

**Colac Otway
SHIRE**

AGENDA

**ORDINARY COUNCIL MEETING
OF THE
COLAC-OTWAY SHIRE
COUNCIL**

30 JANUARY 2008

at 3.00 pm

**COPACC Meeting Room
Rae Street, Colac**

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, subpoena or by any other law, such as the Freedom of Information Act 1982.'

COLAC-OTWAY SHIRE COUNCIL MEETING

30 JANUARY 2008

TABLE OF CONTENTS

OFFICERS' REPORTS

CHIEF EXECUTIVE OFFICER

OM083001-1	CEO'S PROGRESS REPORT TO COUNCILLORS.....	8
OM083001-2	OATH OF OFFICE - SWEARING IN OF NEW COUNCILLORS	19
OM083001-3	COUNCIL MEETING DATES FOR 2008.....	21
OM083001-4	HALF YEAR REPORT	23

CORPORATE AND COMMUNITY SERVICES

OM083001-5	CORANGAMITE REGIONAL LIBRARY CORPORATION AGREEMENT	36
OM083001-6	MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE.....	39
OM083001-7	STRATEGIC PLAN 2008-2012 VOLUNTEER ENGAGEMENT AND SUSTAINABILITY, COLAC OTWAY SHIRE.....	42
OM083001-8	BEST VALUE REVIEWS OF CUSTOMER SERVICES, PROPERTY AND RATES AND LOCAL LAWS	46
OM083001-9	YOUTH COUNCIL.....	52

INFRASTRUCTURE

OM083001-10	LOCAL ROADS TO MARKETS PROGRAM - LARPENT ROAD UPGRADE.....	59
OM083001-11	BRIDGE ASSET MANAGEMENT PLAN	63
OM083001-12	PETITION - SEALING OF BARHAM RIVER ROAD, APOLLO BAY	66
OM083001-13	ROAD CLOSURE - WEST BARWON RESERVOIR	69
OM083001-14	SPECIAL CHARGE SCHEME - BORWICK STREET, COLAC.....	71
OM083001-15	SPECIAL CHARGE SCHEME - DOWLING STREET	74

SUSTAINABLE PLANNING AND DEVELOPMENT

OM083001-17	ITEM FOR SIGNING AND SEALING - ELLIMINYT NATURAL GAS EXTENSION AGREEMENT WITH SP AUSNET	79
OM083001-17	REVIEW OF LAKE COLAC COORDINATING COMMITTEE	82
OM083001-18	COUNCIL SUBMISSION TO THE DRAFT VICTORIAN COASTAL STRATEGY	86

GENERAL BUSINESS

OM083001-19 GENERAL BUSINESS

OM083001-19.1 Items for Signing & Sealing – Section 173 Agreement, 420 Yeo Yeodene Road, Yeodene.....92

OM083001-19.2 Item for Signing & Sealing - Section 173 Agreement, 225 Swan Marsh Stoneyford Road, Swan Marsh93

OM083001-19.3 Item for Signing & Sealing - Instrument of Agreement Contract No. 0719.94

REPORTS FROM DELEGATES TO OTHER BODIES

OM083001-20 REPORTS FROM DELEGATES TO OTHER BODIES

OM083001-20.1 Reports from Delegates to Other Bodies96

NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** will be held in the COPACC Meeting Room, Rae Street, Colac on 30 January 2008 at 3.00 pm.

AGENDA

- 1. OPENING PRAYER**
- 2. PRESENT**
- 3. APOLOGIES**
- 4. QUESTION TIME**
- 5. DECLARATION OF INTEREST**

Recommendation

That items to which an interest declaration has been made be withdrawn from the Consent Calendar.

- 6. CONFIRMATION OF MINUTES**

- Ordinary Meeting of the Colac-Otway Shire Council held on the 12/12/07.
- Statutory Meeting of the Colac-Otway Shire Council held on the 19/12/07.

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

- | | |
|------------|---|
| OM083001-1 | CEO'S PROGRESS REPORT TO COUNCILLORS |
| OM083001-2 | OATH OF OFFICE - SWEARING IN OF NEW COUNCILLORS |
| OM083001-3 | COUNCIL MEETING DATES FOR 2008 |
| OM083001-4 | HALF YEAR REPORT |

Corporate and Community Services

- | | |
|------------|--|
| OM083001-5 | CORANGAMITE REGIONAL LIBRARY CORPORATION AGREEMENT |
| OM083001-6 | MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE |

- OM083001-7 STRATEGIC PLAN 2008-2012 VOLUNTEER ENGAGEMENT AND SUSTAINABILITY, COLAC OTWAY SHIRE
- OM083001-8 BEST VALUE REVIEWS OF CUSTOMER SERVICES, PROPERTY AND RATES AND LOCAL LAWS
- OM083001-9 YOUTH COUNCIL

Infrastructure

- OM083001-10 LOCAL ROADS TO MARKETS PROGRAM - LARPENT ROAD UPGRADE
- OM083001-11 BRIDGE ASSET MANAGEMENT PLAN
- OM083001-12 PETITION - SEALING OF BARHAM RIVER ROAD, APOLLO BAY
- OM083001-13 ROAD CLOSURE - WEST BARWON RESERVOIR
- OM083001-14 SPECIAL CHARGE SCHEME - BORWICK STREET, COLAC
- OM083001-15 SPECIAL CHARGE SCHEME - DOWLING STREET

Sustainable Planning and Development

- OM083001-17 ITEM FOR SIGNING AND SEALING - ELLIMINYT NATURAL GAS EXTENSION AGREEMENT WITH SP AUSNET
- OM083001-17 REVIEW OF LAKE COLAC COORDINATING COMMITTEE
- OM083001-18 COUNCIL SUBMISSION TO THE DRAFT VICTORIAN COASTAL STRATEGY

