



**ORDINARY COUNCIL MEETING**

**AGENDA**

**WEDNESDAY 13 DECEMBER 2017**

**AT 4PM**

**COPACC**

**Next Council Meeting: 24 January 2018**

# COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

13 DECEMBER 2017

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## COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held at COPACC on 13 December 2017 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

#### 2. APOLOGIES

#### 4. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

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

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

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

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

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

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

## **5. QUESTION TIME**

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

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

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

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

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

## **7. PETITIONS/JOINT LETTERS**

A petition containing 104 signatures entitled Colac Limited Motor Trials Complex has been received from a community member indicating support for a limited motor trials complex to be built in the Colac region.

While the signatories have not provided adequate details in many instances, the petition has been accepted and a report responding to the petition will be tabled at the Ordinary Council meeting to be held on 24 January 2018.

## **8. DECLARATION 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.

## **3. CONFIRMATION OF MINUTES**

- **Ordinary Council Meeting held on 22 November 2017.**

### **Recommendation**

***That Council confirm the above minutes.***



**ORDINARY COUNCIL MEETING**  
**APOLLO BAY HARBOUR PRECINCT EOI PROCESS**  
 OM171312-1

<b>LOCATION / ADDRESS</b>	Apollo Bay Harbour Precinct	<b>GENERAL MANAGER</b>	Gareth Smith
<b>OFFICER</b>	Doug McNeill	<b>DEPARTMENT</b>	Development & Community Services
<b>TRIM FILE</b>	F15/8131	<b>CONFIDENTIAL</b>	No
<b>ATTACHMENTS</b>	Nil		
<b>PURPOSE</b>	To invite Council endorsement of the proposed process to conduct an expression of interest and tender process for the Apollo Bay Harbour Precinct redevelopment.		

## 1. LOCATION PLAN / AERIAL PHOTO



## 2. EXECUTIVE SUMMARY

Council, and the Apollo Bay community, has for many years sought to develop the Apollo Bay Harbour Precinct. Council has endorsed a process to progress potential development and completed the first stage – a market testing process, in consultation with the Apollo Bay Harbour Precinct Expression of Interest (EOI) Project Control Group (PCG).

The market testing report conclusions include:

- Likely level of private development investment could be in the order of \$2M to \$10M based on the current planning controls
- Four interviewees expressed interest in a future EOI process. An appropriate EOI process is to be designed that reflects the likely private investment levels. State agencies have suggested large scale EOI processes cost in the order of \$1M which would not be appropriate based on the Market Testing results
- Public investment will be required to fund the majority of public infrastructure
- The existing planning controls will support moderate scaled commercial development and minimal investment in public infrastructure.

Based on the conclusions of the market testing, Council resolved at its 23 August 2017 meeting to support investigating the design of an appropriate transparent EOI process, including consultation with State Government, to invite the private sector to make proposals that are consistent with the existing planning controls.

Officers have recently held a series of meetings with State Government agencies aimed at seeking their input to the development of a business case for submission to the Government for consideration. These meetings have assisted officers to clarify the tasks and documentation required for the business case process and the EOI processes. Council cannot proceed to an EOI without State Government authorisation of a business case.

This paper seeks Council endorsement of the proposed EOI and tender process, ultimately leading to preparation of a Development Plan for the precinct.

## 3. RECOMMENDATION

***That Council endorse the expression of interest and tender process proposed for redevelopment of the harbour precinct as outlined in this report.***

## 4. BACKGROUND / KEY INFORMATION

### BACKGROUND

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

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

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

The market testing process was the first stage of the process to assist in the preparation of the Development Plan to guide further land use and development in the harbour precinct. Such a plan is required to be prepared and approved before planning permit applications can be considered within the harbour precinct and the special use zone.

The market testing process had two principal objectives:

- To canvas private sector views about the nature and extent of potential participation in a future EOI and development plan process
- To gather sufficient information to inform a business case to the Minister of Planning justifying a formal EOI.

The following is a summary of conclusions from this process, based on the consultant’s industry experience and interviewee feedback:

1. Overall, potential investment interest in the Harbour Precinct is limited. The scale of commercial development is considered likely to be around the \$2M to \$10M range. It is unlikely that a developer proposing a higher level of investment would submit a proposal within the existing planning controls.
2. Four interviewees expressed some level of interest in being involved in a future EOI process. The majority expressed little or no interest. The cost of a formal EOI process can be very costly (up to \$1M) and the risk is the formal nature of the process could result in little serious or substantive development interest.
3. It is apparent the extent to which public infrastructure will be provided or enhanced as part of any commercial development will be limited. It is considered unlikely that private sector funding will be available to fund, or contribute towards funding, of a public swimming pool within the Harbour Precinct.
4. The existing planning controls support moderate scaled commercial development in the Harbour Precinct. To secure private sector investment towards public infrastructure an amendment to the planning controls will be required to allow accommodation to be developed within the harbour Precinct.

Recommendations from the Market testing activity were as follows:

1. Inform the community of the Market testing process and the main findings. In particular that sector funding of public infrastructure in the Harbour Precinct, including a pool, health and wellness centre, connection to the town centre infrastructure such as car parks and roads is highly unlikely.
2. Council, in consultation with relevant Government agencies designs an appropriate transparent process to invite the private sector for proposals that are consistent with the existing planning controls. Council may, or may not, elect to proceed with proposals from interested parties arising from this process.

3. Whichever process is taken to advance the potential for commercial development in the Harbour precinct, there is a need to progress the securing of Government funds to significantly upgrade the public infrastructure. An advocacy plan will need to be developed in order to obtain funding for public infrastructure improvements.

Upon considering the Market testing report at its 23 August 2017 meeting, Council resolved as follows:

*MOVED Cr Terry Woodcroft seconded Cr Stephen Hart*

*That Council :*

1. *Notes the Market Testing report recommended by the Apollo Bay Harbour Precinct Expression of Interest Project Control Group.*
2. *Notes the Market Testing findings confirm there was no commercial interest in developing a pool facility at the Apollo Bay Harbour Precinct.*
3. *Endorses informing the Colac Otway Shire community of the Market Testing process and the main findings. In particular that private sector funding of public infrastructure in the Harbour Precinct, including a pool, health and wellness centre, connection to the town centre infrastructure such as car parks and roads is highly unlikely.*
4. *Supports investigating the design of an appropriate transparent expression of interest process, in consultation with relevant Government, to invite the private sector for proposals that are consistent with the existing planning controls. Council may, or may not, elect to proceed with proposals from interested parties arising from this process.*
5. *Endorses any future expression of interest process to be considered by Council at a future Ordinary Council meeting.*
6. *Authorises the Chief Executive Officer to seek Ministerial support for an expression of interest process for the Apollo Bay Harbour Precinct, subject to future Council consideration of an appropriate process.*
7. *Supports the Chief Executive Officer to establish an advocacy strategy to secure Government investment to upgrade public infrastructure at the Apollo Bay Harbour Precinct.*

*CARRIED 7 : 0*

## **KEY INFORMATION**

Officers have since met with the PCG to advise of Council's resolutions and intention to proceed with an EOI process, and have held two community information sessions in Apollo Bay to inform the community of the Market testing results and further increase awareness of the current status of the project.

## Proposed Expression of Interest Process

Through consultation with other State agencies such as Regional Development Victoria (RDV), Department of Environment Land Water and Planning (DELWP) and Tourism Victoria, officers have devised a potential EOI and tender process as follows:

	<b>Business Case/EOI/Tender Process</b>	<b>Approximate Timing</b>
<b>EOI Process</b>	Appoint Project Manager support (completed)	November 2017
	Create agency liaison group (completed)	Nov-Dec 2017
	PCG approve proposed process (completed)	Nov 2017
	Council approve process (briefing followed by meeting)	Dec 2017
	Prepare Business Case for DELWP (project manager)	Dec 2017
	Lodgement of Business Case with Minister	Jan-March 2018
	Appoint Probity Adviser	Jan-March 2018
	Appoint consultancy to prepare, and advise on EOI and tender documentation and process	Jan-March 2018
	Receive Ministerial support to proceed with EOI and tender	Jan-March 2018
	Prepare EOI and tender documentation (consultant)	April-June 2018
	PCG sign off on draft EOI and tender assessment criteria	April-June 2018
	Council sign off on EOI and tender assessment criteria	April-June 2018
	Undertake EOI	July-Sep 2018
	Assess EOI response (short listing)	Oct-Dec 2018
	Council approval to proceed to tender (briefing and meeting)	Jan-March 2019
	Prepare and issue Request for Tender	April-June 2019
	Evaluate tenders	April-June 2019
	Council acceptance of preferred tender(s) subject to Development Plan and planning permit (briefing and meeting)	July-Sep 2019
<b>Development Plan &amp; Permit</b>	<b>Development Plan &amp; Planning Permit Process</b>	
	Brief PCG on outcomes of tender process	July-Sep 2019
	Based on the preferred tender(s) and Council's direction prepare the draft Development Plan with background documents for consultation	Oct-Dec 2019
	Review the draft Development Plan at PCG meeting	Oct-Dec 2019
	Preferred tenderer(s) to lodge planning permit application	Oct-Dec 2019
	Council briefing and meeting to consider draft Development Plan	Jan-March 2020
	Community consultation	April-June 2020
	PCG review comments received and recommend appropriate changes to the Development Plan	April-June 2020
	Brief Council on the submissions received and the response with the revised Development Plan	July-Sep 2020
	Finalise the Development Plan incorporating Council's feedback and submit to Council for approval	July-Sep 2020
	Issue planning permit & licence to tenderer(s)	July-Sep 2020

It is proposed that Council endorses this above approach to the EOI and tender process that culminates into producing a Development Plan and the redevelopment of the Harbour Precinct. The PCG were briefed at a meeting on 24 November 2017, and expressed their support for the above process. The group highlighted the importance of both Council and the PCG members signing

off on the criteria for assessment of EOIs and tenders arising from the process, and this has been built into the process, to be achieved prior to any advertisement of an EOI. This will ensure that both parties retain ownership of the outcome, recognising that the community members will not be able to be involved in the confidential processes associated with EOI and tenders.

The next key steps are appointment of suitably experienced consultants to develop the EOI documentation and act as a Probity Auditor throughout the process. A Business Case will be developed for submission to the State Government to authorise the commencement of the process, and an EOI would follow, with Council and PCG consideration of the draft EOI criteria to assess submissions by the end of the 2017/18 financial year.

A further milestone would be the short listing of EOI proposals, due to occur by the end of 2018. This would be an important hold point in the project, allowing Council to either proceed to tender for selected proposals which meet the EOI criteria, or decide to take another course. Council would not be bound to proceed with any of the EOI proposals.

The tender process would allow those short listed proposals to be fleshed out through a formal process, so that Council can make a final decision on the preferred development/s and developer/s. This would include decisions on length and cost of the lease, as well as the siting, design and layout. Council would reserve the right to accept a tender subject to preparation of a Development Plan and issue of a planning permit under the Special Use Zone provisions, ensuring that community views can be sought on the proposal, and a precinct wide plan be agreed on prior to finalisation of the process.

Whilst this process is anticipated to run through to mid 2020, there are many steps to occur, and several hold points to allow for Council and/or PCG consideration.

Under this process, the PCG will have a reduced involvement due to the confidentiality requirements of the formal EOI and tender processes. In this regard, a small group of Council and agency staff will oversee the EOI and tender evaluation processes, whilst keeping the PCG community members informed of progress, and seeking their views where issues of process are raised, with PCG meetings at key stages.

### **Upgrade of public infrastructure**

The market testing process established that there would not be any private sector interest in providing public infrastructure at the harbour precinct. Shire officers have reviewed the previous planning undertaken for the harbour to determine which infrastructure proposals can (or should) proceed in the short term whilst the Development Plan is being prepared (subject to receipt of funding), and which of these should wait for direction to be gained from such a plan. These items are being included in the business planning documentation for the harbour operations, and will inform the draft 2018/19 budget, and advocacy to State and Federal Governments over the coming 12 months. It will be considered as part of Council's review of the Priority Projects document.



## ***FURTHER SUPPORTING INFORMATION***

### **5. COMMUNITY CONSULTATION & ENGAGEMENT**

The Apollo Bay Harbour EOI PCG have contributed to the process including development of the Market Testing project brief, appointment of the consultant and throughout the market testing process. The PCG has also endorsed the proposed EOI and tender process outlined within this report.

Following each PCG meeting a summary of the meetings has been provided on Council's website and in the Apollo Bay Newsheet.

The community has been informed of the Market Testing report considered by Council at its August meeting through media releases and social media. Community information sessions were also held in Apollo Bay on 5 and 7 October to provide the community an opportunity to discuss the process and findings with Council officers and members of the PCG.

The wider community would next be engaged on the development of the precinct as part of the preparation of a Development Plan based on the preferred tender arising from the EOI and tender process.

### **6. ANALYSIS**

#### **ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY**

The market testing process has been undertaken based on the existing Special Use Zone schedule for the Apollo Bay Harbour precinct. The process confirms there is some interest by commercial developers with likely moderate scale development. These results have informed the design of the EOI and tender process.

#### **ENVIRONMENTAL IMPLICATIONS**

Not applicable to this report.

#### **SOCIAL & CULTURAL IMPLICATIONS**

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

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

## **ECONOMIC IMPLICATIONS**

The Market testing process has confirmed there is some level of commercial interest in developing the Apollo Bay Harbour Precinct. Indications are development may be in the order for \$2M to \$10M and it would be unlikely for private sector to invest in public infrastructure not directly relating to private development. The current EOI process is proposed as a mechanism of attracting this investment to the precinct.

## **LEGAL & RISK IMPLICATIONS**

The Market testing process has greatly assisted to better understand the likely interest from private sector in developing the Harbour Precinct. This reduces future risk as officers commence initiation of a formal EOI and tender process and was required to inform any future submission to the Minister for Planning and the Minister for Energy, Environment & Climate Change to seek their support to undertake an EOI process for development on Crown land.

## **RESOURCE IMPLICATIONS (FINANCIAL ETC)**

The Market testing process was completed within the budget allocation of \$45,000 (excl GST) for the Market Testing activity.

Initial state government agency advice regarding the cost to undertake an EOI and tender process for commercial development in the harbour could cost up to \$1m. This advice was based on recent examples around the State which were for larger scale developments. Based on the market testing findings that private sector investment is likely to be of a moderate scale (\$2M to \$10M) a more appropriately designed EOI and tender process has been prepared that will be at a substantially lower cost, reflective of the reduced scale of development.

Based on initial investigations, including discussions with other agencies concerning similar type EOI processes, it is expected that the EOI process could cost in the range of \$100,000 - \$150,000.

Council's 2017-18 budget includes an allocation of \$100,000 from Council and \$50,000 from a potential grant (net cost to Council of \$100,000). In addition, \$49,651 was carried forward from unspent funds in 2016/17, increasing the Council cash budget (excluding grants) in 2017/18 to \$149,651. The project will be within this budget allocation for the current financial year.

Estimated costings for the EOI process and Development Plan will be refined as further clarity is obtained over the coming months.

Council is yet to secure any external grant funding to assist with the project. Officers will continue discussions with state agencies to pursue this. It is expected that project expenditure in 2017/18 will not be reliant on receipt of this grant, and could be funded entirely from Council's cash allocation in the budget.



## 7. IMPLEMENTATION STRATEGY

### DETAILS

The implementation of the EOI and tender process is detailed within the body of this report. The key stages of implementation include:

1. Develop a Business Case for submission to DELWP for approval to commence an EOI and tender process.
2. Appoint suitably experienced consultants to develop EOI and tender documentation and an additional consultancy to act as a Probity Advisor for a process to secure private sector development to the harbour precinct consistent with the Special Use Zone schedule.
3. Undertaking the EOI and Tender process.
4. Continue to develop and implement an advocacy strategy to secure government investment for upgrade of key strategic public infrastructure

### COMMUNICATION

Subject to Council resolution the PCG will be informed of the decision and media release distributed to inform the community.

