3. *Recommends to Council that the weighting on pricing be agreed upon by the relevant General Manager at the specification stage.*
4. *Recommends that in clause 1.13.3.3 regarding price weighting, the word 'should' be replaced with 'should generally'.*
5. *Recommends that when the assessment panel is formed the administration officer will ensure that all members understand all responsibility including conflict of interest and confidentiality.*

CARRIED 3 : 0

Shane Whitten returned to the meeting at 9.54am.
Shane Whitten left the meeting at 10.25am.
Shane Whitten returned to the meeting at 10.30am.
Trevor Olsson left the meeting at 10.32am.
Trevor Olsson returned to the meeting at 10.34am.
Cr Jason Schram returned to the meeting at 10.42am.

AUDIT COMMITTEE MEETING
**RISK MANAGEMENT & BUSINESS CONTINUITY -
 RISK MANAGEMENT ADHERENCE REPORT**

AC180606-4

LOCATION / ADDRESS	Whole of Municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Marni Young	DIVISION	Corporate Services
TRIM FILE	F17/12086	CONFIDENTIAL	Yes
ATTACHMENTS	<ol style="list-style-type: none"> 1. Business Continuity Project 2018 - Training Workshops - Final Report 2. RM-04 Risk Management Policy - Draft 2018 3. Risk Register Corporate - Strategic Risks - Audit Committee 20180606 4. Risk Register Corporate - Operational Risks - High Extreme - Audit Committee 20180606 5. Corporate Risk Matrix - Audit Committee - 20180606 6. Risk Management Committee - Meeting Minutes - 20180328 		
PURPOSE	This report provides summary information on the key and pending risk activities for the organisation as at May 2018.		

RECOMMENDATION

That the Audit Committee:

1. *receives the Risk Management Adherence Report as at May 2018, and*
2. *recommend that Council adopt the recently reviewed Risk Management Policy, and*
3. *provide guidance on appropriate review frequency for the Risk Management Policy.*

ALTERNATIVE MOTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee:

1. *receives the Risk Management Adherence Report as at May 2018, and*
2. *recommend that Council adopt the recently reviewed Risk Management Policy, and*

3. *recommend that the appropriate review for the Risk Management Policy be in time accordance with the Local Government Act 1989 and Council's policy on frequency of review which is 4 years.*

CARRIED 4 : 0

Richard Bianco attended the meeting at 10.45am.

AUDIT COMMITTEE MEETING
**FRAUD PREVENTION / AWARENESS - REVIEW
INSTANCES OF FRAUD OR CORRUPTION**

AC180606-5

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Shane Whitten	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Fraud Control Program 1 February 2018 to 30 April 2018		
PURPOSE	To monitor financial controls and processes in order to prevent fraud from occurring		

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee receives the Fraud Control Program report for the period 1 February 2018 to 30 April 2018.

CARRIED 4 : 0

Shane Whitten left the meeting at 11.04am.

AUDIT COMMITTEE MEETING
**BUSINESS CONTINUITY - REVIEW THE
PROCESSES AND PRACTICES RELATED TO
DISASTER RECOVERY PLANNING**

AC180606-6

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Richard Bianco	DIVISION	Corporate Services
TRIM FILE	F17/12393	CONFIDENTIAL	Yes
ATTACHMENTS	1. Disaster Recovery and Business Continuity - excerpt - ICT Strategic Plan 2018-2022 DRAFT 2. ICT Strategic Plan 2018-2022 DRAFT - Executive Summary		
PURPOSE	Information regarding Business Continuity		

RESOLUTION

MOVED Cr Jason Schram seconded Cr Stephen Hart

That the direction discussed and provided by the 6th December Audit Committee to prioritise Disaster Recovery Planning stand, as will be incorporated into the ICT Strategic Plan 2018-2022.

CARRIED 4 : 0

Shane Whitten returned to the meeting at 11.07am.