GENERAL BUSINESS

OM083001-19 General Business

- OM083001-19.1 ITEMS FOR SIGNING & SEALING – SECTION 173 AGREEMENT, 420 YEO YEODENE ROAD, YEODENE
- OM083001-19.2 ITEM FOR SIGNING & SEALING - SECTION 173 AGREEMENT, 225 SWAN MARSH STONEYFORD ROAD, SWAN MARSH
- OM083001-19.3 ITEM FOR SIGNING & SEALING - INSTRUMENT OF AGREEMENT CONTRACT NO. 0719

REPORTS FROM DELEGATES TO OTHER BODIES

OM083001-20 Reports from Delegates to Other Bodies

- OM083001-20.1 REPORTS FROM DELEGATES TO OTHER BODIES

Tracey Slatter
Chief Executive Officer

CONSENT CALENDAR**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

ITEM	D	W
<p><u>CHIEF EXECUTIVE OFFICER</u></p> <p><u>OM083001-1 CEO'S PROGRESS REPORT TO COUNCILLORS</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That council note the Chief Executive Officer's progress report to Council.</i></p>		
<p><u>OM083001-2 OATH OF OFFICE - SWEARING IN OF NEW COUNCILLORS</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council note that Cr Frances Lehmann and Cr Anthony Graham have both taken the Oath of Office signed and dated before me on 16 January 2008.</i></p>		
<p><u>OM083001-3 COUNCIL MEETING DATES FOR 2008</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council confirm the following meeting dates and venues for Council Meetings for 2008:</i></p> <ul style="list-style-type: none"> • <i>Tuesday, 26 February 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac</i> • <i>Tuesday, 25 March 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac</i> • <i>Tuesday, 24 April 2008, 3pm - Apollo Bay Senior Citizens Centre, Apollo Bay</i> • <i>Tuesday, 27 May 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac</i> • <i>Tuesday, 24 June 2008, 3pm - Colac Otway</i> 		

<ul style="list-style-type: none"> • <i>Performing Arts & Culture Centre, Colac Tuesday, 22 July 2008, 3pm - Colac Otway</i> • <i>Performing Arts & Culture Centre, Colac Tuesday, 26 August 2008, 3pm - Colac Otway</i> • <i>Performing Arts & Culture Centre, Colac Tuesday, 23 September 2008, 3pm - Colac Otway</i> • <i>Performing Arts & Culture Centre, Colac Tuesday, 28 October 2008, 3pm - Colac Otway</i> • <i>Performing Arts & Culture Centre, Colac Tuesday, 25 November 2008, 3pm - Apollo Bay</i> • <i>Senior Citizens Centre, Apollo Bay Tuesday, 15 December 2008, 3pm - Colac Otway</i> • <i>Performing Arts & Culture Centre, Colac</i> 		
<p><u>OM083001-4 HALF YEAR REPORT</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <ol style="list-style-type: none"> 1. <i>That Council received the Half Year Progress Report</i> 2. <i>That Council approve the following new project sourced through Capital Works Budget reallocations totaling \$977,500:</i> <ul style="list-style-type: none"> • <i>Resheeting Program</i> <i>\$600,000</i> • <i>Old Beechy Rail Trail</i> <i>\$ 35,000</i> • <i>Alvie Transfer Station</i> <i>\$ 40,000</i> • <i>COPACC Stove Replacement</i> <i>\$ 7,500</i> • <i>BWFC Backwash</i> <i>\$ 35,000</i> • <i>Poorneet Road Project</i> <i>\$260,000</i> 3. <i>That Council approve the following new projects sourced through Operating Budget reallocations totaling \$60,000:</i> <ul style="list-style-type: none"> • <i>Barongarook Creek Carp Cleanup</i> <i>\$ 50,000</i> • <i>Marriner’s Lookout</i> <i>\$ 10,000</i> 		

Recommendation

That recommendations to items listed in the Consent Calendar, with the exception of items, be adopted.

MOVED

SECONDED

OM083001-1 CEO'S PROGRESS REPORT TO COUNCILLORS

AUTHOR: Tracey Slatter
DEPARTMENT: Executive

ENDORSED: Tracey Slatter
FILE REF: GEN00460

EXECUTIVE**Council Induction and Swearing In of Cr Lehmann and Cr Graham**

An induction workshop was held on Wednesday 16 and Thursday 17 January to support the new Council and provide information to new Councillors. Cr's Lehmann and Graham participated in their Swearing In as Councillors (see more detailed report in agenda papers).

Wye River Progress Association

Cr Di Cecco attended the Wye River Progress Association AGM in place of the Mayor with the Chief Executive Officer and General Manager Sustainable Planning and Development on Sunday 27 January 2007. The Association was generally positive about progress being made on the Structure Plan and also discussed other points which will be considered by Council.

CORPORATE & COMMUNITY SERVICES**Apollo Bay Library and Facility Development**

Andrew Crowley from Capacity Consulting in partnership with Tony Hobba Architects has been engaged to undertake the project. The project is being supported by the Victorian Government through the provision of a Victorian Community Support Grant from the Community Support Fund.

The scope of the project is to investigate the most appropriate site and model for the development of the Library. As part of the project there is also consideration for developing a community kitchen.

Issues that will be taken into consideration in selecting the most appropriate site and model include:

- Access to the service
- Potential partnerships
- Hours that the service can be accessed
- Benefits to the community of each of the options
- Design of the facility
- Car parking
- Pedestrian access

Consultation will include:

- Resident survey
- Community forums
- Individual meetings with community groups
- In the community days
- Written submissions

The consultation will take place over January and February 2008.

It is envisaged that the project will be completed by April/May 2008.