Officers are in the process of designing an advocacy strategy and prospectus which includes priority public infrastructure requiring upgrade.

### TIMELINE

Timelines relating to implementation activities are noted within the report.

## 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

**PORT OF APOLLO BAY MANAGEMENT AGREEMENT**

OM171312-2

<b>LOCATION / ADDRESS</b>	Port of Apollo Bay	<b>GENERAL MANAGER</b>	Tony McGann
<b>OFFICER</b>	Debbie Leeson-Rabie	<b>DEPARTMENT</b>	Infrastructure & Leisure Services
<b>TRIM FILE</b>	F17/6663	<b>CONFIDENTIAL</b>	No
<b>ATTACHMENTS</b>	Nil		
<b>PURPOSE</b>	Decision on entering into management agreement with Transport for Victoria for Council to continue managing the Port of Apollo Bay		

**1. LOCATION PLAN / AERIAL PHOTO**



## 2. EXECUTIVE SUMMARY

This report outlines the background information to assist Council in making a decision to continue as Port Manager for the Port of Apollo Bay on behalf of state government department Transport for Victoria (TFV). The Management Agreement, at **Attachment A**, is for a three year term 1 July 2017 – 30 June 2020. It is recommended Council Officers renegotiate the agreement for a period of two years to end on 30 June 2019.

## 3. RECOMMENDATION

*That Council requests the CEO to proceed with entering into an agreement with Transport for Victoria which:*

- 1. Assigns management responsibility for the Port of Apollo Bay to Colac Otway Shire Council, and*
- 2. Is for the period 1 July 2017 to 30 June 2019.*

## 4. BACKGROUND / KEY INFORMATION

### BACKGROUND

Colac Otway Shire Council (COS) manages and administers the Port of Apollo Bay on behalf of the Victorian state government department Transport for Victoria. Council's role as Port Manager has been gazetted in accordance with the *Port Management Act 1995*, and remains valid. The previous five year Port of Apollo Bay Management Agreement expired on 30 June 2017.

The current physical configuration of the Port of Apollo Bay was completed in 1952. A 28 berth floating marina is located adjacent to the lee wall and a 65 tonne slipway is located in the south-western corner of the port. An additional 25 swing moorings, public boat ramp, floating pontoon and jetty are located inside the port. Council employs 4.2 EFT staff to manage the port and uses casual employees, as required, to maintain dredge operations. Port staff undertake dredging operations, wharf maintenance, maintenance of navigational aids, waste collection, slipway operations, marina and mooring allocation and general management of the local port.

### KEY INFORMATION

It is proposed that Council officers negotiate the management agreement (the agreement) for a two-year term with a review to be undertaken in mid-2018 and a further report presented to Council at this time to seek direction of Councils ongoing involvement in managing the port.

The agreement provides details on the ownership and management of assets and defines the expectations for business planning and port management. The terms for funding of operations, maintenance and projects are defined, as are the requirements for financial reporting. The agreement clarifies insurance and liability obligations between parties and sets out guidelines for risk management. The agreement is generally consistent across all Local Ports in Victoria.

## **FURTHER SUPPORTING INFORMATION**

### **5. COMMUNITY CONSULTATION & ENGAGEMENT**

No public consultation has been undertaken in considering council's role in continuing as Port Manager.

Extensive engagement has occurred with TFV representatives in negotiating the three year agreement.

### **6. ANALYSIS**

#### **ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY**

Active involvement in the management of the Port of Apollo Bay aligns with a number of goals as set out in the Council Plan 2017-2021.

#### **Theme 1 – Our Prosperity**

Goal 1 in the council plan addresses planning infrastructure, assets and land use with a long-term vision for economic growth. Influence over management and development of infrastructure and land use in and around the port can be influenced by Council as the Port Manager. This is demonstrated through Council taking a lead role in the redevelopment project for the Apollo Bay Harbour precinct as a key strategy supporting the local economy. Direct influence over both strategic direction and day-to-day operations as Port Manager will assist with realisation of Council's overall strategy for the port precinct.

Goal 2 addresses support for economy and industries. Planning and zoning overlays aligned with port management objectives may provide stimulus for expansion of existing industries, development of new business and encouragement of income generating activity within the port precinct.

Goal 3 addresses the strengthening of partnerships with key stakeholders. As Port Manager, Council will source grant funding from state agencies and work closely with Transport for Victoria in the implementation of planned infrastructure upgrades.

#### **Theme2 – Our Places**

Goal 1 of the council plan addresses the requirement for assets and infrastructure to meet community needs. This goal involves Council working with key stakeholders to align strategic planning and advocacy efforts for Apollo Bay and District. As Port Manager, Council is best placed to influence decision making around the strategic direction and development proposals within and surrounding the port precinct.

#### **ENVIRONMENTAL IMPLICATIONS**

Wider environmental implications are addressed in the Port of Apollo Bay Safety and Environment Management Plan (SEMP). The most significant environmental risk is the ongoing management of the invasive species *Undaria pinnatifida* (*Undaria*) from within the harbour. *Undaria* has been actively managed with divers manually weeding for the past eight years. *Undaria* management has been undertaken by Department of Environment, Land, Water and Planning (DELWP) since the incursion. DELWP have determined that the incursion has ended and that *Undaria* cannot be

eradicated from the port. Therefore the ongoing management of *Undaria* has been delegated to Council as the land manager for the port. DELWP consider their role in managing invasive species is confined to the incursion stage only.

There is an interagency transitional arrangement in place with financial co-contribution from Parks Victoria, DELWP and TFV to meet the 2017/18 costs of divers to remove the *Undaria* to a cap of \$30k. There is no ongoing funding commitment beyond 30 June 2018 from any state government agency to meet the diving costs for *Undaria* removal. This is due to the interagency decision to manage *Undaria* through management of vessels entering and leaving the port to prevent the spread of *Undaria* to other port locations. As the Port Manager, Council is expected to take the lead role in the vessel management initiatives. This introduces an unknown risk to Council as we do not have adequate understanding of how *Undaria* will react to passive management. This is a fundamental reason for negotiating the three year management agreement, as over the next two years, council officers, in collaboration with technical experts, will be able to monitor the spread and density of *Undaria* to gain a more realistic understanding of the ongoing risks to Council in managing the port. The high level risks to Council are financial, political, reputational and environmental.

In kind support has been offered by Parks Victoria and the Fisheries Unit of the Department of Economic Development, Jobs, Transport and Resources to provide educational and awareness information to recreational boat users on *Undaria*.

Port of Apollo Bay staff operate the dredge, Apollo, to maintain access to the shallow harbour entrance. Wider environmental concerns surrounding the dredging operation are addressed in the Port of Apollo Bay Environment Management Plan (EMP). Dredging is performed under a DELWP issued *Consent for Use and Development of Crown Land* issued under section 40 of the *Coastal Management Act 1995*. The current two year dredge consent is valid until 21 February 2018. Condition 7 of the consent requires that dredging must cease if *Undaria* is detected within the dredge area or within 100 m of the dredged material disposal site and DELWP be notified with 24 hours. Council officers are currently working with consultants and DELWP to gain consent for a 10 year dredge permit for the same dredge area as the existing consent. However, it is unknown at this stage, what conditions DEWLP may impose on the future dredge permit with the change in *Undaria* management from active to passive. However, in the event that *Undaria* spreads to within the confines of the dredge or disposal site, dredging would cease and the entrance channel may eventually silt up and prohibit all weather access to the port. DELWP are unable to provide guidance on how they would respond to a report of *Undaria* within the dredge and disposal sites, so in the event of this occurring, it may take some time for a decision to be made by DELWP on how to proceed or continue dredge operations. DELWP are also unable to confirm if the further spread of *Undaria* would be treated as a new incursion that would be managed by them.

Technical expertise in the management of marine infestations, such as *Undaria*, are beyond the skillset of existing port management staff. As such, considerable state government agency cooperation and expert knowledge sharing is required for ongoing management. A number of agencies have agreed to form a working group to support Council in developing a risk assessment and an operational management plan to inform the future management of *Undaria*. The risk assessment will be used to support the dredge permit application for 2018-2028.

Over the following nine months, council officers will gain a better understanding of the ongoing management arrangements, and implications of *Undaria* in the port and the updated permit conditions set by DELWP on the future dredge consent.

## **SOCIAL & CULTURAL IMPLICATIONS**

There are no social or cultural implications for Council in continuing as Port Manager.

## **ECONOMIC IMPLICATIONS**

The economic influence for the commercial activities within the port are unaffected by the organisation that manages the port.

Influence over management and development of infrastructure and land use in and around the port can be influenced by Council as the Port Manager. This is demonstrated through Council taking a lead role in the redevelopment project for the Apollo Bay harbour precinct to support community prosperity. Direct influence over both strategic direction and day-to-day operations as Port Manager will assist with realization of Council's overall economic growth strategy for the port precinct.

The port is a tourist attraction for independent travelers along the Great Ocean Road. By Council retaining management responsibility of the port, they can continue to make this facility available for broader community and tourist enjoyment.

## **LEGAL & RISK IMPLICATIONS**

Council undertakes its role of Port Manager under the auspices of the *Port Management Act 1995*, the *Marine Safety Act 2010*, and *Crown Land (Reserves) Act 1978*. In addition, Council has a Waterway Manager role under the *Marine Act 1988*. The role of Port Manager paired with the Waterway Manager role is integral to effectively manage the port operations and activities.

The proposed agreement terms are consistent with other local port agreements. The agreement has been reviewed by Council's finance and risk teams and their feedback incorporated into the agreement.

Requirements for reporting, asset management and risk management are consistent with the previous agreement. The Port Management (Local Ports) Regulations 2015 have undergone recent review and provide an appropriate framework to guide the port management and permitted activities within the port precinct.

The significant risk to Council is the ongoing presence and management of *Undaria* as discussed in the environmental implications section above.

The insurance obligations of COS as Port Manager are limited to non-fixed assets. TFV insures the fixed and floating assets, and public liability. COS as the Port Manager is compelled to undertake a risk audit as part of the Business Plan preparation and report to TFV on any risk mitigation actions by 31 March in each year of the agreement. The requirement of the *Port Management Act 1995* for each Port to develop and seek approval for a Safety and Environmental Management Plan (SEMP) is reiterated in the agreement, as is the requirement to prioritise measures and strategies to prevent or reduce risks identified in the SEMP. Council complies with these requirements.

## **RESOURCE IMPLICATIONS (FINANCIAL ETC)**

The agreement sets out the requirement for a three-year business plan to be prepared for the port and submitted annually to TFV that forms the basis of budget proposals for the management and administration of the port. The plan is prepared following a review of the previous years business

plan and submitted to TFV with the annual budget. Key dates for the provision of operating and maintenance funding are outlined in the agreement.

Significant capital works funding remains contingent on successful funding applications associated with the three-year works program. Mechanism for the ongoing funding to enable operating, maintenance and administration of the port is mandated in the agreement. No guarantee has been given to the level of annual funding to be provided into the future, however, TFV have historically provided funds to Council to manage the port on their behalf and have given a commitment to continue to provide funding.

TFV traditionally provides confirmation of operating and maintenance funding by 30 June each year for the following financial year as well as an estimate of ongoing funding. Council submitted the budget proposal for 2017/18, but as yet have not received confirmation of the budget as a recent review of the budget has identified a funding shortfall relating to the ancillary corporate support services provided by council officers to the port. Council staff provide unfunded corporate support to the port operation in the way of IT services, environmental and OHS advice, building facilities management, stakeholder liaison and negotiation regarding facilities within the port managed land. To meet these additional costs, TFV have suggested savings are made in the operational budget or the cost recovery from the port users is reviewed to ultimately achieve a 30 per cent user pays contribution. Both options are being explored and the cost of port services will be reviewed through the port service review planned for 2017/18. In the interim, TFV have offered for Council to review the initial budget submission for their further consideration.

Project funding is covered separately and is allocated according to priorities identified in the Business Plan, Asset Management Plan, Safety and Environment Management Plan and those projects identified as priorities by TFV across the Local Ports Program. Project funding is subject to priorities under the Local Ports Program and other grant funding sources.

Through the port service review, to be conducted in 2017/18, a review of the cost of services will be undertaken with a view to incrementally increasing the cost recovery from users to 30 per cent to offset the amount Council indirectly and TFV directly subsidise the port operation.

Diligence is required to adequately capture expenses incurred by Council associated with management and administration, particularly by officers who provide corporate services for the purpose of effectively managing the port.

## **7. IMPLEMENTATION STRATEGY**

### **DETAILS**

In the event that Council continues to manage the port on behalf of TFV, for a term of two years and the Management Agreement has been endorsed, council officers will proceed to finalise the Funding Agreement for 2017/18 operating and capital works budget.

### **COMMUNICATION**

Subject to Council's approval to proceed with the two year management agreement, port users, stakeholders and the Port Consultative Committee shall be informed of Council's continuing role to manage the port for a two year term.

Internal stakeholders will be informed of Council's continuing role in managing the port through direct communication.

At the Port of Apollo Bay Consultative Committee meeting following Council's decision external stakeholders will be updated on Council's role in managing the port.

## **TIMELINE**

The Management Agreement term is recommended to be endorsed for two years including the period from, 1 July 2017 – 30 June 2019. Council officers will continue to review the viability and risks of Council continuing to manage the port on behalf of TFV. A further report will be presented to Council in mid-2018 to seek direction on continuing to manage the port beyond 30 June 2019.

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

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

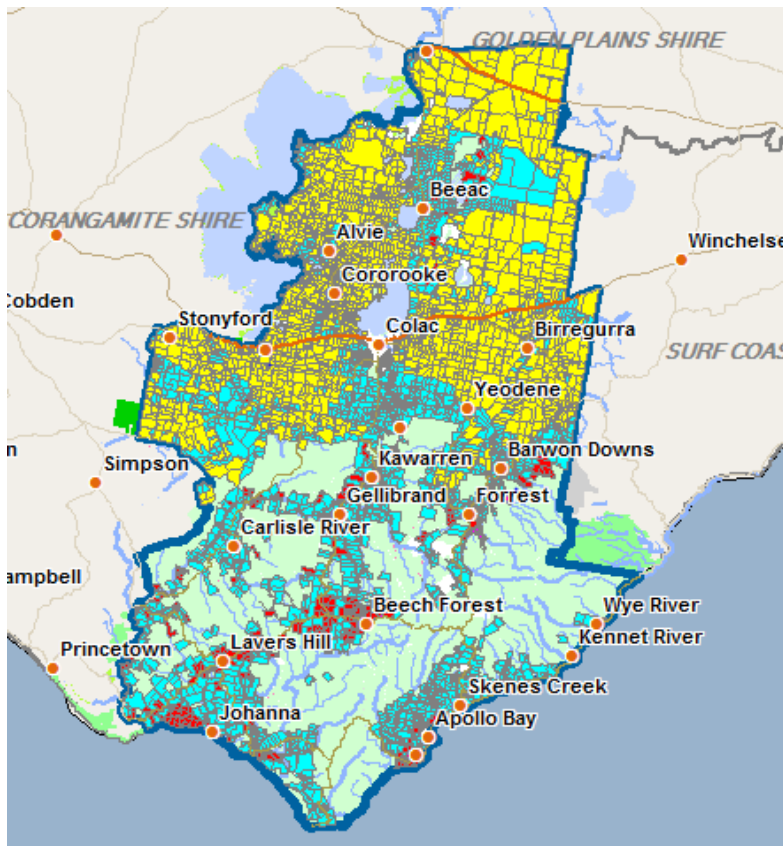


ORDINARY COUNCIL MEETING  
**REVIEW OF ROAD MANAGEMENT PLAN**

OM171312-3

<b>LOCATION / ADDRESS</b>	Whole of municipality	<b>GENERAL MANAGER</b>	Tony McGann
<b>OFFICER</b>	Stephen Wright	<b>DEPARTMENT</b>	Infrastructure & Leisure Services
<b>TRIM FILE</b>	F17/7799	<b>CONFIDENTIAL</b>	No
<b>ATTACHMENTS</b>	1. Road Management Plan - Draft -2017		
<b>PURPOSE</b>	To adopt an amended plan		

**1. LOCATION PLAN / AERIAL PHOTO**



## 2. EXECUTIVE SUMMARY

The Road Management Plan has been reviewed by Council Staff over the past 4 months and as a result an amended plan has been prepared which has been simplified and enhanced to make it clearer and more readable. The plan suggests an increase in inspection frequency and an increased level of intervention for some road defects.