AUDIT COMMITTEE MEETING
**INTERNAL AUDIT - REVIEW AND APPROVE
INTERNAL AUDIT THREE YEAR PROGRAM**

AC180606-7

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. 2019-2021 SIAP Colac Otway Shire v3.1_AZ		
PURPOSE	To review and approve the internal audit three year program		

RECOMMENDATION

That the Audit Committee endorses the Audit Projects for 2018/19:

- *OHS – Staff & Contractors*
- *Fraud Management*
- *Records (Document) Management.*

ALTERNATIVE MOTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee:

1. *endorses the Audit Projects for 2018/19:*
 - *OHS – Staff & Contractors*
 - *Fraud Management*
 - *Records (Document) Management.*
2. *recommend that officers advise as to the internal budget for the 2018/19 year and beyond and that it be discussed by the Executive Management Team.*

CARRIED 4 : 0

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

AC180606-8

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Crowe Horwath - Internal Audit - Colac Otway Shire progress report as at 25 May 2018 2. COSC_Information_Security__MAP_v3.1_AZ - DRAFT		
PURPOSE	To review and approve the internal audit scopes and progress		

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee:

- 1. notes the Internal Audit Progress Report as at 25 May 2018.*
- 2. approves the memorandum of audit planning for Information Systems Security.*

CARRIED 4 : 0

Richard Bianco left the meeting at 11.25am.

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

AC180606-9

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. Colac Otway Shire Council Tendering Procedures 2017-18 (Final)2. Colac Otway Shire Council Tendering Guideline Training Program 2018		
PURPOSE	To review any special internal audit assignments		

RESOLUTION

MOVED Cr Jason Schram seconded Cr Stephen Hart

That the Audit Committee notes the actions taken by Colac Otway Shire as a result of the Tendering Processes review.

CARRIED 4 : 0

Melanie Duvé attended the meeting at 11.27am.

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

AC180606-10

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. Internal Audit - Crowe Horwath - COSC Capital Works Report (final) 2. Crowe Horwath - Internal Audit - COSC Waste Management - Handling and Recycling (final) 		
PURPOSE	To review completed internal audit reports, recommendations and management responses		

RESOLUTION

MOVED Cr Jason Schram seconded Cr Stephen Hart

That the Audit Committee receives the Internal Audit reports on:

- 1. Capital Works, noting management comments;*
- 2. Waste Management – Handling & Recycling, noting management comments.*

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
**INTERNAL & EXTERNAL AUDIT - REVIEW
RISK RATING RECOMMENDATIONS**

AC180606-11

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 - for June 2018 2. Audit Actions Matrix - Completed - for June 2018		
PURPOSE	To review high and medium risk rating recommendations from previous internal and external audit reports		

RECOMMENDATION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee receives:

- 1. the update on Internal and External Audit actions of high and medium risk rating recommendations as at 30 April 2018.*
- 2. the update on completed Internal and External Audit actions of high and medium risk rating recommendations as at 30 April 2018.*

ALTERNATIVE MOTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

1. That the Audit Committee receives:

- a. the update on Internal and External Audit actions of high and medium risk rating recommendations as at 30 April 2018.*
- b. the update on completed Internal and External Audit actions of high and medium risk rating recommendations as at 30 April 2018.*

2. That the Chair of the Audit Committee forward an outstanding audit recommendations matrix template which can be considered for all audit recommendations overdue pre 30 June 2018.

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
**EXTERNAL AUDIT - REVIEW EXTERNAL
 AUDIT FINDINGS, RECOMMENDATIONS &
 MANAGEMENT RESPONSES**

AC180606-12

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Shane Whitten	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Interim Management Letter - 2018 COSC		
PURPOSE	The purpose of this report is to provide the Audit Committee with a copy of the Interim Financial Audit undertaken by Council's External Auditors, McLaren Hunt Financial Group		

RESOLUTION

MOVED Mc Linda MacRae seconded Cr Jason Schram

That the Audit Committee:

- 1. Receives the Interim Management Letter from the Victorian Auditor-General's Office for the financial year ending 30 June 2018.*
- 2. Notes the individual issues and the management comments and action plan.*

CARRIED 4 : 0

Christopher Kol left the meeting at 9.25am.
 Daniel Fogarty left the meeting at 9.25am.
 Trevor Olsson left the meeting at 9.25am.
 Shane Whitten left the meeting at 9.25am.

The Chair of the Audit Committee determined that the Confirmation of Minutes would be considered following this item.

AUDIT COMMITTEE MEETING
COMPLIANCE - REGULATORY AGENCIES
AC180606-13

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 and monitor management's response to the findings		

RECOMMENDATION

Not applicable. There was nothing to report this quarter.