Playgrounds

Colac Botanic Gardens PlaySpace now boasts a Liberty Swing. The Australian designed and manufactured swing was donated by Variety Club, the National Children's Charity and funded by a grant from the Department of Human Services. Installation of the Liberty Swing has been jointly funded by Colac Otway Disability Accommodation, the Lions Club of Colac Inc and Council. This swing is specifically designed for persons in wheelchairs.

Colac Otway Shire residents can apply for permanent possession of a key to access the Swing. Keys can also be accessed for single use from the Colac Customer Service Centre or the Visitor Information Centre in Colac

Colac West Oval Netball Court Redevelopment

Colac Imperials Netball Club has been successful in gaining a \$20,000 grant from Sport & Recreation Victoria Country Football Netball Program for 2008 to match funding from Council and both financial and in-kind support from the Imperials Football/Netball Club. The grant will enable an upgrade of the surface of the netball court to improve safety for players, plus an extension to meet Netball Victoria's run-off compliance regulations. A designated sealed warm up area and extended shelters will also be completed as part of the project. Works are likely to commence in February 2008.

Colac Skatepark

A recent spate of vandalism has occurred at the Colac Skatepark with damage to fencing and spray painting on the skatepark surface. The fencing has required replacement and offensive spray painting has been removed. The issue of vandalism has been discussed at the Central Reserve User Group meeting and it was agreed that more sturdy fencing is required. A police report was lodged on 6 December 2007 for insurance purposes.

Club Network

Confirmed Club Network sessions for 2008 include the following;

12th March: Apollo Bay - Strategic Planning and Healthy Clubs

9th April: Colac - Incorporation/Governance - Consumer Affairs guest speaker

4th June: Apollo Bay – topic to be determined further to issues identified with Apollo Bay clubs at the March Club Network.

16th July: Colac - Building Partnerships and Working with Media

Club Network provided in partnership by Colac Otway Recreation Unit and Leisure Networks is a free resource available to all community clubs and organisations. Clubs are provided with a range of tools and resources to assist and topics for the Club Network Meetings are determined by the clubs themselves indicating their current issues or needs. Information regarding funding, compliance requirements, long term club planning and facility improvements are just some of the topics covered.

Beechy Precinct Project

Submissions are currently being received in response to the Preliminary Joint Use Library Plans. To date 60 submissions have been received in the form of completed feedback forms and independent submissions. Submissions close on 8 February 2008.

Project Architect, Leigh Dicker met with community and regular user groups of both the Central Reserve and the Colac Youth and Recreation Centre on site on Thursday 24 January 2008. The purpose of the meeting was to discuss facility requirements and needs for a range of community activities and events. Information received from these meetings will be considered for the development of facility concept plans.

Regional Trails Masterplan Project

Proposed project governance and the final project brief have been forwarded to all project partners for final endorsement. Subject to response it is proposed that advertising for the project contractors will occur in February 2008.

Arts

The Colac Network Schools Transition Program Arts Exhibition was opened on 6 December 2007 by Council's Recreation and Arts Co-ordinator, this year entitled "We Are One, We Are Many". The colourful and expressive display at COPACC was enjoyed by parents, teachers, fellow students and many others visiting COPACC prior to Christmas.

Bluewater Fitness Centre

Scott Preston has accepted the position of Centre Manager and commenced on Monday 21 January 2008. Scott has been managing the Galston Aquatic Centre in New South Wales for the past four years and brings valuable experience to Bluewater Fitness Centre.

The Aquatic Co-ordinator, Learn to Swim Supervisor and Gymnasium Supervisor positions are all currently being advertised and applications close on 1 February 2008.

The Toddler Pool Tile Replacement works are nearing completion with the tiles being replaced and final sealing and grouting to occur over the coming days. It is proposed that the Toddlers Pool will be operation prior the Australia Day Long weekend. In recognition of the inconvenience caused a family fun day is currently being planned to be held at the Centre. These unforeseen works became necessary when numerous tiles began lifting due to water seepage. The works took longer than anticipated further to delays in the arrival of the aquatic tiles from Germany.

COPACC

COPACC's January school holiday program has proved a success with primary school aged children. The program on the theme of The Colac Players' youth production Riverdust has seen children making puppets of creepy crawly creatures. Children have been making puppets to take home and others which were used on the set of Riverdust. The program also included a workshop on stagecraft for the teenage cast of Riverdust.

COPACC has already registered its first double sell-out for 2008. Two school-time performances of Possum Magic in May have sold out to schools from Birregurra, Colac and Simpson. A third early evening performance will be held.

COPACC is now gearing up for the first shows of its 2008 Theatre Subscription Season and Morning Music Season which begins in February with an authentic flamenco troupe, two jazz bands, the Australian Army Band, Songs of Ireland, the Australian Army Band - Melbourne, and hilarious contemporary Australian story-telling.

FESTIVALS & EVENTS**Colac Otway Shire Australia Day Celebrations 2008****Australia Day Celebrations 25th January 2008 - Colac**

This year's Australia Day Celebrations for the Colac Otway Shire commenced on the eve of the long weekend on the COPACC Lawns. The decision to commence the celebrations earlier into the weekend was made to avoid the potential heat of the day and to optimise attendance given that many residents often take the opportunity to go away over the Australia Day long weekend. Local school children have participated in the Visions for Australia project.

The two participating schools Colac South West Primary School and St Mary's school were supplied with specially prepared waterproof Australian Flags and, in term 4 students drew their vision of how they would like to celebrate Australia in 2008 on the blank side of the flag. The individual flags were then made into bunting and displayed at the Australia Day Celebrations in Colac.

The community enjoyed a free community BBQ from 5.00pm – 6.00 pm. Baked potatoes, Corn on the cob, and fruit smoothies were available.

The evening included the presentation of the Shire's Australia Day Awards and a Naturalization ceremony as well as musical and children's entertainment.