## 3. RECOMMENDATION

*That the Council give notice that:*

- a) The road authority has completed the review of its Road Management Plan and the purpose of the review has been to amend the Plan to:*
  - *Reduce the size of the document to ensure it is more concise, readable and relevant.*
  - *Simplify the road hierarchy to assist the public and officers using the plan to identify asset types.*
  - *Bring up to date references to codes of practice.*
  - *Review inspection intervals to achieve efficiency whilst maintaining prudent oversight of road assets.*
  - *Redefine intervention levels and defects to improve levels of service.*
- b) The amended plan relates to all the roads, footpaths and road related infrastructure in Council's Road Register.*
- c) A written report produced in accordance with sub regulation (2) of the Road Management (General) Regulations and the proposed amended Plan may be inspected or obtained at Council's offices.*
- d) Any person who is aggrieved by the proposed amendment may make a submission on the proposed amendment to the Council within 28 days of the publication of this notice in the Government Gazette.*

## 4. BACKGROUND / KEY INFORMATION

### BACKGROUND

The Road Management Plan was first prepared following the establishment of the Road Management Act in 2004. Since that date, the plan has been revised in 2006, 2009 and 2013.

Each of these revisions has been minor.

Councils are required to adopt a Road Management Plan within 6 months from being elected. Colac Otway shire adopted the Road Management Plan unchanged from 2013 at the April 2017 meeting. At that meeting it was considered time to conduct a comprehensive review to update the plan.

The purpose of the review has been to;

- Reduce the size of the document to ensure it is more concise, readable and relevant.
- Simplify the road hierarchy to assist the public and officers in using the plan to identify asset types.
- Bring up to date the references to codes of practice.
- Review inspection intervals to achieve efficiency whilst maintaining prudent oversight of road assets.
- Redefine intervention levels and defects to improve levels of service.

## **KEY INFORMATION**

This review has provided the opportunity to revise the content of the Road Management Plan and ensure that it contains information relevant to the current legislative framework and road maintenance practices.

Analysis of customer requests, inspection data, Community Attitude Surveys and community consultation, coupled with maintenance staff aspirations to continuously improve their own performance and job satisfaction, has supported the refinements in this new plan aimed at providing an increase in the level of service to road users.

The changes to the plan can be summarised as follows;

1. Deletion of historical background to Road Management Act.  
The Road Management Act has been in existence since 2004 and was the catalyst for the preparation of road management plans by all Council's in Victoria. Council's plan has been revised 4 times since 2004 and there is no longer a need to explain why Council has prepared a plan.
2. Reduce the content relating to legislative requirements.  
The legislative framework under which road management plans are prepared, modified and adopted are outlined in the revised plan references and do not need to be expanded upon within the plan itself. The plan has been prepared in accordance with all relevant legislation and codes of practice.
3. Deletion of references to internal processes of Council such as Best Value compliance, Budget preparation and allocation of funding to Council programs.

These processes are important to the Councils efficient and compliant delivery of services to the community but do not have to be reiterated in the Road Management Plan. Council will continue to allocate resources prudently and appropriately each year and over longer term timeframes where required.

4. Revision and simplification of the road hierarchy such that there are three levels of roads managed by Council – Primary, Secondary and Minor – and remove the distinction between rural and urban roads.
5. Revision of the hierarchy for footpaths by combining primary and shared use paths as one category and local and open space paths as another.

6. Rationalise inspection frequency to minimise duplication of travel and ensure duty of care is being met.

The previous plan had different inspection frequencies for Link, Collector and Access roads, which contributed to wasted travel and unnecessary duplication of effort.

Now that Link and Collector have been combined as Primary roads and Access roads are now designated Secondary Roads, the inspection regime will now coincide for both asset types and will be able to simplify inspection scheduling.

This change will result in a minor reduction of frequency of inspection to one asset type (former Link roads), but with increased inspection frequency for others. The total annual kilometres inspected will increase from 2406 Km per year to 2913 Km per year. This will allow defects to be discovered earlier.

**This is an increase in level of service.**

7. Introduce one annual night time (winter) inspection in urban areas aimed at ensuring street and public car park lighting , pedestrian crossing lighting, reflectorised signage, and pavement markers are in place and performing satisfactorily. **This is an increase in level of service.**
8. Intervention and Defects.

Existing definitions of defects are generally found to be appropriate to ensure that common faults can be identified and are consistent with Australian Road Research Board (ARRB) unsealed roads manual, other road maintenance practices and our neighbouring Municipalities.

There are two defect types that the new plan proposes to change the intervention levels on unsealed roads.

#### **Corrugations**

The current intervention level is:

*“Road surface scoured, rutted, or corrugated to a depth of 75 mm over 30% of any 1km length of road...”*

It is proposed that the depth will be reduced from 75mm to 65mm.

#### **Potholing**

For sealed surfaces the current intervention level is a depth of 50mm and/or 300mm diameter and it is proposed to change this to 50mm depth and 300mm diameter.

For unsealed (gravel) road surfaces it is proposed to reduce the depth from 75mm to 65mm and 300mm diameter.

**This is an increase in level of service.**

## **FURTHER SUPPORTING INFORMATION**

### **5. COMMUNITY CONSULTATION & ENGAGEMENT**

#### **Annual community survey results.**

Each year Local Government Victoria coordinates and auspices a state wide Local government Community Satisfaction Survey throughout Victorian local government areas. The survey asks questions regarding a range of Council services and activities and in particular the survey asks two questions related to sealed local roads and the maintenance of unsealed roads.

Satisfaction levels are expressed as an index and are compared with previous years, similar councils (large rural) and all councils state-wide.

In relation to sealed roads, customer satisfaction has improved slightly to index 42 in 2017 from 37 in 2016 and is relatively constant over the 4 years (average 41.5).

In relation to unsealed roads there has been a slight decline in community satisfaction over the last 5 years (the index used has declined from 40 in 2013 to 37 in 2016).

#### **Informal consultation.**

Consultation has taken place with a cross section of commercial road users and residents. The consultation has been aimed at giving road users an opportunity to comment on the condition of the Council managed roads within the shire and help determine which elements of road conditions are regarded as the most important. An on-line survey utilising “survey monkey” has been developed to assist residents in making comments.

Commercial operators included the timber industry, dairy industry, buslines and the CFA.

A key question in the survey is, “what factors in assessing road condition are regarded as the most important?”, and from the results received so far the two most important factors are **smoothness of ride** and **potholes**.

The consultation is intended to assist in the development of the draft Plan.

This consultation is still underway and as at 5/12/17 over 85 responses had been received.

#### **Analysis of requests.**

An analysis of customer requests has indicated that the incidence of potholes and corrugations on unsealed roads are the most common reason for requests. This concurs with results received through the online survey.

From the consultation conducted and analysis thereof the road management plan has been amended to improve the standard of maintenance by reducing the intervention levels for corrugations and potholes from 75mm depth to 65mm depth respectively.

### **Formal consultation.**

Formal consultation can take two processes depending whether the review of the plan results in an amended plan and whether the effect of those amendments is an improved standard of performance.

If it is intended to amend the Road Management Plan, the formal consultation process requires Council to publish a notice stating:

- a) The purpose and general purport of the proposed Road Management Plan;
- b) Where a copy of the proposed management plan can be obtained or inspected;
- c) That any person who is aggrieved by the proposed road management plan may make a submission on the proposed road management plan to the road authority within the period specified in the notice (which must be at least 28 days.)

This notice must be published in the Government Gazette and a Daily newspaper generally circulating in the area.

It is recommended that the Plan be amended along the lines described in section 4 of this report.

## **6. ANALYSIS**

### **ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY**

This report and the recommendation aligns with the Council Plan -Theme 2, Our Places - Assets and Infrastructure, and meets Council's goal of providing assets and infrastructure that meet community needs.

An analysis of the amendments to the Road Management Plan is as follows.

Deletion of historical background to Road Management Act, the reduction in the content relating to legislative requirements, and the deletion of references to internal processes of Council such as Best Value compliance, budget preparation and allocation of funding to Council programs, have been done to enhance the focus of the document on road management related information. These deletions have made the plan more concise and readable.

The deletions have no impact on the standards in relation to, and the priorities to be given to, the inspection, maintenance and repair of the roads and classes of road to which the plan applies.

The revision of the road hierarchy has simplified the categories of roads.

The revision of the inspection frequencies has resulted in an increase in the standards of inspection applying to the road network overall such that under the previous Plan in relation to all roads, Council officers inspected 2406 kilometres of roads annually under the proposed plan this will increase to 2913 kilometres annually. In addition, an annual night-time inspection of urban areas is being added to the inspection regime. These increases will be achieved through improved use of technology, and redesign of work methods and re-allocation of existing resources within the Infrastructure & Leisure Services Division.

The amendments to intervention levels for corrugations and potholes will result in an increase in the standards of maintenance and have been done to address the two key road condition assessment factors highlighted through the consultation process; namely smoothness of ride and potholes.

### **ENVIRONMENTAL IMPLICATIONS**

The standard of road maintenance in the shire has an impact on the built environment in that higher standards can reduce the incidence of dust, noise, storm water quality and vehicle fuel economy. The amended plan is intended to provide improved standards of maintenance and therefore positive implications for the environment.

### **SOCIAL & CULTURAL IMPLICATIONS**

Quality road infrastructure provides safe accessibility to the community which enhances mobility and builds social cohesion. The increases in inspections and intervention levels will produce road and footpath condition improvements which will have positive social and cultural implications.  
Insert Content

### **ECONOMIC IMPLICATIONS**

Improved road maintenance standards will have a minor positive effect on the economy. Vehicle wear and tear and fuel consumption can improve with an improved road network and travel times can be kept down which can reduce transport costs to industry.

### **LEGAL & RISK IMPLICATIONS**

The Road Management Plan provides the Council with an effective defence to claims from road users in that it provides a “reasonable” system of management to ensure that defects can be detected and rectified within an appropriate time frame. The purpose of the plan is to minimise risk to road users.

### **RESOURCE IMPLICATIONS (FINANCIAL ETC)**

The revision of the inspection frequencies has resulted in an increase in the standards of inspection applying to the road network overall. In addition, an annual night-time inspection of urban areas is being added to the inspection regime. These increases will be achieved through improved use of technology, and redesign of work methods and re-allocation of existing staff and other resources within the Infrastructure department.

## **7. IMPLEMENTATION STRATEGY**

### **DETAILS**

The proposed amendments to the Road Management Plan will result in a standard that is higher than that which existed prior to the review.

The road authority is required to give notice as prescribed in the regulations which includes making available a report describing the proposed amendments and stating where the report and amended Plan can be inspected or obtained. The notice must advise that persons aggrieved by the proposed

amended plan may make a submission to the Council within 28 days of the notice being published in the government Gazette.

This notice must be published in the Government Gazette and a newspaper generally circulating in the area.

It is proposed that this Council report provides the required “purpose and general purport of the proposed amendment” and will be made available with the amended Plan.

## **COMMUNICATION**

Council will communicate the decision through the public notice in the Government Gazette and a daily paper circulating in the Shire and also through Council’s website. A press release highlighting the proposed changes to the Plan will also be prepared.

## **TIMELINE**

Adopting this implementation strategy, subject to submissions, will enable the amended plan to be effective from March 1<sup>st</sup> 2018.

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

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





# Road Management Plan



Colac Otway Shire  
2018

## Road Management Plan

### GENERAL

#### Distribution

The General Manager of Infrastructure and Services shall be responsible for the:

- Control of this Plan,
- Distribution of the Plan, and
- Control and issue of any amendments.

#### Amendment Register

Issue	Date	Details	Amendment By
Version 1.1	April, 2006	Amendment No. 1	Gary Dolan <b>General Manager, Infrastructure &amp; Services</b>
Version 2.0	June, 2009	Amendment No. 2	Neil Allen <b>General Manager, Infrastructure &amp; Services</b>
Version 3.0	September, 2013	Amendment No. 3	Adam Lehmann <b>Acting General Manager, Infrastructure &amp; Services</b>
Version 4.0	December 2017	Amendment No. 4	Tony McGann <b>General Manager, Infrastructure and Leisure Services.</b>

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## 1. INTRODUCTION

### 1.1 Background

Colac Otway Shire is the road authority for those roads within the municipality for which it accepts management responsibility. Colac Otway Shire exercises its duty of care to the public in a number of ways, including planning and undertaking repairs and maintenance to the road network that it manages. Colac Otway Shire demonstrates its duty of care through having in place a reasonable regime to:

- Inspect the road network to discover defects; and
- Plan and implement repairs to overcome these defects

Where a dangerous condition in the road network is shown to exist, Council may satisfy its duty of care to road users by taking one or more of the following actions, depending on the circumstances of any particular case:

- Prioritising the condition in a capital works or maintenance program;
- Installing appropriate signs warning of the dangers;
- Closing the road; or
- Repairing the dangerous condition completely.

### 1.2 Legislative Requirements

This Municipal Road management plan (referred to hereafter as the 'Plan') has been prepared in accordance with the Road Management Act, 2004, one of the key purposes of which is to reform the law relating to road management in Victoria. The plan reflects the purposes and objectives of the council as required by the local Government Act 1989.

The Colac Otway Shire Council is the designated 'Co- coordinating Road Authority' for municipal roads within the Shire and is responsible for their care and management.

As the coordinating Road authority, Council must ensure that if a road is reasonably required for public use that it is kept open for public use and may, at its discretion, carry out work on the road. Council is under no obligation to do any specific work on any road and, in particular, is not obliged to carry out any surface or drainage work on any road other than specified in the Road management Plan.

### 1.3 Duties of the Road User

A road user has specific duties in the respect to the use of a public highway, including having regards to the rights of other road users. A road user must also take all due care to avoid causing the risk of damage to a public highway or any infrastructure located in the road reserve.

A person who drives a motor vehicle on a public highway must drive in a safe manner having regard to all the relevant factors including the:

- Standard of construction of the road;
- Prevailing weather conditions;
- Level of visibility;
- Condition of the motor vehicle;
- Traffic conditions;
- Relevant road laws and advisory signs; and
- Physical and mental condition of the driver.

The *Road Safety Act 1986* requires other road users (other than those driving a motor vehicle) to use a road in a safe manner, having regard to all the relevant factors. Other obligations of road users are also set out in the *Road Safety Act 1986* in regard to relationships with other road users and damage to road infrastructure.

#### 1.4 Purpose of the Road Management Plan

The Road Management Plan ('the Plan') sets the relevant standards and policy decisions in relation to the discharge of Council's duties in the performance of its road management functions.

This Plan details the management systems that Council will implement to maintain, upgrade and operate its physical road assets cost-effectively.

Colac Otway Shire through the Plan accomplishes its duties by combining engineering principles with sound business practices, and providing tools to facilitate an organised logical approach to decision making.