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

AC180606-14

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 ADHERENCE TO
ASSET MANAGEMENT POLICY**

AC180606-15

LOCATION / ADDRESS	Whole of Municipality	GENERAL MANAGER	Tony McGann
OFFICER	Buddhima Edi	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F18/152	CONFIDENTIAL	Yes
ATTACHMENTS	1. Road Management Compliance Report June 2017 - May 2018 2. 2018 Road Management Plan Inspection Schedule Map & Table		
PURPOSE	To demonstrate Council's compliance with its Road Management Plan obligations.		

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee:

- 1. Receives the report for information.*

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
**REVIEW REPORTING RESPONSIBILITIES -
ANNUAL REPORT OF AUDIT COMMITTEE -
QUARTERLY PERFORMANCE REPORT**

AC180606-16

LOCATION / ADDRESS	Whole of Municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Melanie Duve	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Quarterly Performance Report 2017-2018 - 20180502		
PURPOSE	To provide the Audit Committee with the Quarterly Performance Report, which was adopted by Council on 2 May 2018.		

RESOLUTION

MOVED Cr Jason Schram seconded Cr Stephen Hart

That the Audit Committee notes the Quarterly Performance Report 2017/2018 for the period of 1 January to 31 March 2018 was endorsed at the 2 May 2018 Special Council Meeting.

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
**LOCAL GOVERNMENT PERFORMANCE
REPORTING FRAMEWORK (LGPRF) DATA
COLLECTION 2017/18**

AC180606-17

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Melanie Duve	DIVISION	Corporate Services
TRIM FILE	F17/12087	CONFIDENTIAL	Yes
ATTACHMENTS	1. Local Government Performance Reporting Framework (LGPRF) Data Collection Process 20180430		
PURPOSE	To provide the Audit Committee with a report on the collection of the Local Government Performance Reporting (LGPRF) data as required by Local Government Victoria (LGV) for 2017/18 reporting period.		

RESOLUTION

MOVED Ms Linda MacRae seconded Cr Jason Schram

That the Audit Committee:

- 1. Notes the Local Government Performance Reporting Framework Data Collection Process for the 2017/18 financial year.*

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
**REPORTING RESPONSIBILITIES - FINDINGS
FROM PERFORMANCE AUDITS**

AC180606-18

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Shane Whitten	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	Yes
ATTACHMENTS	1. Final Central Reserve Project Acquittal and Audit May 2018		
PURPOSE	To consider findings and recommendations of relevant performance audits undertaken by the Victorian Auditor-General, IBAC, Local Government Inspectorate etc		

RESOLUTION

MOVED Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee receives the Project Completion Reporting Pack and Audited Financial Statement for the Central Reserve Upgrade Project (Stage 2).

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
OTHER - AUDIT COMMITTEE PLAN

AC180606-19

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 - revised June 2018 2. Audit Committee Plan 2019		
PURPOSE	To review the Audit Committee plan		

RESOLUTION

MOVED Cr Jason Schram seconded Cr Stephen Hart

That the Audit Committee:

1. *notes the updated Audit Committee Plan for 2018.*
2. *notes the Audit Committee Plan for 2019.*
3. *confirms the Audit Committee meeting dates and times as:*
 - *Wednesday 29 August 2018 at 9am*
 - *Wednesday 5 December 2018 at 9am*
 - *Wednesday 13 March 2019 at 9am*
 - *Wednesday 5 June 2019 at 9am*
 - *Wednesday 11 September 2019 at 9am.*

CARRIED 4 : 0

AUDIT COMMITTEE MEETING
OTHER - AUDIT COMMITTEE CHARTER
AC180606-20

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 Audit Committee Charter		

RECOMMENDATION

Not applicable. There was nothing to report this quarter.