The Colac City Band will commenced the entertainment and performed from 5.00 pm until 6.00 pm in the Council car park. Children's entertainment was available on the lawns and continued until the end of the celebration.

The Otway Plains Scouts and Colac Guides raised the flag and local student Gracie Hester performed a solo of Advance Australia Fair. Formalities followed with MP for Corangamite, Mr Darren Cheeseman and MLA member for Polwarth Mr Terry Mulder both speaking on what being Australia means to them. Colac's Australia Day Ambassador, Mr Gabriel Gate gave a speech on what being Australian means to him. The Mayor formally undertook the Naturalisation Ceremony presentations, and the Australia Day Awards were presented to each recipient. Entertainment resumed with a dance performance which was proudly supported by the Victorian Multicultural commission. Local country artist Leigh Moneghetti performed from 8 pm through until 8.30 pm.

Leigh was a previous recipient of the Young citizen of the year having received the Award in 2000.

Australia Day Celebrations 26th January 2008 - Apollo Bay

The Australia Day celebrations in Apollo Bay followed a similar format to those held in Colac. A free community BBQ breakfast was held on the foreshore from 8.30 am until 9.30 am with a range of musical and children's entertainment including Bert's Boogie and Blues band.

Australia Day Ambassador for Apollo Bay was Vasso Apostolopoulos, a cancer research professor. The Shire's Australia Day celebrations were held on the foreshore with civic presentations commencing at 9.30 am including the presentation of the Australia Day Awards and the Naturalization certificates.

E Team Developments - January

An "E Team" meeting was not held during January due to there being no events requiring approval at this time i.e. at 6 month, 6 weeks, 6 before intervals before an event. In addition, it was agreed that due to the busy holiday period with staff and event organisers on leave, any events requiring debrief could be conducted during February 2008.

The next "E Team" meeting has been scheduled for Tuesday 12th February for event committees presenting debriefs including the Spirit of Christmas, Ulysses Motorbike Toy Run, 2008 Custom Car and Bike Show and Australia Day activities.

GO Sports Festival 2008

Over 1000 Athletes and 2500 spectators alike will converge into the beachside town of Apollo Bay on 9 – 10 February 2008, for the Great Ocean Sports Festival. This sporting spectacular will cater for a wide range of sporting enthusiasts from social weekend joggers, swimmers, cyclists, anglers and surfers, through to elite athletes.

The Great Ocean Sports Festival is hosted by the Apollo Bay Surf Life Saving Club and involves a collaborative effort bringing together the local sporting communities in the Colac Otway region.

The sporting events to be held in Apollo Bay for the Great Ocean Sports Festival are:

- Great Ocean Swim -1200m Swim.
- Dash for Cash - Challenging race that includes running, swimming, paddling, drinking soft drink and a few surprises.
- Otway Adventure Race - Pairs and teams adventure race including- running, sea kayaking, mountain bike and surf board paddle/swim.
- The Big Board Paddle - 1500m surfboard paddle.
- Phil Anderson Classic - Criterion race in Apollo Bay.
- The Big Catch - Land & boat based fishing competition.
- The Malibu Classic – 5km Malibu board paddling race from Marengo to Apollo Bay.
- The Paddle Classic - 8km surf ski race from Marengo to Apollo Bay.
- Wild Dog Run – 10km beach run.
- Sail in Paradise – Sailing Regatta.

This event is managed by the Apollo Bay Surf Life Saving Club and it involves the assistance of the Apollo Bay Football Club, Apollo Bay Board Riders Association, Colac Cycling Club and Apollo Bay Sailing Club.

The Colac Otway Shire Council is responsible for auspicing funding for this project through Regional Development Victoria. Regional Development Victoria will provide assistance for this event under the provincial Victoria Key Regional Events program consisting of a grant of up to \$40,000 offered over two years

This event will involve road closures in the township of Apollo Bay on Saturday 9th February 2008 to enable the Phil Anderson Classic - Criterion race (cycling event) to take place.

Wye River Day Out

The Sporting & Social Club of Wye River, Separation Creek and Kennett River will host the annual Wye River Day Out on Sunday 17th February. This event features a collection of bands performing to celebrate the closure of the tourist season for all workers, itinerant and locals. The event is conducted on the Wye River Foreshore and usually attracts a crowd of approximately 300 attendees.

Otway Odyssey & Forrest Festival 2008

The 100km “Otway Odyssey” Mountain Bike Marathon will take place in the Apollo Bay / Forrest region on Saturday, February 23, 2008, starting on the main street of Apollo Bay, passing through Forrest oval twice and finishing at Forrest oval. The event also includes a 50km beginner race that will start in Apollo Bay and finish at Forrest oval. In 2008 a new 15km beginners race called the “Otway Pioneer” will be run and will start and finish at Forrest

With a comprehensive marketing & publicity plan, it is expected that the event will attract a total of 1250 competitors on race weekend. Together with family/friends and spectators, the total number of visitors to Apollo Bay & Forrest on race weekend is expected to be at least 4,000, delivering an economic benefit to the Region in excess of \$1,000,000. In future years, the total number of competitors is expected to grow to 2,000, and total number of visitors to 8,000.

In the lead up to the race, Rapid Ascent will promote training days to be run by local businesses and community members, providing additional visitation in the three months prior to the event of approximately 500 people.

The quality of the mountain biking in and around the Forrest area is world-class, and it is the intent of Rapid Ascent to promote this during the marketing campaign for the race. This will assist Parks Victoria and the Department of Sustainability & Environment in their goal that the Forrest area becomes another of Australia's mountain biking Mecca's.