#### 1.5 Codes of Practice

Council is guided in the application of the Plan through Codes of Practice, as part of the Act. The codes set out benchmarks of good practice in relation to the road management duties of councils and allow scope for individual councils to set standards and allocate road maintenance priorities according to their particular level of resources.

The Plan includes the matters that relevant Codes of Practice specify.

A Code of Practice cannot:

- Impose a duty;
- Direct how operations may be done;
- Create an enforceable legal right; or
- Impose a liability or penalty

## 2. COUNCIL OBJECTIVES/POLICY

The Colac Otway Shire is committed to continual improvement in the way it manages its road network and associated assets. A fundamental component of this task is the maintenance of or the management of the ongoing performance and condition of this infrastructure.

This Plan provides a vision for how Council plans to manage its road network. This vision will ensure that the community is provided with a road system that returns optimum economic benefit for the life of the asset while recognising social, safety, environmental and user needs.

This document provides a policy framework to guide Council's management of the road infrastructure under its authority. It defines roles and responsibilities for decision making, outlines the way management requirements should be assessed, and addresses appropriate methodologies for roads based funding.

#### 2.1 Key Stakeholders

A stakeholder represents any groups or individuals having an interest, in this case, the service provided by Council's road network.

The stakeholders in the management of Council's road and other related assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Local residents including private car drivers, cyclists, pedestrians, etc.;
- Industrial and commercial operators and other transport services;
- Emergency services;
- Enforcement agencies;
- Primary producers;
- Land developers;
- Other Government Departments;
- Tourists and visitors to the area;
- Utilities as prescribed in section 3 of the Road Management Act 2004; and
- Council as the custodian of the network, including all internal and external support staff.

The community's needs and expectations are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

## 2.2 Council Plan

The Council Plan outlines the principles that support Council's commitments and serves as a standard by which community outcomes can be assessed. The Council Plan is a dynamic document which is updated annually to reflect changing priorities and impacts of external factors.

The Colac Otway Shire's Road Management Plan is consistent with Council's commitment to providing and maintaining infrastructure and assets that meet community needs now and in the future, whilst providing Best Value to the community. The specific objectives of Council's vision are:

- To ensure sound road management decisions;
- To ensure that Council's road assets perform effectively throughout their service lives; to appropriate standards, which have been set with due consideration of community expectations;
- To enable a sound basis for establishing road funding requirements; and
- To ensure sound allocation decisions between capital works and maintenance.

## 2.3 Risk Management Policy

The purpose of this policy is to provide a framework for risk management, and to define the responsibilities of staff and management in the risk management process. The Colac Otway Shire is committed to managing risk by logically and systematically identifying, analysing, assessing, treating and monitoring risks that are likely to adversely impact on Council's operations.

For all significant risks associated with Council's road infrastructure appropriately planned actions are determined and implemented. These actions include capital development, maintenance and/or operational enhancement.

# 3. COLAC OTWAY MUNICIPAL PUBLIC ROAD REGISTER

## 3.1 Register of Municipal Public Roads

The Road Management Act 2004 requires Council to keep and maintain a register of municipal public roads, and ancillary areas for which it has the responsibility for managing operational functions.

Public Roads are municipal roads which meet the definition as prescribed under the Road Management Act 2004 and have been determined by Council, acting as a Coordinating Road Authority, to be roads reasonably required for general public use. The definition of a municipal road under the Road Management Act 2004 includes any road within the municipality which is not a State road, including any road which:

- Is a road referred to in section 205 of the Local Government Act 1989, which indicates certain roads for which Council is responsible for care and management;
- Is a road declared by VicRoads to be a municipal road under section 14(1)(b) Road Management Act 2004; and
- Is part of a Crown land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management.

Council's Register of Municipal Public Roads is available for public inspection upon request. This document may be viewed at both the Colac and Apollo Bay Customer Service Centres during normal business hours.



Assets on municipal public roads that the Colac Otway Shire is responsible for and which this Road Management Plan incorporates include:

- Road surface, pavement, and earth formation;
- Surface and underground drainage systems;
- Signs, guideposts, line marking, barriers, and retaining walls;
- Footpaths and shared pathways;
- Parking areas,
- Bridges and major drainage structures, and
- Other road related infrastructure.

### 3.1.1 Criteria for Determining Whether a Road is reasonably required for General Public Use

A road is considered a Public Road when Council has made a decision that the road is reasonably required for general public use and hence included in the Municipal Public Road Register.

When deciding on which roads should be included or not included on the Register the very broad test is 'is the road reasonably required for general public use?' This test can be refined into more specific criteria that will provide a fair, consistent and justifiable guide for Council when deciding on which areas need to be added to the Register.

For a road to "be reasonably required for general public use", consideration should be given, but not necessarily limited to the following:

- The number and nature of separately owned and occupied properties abutting onto the road or requiring the road for access purposes;
- Whether the properties which abut the road or require the road for access purposes have alternative access rights;
- Whether the road connects into, and forms part of, the wider network of Public Roads;
- Whether the road contains assets owned and managed by public service authorities (gas, electricity, telecommunications, sewerage, water); and
- Whether the road is safe for public access (no horizontal or vertical alignment issues, existing pavement, suitable drainage, no large trees or obstacles restricting vision).

All roads included in the Register of Public Roads will be maintained to a standard as specified in the Road Management Plan. Council is not obliged to undertake any works on roads that are not registered as Public Roads.

Developers generally fund the construction of new infrastructure e.g. roads, footpaths, drainage, etc. as part of new subdivision developments. This leads to an expansion in Council's asset portfolio for which it is responsible for.

The Colac Otway Shire assumes responsibility of public highways created through expansion at registration of subdivision, providing that all infrastructure is constructed to meet Council's minimum specifications.

A public highway is not a public road for the purposes of the Act unless and until it is registered on Council's register of municipal public roads.

Council reserves the right to review the status of public highways as public roads, should they not appear on its register of public roads.

### 3.2 Road Discontinuance

Council may in accordance with Schedule 10(3) of the Local Government Act 1989 discontinue a public highway or part of a public highway via a notice published in the Government Gazette.

If a road or part of a public road is discontinued, Council must specify all details in its register of public roads.

### 3.3 Road Naming and Renaming

Where a road is required to be named or renamed the Local Government Act 1989 provides an administrative procedure for Road Renaming.

### 3.4 Road Hierarchy

Colac Otway Shire is a unique municipality with major topographical, climatic and geological differences within the shire that have a direct impact on the ability of Council to provide a suitable road network. If Council is to provide a sustainable road network system, its Road Classification system must take into account these differences. A Classification system and Hierarchy was adopted as part of this Plan.

The Colac Otway Planning Scheme, Victorian Grants Commission and VicRoads definitions were reviewed for applicability to the Urban and Rural areas of the Colac Otway Shire.

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### 3.4.1 Local Road Classification

The classification system detailed below takes into consideration the above key issues and establishes a clear distinction between each classification. The classification system is primarily based on the functions of **Primary, Secondary, and Minor** within the road system.

#### Road Network

Hierarchy Identifier	Name	Explanatory Notes	Road Surface
P	Primary	<ul style="list-style-type: none"> <li>▪ Direct linkage between significant population centres and major traffic generators and supplementary to arterial road system within the municipality</li> <li>▪ High heavy vehicle count</li> <li>▪ Access to major industries and tourism nodes</li> <li>▪ Generally &gt;100 vpd</li> </ul>	Generally a sealed surface, may be an unsealed surface
S	Secondary	<ul style="list-style-type: none"> <li>▪ Carry moderate volumes of traffic and provide access by linking local areas to primary and arterial roads.</li> <li>▪ Also provide links between the various minor roads.</li> <li>▪ Cater for, but may restrain, service and heavy Vehicles.</li> <li>▪ Minimum two clear traffic lanes</li> </ul>	May be either sealed or unsealed surface
M	Minor	<ul style="list-style-type: none"> <li>▪ Carry only local traffic</li> <li>▪ Primary function is to provide property access</li> <li>▪ Medium usage access to rural properties generating regular and consistent vehicle usage. Generally &gt;30 vpd.</li> <li>▪ Rural bus route minimum standard</li> <li>▪ In the case of access to a single property with a residence, the road will only be maintained to the closest boundary of that property,</li> <li>▪ Occasional usage property access routes</li> <li>▪ Maintained infrequently (less than annual)</li> <li>▪ Dry weather road only. All year round access is not guaranteed.</li> <li>▪ Occasional usage primary access to non-residential rural properties generating sporadic vehicle usage.</li> </ul>	May be either sealed or gravel surface , in some cases just formed or natural surface

**Footpath Network**

Hierarchy Identifier	Name	Explanatory Notes	Footpath Surface
P	Primary	Primary footpaths provide connectivity between the different communities to the most popular destinations, including shopping precincts, community facilities, medical facilities, sporting facilities, transport hubs, etc. Primary footpaths have a width of at least 1.5 metres. Statutory shared paths are classified as Primary.	Concrete or other approved equivalent surface
L	Local	Local footpaths provide public pedestrian access between residences and primary footpath network as well as linkages between property frontages in residential areas.	Concrete or other approved equivalent surface

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### 3.5 Demarcation of Responsibility

Council is responsible for the majority of the roads within the municipality. These are known as Local Roads and are listed on Council's Register of Municipal Public Roads.

The register of municipal public roads and associated maps define the roads for which Council has operational duties as a road authority. Operational functions for the purposes of this road management plan relate to the establishment of standards for the construction, inspection, maintenance and repair of road infrastructure.

Various infrastructure assets, for which Council has no management responsibility, may exist in the road network within the municipality. These assets are owned and managed by service authorities, individuals and other statutory bodies.

#### 3.5.1 VicRoads

VicRoads is the coordinating road authority for the declared arterial road network within the municipality. Section 37 of the *Road Management Act 2004* sets out those parts of the arterial road network for which Council is the responsible road authority, across urban and rural areas.

Arterial roads located in the Colac Otway Shire are as follows:

Beech Forrest Road	Cororooke Road
Birregurra Road	Forrest Apollo Bay Road
Birregurra Deans Marsh Road	Gellibrand River Road
Birregurra Forrest Road	Great Ocean Road
Birregurra Road	Lavers Hill Cobden Road
Colac Ballarat Road	Princes Highway
Colac Carlisle Road	Skenes Creek Road
Colac Forrest Road	Timboon Colac Road
Colac Lavers Hill Road	Warncoort Birregurra Road

In the situation where the public road is an arterial road within an urban area, VicRoads is the coordinating road authority, excepting the following instances where Council has responsibility for all local components of the road system. These are:

- Service road traffic lanes and shoulders,
- Pathways outside of through carriageways and central medians,
- Indented parking bays and any other part of the roadway located 'kerb to kerb' that could not be made available for through traffic (being located either on the side of the road, in the outer separator or in the central median), and adjacent kerb and channel,
- Drainage pits and underground drainage outside of through carriageways or outer separators and underground drainage that is part of a municipal drainage scheme,
- Off road bicycle paths,
- Road markings for all parking bays, plus road markings on service roads,
- Local signage including street name signs, local direction signs, parking signs for the control of stopping or parking, and advance warning (but not advance direction) signs on municipal roads,
- Pedestrian fencing outside of central medians,
- Tactile Ground Surface Indicators (TGSIs) in footpaths and kerb ramps and at bus stops (except at central medians), and

(An urban area is defined in section 3 of the *Road Management Act 2004*.)

In the situation where the public road is an arterial road outside an urban area, VicRoads is the coordinating road authority; however Council is responsible for service roads, off road bicycle paths, pathways, associated local signage, and underground drainage that is part of a municipal drainage scheme.

For definition of the limits of responsibility between VicRoads and Council, where local roads

intersect with arterial roads in an urban and rural environment, refer to the Code of Practice for Operational Responsibility for Public Roads.

### 3.5.2 Department of Environment, Land, Water & Planning

Within the municipality a number of roads exist of Crown Land, in such areas as parks and forests, for which Department of Environment, Land, Water & Planning (DELWP) or Parks Victoria has management responsibility.

### 3.5.3 Adjoining Municipalities

The Act requires that a road authority be responsible for the operational functions of a road. In the instance of boundary roads with other municipalities, the responsibility is allocated according to an agreement between each municipality.

### 3.5.4 Rail Operators

The *Rail Safety Act 2006* requires rail operators and road managers to identify and assess risks that may arise from operations at certain interfaces (i.e. rail crossings), and seek to enter into safety interface agreements to manage those risks.

Within the Colac Otway Shire, V/Line and Australian Rail Track Corporation, as rail operators, are generally responsible for installing and maintaining all infrastructure located at rail crossings (e.g. crossing position signs together with other signs, barriers, gates, flashing lights, etc).

Council is generally responsible for the erection and maintenance of advance warning signs and all pavement markings associated with the approaches to rail crossings on municipal roads

### 3.5.5 Service Authorities

Many Utility Agencies utilise a road for their infrastructure. Non-road infrastructure within the road reserve is the responsibility of the person or body that is responsible for the provision, installation, maintenance, or operation of that particular asset.

A listing of typical utility assets found within a road reserve, and the relevant management authority is given below.

Asset Type	Management Responsibility
Street Lights	Powercor
Telecommunication infrastructure assets	Telstra
Gas infrastructure assets	Tenix Gas
Water & Sewerage infrastructure assets	Barwon Water
Electricity infrastructure assets	Powercor
Traffic Signal Installations	VicRoads
Rail Crossings	V/Line and Australian Rail Track Corporation

Assets or services within a municipal public road for which Council is not responsible for include gas pipes, water and sewerage pipes, cables, electricity poles, public telephones, and mail boxes.

### 3.5.6 Other Assets

In relation to provision of access from adjoining properties, there are a number of assets within a road reserve for which Council has no obligation to construct or maintain. Assets of these types are described as follows:

#### 3.5.6.1 Vehicle Crossings

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Generally in urban areas the adjoining property owner is responsible for maintaining the portion of a vehicle crossing (i.e. driveway) located between the carriageway and the abutting footpath. Where there is no footpath, the property owner is responsible for that part of the driveway which extends from carriageway to the fence line. This also applies to vehicle crossings located in rural areas where the property owner is responsible for all of that part of the driveway between the road edge and the fence line.

The construction of a vehicle crossing and ongoing maintenance is to be carried out to meet Council's requirements. The property owner is also responsible for the maintenance of the immediate surrounds impacted on by the vehicle crossing to ensure that it is in a safe condition.

#### **3.5.6.2 Nature Strips, Infill Areas and Vegetation**

Nature strips and infill areas are those residual areas between the edge of road or back of kerb and the property boundary not occupied by a footpath or vehicle crossing. These are normally sown to grass and may contain other features such as street trees and utility poles and underground services.

Nature strips are not recognised as a road related asset and are therefore not formally inspected or maintained to a standard defined under Council's Road Management Plan. Council will only undertake works on a nature strip where there is a safety issue either reported as a customer request or identified through programmed inspection activities.

Responsibility for maintenance of the nature strip areas is generally left to the abutting property owner as part of the presentation of their property and general appearance of the local streetscape.

Service authorities are required to reinstate any disturbed nature strip areas to a condition which existed prior to any excavation works in relation to the installation or maintenance of their infrastructure.

Street trees within the road reserve are managed by Council, however an abutting owner has the responsibility to keep a road or footpath clear of vegetation growing from their property. Council may direct the property owner to trim any overhanging branches under provisions of its Local Laws.

#### **3.5.6.3 Property Stormwater Drains**

Property stormwater drains are constructed within the road reserve from the property boundary to a discharge outlet in the kerb, table drain or connected directly to Council's underground drainage system. Property drainage lines directly benefits the property and as such are the responsibility of the owner of the property being served to maintain.