AUDIT COMMITTEE MEETING
OTHER - OVERSEE ANY INVESTIGATION

AC180606-21

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 11.33am

CONFIRMED AND SIGNED at the meeting held on 29 AUGUST 2018

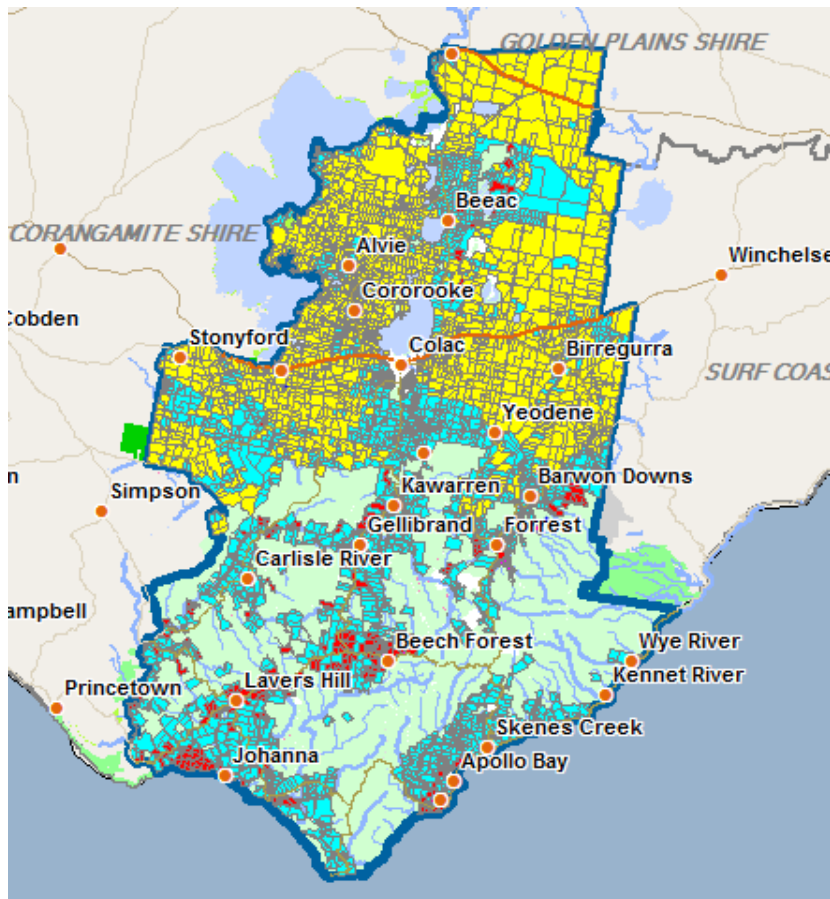
.....CHAIR

ORDINARY COUNCIL MEETING
OATH OF OFFICE - CR BRIAN CROOK

OM182609-21

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F18/7487	CONFIDENTIAL	No
ATTACHMENTS	1. Oath of Office - Cr Brian Crook - Signed before Chief Executive - 30 August 2018		
PURPOSE	To note that the Oath of Office has been taken by Cr Brian Crook.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Cr Brian Crook has taken the Oath of Office signed in the presence of the Chief Executive on 30 August 2018.

3. REPORTING

Cr Brian Crook took the Oath of Office on 30 August 2018 in accordance with section 63 of the Local Government Act 1989.

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

4. BACKGROUND / KEY INFORMATION

BACKGROUND

On 6 August 2018, Cr Terry Woodcroft resigned as a Councillor of Colac Otway Shire, creating an extraordinary vacancy. The Victorian Electoral Commission conducted a countback in accordance with Schedule 3A of the *Local Government Act 1989*. As a result of the countback, Cr Brian Crook was elected.

KEY INFORMATION

On 30 August 2018, Cr Brian Crook took the Oath of Office, in accordance with section 63 of the *Local Government Act 1989*, before the Chief Executive, Peter Brown. The Oath of Office was signed and dated before the Chief Executive and a copy is attached to this report.

The minutes of this Council meeting will record that the Oath of Office has been taken by Cr Brian Crook.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The act of taking the Oath of Office by Cr Brian Crook relates to Theme Four of the 2017 – 2021 Council Plan: Our Leadership & Management.

ENVIRONMENTAL IMPLICATIONS

Not applicable

SOCIAL & CULTURAL IMPLICATIONS

Not applicable

ECONOMIC IMPLICATIONS

Not applicable

LEGAL & RISK IMPLICATIONS

The Oath of Office is required to be undertaken in accordance with section 63 of the *Local Government Act 1989*.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Not applicable

7. IMPLEMENTATION STRATEGY

DETAILS

The swearing in of Cr Crook was conducted on 30 August 2018.

COMMUNICATION

The community has been kept abreast of developments via media releases and social media.