It is hoped that this race will gain a reputation as one of the world's best 1 day mountain bike race, and that an increasing number of international participants travel to Apollo Bay & Forrest each year for training and for the race. The field is possibly the strongest ever assembled for a non Olympic / Commonwealth Games race in the last decade or so but just as importantly, it has also brought an incredible number of novice and first time riders who are attracted to the great sport of mountain biking and the idea of competing in a massive event.

The Forrest Festival will once again coincide with the running of the Otway Odyssey event to create a festival and entertainment point for competitors, families and visitors to the event. It is intended to engage local community groups and members to provide the catering and volunteer services for the race, and to promote ancillary activities in the towns of Apollo Bay and Forrest on race weekend e.g. arts & crafts market, mountain bike tricks displays etc as part of the Festival.

The 100km race will start at 7:00am in Apollo Bay, with the fastest individuals taking approximately 5 hours to complete the course (the slowest approximately 12 hours). The 50km race will start at 07:30am in Apollo Bay, with the fastest individuals taking approximately 3 hours to complete the course (the slowest 5+ hours). The Otway Pioneer will start in Forrest at 2.00pm.

The Race Director John Jacoby is an accomplished endurance athlete who is a 4 time world marathon kayak champion and world adventure racing champion. For John's services to sport, he was awarded the Keys to the City of Melbourne.

Upcoming Events

Events which will be held throughout Colac Otway in February include the Hoot 'N' Nanny (10th February at Irrewillipe), the GO Sport Festival (9th-10th February, Apollo Bay), Wye River Day Out (17th February), The Otway Odyssey (23rd February Apollo Bay to Forrest) and the Forrest Festival.

INFRASTRUCTURE & SERVICES

Special Charge Schemes Update

Pound Road, Colac

Road Construction

Following the October Council Meeting, where Council Declared a Special Charge Scheme for the construction of the unsealed section of Pound Road, formal First Notices were forwarded to effected property owners.

Three (3) objections had been lodged with VCAT and a hearing was held on the 20 June 2007 at the Colac Visitor Information Centre. On the 5 July 2007, VCAT notified Council that the Special Charge Scheme for the construction of Pound Road is confirmed.

Construction of Pound Road is programmed in the 2008/2009 Capital Works Program.

Borwick Street, Colac
Road Construction

The contractor has reached practical completion of the construction of Borwick Street.

The final costs of the project have been calculated, and show the project has been completed well within the project estimate. Second Notices will be forwarded to effected property owners (See full report to Council for more details).

Dowling Street, Colac
Road Construction

The contractor has reached practical completion of the construction of Dowling Street.

The final costs of the project have been calculated, and show the project has been completed well within the project estimate. Second Notices will be forwarded to effected property owners (See full report to Council for more details).

Slater Street, Elliminyt
Road Construction

Following the January Council Meeting, where Council Declared a Special Charge Scheme for the construction of the unsealed section of Slater Street, formal First Notices were forwarded to effected property owners.

One (1) objection had been lodged with VCAT and a hearing was held on the 26 September 2007 at the Colac Magistrates Court. The applicants conceded that the issues raised, in the application to VCAT for review, did not come within any of the 'grounds for review' under Section 185 of the *Local Government Act 1989*. The applicants therefore withdrew the application for review, and VCAT confirmed the Special Charge Scheme.

Construction of Slater Street is programmed in the 2007/2008 Capital Works Program.

The Construction of the unsealed section of Slater Street tender was advertised on the 26 October 2007, and the contract was been awarded. It is anticipated that works will commence February 2008.

Elliminyt Gas

At the August Council Meeting, Council resolved to Declare a Special Charge Scheme for the Provision of natural gas mains within the Elliminyt area.

One (1) objection had been lodged with VCAT and a hearing was held on the 13th December 2007 in Melbourne. At the conclusion of the hearing, VCAT advised that the Special Charge Scheme for the provision of Natural Gas to Elliminyt was confirmed.

A report is included in these agenda papers for Council's consideration.

Marks Street
Road Shoulder Construction

The Special Charge Scheme for the construction of the unsealed shoulders of Marks Street was declared at the October 2006 Council Meeting. No objections were received by VCAT by the close of the submission period

The tender for the construction of the unsealed shoulders of Marks Street was advertised on the 26 October 2007, and the contract was been awarded. It is anticipated that works will commence April 2008.

SUSTAINABLE PLANNING AND DEVELOPMENT

Amendment C27 (Heritage Overlay)

Council's Heritage Advisor has commenced work on the revisions to the Heritage Study arising out of the Panel Report. It is anticipated this work will be completed to enable Council to consider adoption of that part of the amendment that includes individual sites at the February Council meeting. As discussed at the November workshop, the second part of the amendment being precincts and policy will be considered for adoption in March/April following completion of additional work. The amendment is due to lapse on 9 March 2008. To ensure this does not occur before Council has a chance to consider adoption of the Amendment; officers will be seeking an extension of time to enable consideration of the amendment.

Planning Scheme Review - Amendment C55

This amendment has been on exhibition since 6 December 2007 and comes off exhibition on 31 January 2008. Community information sessions were held in Colac, Gellibrand, Beeac, Forrest and Apollo Bay. Over 70 people attended the sessions, including 32 in Apollo Bay. All sessions were held in a constructive, respectful environment and provided the opportunity for members of the community to ask questions about the amendment. Officers have also been responding to queries and as at 17 January 2008 a small number of submissions have been received, although more are expected prior to close of exhibition.

Fire Prevention

The strategic fire prevention inspection process has been completed. Local Laws Officers will continue to monitor fire prevention activities and issue fire prevention notices where breeches are observed during their standard patrols across the Shire.

As part of the strategic fire prevention inspection process over 400 fire prevention notices were issued. The fire prevention notices state the fire prevention works that need to be carried out and specify a date for completion. Follow up inspections identified that 25 properties had not been managed in accordance with the requirements of the fire prevention notice. Contractors will be organised to clean up these properties. Accordingly Infringement notices will be sent to the owners of these properties and a bill for the cost of the clean up operations will be added to their rates notice.