#### **3.5.6.4 Stock Underpasses**

A stock underpass is generally a box culvert type structure constructed for the purpose of providing a safe under road crossing.

A landowner that constructs a stock underpass on a local road must first sign a section 173 Agreement (Planning and Environment Act 1987) with Council that includes requirements for the landowner to maintain the structure. A cattle underpass shall be designed in accordance with all relevant VicRoads Guidelines, Australian Standards, and other applicable design codes.

Council has a responsibility to maintain the road pavement areas, seal markings and guideposts across the stock underpass. Responsibility for the maintenance of the structure, including attachments such as guardrail, stock lanes, fencing and stock underpass drainage remains with the landowner for the duration of the agreement.

Regardless of maintenance obligations, Council has a duty of care to ensure that that these assets are in a condition safe to the general community.

#### **3.5.6.5 Cattle Grids**

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A cattle grid is a type of obstacle used to prevent livestock from passing along a road which penetrates the fencing surrounding an enclosed piece of land.

The landowner benefiting from the use of a cattle grid is required to enter into a section 121 Agreement (Road Management Act 2004) for the construction, maintenance, repair, and insurance of the cattle grid. This agreement defines the roles and responsibilities of both Council and the landowners for the ongoing management of the cattle grid.

Cattle grids located on municipal roads are to be inspected and maintained in accordance with Council's relevant policy.

#### **3.5.6.6 Fire Access Tracks**

Designated fire access tracks throughout the Colac Otway Shire are specific purpose access tracks not intended for general access and provide only occasional access to non-residential property.

These are maintained by Council where Council has agreed to do so as a community emergency service and they are listed in the Municipal Fire Prevention Strategy. Fire access tracks are maintained to the standard as defined by Municipal Fire Prevention Plan and as funded by the Municipal Fire Prevention budget.

## **4. INSPECTION STANDARDS AND SERVICE LEVELS.**

There are two main components of the Council's maintenance programs, these are:

- Proactive Routine Maintenance – programmed routine maintenance and repair work; and
- Reactive Maintenance – work carried out to rectify defects that are identified as exceeding 'tolerable levels' or where an emergency response is required.

### **4.1 Strategies for Planning Maintenance Work**

A systematically planned approach is undertaken to ensure maintenance is effective. This includes the implementation of a maintenance strategy for key asset types, such as pavements, bridges, drainage, and other road related infrastructure.

For a particular asset type, the maintenance strategy includes the following considerations:

- A sound maintenance policy as a basis for planning all maintenance activity on that asset type;
- Consideration at both the design and constructions phases in order to reduce potential maintenance problems and in-service costs;
- A maintenance management system, including:
  - A current inventory for the asset type in question (e.g. pavements, signs, bridges, etc);
  - A regime of asset inspections to satisfy adopted schedules;
  - An effective asset condition and inspection recording system to produce informed decisions with regard to maintenance requirements; and
  - Maintenance performance criteria for the road network with consideration of community expectations.

### **4.2 Maintenance Policies**

Council's maintenance policies for specific asset types are based upon the following principles:

- Road infrastructure assets being maintained to ensure that their whole-of-life performance is maximised, having regard to safety, community benefits, environmental and funding considerations,
- A collaborative approach taken to improve the performance and reduce maintenance costs of Council's road assets through team work by the Infrastructure and Services Units,
- A systematic, efficient and sustainable approach to maintenance management and work practices utilising best practice,

- Regular planned inspections of Council's assets undertaken to identify and monitor their overall condition over time, and
- Accessible information systems implemented for inventory control, condition identification of selected assets, and recording of inspections, service requests and all actions relating to maintenance activities.

#### **4.3 Prioritising Works**

Maintenance activities are objectively planned in order to achieve cost and operational efficiencies. The works program and schedule is based on seasonal/annual events and routine servicing. The most effective maintenance is based on forecasting a need and scheduling the available and proper resources and corrective actions at the appropriate time to achieve best results.

#### **4.4 Maintenance Records**

Accurate data is collected in order to make reliable judgments in relation to future network maintenance needs which consider funding requirements. Council's maintenance records are computer-based for ease of transfer, communication, and analysis.

#### **4.5 Asset Inspections**

In order for Council to carry out effective planning and competent management of its road infrastructure, both in a strategic and operational sense, it is essential to collect maintenance-related information through disciplined and regular inspections of the whole of the network. Council's inspection activities can be grouped into the following categories based on definition and purpose:

- Routine Inspections;
- Condition Inspections
- Request Inspections; and
- Incident Inspections.

##### **4.5.1 Routine Inspections**

Inspections undertaken in accordance with the formal inspection schedule to determine if road asset complies with the levels of service as specified by the Maintenance Performance Criteria. Identified defects are rated against the criteria adopted for routine maintenance works on the asset. These performance criteria indicate the magnitude of the undesirable condition for each defect requiring remedial action.

A record of each street/road is completed detailing the name of the inspector, the inspection date, time, road name/asset description and report of any defects found that are at the 'tolerable' defects level as defined by Council's Maintenance Performance Criteria.

##### **4.5.2 Condition Inspections**

Condition inspections are undertaken specifically to identify deficiencies in the structural integrity of the various components of the road infrastructure that if untreated, are likely to adversely affect network values. The deficiencies may well impact on short-term serviceability as well as the ability of the component to continue to perform at the level of service for the duration of its intended useful life.

The condition inspection process must also meet the requirements for accounting regulations and asset management. Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action and is used in the development of relevant programs of rehabilitation or renewal works.

The table below details the type of programmed and reactive inspections undertaken by Council in relation to its road infrastructure assets.



#### 4.5.3 Request Inspections

A maintenance request is any request to undertake maintenance on an infrastructure asset. Customers or users of the asset generally make these requests. To provide the highest level of service, Council's objective in relation to maintenance requests is to inspect and prioritise the work requests within the time frames as specified.

Upon record of a request for maintenance or report of a defect received from the public, Council Officers or Councillors, an inspection will be carried by an appropriately experienced Council Officer within **5 working days** of notification, dependent on assessed urgency. As with routine maintenance inspections, any recorded defects beyond the maintenance performance criteria for that particular asset will be prioritised and rectified to satisfy established response times.

If works identified are beyond what is considered maintenance, then the project will be referred to and be considered for inclusion in Council's Capital Investment Program. Council reviews projects for its Capital Investment Program annually, in conjunction with its budget planning process.

#### 4.6 Inspection Performance Criteria

Asset Class	Hierarchy	Routine Inspections
<b>Road Network</b> * Includes sealed and unsealed roads	Primary	3 times/year
	Secondary	Once every 8 months
	Minor	Once per year
	Urban Primary & Secondary	Night Inspection - Once per year
<b>Footpath</b>	Primary	12 months
	Local	12 months
<b>Kerb &amp; Channel</b>	All Road Categories (where applicable)	12 months
<b>Bridges</b>	All Road Categories	Level 1 Inspection (Basic visual inspection) - 12 months
<b>Road Furniture</b>	Guard Rail	As per frequency for road category
	Traffic Management Devices	As per frequency for road category
	Signs & Other Furniture	As per frequency for road category
<b>Vegetation</b>	Roadside Vegetation	As per frequency for road category
	Urban Vegetation	As per frequency for footpath category

Note\* - Relates only to the inspection of relevant assets associated with the approaches to rail crossings located on all municipal roads, as defined by applicable Safety Interface Agreements.



#### 4.7 Levels of service

The foundation of the Road Management Plan includes setting of appropriate and reasonable standards as they relate to maintenance and construction of road assets.

Council has established maintenance and construction performance criteria that are equitable, sustainable and reflect the requirements for management of its road assets.

The defined levels of service have regard to:

- Community needs and aspirations;
- Industry standards;
- The need to provide a safe and efficient road network; and
- The Council's and its community's ability to fund such standards.

The implementation of an equitable road classification system also enables the community to readily identify the road system and have clear expectations as to the standard of construction and maintenance of the road system.

#### 4.8 Community Consultation

An important objective of this Plan is to match the level of service provided by Council's road infrastructure with the expectations of its community given financial, technical and legislative constraints.

Council, as a continued improvement process, will measure and review both its capacity to deliver road services and actual performance of its road network against a number of key outcome areas. These are:

- Annual Community Satisfaction Survey Outcomes (Council Plan – Performance Indicators),
- Levels of expenditure and funding gaps,
- Analysis of Customer requests and responses (MERIT), and
- Ongoing development of Council Policies

Community input into service delivery needs to be considered against its willingness to fund a desired level of service. It is also important that any decision to adopt any changes to the defined maintenance and construction performance criteria is in the best interest of the overall community.

### 5. EXCEPTIONAL CIRCUMSTANCES

Council, under a normal operating environment, will make every endeavour to deliver all aspects of its Road Management Plan.

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts or similar, together with human factors, such as a lack of Council staff or suitably qualified Contractors, because of section 83 of the Victorian Wrongs Act 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the CEO of Council, has to, pursuant to section 83 of the above Act, consider the limited financial resources of Council and its other conflicting priorities, meaning the standards Council's Plan cannot be met, the General Manager Infrastructure and Leisure Services will be advised in writing that some, or all, of the services delivered under the Plan are to be suspended until further notice.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will provide direction to the General Manager Infrastructure and Leisure Services as to which aspects of Council's Plan are to be reactivated and when.

#### 5.1 Unmade Road Reserves and Upgrading Roads Adjacent to Development

There are many road reserves within the shire which are currently unmade. These road reserves by

definition are unmade or natural surface roads. In some cases these roads may be graded periodically as fire access tracks or for other purposes. For the purposes of Council's Road Management Plan, these roads are also considered to be unmade roads by virtue that they have not been fully developed by Council or built by others to meet Council's Standards. In other cases unmade road reserves may be totally untouched and unused.

There are also many roads within the municipal area which are categorised as 'lower category' roads (e.g. Minor road) in accordance with Council's local road hierarchy. Roads of this nature are generally made to a very low standard and are graded periodically consistent with Council's standards.

Where a request is received or a development application is lodged which requires the construction of an unmade road reserve or for the upgrade of an existing 'lower category' road to a 'higher category', Council will give consideration for the work to be carried out provided that the developer or proponent is prepared to meet the full cost of construction.

All construction will be carried out to Council's specification, Council will then undertake to maintain the road thereafter should it be deemed to be a public road.

## **6. COORDINATION OF WORKS**

The primary purpose of public highway is for use by the public for transport. The provision of utility infrastructure is to be managed in such a way so as to minimise, as far as reasonably practicable, interference with a road primary purpose. In particular:

- Ensure that risks to the safety and property of road users and the public are minimised;
- Minimise any damage to roads and related infrastructure;
- Minimise disruption to road users; and
- Require that roads and related infrastructure be reinstated by utility and service providers to a condition as near as practicable to their prior condition.

### **6.1 Road Openings**

For private individuals, upon completion of a Non-Utility Minor Works within Municipal Road Reserves Application Form and payment of the appropriate fee, Council's consent to works is generally issued.

Council's consent to works allows contractors to perform civil works in a road reserve or make a connection to a drain, water main, gas, sewer or telecommunications service, or construct a vehicle crossing.

The issue of consent signifies to Council that the proponent undertakes to comply with the relevant conditions of Council's general conditions of consent. These conditions also relate to all temporary and permanent reinstatement works.

Council Officers inspect the works after four weeks from the date of proposed opening to ensure that reinstatement works have been completed adequately and that the area of works has not exceeded that as indicated on the application for consent.

Council requires that road crossings be bored rather than opened trenched unless consent is granted and a satisfactory length of pavement is reconstructed.

### **6.2 Service Authorities**

Service Authorities are required under the relevant legislation to provide Council with prior notification of planned works before commencement. Works are usually completed under the service authority's powers related to the respective Act relevant to the utility. This usually negates the requirement for the service authority to seek a 'Works on Road' permit from Council, however Council requires that the completed work reinstates the site to an equal or better state than existed prior to the works.

Council may make comment, in writing, regarding the impact of the proposed works on native vegetation, Council assets, safety and location. For Service Authorities, no Road Opening Permit is required for works; however a consent notice is issued providing Council with a record of the works.

Where Council is not satisfied with some aspects of the proposal outlined in the notice, it may provide consent to the works proceeding, subject to the utility/service provider complying with certain conditions. These conditions may involve:

- Management of traffic,
- Timing of works to minimise disruption to road users, and
- Timing and quality of reinstatement, etc.

In such cases Council will provide advice to the utility/service provider that it consents to the proposed works subject to certain conditions.

## 7. PLAN IMPROVEMENT & MONITORING

The Act requires that Council's Road Management Plan be formally reviewed at prescribed intervals. However, it is proposed that Council review the performance of its Plan more frequently as part of the continuous improvement process being applied to Council activities. Improvements to work processes and practices, utilization of plant and other resources will be identified from time to time and implemented where possible or referred to the next Plan review.

### 7.1 Reviewing the Road Management Plan.

The Road Management (general) Regulations 2016 (Vic) requires councils to review their Road Management Plan within 6 months of a Council general election or 30 June following an election whichever comes latest.

Council elections occur every 4 years which is a suitable review period. Any revised plan will be subject to the consultation and approval processes as detailed in Part 3 of the Road Management (general) Regulations 2016.

### 7.2 Performance Measures

The following performance measures have been adopted to provide an indication of the levels of service meet community requirements in terms of satisfaction of delivery.

Performance Measure	Target
Routine inspections completed as per schedule	100% as specified
Response times for remedial work as assessed against Council's Maintenance Performance Criteria*	85% as specified

\*Note – Includes provision of appropriate warning of an identified hazard to make safe.

## 8. REFERENCES

Colac Otway Shire Council Plan  
Asset Management Policy  
Risk Management Policy  
Strategic Resource Plan

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Road Asset Management Plan  
Bridge Asset Management Plan  
Infrastructure Design Manual  
Code of practice No S201- Road management Plan.  
Code of practice No S117-Management of infrastructure in road reserves.  
Code of Practice No S 351-Worksite safety traffic management.  
Code of Practice No S 174-Operational responsibilities for public roads.  
ARRB Unsealed roads manual 2009.

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# APPENDIX A

## Maintenance Performance Criteria & Response

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## DEFECTS RESPONSE CODES

Response Code	Target Response Time	Action, Response & Control
2D	Within <b>2 working days</b> of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
1W	Within <b>1 week</b> of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
2W	Within <b>2 weeks</b> of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
3W	Within <b>3 weeks</b> of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
1M	Within <b>1 month</b> of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
2M	Within <b>2 months</b> of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
3M	Within <b>3 months</b> of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
PW	Programmed Works - Long term maintenance works program (3-5 years) Developed on a priority basis having regard to available resources and annual budget limitations.	
N/A	Not Applicable	
*	Appropriate response within <b>1 working day</b> if defect is assessed as exposing the travelling public to a high level of risk exposure. Inspect, rectify defect if practicable, or provide appropriate warning. <sup>#</sup>	

**# Note** – Where, because of the nature of the repair, availability of resources required or existing workload, it is not possible to rectify a defect within its prescribed response time, appropriate warning of the hazard is to be provided until necessary repairs can be completed.

An appropriate warning may include, but is not limited to –

- Provision of warning signage,
- Traffic control action,
- Diversion of traffic around the site,
- Lane closure,
- Restriction of use of road by vehicles of a certain size (e.g. Load limit), or
- Temporary Road Closure.

An intermediate response of this type is to manage any risk associated with a particular defect until further remedial action may be undertaken.