TIMELINE

The timeline for the election of a Councillor to fill the extraordinary vacancy has been largely determined by the Countback Procedures of the Victorian Electoral Commission.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

COUNCILLOR OATH OF OFFICE

Before the Chief Executive, Peter Brown,
on 30 August 2018,

I swear by Almighty God that I will undertake the duties
of the office of Councillor in the best interests of the
people in the municipal district of the Colac Otway Shire
and faithfully and impartially carry out the functions,
powers, authorities and discretions vested in me under
the *Local Government Act 1989* or any other Act to the
best of my skill and judgement.

SIGNED:



BRIAN CROOK

Date: 30/8/18



PETER BROWN

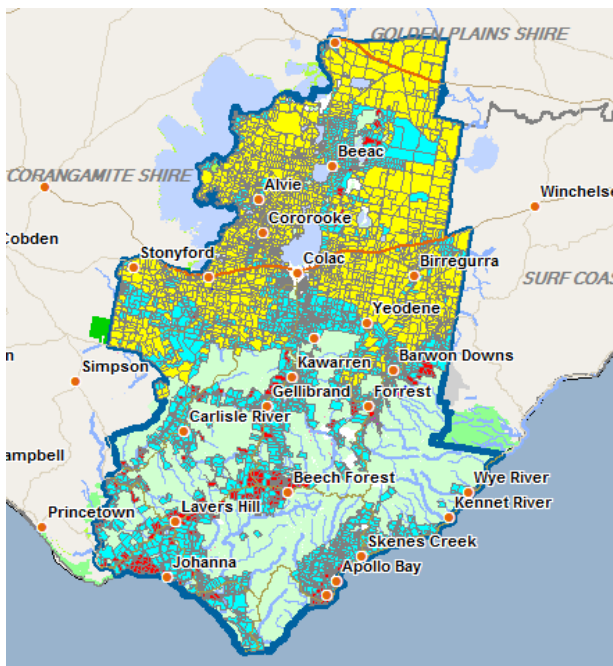
Date: 30/8/2018

ORDINARY COUNCIL MEETING
ASSEMBLY OF COUNCILLORS

OM182609-22

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 - Councillor Briefing - 8 August 2018 2. Assembly of Councillors - Special Council Meeting Preparation - 15 August 2018 3. Assembly of Councillors - Ordinary Council Meeting Preparation - 22 August 2018 4. Assembly of Councillors - Colac Regional Saleyards Advisory Committee Meeting - 20180831 5. Assembly of Councillors - Councillor Briefing - 05 September 2018 		
PURPOSE	To report the Assemblies of Councillors.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

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.

3. REPORTING

1. *The Assemblies of Councillors 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:

Councillor Briefing	8 August 2018
Special Council Meeting Preparation	15 August 2018
Ordinary Council Meeting Preparation	22 August 2018
Colac Regional Saleyards Advisory Committee	31 August 2018
Councillor Briefing	5 September 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 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, Errol Lawrence, Doug McNeill, Sarah McKew, Ian Seuren, Jeremy Rudd, Mark McLennan, Greg Fletcher, Gary Warrener, Michael Swanson, Nicole Frampton		
EXTERNAL ATTENDEES: Brydon King (BJK Planning), Mark Koliba (Regional Director South Western, VicRoads), Sam Pirrotta (Manager Planning, VicRoads), Bryce Craggs (Emergent Thinking P/L), Shane Vicary (Colac & District Cricket Association), Mick Baker (South Colac Sports Club), Jake Veale (South Colac Sports Club), Michael Courtney (CT Management)		
APOLOGIES: Cr Hanson, Gareth Smith, Tony McGann		
ABSENT: Cr Smith		
Meeting commenced at 9.37am.		
Declarations of Interest	Item	Reason
Nil		
Councillor Briefing		
Time	Item	Attendees
9.37am – 10.05am	Amended Tourist Hotel Application - 275 Barham River Road, Apollo Bay	Doug McNeill Sarah McKew Brydon King



Councillor Briefing (continued)		
Time	Item	Attendees
10.05am – 10.08am	Break	
10.08am – 10.17am	Discussion on Councillors forming a position and declaring – media reports	Doug McNeill Sarah McKew Brydon King
10.17am – 10.21am	Break	
10.21am – 10.59am	VicRoads	Jeremy Rudd Mark Koliba Sam Pirrotta
10.59am – 11.01am	Break	
11.01am – 11.12am	Binns Road upgrade	Jeremy Rudd Mark McLennan
11.12am – 11.22am	Lions Club of Colac Inc (proposed lease, 87 Wilson Street, Colac)	Jeremy Rudd Mark McLennan
11.22am – 11.33am	Break	
11.33am – 12.16pm	OPASS Service Review	Greg Fletcher Bryce Craggs
12.16pm – 12.24pm	Apollo Bay Harbour Precinct Expressions of Interest Process Update	Doug McNeill
12.24pm – 12.26pm	Break	