Although it is disappointing that infringements need to be issued it is encouraging that only a small proportion of the properties issued with fire prevention notices did not comply with the requirements. Once the fire season is over a meeting will be held to review the fire prevention inspection process and identify any improvements that can be implemented prior to the next fire season.

Carp Management in Barongarook Creek and Lake Colac

Approximately 100 tonne of Carp have been removed from Barongarook Creek over the past three months. The cost of this has been approximately \$30,000 (\$20,000 for COSworks and \$10,000 for the local fisherman). Almost all the Carp that entered Barongarook Creek have been removed. A temporary barrier installed near the caravan park in November has been effective in preventing the Carp from swimming up the length of the creek making removal significantly easier.

As the water level in the lake continues to drop the risk of a large scale fish death appears imminent. It is estimated that another 400 tonne of Carp are in Lake Colac. COS has had meetings with DSE, Parks, EPA, DPI and the CCMA to coordinate a response. These

meetings have been initiated by Council officers due to the impending impact of a major fish kill on the Colac community.

As a result of these meetings it was agreed that the following key actions would be undertaken:

1. The Emergency Management Manual Victoria defines the EPA as the controlling agency for "Pollution of inland waters" and as such they have commenced in that role and are coordinating activities in consultation with the support agencies including the provision of information to the media. Works are primarily implemented by Colac Otway Shire
2. COS will organise for works to be carried out to enable more live Carp to be removed near the mouth of Barongarook Creek and to enable dead Carp at the southern end of Lake Colac to be removed.

The works proposed above are not expected to completely remove the odour in the event of a large scale fish kill. Due to the shallow water and the muddy bed of the Lake it will be very difficult to remove all the dead Carp. Although odour does not pose any health risk it may be very unpleasant for the residents of Colac and may be present for several weeks.

A significant amount of media is being carried out to prepare the Colac community for an unpleasant odour. Options for helping residents cope with the smell and for trying to suppress the smell are currently being investigated.

Current water quality results suggest that Carp could start dying any day but forecast rain may delay the event for a little longer, however it is still considered to be imminent unless there was a very large rainfall event.

The Colac Otway Shire Municipal Emergency Manager has commenced discussion with the Department of Justice regarding the opportunities to seek reimbursement for the costs outlaid in responding to this emergency situation. Representatives from that department and specifically from the 'Office of the Emergency Services Commissioner' have assisted by communicating on our behalf with the Dept of Treasury and Finance. Initial advice from the State is positive and we are expecting advice in relation to the funding request in the near future. The Colac Otway Shire have also written to the Treasurer formalising the request.

Visitor Information Centres (VICs)

GORVIC Upgrade – is now well over 90% complete. Final touches to be completed include painting of window and door frames to suit the new colour scheme and internal signage for the brochure displays. The upgrade has involved the complete removal of the old displays, including many that were fixed, and the installation of many new fixtures and fittings, display stands, images and media outlets.

New VIC initiatives - Advertising - The upgrade of the centre has provided the opportunity for the provision of advertising space in many different forms. Operators now have the facilities available that can further expose their products to well over 160,000 visitors (and potential customers) each year.

Web based booking system – Documentation has been signed and the VIC's are now awaiting installation. Given that it is peak season at the VIC's at the moment, this will take place in early Feb. There has been quite a lot of interest from operators regarding this exciting new initiative.

New phones and answering service installed at Colac VIC to assist with the increased traffic from the implementation of the 1300 Otways phone number.

Apollo Bay Harbour Master Plan and Feasibility Study

- Draft Master Plan design completed.
- Draft Design Guidelines completed
- Feasibility Study and peer review by PWC underway.

Colac Otway Shire approved to participate in Department of Treasury and Finance/Regional Development Victoria Gateway Training Program to assist in development of Business Case through State Government Expenditure Review Committee (ERC). Process to commence February 2008

G21 Economic Development Pillar - Agribusiness Network

Colac Otway Shire is cooperating with Surf Coast and Golden Plains Shires in the establishment of an Agribusiness Network to promote regional cooperative activities to support the farming sector. A funding application has been made to Regional Development Victoria (RDV) to support a consultant brief to research and conduct initial forums to establish the network.

G21 Economic Development Pillar - Secure Water for Industry

\$50,000 has been received from RDV for this G21 project to report into the future needs of water for industry.

Matching funds:

Golden Plains Shire	\$25,000
Colac Otway Shire	\$ 5,000
Surf Coast Shire	\$ 5,000
City of Greater Geelong	\$ 5,000

Otways Tourism

- Draft 3 year strategic plan completed.
- Final plan to be presented to at Council Workshop in March 2008.
- GOT to present annual report to Council in February Workshop.

Dairy Industry

The Colac Otway Shire is participating in the South West Dairy strategic planning process to produce a 5 year Strategic Plan for the Dairy Industry in the South West.

Colac Marketing Strategy

As an OBI initiative, Colac "Market Day" will be taking place in Memorial Square on 24 January providing family entertainment in the main street as an additional bonus for people to stop and enjoy Colac. The CBD will be abuzz with the aim of attracting the final holidaymakers in the south west to shop in Colac before they head back to work and their children start the new school year.

Lake Colac

- The pathway from the Yacht Club to Stodart St west is complete around to the Balnagowan car park. Works have ceased over the Christmas/New Year break and will commence in the coming weeks as soon as the school holidays are finished.