**MAINTENANCE PERFORMANCE CRITERIA**

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES		
			Primary	Secondary	Minor
<b>SEALED ROADWAY MAINTENANCE</b>					
<b>Minor Patching</b>					
Potholes	Surface patching of potholes in travelled way using bituminous and other appropriate materials to restore riding surface to a smooth condition.	Repair when pothole exceeds 50mm in depth and 300mm in diameter .	2W*	3W*	1M*
Seal Edge Breaks	Repair of fretting along edge of seal to maintain correct overall pavement width.	Repair when edge break exceeds 100mm from the average existing seal width, or when drop off of pavement exceeds 75mm measured over a 20m length.	2W*	3W*	1M*
Stripped Seals	Loss of aggregate from a seal which can become sticky in hot weather and slippery when wet or frosty.	Emergency treatment where wearing course becomes hazardous to traffic, particularly on horizontal curves or approaches to intersections, or not waterproof. Other areas to be considered within annual reseal program	PW*	PW*	PW*
Bleeding Surface	Surfaces resulting from too much bitumen on the surface, which becomes 'sticky' in hot weather, and often slippery in wet or frosty weather.		PW*	PW*	PW*
Slick Surfaces	Slick, fatty or smooth surfaces resulting from loss of aggregate or the wearing down of the aggregate with age, accompanied by an upward movement of bitumen to form a hard, smooth surface with little grip to motor tyres in wet weather		PW*	PW*	PW*
Surface Waving or Shoving	Surface waving or shoving is caused by traffic shoving on unstable bitumen mixtures, resulting in shallow waves and hollows. Surface patching and regulation of adjacent surface irregularities <5sqm	When rutting depression holds water or exceeds 75mm under a 3m straight edge longitudinally.	2W*	3W*	1M*
Deformation or Heaving and Depressions	Depressions in the traffic lanes, with bulging of the surface outside the wheel tracks. Surface patching and regulation of adjacent surface irregularities	When depression holds water or mounding exceeds 75mm under a 3m straight edge longitudinally	2W*	3W*	1M*
aggregate*, dirt, or debris at critical locations	When accumulation of debris of more than 50mm depth for over 5 lineal metres of wheel path.	Sweeping/cleaning of pavement surface including; intersections, kerb & channel, etc <b>*Note</b> – Removal of access resealing aggregate or excess asphalt after spraying/laying is the responsibility of the relevant contractor under direction of the Services and Operations Department	1M*	1M*	1M*

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DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES		
			Primary	Secondary	Minor
<b>UNSEALED ROADWAY MAINTENANCE</b>					
<b>Potholes-</b>	The application of gravel or appropriate material to potholes exceeding 300mm in diameter and 65mm in depth where moisture content is unsuitable for regular grading.	Repair when pothole exceeds 65mm in depth and 300mm in diameter.	2W*	3W*	1M*
<b>Corrugations, rutting of pavement</b>	Treatment to reduce corrugations, potholes, and rutting to maintain shape and crossfall of unsealed roadways and road shoulders and restore trafficable surface condition.	Road surface, scoured, potholed, rutted, corrugated to depth of 65mm over 30% of any 1km length of road. Treatment may include spot gravelling with appropriate materials. <b>*Note</b> - Grading of unsealed roads will only take place when moisture content of pavement materials is sufficient to maintain cohesiveness of soil aggregates.	N/A	N/A	2 per year*
<b>Shoulders, potholed, rutted, holding water, pavement</b>	Unsupported drop from pavement > 100mm measured over a 20m length. Insufficient shoulder material to maintain shoulder at pavement levels, over 40% of road length.	The regular grader maintenance of unsealed shoulders in accordance with the appropriate intervention levels, including spot gravelling to avoid pavement drop off, reworking existing materials to remove shoulder surface irregularities and maintain shoulder shape <b>*Note</b> - Grading of unsealed shoulders will only take place when moisture content of materials is sufficient to maintain cohesiveness of soil aggregates.	2W	3W	1M
<b>ROAD RELATED INFRASTRUCTURE</b>					
<b>Damaged or illegible Signs including Statutory, Guide and warning Signs.</b> <small>(excluding rail crossing signs)</small>	The minor repair, re- erection, straightening, and cleaning of signs and sole purpose supports.	<ul style="list-style-type: none"> <li>▪ Straighten sign support when it becomes noticeable that it is not vertical.</li> <li>▪ Replace when damage renders either the sign or support ineffective.</li> <li>▪ Clean/ replace the sign face when:               <ul style="list-style-type: none"> <li>– There is a noticeable accumulation of dirt.</li> <li>– Graffiti covers more than 10% of sign or message on sign is defaced</li> </ul> </li> <li>▪ Replace missing or if incorrect sign is in place.</li> <li>▪ Replace if sign is illegible at 150m under low beam or in daylight</li> </ul>	1W	1W	1W
<b>Signs – Rail Crossing Warning Signs</b> <small>(includes only those signs on the approach to a crossing for which Council is responsible)</small>			2W	2W	2W

Road Management Plan (Version 3.0)  
 Date Adopted:  
 File Ref: 11/95398



DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES		
			Primary	Secondary	Minor
<b>Damaged Guard Rail</b>	The re-alignment, repair and replacement of isolated guardrail sections less than 10m in length, posts and hardware that is defective. Includes the cleaning of guardrail.	Replace damaged guard rail sections, end terminals and support posts, subject to the availability of materials.	1M*	2M*	2M*
<b>Missing/damaged Guide Posts / Delineators</b>	Reinstatement, repair, cleaning of guide posts and delineators to ensure safe and acceptable condition.	Any missing or damaged guide posts (where existing) making them substantially ineffective in a hazardous location for the travelling public	2W	3W	1M
<b>Kerb &amp; Channel Damage</b>	Repair of damaged kerb and channel due to concrete deterioration or damage.	Replace or undertake repairs when: <ul style="list-style-type: none"> <li>- Uplift section of 35mm in tray and water ponds for greater than 10m in:</li> <li>- Channel</li> <li>- Lateral displacement of top of kerb and tilted tray by more than 50mm</li> <li>- Broken pieces greater than 200mm missing</li> </ul>	1YR*	1YR*	1YR*
<b>Drainage Pit Lid – Damaged or Missing, or Pit Surround – Damaged or Missing</b>	Replacement or reseating of pit lid or surround.	Damaged or missing pit lids, surrounds, or grates in pedestrian areas and traffic lanes.	2D	2D	2D
<b>Pavement Markings</b>					
Centre Line	Defined as remarking of all illegible/defective road marked symbols, signs, line work where existing.	When markings lack definition, loss of reflectivity and/or legibility at safe sight distances at critical locations.	3 Year Program		
STAT Cons			6W*	6W*	6W*
School Crossings			6W*	6W*	6W*
Railway Crossings			6W*	6W*	6W*
Parking Bays			2 Year Program		
Bicycle Lanes	Reinstate line marking to ensure effective visibility.	3 Year Program			

VEGETATION MAINTENANCE					
<b>Tree &amp; Shrub Obstruction - Roadway</b>	The cyclic maintenance of trees and shrubs in road reserves not in urban areas, control provides for fuel reduction as part of annual fire prevention program.	Prune road side trees to comply with the following clearance limits: <ul style="list-style-type: none"> <li>- Height Clearance: min.4.6m above carriageway</li> <li>- Lateral Clearance: in line with guide posts, back of shoulder, or kerb</li> <li>- Maintenance of safe sight distances at intersections and curves.</li> </ul>	1M*	2M*	PW*
<b>Tree &amp; Shrub Obstruction - Other</b>	Prune trees and/or shrubs to provide for long term desired height, lateral and sight clearances.	Tree obstructing safe sight distances, restricts viewing of warning signage, or assessed to be in an unsafe condition causing hazard to traffic or public.	2W	1M	2M

DEFECT	DEFINITION / DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE	
			Primary	Local
<b>FOOTPATH AND SHARED USE PATH MAINTENANCE</b>				
<b>Displacements</b>	Replacement, repair, regulation and surface patching of footpath.	Repair or regulate footpath surface where vertical displacement between concrete bays or segmented pavers (including Bricks) exceeds 20mm.	1W	1M
<b>Potholes (Sealed Surface)</b>	Repair of potholes in hard paved areas.	Repair or regulate where potholes exceed 25mm in depth.	1W	1M
<b>Potholes (Unsealed Surface)</b>	Potholes in unsealed surfaces.	Repair when pothole exceeds <b>25mm</b> in depth and <b>300mm</b> in diameter or likely to deteriorate rapidly	1W	1M
<b>Depressions/ scouring</b>	Regulation of subsided areas exceeding 1-sqm and less than 5-sqm.	Repair or regulate where depressions exceed 30mm in depth over a 2 metre straight edge.	1W	1M
<b>Footpath –Tree &amp; Shrub Obstruction</b>	Street tree and/or shrub shaping to maintain desired height, lateral and sight clearances.	Trees and shrubs with branch thickness of 10mm or more or any branch with thorns to comply with the following clearance limits: <ul style="list-style-type: none"> <li>- Height Clearance: min. 2.0 m above footpath</li> <li>- Lateral Clearance: min. across greater than 30% of footpath width</li> </ul>	1M	2M
<b>Footpath - Vegetation Control</b>	The control of vegetation growth	Areas where grass encroaches across greater than 30% of footpath width or obstructs viewing of signage.	1M	2M

DEFECT	DEFINITION / DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE	
			Primary	Local
Edge Repair	Treatment to reduce depressions, holes or drop-off at the interface (edge) of constructed asphalt, concrete or brick paved footpaths.	Provide repair of depressions exceeding 75mm in depth at the interface of the nature strip and surrounding constructed paths with topsoil, gravel or sand	1W	1M

DRAFT

ORDINARY COUNCIL MEETING

# CONSIDERATION OF CONTRACT (CONTRACT 1726 – SUPPLY AND DELIVER GRADER)

OM171312-4

<b>LOCATION / ADDRESS</b>	Not applicable	<b>GENERAL MANAGER</b>	Errol Lawrence
<b>OFFICER</b>	Andrew Kavanagh	<b>DEPARTMENT</b>	Corporate Services
<b>TRIM FILE</b>	F17/10677	<b>CONFIDENTIAL</b>	No
<b>ATTACHMENTS</b>	Nil		
<b>PURPOSE</b>	Council approval is required to award Contract 1726 - Supply and Deliver Grader		

## 1. LOCATION PLAN / AERIAL PHOTO

Not applicable.

## 2. EXECUTIVE SUMMARY

### CONTRACT 1726 – SUPPLY AND DELIVER GRADER

Tenders have been received for the supply and delivery of a grader to Council. It is recommended that Council award the contract to William Adams Pty Ltd for a Caterpillar 12M. It is further recommended that Council accept the trade-in offer of William Adams for the grader that is being replaced.

## 3. RECOMMENDATION

*That Council:*

1. *Awards Contract 1726 for Supply and Delivery of one Caterpillar 12M to William Adams Pty Ltd at the change-over price of \$368,000 (excluding GST, stamp duty and registration costs) inclusive of trade-in.*
2. *Authorises the General Manager Infrastructure and Leisure Services to sign the letter of acceptance following award of Contract 1726.*

## 4. BACKGROUND / KEY INFORMATION

### BACKGROUND/KEY INFORMATION

Tenders closed on 8 November 2017 for the supply and delivery of a grader with freeroll roller.

A Mitsubishi MG 460 grader with freeroll roller registered WLU 981 purchased in November 2011 is proposed to be traded for the new plant. This grader has reached the end of its useful life. Council is finding that parts are hard to source and this, combined with short service intervals, results in the machine being out of service for significant periods.

A private request for tenders was issued to the following suppliers through the preferred supplier deed for the National Procurement Network contract for the purchase of Plant Machinery Equipment by councils:

- CJD Equipment Pty Ltd
- Hitachi Construction Machinery (Australia) Pty Ltd
- Komatsu Australia
- William Adams Pty Ltd

Tenders were received from the following suppliers:

<b>Tenderer</b>	<b>Make/Model</b>
Hitachi Construction Machinery (Australia)	John Deere 670GP
William Adams	Caterpillar 12M

Tenders were evaluated and a recommendation made in accordance with Council's *Procurement Policy and Tenders/Quotations and Purchasing Procedure*.

All tenders were evaluated and scored using the following selection criteria:

<b><u>Criteria</u></b>	<b><u>Weighting</u></b>
Tendered price	50
Suitability of vehicle tendered	10
Performance of vehicle tendered	10
Authorised distributor of product	10
Plant availability	5
Spare parts – availability and support	5
Warranty offered	5
Economic Contribution to Colac Otway Region	5

The Tender Evaluation Panel consisted of the following members:

Services and Operations Administrator  
Acting Gellibrand/Apollo Bay Team Leader  
Contract Governance Coordinator

The Tender Evaluation Panel recommended that the William Adams tender for the Caterpillar 12M for \$428,000 (excluding GST) provided the best value and is the highest scoring tender. The plant conforms fully with the tender specifications.

The Tender Evaluation Panel further recommended accepting the trade-in offer of \$60,000 (excluding GST) from William Adams. The Panel determined that greater value for money would be achieved in accepting the trade-in offer rather than sending the plant to auction.

## **FURTHER SUPPORTING INFORMATION**

### **5. COMMUNITY CONSULTATION & ENGAGEMENT**

Not applicable

### **6. ANALYSIS**

#### **ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY**

Purchasing goods through a tender process aligns with the Good Governance pillar of the Council Plan. Good Governance for Council includes striving for excellence in financial management and council services, and always looking for better ways to do things.

#### **ENVIRONMENTAL IMPLICATIONS**

Not applicable

#### **SOCIAL & CULTURAL IMPLICATIONS**

Not applicable

#### **ECONOMIC IMPLICATIONS**

Not applicable

#### **LEGAL & RISK IMPLICATIONS**

The plant procured must comply with all relevant legislation and Australian and international standards.

#### **RESOURCE IMPLICATIONS (FINANCIAL ETC)**

Plant purchases are funded by the plant replacement reserve. The net cost of purchase is within the total available budget.

### **7. IMPLEMENTATION STRATEGY**

#### **DETAILS**

Upon award of the contract the successful tenderer, and unsuccessful tenders, will be notified and delivery of the new plant (and disposal of the replaced plant) will be scheduled.

#### **COMMUNICATION**

The successful tenderer will be notified by a letter of acceptance signed by the General Manager Infrastructure and Leisure Services.

Notice of the award of the contract will be published on Council's website. Letters will also be issued to the unsuccessful tenderers.

## **TIMELINE**

The advice of William Adams is that delivery of the grader can be expected within four to five weeks after acceptance of the tender.

## **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

# APPOINTMENTS OF COUNCILLORS TO EXTERNAL COMMITTEES AND BODIES

OM171312-5

<b>LOCATION / ADDRESS</b>	Not applicable	<b>GENERAL MANAGER</b>	Errol Lawrence
<b>OFFICER</b>	Sarah McKew	<b>DEPARTMENT</b>	Corporate Services
<b>TRIM FILE</b>	F17/6554	<b>CONFIDENTIAL</b>	No
<b>ATTACHMENTS</b>	Nil		
<b>PURPOSE</b>	To consider the appointments of Councillors to external committees and bodies		

## 1. LOCATION PLAN / AERIAL PHOTO

Not applicable

## 2. EXECUTIVE SUMMARY

Council has Councillor/officer representation on a number of committees associated with a variety of interests. This includes Council owned or managed facilities, advising Council on issues and representing Council views on regional and state wide matters.

A number of the committees are not managed by Council and operate under their own charter and determine their procedures, policies and practices. Council involvement is to participate and influence the activities of those external groups where those activities are in the public's interest.

At the recent Special Council meeting on 8 November 2017, Councillors were appointed to external committees and bodies. Upon further consideration, alternative appointments are recommended for some external committees and bodies.

Also since the Special Council meeting, the appointment of a Councillor to the Colac 2050 Growth Plan Project Control Group is recommended.