Councillor Briefing (continued)		
Time	Item	Attendees
12.26pm – 12.37pm	Garden Awards	Gary Warrener Michael Swanson
12.37pm – 1.18pm	Break	
1.18pm – 1.48pm	Draft Elliminyt Recreation Reserve Master Plan	Ian Seuren Nicole Frampton Shane Vicary Jake Veale Mick Baker
1.48pm – 1.56pm	Rowing Club Inc. Proposed Lease	Ian Seuren Mark McLennan
1.56pm – 2.04pm	Service Review Program	Errol Lawrence
2.04pm – 2.13pm	Break	
2.13pm – 3.00pm	Service Planning and Long Term Financial Planning project	Michael Courtney
3.00pm – 3.10pm	Break	
3.10pm – 4.32pm	Review of Governance Local Law 4 Cr Schram left the meeting at 4.12pm; returned at 4.13pm. Cr Potter left the meeting at 3.21pm; returned at 3.44pm.	Sarah McKew
4.32pm – 4.37pm	Review of Councillor Code of Conduct	Sarah McKew
4.37pm	Meeting closed	



Assembly of Councillors

INVITEES: Cr Smith, 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 McCracken, Peter Brown, Tony McGann, Errol Lawrence, Gareth Smith, Sarah McKew, Doug McNeill		
EXTERNAL ATTENDEES: Brydon King (BJK Planning)		
APOLOGIES: Cr Potter		
ABSENT: Cr Smith		
Declarations of Interest	Item	Reason
Nil		
Special Council Meeting Preparation		
Time	Item	Attendees
3.30pm – 3.45pm	Special Council Meeting Preparation	Sarah McKew Doug McNeill Brydon King
3.45pm	Meeting closed	



Assembly of Councillors

INVITEES: Cr Smith, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Peter Brown, Tony McGann, Errol Lawrence, Gareth Smith, Ian Seuren		
ATTENDEES: Cr Hanson, Cr Hart, Cr Schram, Cr McCracken, Tony McGann, Errol Lawrence, Gareth Smith, Ian Seuren, Sarah McKew, Lyndal McLean, Doug McNeill		
EXTERNAL ATTENDEES: Nil		
APOLOGIES: Cr Smith, Cr Potter, Peter Brown		
ABSENT: Nil		
Meeting commenced at 2:12pm.		
Declarations of Interest	Item	Reason
Nil		
Ordinary Council Meeting Preparation		
Time	Item	Attendees
2:12pm – 3:16pm	Ordinary Council Meeting Preparation Cr Schram attended the meeting at 2:23pm.	Sarah McKew Lyndal McLean
3:16pm	Meeting closed	





Assembly of Councillors Record

This Form MUST be completed by the attending Council Officer and returned IMMEDIATELY to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting.

Assembly Details: Colac Saleyards Advisory Committee

Date: Friday: 31/08/18

Time: 8.30am – 10.10am

Assembly Location: Colac Regional Saleyards, Ballarat Road Colac

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

In Attendance:

Councillors: Cr Smith

Officer/s: Gary Warrenner / Graeme Riches

Matter/s Discussed: Saleyards operations


(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:/...../...../.....
...../...../...../.....

Officer/s:/...../...../.....
...../...../...../.....

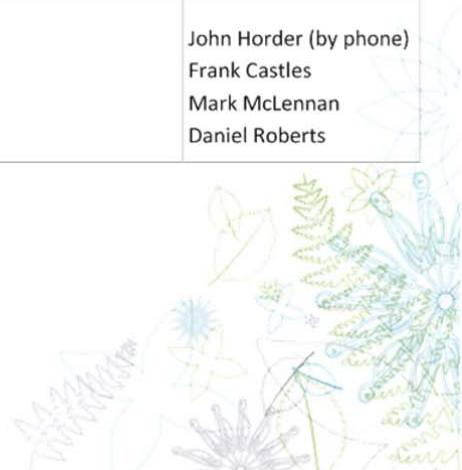
Left meeting at: No conflict of interest declared