- The concrete pathway connecting Barongarook Creek with the Bird Reserve is underway and will be complete mid February.
- An additional instructional session with Bluewater Fitness Centre staff at the Stodart St Fitness Stations is being run 24 January 2008 at 11:00am

Plans are well underway for the 2008 Lake Colac Clean Up which will be held as part of Clean Up Australia Day on 2 March 2008. Several sites are being considered for community participation. Over 140 people took part in 2007 and we are hopeful that numbers will be as high this year

Small Town Improvement Program (STIP)

- Barwon Downs Old School Grounds upgrade– applications for State and Federal funding being finalised. Detailed designs being produced
- Carlisle River Recreation Reserve upgrade Stage 2 – New playground installed. Community planting day to be organised around the new area.
- Birregurra Park Upgrade - further community consultation was conducted early in December to prioritise the individual components of the Park's upgrade.
- 2008/2009 STIP applications have closed and research and costings have commenced to further scope projects and their ability to obtain external funding

Affordable Housing

Expressions of Interest process for the Colac Affordable Housing Working Group will commence in February 2008. This Group will work with Council on implementing the Colac Otway Shire Affordable Housing Strategy.

Recommendation(s)

That council note the Chief Executive Officer's progress report to Council.

~~~~~◆~~~~~

**OM083001-2 OATH OF OFFICE - SWEARING IN OF NEW COUNCILLORS**

AUTHOR: Tracey Slatter  
DEPARTMENT: Executive

ENDORSED: Tracey Slatter  
FILE REF: GEN 00460

**Purpose**

To report that the Oath of Office has been taken by Cr Frances Lehmann and Cr Anthony Graham following the declaration by the Victorian Electoral Commission (VEC) of the filling of vacancies in the Colac Ward.

**Background**

Following two vacancies created in the Colac Ward and one in the Otway Ward, the VEC conducted a candidate count-back of votes from the November 2004 general election as the first step in filling the vacancies. On 24 December 2007 the VEC declared that Mr Anthony Graham and Ms Frances Lehmann had advised of their intention and eligibility to be Councillors in the Colac Ward.

I report that at 6PM on Wednesday 16 January 2008 Cr Anthony Graham and Cr Frances Lehmann made the following Oath of Office, in accordance with Section 63 of the Local Government Act (1989), before me:

"I, ...(proposed Councillors name)..... swear that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Colac Otway Shire and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the **Local Government Act 1989** or any other Act to the best of my skill and judgement."

The Minutes of this Council meeting will record that the Oath of Office has been taken by Cr Anthony Graham and Cr Frances Lehmann. The Oaths of Office for Councillors Graham and Lehmann have been signed and dated before me and a copy of these are attached to this report.

The Minister has been advised of the filling of the vacancies in the Colac Ward and the need for a by-election to fill the remaining vacancy in the Otway Ward.

The by-election process is underway with the Voter's roll to be certified by 7 February 2008 and candidates nominations are due by 12 February 2008. The last day of voting is 14 March 2008 with the outcome expected to be declared on Saturday 15 March 2008 (election day).

**Corporate Plan/Other Strategies/Policy**

The Oath of Office is required to be undertaken in accordance with section 63 of the Local Government Act 1989.

**Issues/Options**

Not applicable.

**Proposal**

It is proposed that Council note Crs Graham and Lehmann have taken the Oath of Office in accordance with Section 63 of the Local Government Act (1989).

**Financial and other Resource Implications**

We have not yet been invoiced by the VEC for the administration of the count-back process however, the cost is estimated to be about \$2,000.

The VEC has provided an estimate of costs for conducting the Otway Ward by-election at \$30,000.

These costs have not been budgeted for and have been factored into the revised forecasts as part of the mid-year review. A separate report has been provided to Council on the mid-year review.

### **Risk Management & Compliance Issues**

The process has been conducted to comply with the Local Government Act (1989).

### **Environmental Considerations**

Not applicable

### **Communication Strategy/Consultation**

An advertising strategy for the by-election has been proposed by the VEC and is currently being implemented. The strategy covers the voters roll, candidates and the election. Council's website has a link to the VECs website which has more detailed information about time-lines and process.

Media advice has been provided in relation to the swearing in of new Councillors and this has been well published by local media outlets.

### **Implementation**

The swearing in of new Councillors has been implemented.

### **Conclusion**

Cr Frances Lehmann and Cr Anthony Graham have taken the Oath of Office in accordance with section 63 of the Local Government Act (1989).

### **Attachments**

1. Copy of Cr Frances Lehmann's and Cr Anthony Graham's completed Oath of Office signed by me as Chief Executive Officer on 16 January 2008.

### **Recommendation(s)**

***That Council note that Cr Frances Lehmann and Cr Anthony Graham have both taken the Oath of Office signed and dated before me on 16 January 2008.***

~~~~~◆~~~~~



OM083001-3 COUNCIL MEETING DATES FOR 2008

AUTHOR: Tracey Slatter
DEPARTMENT: Executive

ENDORSED: Tracey Slatter
FILE REF: GEN 00460

Purpose

To confirm Council Meeting Dates for 2008.

Background

Under the Council's Local Law 4, Part 4 - Council Meetings, Clause 20 – Dates & Times of Meetings, Council is required to confirm their meeting dates on at least an annual basis.