### 3. RECOMMENDATION

#### Recommendation 1

*That Council appoints Cr Potter to the Australian Local Government Association (ALGA) until determined otherwise.*

#### Recommendation 2

*That Council appoints the Mayor and Cr Smith to the COPACC Trust until determined otherwise.*

#### Recommendation 3

*That Council appoints Cr Potter to the G21 Board until determined otherwise.*

#### Recommendation 4

*That Council appoints Cr Potter and the Mayor (proxy) to the Municipal Emergency Management Planning Committee until determined otherwise.*

#### Recommendation 5

*That Council appoints Cr Potter and the Mayor (proxy) to the Municipal Fire Management Planning Committee until determined otherwise.*

#### Recommendation 6

*That Council appoints Cr Smith and the Mayor (proxy) to the Tirrengower Drainage Scheme Committee of Management until determined otherwise.*

#### Recommendation 7

*That Council appoints the Mayor to the G21 Pillar Membership – Planning and Services until determined otherwise.*

#### Recommendation 8

*That Council appoints Cr Potter to the Colac 2050 Growth Plan Project Control Group until determined otherwise.*

### 4. BACKGROUND / KEY INFORMATION

#### BACKGROUND

At intervals determined by Council, Councillors are appointed to various Committees encompassing a broad variety of interests that affect the community. At some Committees, Councillors are supported by the involvement of Council officers.

Specifically regarding the Colac 2050 Growth Plan Project Control Group, the Colac 2050 Growth Plan aims to direct where and how the population in Colac will grow to a population of 20,000. The project commenced late in 2015 and is due to be completed in 2018. The first component of the

project, a Commercial and Industrial Strategy for Colac, was completed in 2016 and implemented by a Planning Scheme Amendment in 2017. The Growth Strategy itself, including residential growth options is currently being prepared. A Project Control Group meets regularly to monitor progress of the project, and includes a range of Council officers from Planning, Environment, Infrastructure, Recreation and Community Services. The PCG also has representatives of Transport Victoria, VicRoads, Department of Environment Land Water and Planning (DELWP) and Regional Development Victoria (RDV), as well as a Councillor representative.

## KEY INFORMATION

### 1. Australian Local Government Association

<b>Required Representatives</b>	1 Councillor 1 Officer
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### 2. COPACC Trust

<b>Required Representatives</b>	2 Councillors 2 Officers
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### 3. G21 Board

<b>Required Representatives</b>	The Mayor 1 Officer
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### 4. Municipal Emergency Management Planning Committee

<b>Required Representatives</b>	2 Councillors 5 Officers
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### 5. Municipal Fire Management Planning Committee

<b>Required Representatives</b>	2 Councillors 2 Officers
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### 6. Tirrengower Drainage Scheme Committee of Management

<b>Required Representatives</b>	1 Councillor
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### 7. G21 Pillar Membership – Planning and Services

<b>Required Representatives</b>	1 Councillor 1 Officer
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### 8. Colac 2050 Growth Plan Project Control Group

<b>Required Representatives</b>	1 Councillor 8 Officers
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## **FURTHER SUPPORTING INFORMATION**

### **5. COMMUNITY CONSULTATION & ENGAGEMENT**

Not applicable

### **6. ANALYSIS**

#### **ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY**

The Strategic Vision of the Council Plan 2017-2021 is "Towards a Prosperous Future".

*"The Councillors of Colac Otway Shire commit to ... be leaders and work together as a team with the community and the organisation to achieve our goals for the Shire."*

The Council Plan states that Council is strongly committed to engaging with and listening to the community. Councillor involvement in various internal committees demonstrates this commitment.

#### **ENVIRONMENTAL IMPLICATIONS**

Not applicable

#### **SOCIAL & CULTURAL IMPLICATIONS**

The appointments of Councillors to Committees facilitate greater interaction between the community and the Councillors elected to represent them. Councillor participation increases awareness of local issues and builds understanding between parties to encourage better decision making in the interests of all community members.

#### **ECONOMIC IMPLICATIONS**

Not applicable

#### **LEGAL & RISK IMPLICATIONS**

Not applicable

#### **RESOURCE IMPLICATIONS (FINANCIAL ETC)**

Not applicable

### **7. IMPLEMENTATION STRATEGY**

#### **DETAILS**

Not applicable

## **COMMUNICATION**

The appointments of Councillors to Committees will be communicated to both Councillors and the relevant Council officers at the finalisation of the minutes of this meeting.

## **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  
**NOTICE OF MOTION - AMY GRAN FONDO**  
OM171312-6

**COUNCILLOR** Stephen Hart

**ATTACHMENTS** 1. NOTICE OF MOTION No. 266 - Cr Stephen Hart - Signed - Amy Gran Fondo

## 1. COUNCILLOR COMMENT

Repeated surveys following the event in 2015, 2016 and 2017 find that most respondents don't support the Gran Fondo event. When Council comes to consider whether or not it approves the event for another year Councillors are advised that it is too late to refuse the event as the organisers have already commenced planning for the event on the assumption that it has been approved to operate in Colac Otway Shire. These resolutions, which can be dealt with separately, give plenty of notice that the event is not supported in 2019 and 2020 and give Councillors the opportunity to express opposition to the event taking place in 2018, given the recent survey responses indicating a lack of support following the 2017 event.

## 2. OFFICER COMMENT

**Gareth Smith – General Manager, Development & Community Services**

### BACKGROUND

The Amy's Gran Fondo event was first held in 2011, is a long distance ride and the only Gran Fondo event held in Australia. The event is also a Union Cycliste Internationale (UCI) qualifying event for those seeking to participate in the World Championships.

Amy's Gran Fondo is one of three events given in principle approval from Vic Roads to close the Great Ocean Road to conduct an event from 2018 – 2020 under the Great Ocean Road Guidelines. The other events are the Great Ocean Road Running Festival which is an annual event, and the Great Victorian Bike Ride which comes through our region every 3 years, and can use the Great Ocean Road every 6th year. The Great Ocean Road Closure Guidelines are currently under review for events from 2021.

### KEY INFORMATION

The 2017 Amy Gran Fondo event attracted 5,000 participants and a further 13,000 visitors to the region. Urban Enterprise's Economic Impact Report for the 2017 event indicated an economic impact for the entire region of around \$21.83M, an increase of \$1.5M on the 2016 event.

In an attempt to build the overall economic impact for the Colac Otway Shire, two new events were developed for the 2017 event and conducted in Apollo Bay. These events were the Cyclo Cross and the 65km Gravel Fondo and they attracted 130 and 180 participants respectively. Event organisers have also amended their approach to supporting local community groups and organisations that provide volunteers to help run the event. The new approach resulted in \$13,370 distributed in 2017 to local groups including Apollo Bay CFA; Wingeel CFA; Barongarook CFA; Birregurra CFA; Forrest CFA; D6 Colac CFA; Apollo Bay P-12; Birregurra Cricket Club.

While the event attracts over 18,000 visitors to the region local acceptance of the event isn't as strong as that of the Great Ocean Road Running Festival. The two events are such that the Great Ocean Road Running Festival goes from Lorne to Apollo Bay, the majority of the benefit is felt in Apollo Bay and the Colac Otway Shire, and the reverse can be said of the Amy's Gran Fondo event with the main benefit occurring in Surf Coast Shire. This was the main reason behind the drive to develop additional activities as part of the overall Amy's Gran Fondo event that were based around Apollo Bay.

Council undertook a survey following the 2017 event to assess local feeling regarding the impact and benefit of the Amy's Gran Fondo event. The survey undertaken in September –October 2017 resulted in a total of 281 responses. Of these 205 were from Colac Otway Shire, with 84 of those from business operators and 101 from community residents (The remaining 20 did not provide appropriate information to determine a classification). Of the 84 business operators 55% (46) were dissatisfied with the overall impact/benefit of the event, 22% (18) were satisfied and the balance (20) responded as "neutral". Of the 101 residents who responded 53% (54) were dissatisfied with the overall impact/benefit of the event, 36% (36) were satisfied and the balance (11) responded as "Neutral". Based on the numbers a total of 100 respondents are dissatisfied with the event and 54 were satisfied with 31 responding as "Neutral".

From an event coordination and logistics perspective the Amy Gran Fondo is extremely well ran. Most events that require road closures have an impact on local communities and businesses for the period of the closure, this is particularly exacerbated in Apollo Bay which is somewhat an isolated township based on its feeding road network. Businesses and community often consider the impact period (positive and negative) to be during the road closure period when arguably a broader view should be considered. With over 18,000 visitors that include intrastate, interstate and internationals there contribution prior and post event is difficult to account for but undoubtedly is a significant economic benefit. Further the increased likelihood of return visits to the region and shire is increased.

Major events such as Amy Gran Fondo should be considered as part of an overall marketing program for a region and the shire. In addition to 18,000 attendees attracted in 2017 the event drives significant promotion of the region which is funded by the event organisers.

If Council was to resolve to cease issuing event permits to this event, officers recommend appropriate notice be provided to the event organisers, their participants and event partners and sponsors. Officers suggest this should be at least 12 months and therefore any decision should allow the 2018 event to proceed. Officers recommend that Council consider agreeing to the 2018 and 2019 events and Council's future decision be made cognisant of the outcomes of the review of the Great Ocean Road Closure Guidelines (in progress) and the future multi agency call for events to be conducted on the Great Ocean Road requiring road closures.



### 3. NOTICES 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 **13 December 2017**

#### Motion 1

**Council:**

- 1. Notes that reviews of the Gran Fondo event have repeatedly found that the event is not supported by the majority of the Colac Otway Shire community who have provided their view on the event,*
- 2. Instructs the Chief Executive Officer to take all reasonable steps to ensure that the Gran Fondo event is not held in Colac Otway Shire in calendar year 2019,*
- 3. Instructs the Chief Executive Officer to take all reasonable steps to ensure that the Gran Fondo event is not held in Colac Otway Shire in calendar year 2020,*
- 4. Instructs that in implementing this resolution the Chief Executive Officer is to obtain prior Council approval before spending significant funds, such as legal costs, that exceed normal administrative costs, such as staff time, and*
- 5. Requests that all relevant parties are informed of points 2 & 3 as soon as practicable.*

#### Motion 2

**Council:**

- 1. Notes that reviews of the Gran Fondo event have repeatedly found that the event is not supported by the majority of the Colac Otway Shire community who have provided their view on the event,*
- 2. Instructs the Chief Executive Officer to take all reasonable steps to ensure that the Gran Fondo event is not held in Colac Otway Shire in calendar year 2018,*
- 3. Instructs that in implementing this resolution the Chief Executive Officer is to obtain prior Council approval before spending significant funds, such as legal costs, that exceed normal administrative costs, such as staff time, and*
- 4. Requests that all relevant parties are informed of point 2 as soon as practicable.*

NOTICE OF MOTION

BY

COUNCILLOR Stephen Hart

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on **13 December 2017**

Motion 1

**Council:**

1. *Notes that reviews of the Gran Fondo event have repeatedly found that the event is not supported by the majority of the Colac Otway Shire community who have provided their view on the event,*
2. *Instructs the Chief Executive Officer to take all reasonable steps to ensure that the Gran Fondo event is not held in Colac Otway Shire in calendar year 2019,*
3. *Instructs the Chief Executive Officer to take all reasonable steps to ensure that the Gran Fondo event is not held in Colac Otway Shire in calendar year 2020,*
4. *Instructs that in implementing this resolution the Chief Executive Officer is to obtain prior Council approval before spending significant funds, such as legal costs, that exceed normal administrative costs, such as staff time, and*
5. *Requests that all relevant parties are informed of points 2 & 3 as soon as practicable.*

SEPARATE MOTION

Motion 2

**Council:**

1. *Notes that reviews of the Gran Fondo event have repeatedly found that the event is not supported by the majority of the Colac Otway Shire community who have provided their view on the event,*
2. *Instructs the Chief Executive Officer to take all reasonable steps to ensure that the Gran Fondo event is not held in Colac Otway Shire in calendar year 2018,*
3. *Instructs that in implementing this resolution the Chief Executive Officer is to obtain prior Council approval before spending significant funds, such as legal costs, that exceed normal administrative costs, such as staff time, and*
4. *Requests that all relevant parties are informed of point 2 as soon as practicable.*

Ref: D17/82781

**Councillor Comment (optional)**

Repeated surveys following the event in 2015, 2016 and 2017 find that most respondents don't support the Gran Fondo event. When Council comes to consider whether or not it approves the event for another year Councillors are advised that it is too late to refuse the event as the organisers have already commenced planning for the event on the assumption that it has been approved to operate in Colac Otway Shire. These resolutions, which can be dealt with separately, give plenty of notice that the event is not supported in 2019 and 2020 and give Councillors the opportunity to express opposition to the event taking place in 2018, given the recent survey responses indicating a lack of support following the 2017 event.

SHH

Councillor **Stephen Hart**

DATED: 6.12.17

Ref: D17/82781

ORDINARY COUNCIL MEETING  
**OLD BEECHY RAIL TRAIL MINUTES AND  
ASSEMBLY OF COUNCILLORS NOTES**  
OM171312-7

<b>LOCATION / ADDRESS</b>	Whole of municipality	<b>GENERAL MANAGER</b>	Errol Lawrence
<b>OFFICER</b>	Sarah McKew	<b>DEPARTMENT</b>	Corporate Services
<b>TRIM FILE</b>	F17/6554	<b>CONFIDENTIAL</b>	No
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Assembly of Councillors - Councillor Briefing - 15 November 2017</li> <li>2. Assembly of Councillors - Councillor Briefing - 22 November 2017</li> <li>3. Assembly of Councillors - Lake Colac Advisory Committee - 24 November 2017</li> <li>4. Old Beechy Rail Trail Committee - Meeting Minutes - 6 June 2017 - confirmed</li> </ol>		
<b>PURPOSE</b>	To report the minutes of the Old Beechy Rail Trail Committee and to report the Assemblies of Councillors		

## 1. LOCATION PLAN / AERIAL PHOTO

Not applicable

## 2. EXECUTIVE SUMMARY

### ASSEMBLIES OF COUNCILLORS

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

### OLD BEECHY RAIL TRAIL COMMITTEE MINUTES

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

The Old Beechy Rail Trail Committee, Special Committee, Charter states that:

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

### 3. REPORTING

1. *The Assemblies of Councillors are reported herewith*
2. *The minutes of the Old Beechy Rail Trail Committee for 6 June 2017 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	15 November 2017
Councillor Briefing	22 November 2017
Lake Colac Advisory Committee	24 November 2017

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

Old Beechy Rail Trail Committee	6 June 2017
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### 8. 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

<b>INVITEES:</b> Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith		
<b>ATTENDEES:</b> Cr Hanson, Cr Hart, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith, Stewart Anderson, Sarah McKew, Ian Seuren, Bláithín Butler		
<b>EXTERNAL ATTENDEES:</b> Leigh Barrett, Steve Cooper (Civic Mind), Brian Humphries (Apollo Bay P-12 College), Damien Byrne, Jane Gross (Apollo Bay Indoor Aquatic Centre Committee), Brydon King (BJK Planning)		
<b>APOLOGIES:</b> Cr Woodcroft, Cr Smith		
<b>ABSENT:</b> Cr Schram		
Meeting commenced at 12.05pm		
Declarations of Interest	Item	Reason
Nil		
Councillor Briefing		
Time	Item	Attendees
12.05pm – 12.30pm	Domestic Animal Management Plan Submission	Stewart Anderson Leigh Barrett
12.30pm – 1.05pm	Budget discussion	