Completed by: 

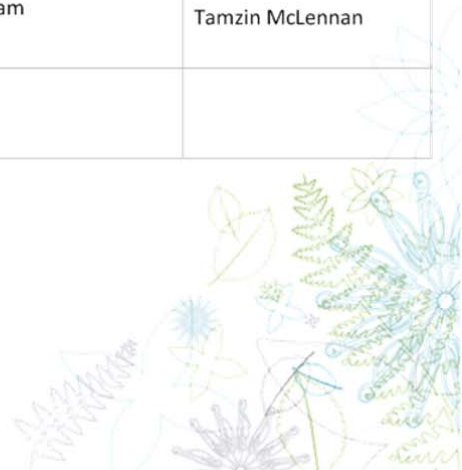
C:\Users\vmhary\AppData\Local\Hewlett-Packard\HP TRIM\TEMP\HPTRIM.4944\ID18 60629 Assembly of Councillors - Colac Regional Saleyards Advisory Committee - 20180629.DOCX

Assembly of Councillors

INVITEES: Cr Smith, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr Crook, Cr McCracken, Peter Brown, Tony McGann, Errol Lawrence, Gareth Smith		
ATTENDEES: Cr Hanson, Cr Schram, Cr McCracken, Cr Crook, Peter Brown, Gareth Smith, Tony McGann, Frank Castles, Mark McLennan, Richard Bianco, Daniel Roberts, Tamzin McLennan, Gary Warrener, Michael Swanson, Katrina Kehoe, Ian Seuren, Jason Clissold, Lynne Stevenson, Errol Lawrence		
EXTERNAL ATTENDEES: John Horder (Managing Director, Horder Communication Solutions), Unni Menon (Regional Director, Barwon South West, Regional Development Victoria), Phil Currie (Manager, Regional Planning and Coordination, Barwon South West, Regional Development Victoria), Tandi Palmer Williams (Patternmakers), Brooke Boyce (Patternmakers)		
APOLOGIES: Cr Hart, Cr Potter		
ABSENT: Cr Smith		
Meeting commenced at 9.35am.		
Declarations of Interest	Item	Reason
Nil		
Councillor Briefing		
Time	Item	Attendees
9:35am – 10:00am	T3 Digital Mobile Network Managed Service (conference call) Cr Hanson attended the meeting at 9:42am Cr Schram left the meeting at 10:00am; returned at 10:05am	John Horder (by phone) Frank Castles Mark McLennan Daniel Roberts



Councillor Briefing (continued)		
Time	Item	Attendees
10:00am – 10:40am	Membership Australia Day Advisory Committee (continued into next item on the agenda)	Garry Warrener Frank Castles Michael Swanson
	Australia Day Awards Status (verbal) Cr Schram left the meeting at 10:40am; returned at 10:46am Cr Crook left the meeting at 10:46am	Gary Warrener Michael Swanson
10:40am – 10:50am	Break	
10:50am – 11:00am	Colac Otway Shire Grants Program 2018-2019 Round Two – Allocation of Funds	Gary Warrener Katrina Kehoe Michael Swanson
11:00am – 11:20am	Former Colac Secondary College (verbal)	Ian Seuren
11:20am – 11:45am	General Business	
11:45am – 12:40pm	COPACC Audience Development Plan Cr McCracken left the meeting at 11:55am; returned at 11:58am	Tandi Palmer Williams Brooke Boyce Ian Seuren Tamzin McLennan
12:40pm – 1:40pm	Break	



Councillor Briefing (continued)		
Time	Item	Attendees
1:40pm – 2:20pm	Barwon Regional Partnership, Regional Development Victoria Cr Crook returned to the meeting at 1:40pm Cr Schram left the meeting at 2:09pm; returned at 2:10pm Cr Schram left the meeting at 2:12pm; returned at 2:21pm	Unni Mennon Phil Currie
2:20pm – 2:50pm	Financial and Performance Reporting Statement 2017/2018	Jason Clissold Lynne Stevenson
2:50pm – 3:05pm	Cleaning Contract (verbal) Cr Hanson left the meeting at 3:00pm and did not return	Mark McLennan
3:05pm – 3:20pm	Service Review Program	Errol Lawrence
3:20pm	Meeting closed	