Councillor Briefing		
Time	Item	Attendees
1.05pm – 1.55pm	Break	
1.55pm – 2.30pm	Review of Governance Local Law 4	Sarah McKew Steve Cooper
2.30pm – 2.34pm	Break	
2.34pm – 2.45pm	Review of Governance Local Law 4 (continued) <i>Action: Errol Lawrence to check that the Deputy Mayor to act as Mayor in the absence of the Mayor.</i>	Sarah McKew Steve Cooper
2.45pm – 3.04pm	Break	
3.04pm – 3.16pm	Priority Projects	
3.16pm – 3.27pm	Apollo Bay Harbour EOI Process Update	
3.27pm – 3.45pm	General Business	
3.45pm – 4.00pm	Break	
4.00pm – 4.38pm	Apollo Bay Indoor Pool Proposal	Ian Seuren Brian Humphries Damien Byrne Jane Gross





Councillor Briefing (continued)		
Time	Item	Attendees
4.38pm – 4.54pm	Planning Committee report - Use and development of the land for an Ancillary Function Room, Associated Demolition, Extension to Deck and Licenced area and Waiver of Car Parking (13 Spaces) at 19-21 Great Ocean Road, Wye River (Lot 1 TP176550 & Lot 1 TP176551 Parish of Wongarra)	Bláithín Butler
4.54pm – 5.22pm	Apollo Bay Resort Development / Planning application	Brydon King
5.22pm	Meeting closed	



## Assembly of Councillors

<b>INVITEES:</b> Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith		
<b>ATTENDEES:</b> Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith, Ian Seuren, Jeremy Rudd, Stephen Wright		
<b>EXTERNAL ATTENDEES:</b> Tegan Lang (Wheelhouse Consultants), Angelica Clunes (Wheelhouse Consultants)		
<b>APOLOGIES:</b> Nil		
<b>ABSENT:</b> Cr Smith		
Declarations of Interest	Item	Reason
Nil		
Councillor Briefing		
Time	Item	Attendees
1.30pm – 2.29pm	Draft Arts & Culture Strategy Cr Schram left the meeting at 2.28pm; returned at 2.35pm	Ian Seuren Tegan Lang Angelica Clunes
2.29pm – 2.49pm	Road Management Plan	Stephen Wright Jeremy Rudd
2.49pm – 3.29pm	Pre-Council Meeting preparation	
3.29pm	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. {See over for Explanation/Guide Notes}

### Assembly Details:

Date: 24.11.2017  
Time: 1-5:00 am/pm

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

### In Attendance:

Councillors: Chris Smith

Officer/s: Stewart Anderson

Matter/s Discussed: Lake Colac Environmental Actions

(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: N.A

Officer/s: N.A

Left meeting at: 5:00 pm

Completed by: Stewart Anderson

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## MINUTES

	ITEMS & ACTIONS	RESPONSIBLE OFFICER	ACTION DUE DATE
1.	<p><b>ATTENDEES</b> Cr. Chris Smith (Chairperson), Bernard Jordan, Ronice Knight, Noel Barry, Sue Thomas, Tricia Jukes, Cyril Marriner, Mark Mellington (Parks Victoria), Bec Cross (DELWP). Nicole Frampton (COS – Minutes) Non-voting attendees – Tony Grogan</p>		
2.	<p><b>APOLOGIES</b> Philippa Bailey, Bob Atkins, Virginia Atkins.</p>		
3.	<p><b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING – 4 April 2017</b></p> <p><b>Moved – Sue Thomas</b> Seconded – Bernard Jordan Carried.</p>		
4.	<p><b>BUSINESS ARISING from previous minutes.</b></p> <ul style="list-style-type: none"> <li>• Signage – reporting defects along the OBRT &amp; Code of Conduct &amp; Horses – Rail Trail standards will need to be considered when developing any signage. Nicole to research and develop sign for reporting defects along the trail for discussion at the next meeting.</li> <li>• Crowes Buffer Station Site – This section of the trail has been tidied up, trail fixed and is looking good. The Lavers Hill section to be included in future "Friends" working bees.</li> <li>• Coram Station Sign Replacement – a letter has been sent to the company who makes the letters but no response has been received. Noel to follow up with a phone call.</li> <li>• OBRT Maps and Brochure – committee discussion. Clarification was sought about what is needed for the OBRT. <ul style="list-style-type: none"> <li>○ Costs – Nicole to check costs to reprint the existing or a brochure similar to the active transport maps. Forrest MTB Trails have a lanyard and pocket sized map – Nicole to find out costs.</li> <li>○ Committee discussion about advertising on future brochures. Discussion – this could raise revenue, but can make brochures out of date. Further discussion required.</li> <li>○ Bec informed the committee of the DELWP App in production "More to Explore". More information to be provided at future meetings.</li> </ul> </li> <li>• OBRT marketing equipment – Acquittal for community funding application has been withdrawn and a variation to expend the additional funds to purchase a OBRT teardrop flag/banner to be used to promote OBRT</li> </ul>	<p>Nicole Frampton</p> <p>Noel Barry</p> <p>Noel Barry</p> <p>Nicole Frampton</p>	

	<p>activities and the new brochures at events/festivals/markets. Tricia has researched the costs to design and purchase a teardrop flag/banner and has obtained a price from a local supplier to have the teardrop flag/banner professionally designed.</p> <p><b>Motion</b> – “That the Old Beechy Rail Trail Committee approves a budget of up to \$100 for the design and purchase of a tear drop banner by CPS Designs”.</p> <p><b>Moved – Tricia Jukes</b> Seconded – Ronice Knight Carried.</p> <ul style="list-style-type: none"> <li>• Aerial Maps of Aireys St to Coram including Forest St to Colac-Lavers Hill Road – Nicole has had maps printed. Item held over for next meeting.</li> <li>• Committee member appointment and follow up of interested community members. Cyril Marriner was formally appointed to the Committee at the 24 May Ordinary Council Meeting. As an interested community member, Andrew Daffy has been invited to attend meetings.</li> </ul>	Tricia Jukes	
5.	<p><b>CORRESPONDENCE – IN</b></p> <ul style="list-style-type: none"> <li>• Rail Trail Connections Magazine – Autumn 2017 edition – OBRT mentioned on page 9.</li> </ul>		
6.	<p><b>CORRESPONDENCE – OUT</b></p> <ul style="list-style-type: none"> <li>• 5/06/2017 – Email sent to Cyril Marriner – Re: Appointment to the Committee.</li> </ul>		
7.	<p><b>WORKS REPORT – Presented by Nicole Frampton</b> <b>Works Report – Provided by COS Gellibrand Depot</b> Old Beechy Rail Trail works since last meeting (4 April 2017).</p> <ul style="list-style-type: none"> <li>• Spraying has occurred along the trail from Maggio’s Road to Ferguson.</li> <li>• Trimming and pruning has occurred along the trail – this is a never ending job.</li> <li>• Drainage was completed with the reach-arm from Gellibrand towards Beech Forest, more drainage will need to be completed when the trail dries out.</li> <li>• Some re-sheeting works will need to be completed when the trail dries out – it is too wet to complete now.</li> </ul> <p>Items still requiring follow up after previous meeting (4/4/17): Issues to discuss with Gellibrand depot following the Otway Trail Run.</p> <ul style="list-style-type: none"> <li>• 103 mile post to Birnam Station – tree pruning and slashing did not appear to be completed prior to Rotary Club’s Otway Trail Run. <b>Action: Nicole to discuss this section with Gellibrand depot.</b></li> <li>• Steep decent before Gellibrand bridge – this section of the trail can become slippery, with a runner falling during the recent Otway Trail Run (detailed in the 4/4/17 minutes). Nicole to discuss with the Gellibrand</li> </ul>	Nicole Frampton	



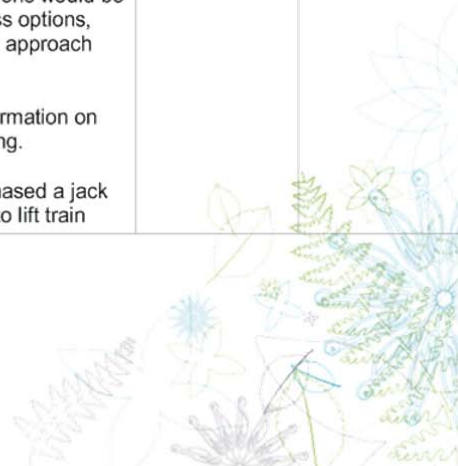
	<p>Depot whether surface pavement needs addressing or additional signage installed to warn trail users of the possible slippery surface. <b>Action: Nicole to discuss with Gellibrand Depot to determine possible interim and long term measures for this section of the trail.</b></p> <p><b>Project Report – provided by Project Delivery Officer</b></p> <ul style="list-style-type: none"> <li>No current OBRT Projects – Nothing to report</li> </ul>																																																									
8.	<p><b>FRIENDS REPORT</b></p> <ul style="list-style-type: none"> <li>Due to Friends of the Old Beechy Rail Trail members being unwell, no works have been completed along the trail by the "Friends" since the 4 April meeting – Nothing to report.</li> <li>For Committee Information – a brochure/book has been developed for the Skipton Rail Trail.</li> <li>The "Friends" will be having a working bee at the Lovat Station site.</li> </ul>	Noel Barry																																																								
9.	<p><b>TREASURERS REPORT</b></p> <ul style="list-style-type: none"> <li>No report tabled at the meeting.</li> <li>There is one invoice to be paid.</li> <li>Current bank statement has not yet been received.</li> </ul>	Tricia Jukes																																																								
10.	<p><b>EXECUTIVE OFFICER REPORT</b></p> <p><b><u>Pedestrian Tracker Counters</u></b></p> <table border="1" data-bbox="332 1020 1058 1528"> <thead> <tr> <th></th> <th>Reading</th> <th>Ped Count</th> <th>No of Days</th> <th>Peds/day</th> </tr> </thead> <tbody> <tr> <td>Colac</td> <td>8845</td> <td>634</td> <td>56</td> <td>11</td> </tr> <tr> <td>Coram</td> <td>2284</td> <td>549</td> <td>56</td> <td>10</td> </tr> <tr> <td>Maggio's Rd.</td> <td>31869</td> <td>873</td> <td>56</td> <td>16</td> </tr> <tr> <td>Maxwell Rd.</td> <td>65838</td> <td>550</td> <td>56</td> <td>10</td> </tr> <tr> <td>Fry's Rd.</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Larson's Gate</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Zappelli's</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ditchley</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Beech Forest</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fairyland</td> <td>No reading provided</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b><u>Event Applications</u></b></p>		Reading	Ped Count	No of Days	Peds/day	Colac	8845	634	56	11	Coram	2284	549	56	10	Maggio's Rd.	31869	873	56	16	Maxwell Rd.	65838	550	56	10	Fry's Rd.	No reading provided				Larson's Gate	No reading provided				Zappelli's	No reading provided				Ditchley	No reading provided				Beech Forest	No reading provided				Fairyland	No reading provided				Nicole Frampton	
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	<ul style="list-style-type: none"> <li>• Nil received.</li> </ul>		
11.	<p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Committee Trail Inspection – Nicole to develop an action plan for identified issues for the next meeting.</li> <li>• Future planning / OBRT improvements – maps and future alignment; Licence Agreement Fact Sheet attached. <ul style="list-style-type: none"> <li>○ Identified sections requiring improvement/modification <ul style="list-style-type: none"> <li>▪ Forest Road – current surface condition is unsuitable for cyclists. Need to determine if the road can be re-classified as a shared road for cyclists and vehicles.</li> <li>▪ Barongarook Road – provision of an off-road option.</li> <li>▪ Banool Section – trail re-alignment between Banool and Wimba would eliminate 2 road crossings.</li> <li>▪ Ditchley (Humphris Section) – steep sections and trail pavement are a concern.</li> </ul> </li> <li>○ Identified future sections <ul style="list-style-type: none"> <li>▪ Harris Rd/Scanlan/Wyuna Estate (Eliminyt) – how would this connect to Coram and Aireys/Queen St sections. The committee to commence some preliminary planning to understand future trail alignment for when this section becomes available.</li> <li>▪ Friends Rd to Tulloh section – If the Scanlan/Wyuna Estate section of the trail is developed in the future, the Committee discussed how this section could link with the current trail alignment. This would eliminate the need to use the current Forest Road section.</li> <li>▪ Lavers Hill to Crowes – to be constructed as per the developed concept plan.</li> <li>▪ Ferguson to Lavers Hill</li> </ul> </li> </ul> </li> </ul> <p>The Committee will need to undertake some preliminary planning for these sections of the trail and how any new sections would align with the current sections of the trail.</p> <p>Note – Any approach to property owners must be in accordance with the “Old Beechy Rail Trail Licence Agreement Fact Sheet” (March 2015). A working group consisting of Cr Chris Smith, Noel Barry, Tricia Jukes and Nicole Frampton to have informal discussions with affected potential landowners for any possible future trail alignment for the Old Beechy Rail Trail.</p> <p>As a committee it is important to ensure that there is a continuous safe trail.</p>	Nicole Frampton	
	<ul style="list-style-type: none"> <li>• Trail development on the Queen St &amp; Pound Rd corner – Nicole to discuss with Infrastructure as to what could happen in this space.</li> <li>• Golden Gumboot 2017 – A working group of Tricia Jukes, Cr Chris Smith,</li> </ul>	Nicole Frampton	

	<p>Philippa Bailey, Sue Thomas and Noel Barry to have a meeting following the 28 June Council Meeting to discuss this year's event and provide an update at the August committee meeting.</p> <ul style="list-style-type: none"> <li>• OBRT management plan – Following on from the committee discussion at the 4/4/17 meeting, OBRT strategic planning documents including Old Beechy Rail Trail Marketing Plan, Old Beechy Rail Trail Review and Strategic Action Plan 2009-2014, Old Beechy Rail Trail Licence Agreement Fact Sheet and Old Beechy Rail Trail Committee of Management Instrument of Delegation have previously been provided to the Committee members. <b>Action – for the Committee members to review the mentioned documents for discussion at the August meeting.</b> Committee to discuss the establishing of a working group at the August 2017 meeting.</li> <li>• Develop or review OBRT promotion at local events. Committee discussion. Committee to purchase a teardrop banner/flag for display at local events (see committee discussion in business arising).             <ul style="list-style-type: none"> <li>○ There was discussion about the committee having a Facebook page for the trail – committee members thought this was a good idea. It would be the responsibility of the committee members to maintain and monitor, not Council. The committee to discuss further at the August meeting.</li> <li>○ Bec Cross (DELWP) has offered to work with the committee in developing a Facebook page.</li> </ul> </li> <li>• OBRT Brochures – Committee to approach the Colac Station to display the OBRT brochures.</li> <li>• Permanent OBRT maps along the trail – the committee again discussed about having permanent maps along the trail to show “You Are Here” and to highlight possible things/activities to do along the way and when you get to a town/location for example. It could be in the form of shelter with information board. More discussion will be required.</li> <li>• For Committee Information – The OBRT train has finished for the year. It was noticeable that the trail was becoming overgrown towards the end of the season.</li> <li>• Larsons Gate – access for people with prams is an issue at this gate. This would be one of the most used sections of the trail. What options would be available to make this easier for people to use (eg. key access options, altering the chicane). Add this to the action list. Committee to approach David Larson to determine a solution.</li> <li>• For Committee Information – Noel Barry provided further information on the diesel train that used the line mentioned at the last meeting.</li> <li>• For Committee Information – a committee member has purchased a jack that was used at the Crowes buffer stop. The jack was used to lift train</li> </ul>	All	
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	carriages and was purchased at a clearing sale.		
12.	<p>Meeting closed 11:15am.</p> <p><b>Next meeting – Tuesday 8 August 2017 – 10am to 12.30pm.</b>  <b>Venue – COPACC Meeting Room 2</b></p> <p>Meeting dates for 2017 – 1<sup>st</sup> Tuesday of the even months – 10am to 12:30pm.</p> <ul style="list-style-type: none"> <li>• Tuesday 3 October 2017</li> <li>• Tuesday 5 December 2017</li> </ul>		