Corporate Plan/Other Strategies/Policy

N/A

Issues/Options

N/A

Proposal

It is proposed that Council change the following meeting dates and venues for 2008:

| Date | Location |
|---------------------------------|---|
| Tuesday, 26 February 2008, 3pm | Colac Otway Performing Arts & Culture Centre, Colac |
| Tuesday, 25 March 2008, 3pm | Colac Otway Performing Arts & Culture Centre, Colac |
| Tuesday, 24 April 2008, 3pm | Apollo Bay Senior Citizens Centre, Apollo Bay |
| Tuesday, 27 May 2008, 3pm | Colac Otway Performing Arts & Culture Centre, Colac |
| Tuesday, 24 June 2008, 3pm | Colac Otway Performing Arts & Culture Centre, Colac |
| Tuesday, 22 July 2008, 3pm | Colac Otway Performing Arts & Culture Centre, Colac |
| Tuesday, 26 August 2008, 3pm | Colac Otway Performing Arts & Culture Centre, Colac |
| Tuesday, 23 September 2008, 3pm | Colac Otway Performing Arts & Culture Centre, Colac |
| Tuesday, 28 October 2008, 3pm | Colac Otway Performing Arts & Culture Centre, Colac |
| Tuesday, 25 November 2008, 3pm | Apollo Bay Senior Citizens Centre, Apollo Bay |
| Tuesday, 16 December 2008, 3pm | Colac Otway Performing Arts & Culture Centre, Colac |

The date for the Statutory Meeting will be set at a later stage.

Financial Implications

N/A

Risk Management & Compliance Issues

N/A

Environmental Considerations

N/A

Communication Strategy/Consultation

N/A

Implementation

N/A

Conclusion

That Council confirm the various meeting dates and venues for Council Meetings for 2008.

Attachments

Nil.

Recommendation(s)

That Council confirm the following meeting dates and venues for Council Meetings for 2008:

- ***Tuesday, 26 February 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac***
- ***Tuesday, 25 March 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac***
- ***Tuesday, 24 April 2008, 3pm - Apollo Bay Senior Citizens Centre, Apollo Bay***
- ***Tuesday, 27 May 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac***
- ***Tuesday, 24 June 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac***
- ***Tuesday, 22 July 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac***
- ***Tuesday, 26 August 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac***
- ***Tuesday, 23 September 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac***
- ***Tuesday, 28 October 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac***
- ***Tuesday, 25 November 2008, 3pm - Apollo Bay Senior Citizens Centre, Apollo Bay***
- ***Tuesday, 15 December 2008, 3pm - Colac Otway Performing Arts & Culture Centre, Colac***

~~~~~◆~~~~~

**OM083001-4 HALF YEAR REPORT**

AUTHOR: Anne-Maree Neal  
DEPARTMENT: Executive

ENDORSED: Tracey Slatter  
FILE REF: GEN00392 Annual  
Statement

**Purpose**

The purpose of this report is to provide a half year progress report against the Annual Business Plan activities and initiatives as approved in the 2007-2008 Annual Budget.

**Background**

The Annual Business Plan identifies the specific activities funded in the current financial year which, in the longer term, contribute to the achievement of the 4 year 2005-2009 Council Plan. Annual Business Plan activities and initiatives are based on priorities established by Council early in the Council Plan planning cycle. They are incorporated into the annual budget document, which was approved by Council in July 2007.

It is important to note that while Council Plan activities and initiatives are a significant component of work and generally reflect key Council priorities and commitment, it is not an exhaustive list of all activities undertaken by Council during the year. Many excellent services are delivered on an ongoing basis without specific reference in the Council Plan.

Within the overall directive to carry out its program, a number of key focus areas were identified by Council in the preparation of this year's Budget. They included:

- Completion of approximately 130 capital works projects across the Shire
- Elimination of the Shire's infrastructure renewal gap and an \$0.6m operating surplus due to fully funding Council's infrastructure renewal requirements for the first time
- Continuation of Apollo Bay footpath program, 800 metres of footpaths to be built
- Implementation of the first stage of the Apollo Bay Infrastructure Program which will improve traffic management, parking and drainage
- Incorporation of Colac and Apollo Bay Structure Plans through the amendment of the Planning Scheme and commencement of Structure Plans for Birregurra and Forrest
- Continuation of Regional Reserves Contribution Program whereby \$40,000 is to be provided to the 11 regional recreation reserves
- Development of Marengo Transfer Station and continued rehabilitation of former shire landfills to EPA standards
- Contribution to community facilities at the Education, Recreation and Community Precinct

The report provides an overview of financial performance, Capital Works Program Council Plan priorities for the period 1 July 2007 to 31 December 2007.

Pleasing progress on the following mayor capital works projects will see Council well placed to achieve high rates of project completion:

- Roads to Recovery Program including Deepdene Road, Conns Lane & Cape Otway Road
- Special Charge Schemes
- Resealing Program
- Building Renewal Program
- Small Town Improvement Program
- Lake Colac Foreshore Improvements

We have also achieved good progress on a number of Council Plan priorities including:

- Apollo Bay Marina Upgrade
- Advocacy on the Princes Hwy upgrade
- Colac and Apollo Bay Structure Plans
- Kennett River, Wye River and Separation Creek Structure Plans
- Colac Recreation, Education and Community Precinct
- Apollo Bay Harbour Master Plan and Feasibility Study

## Issues

### Capital Works Program

Considerable progress has been undertaken in completing carryover projects from 2006/07 and implementation of the 2007/08 program, including:

- Roads to Recovery projects, Deepdene Rd, Conns Lane & Cape Otway Rd completed
- Special Charge Schemes for Borwick and Dowling St are completed
- Reseal program: the 2007/08 annual bituminous sealing contract was tendered and awarded with works commenced in November 2007
- Lake Colac Redevelopment, with the pathway network extended, tree planting, new seating and outdoor gym equipment installed
- Upgrade of filtration plan at Bluewater Fitness Centre
- Replaced of 300 COPACC chairs
- Upgraded of rehearsal room at COPACC
- Rehabilitation of James and Rafferty's access bridges
- Drainage works in Queen St, Scott St and Strachan St completed
- Major repairs to Cororooke Maternal & Child Health Centre's garage and roof completed
- Switchboards replaced at Kanyana Senior Citizens Club and Winifred Nance Kindergarten
- Upgraded of Murray St and Memorial Square litter bins

Further details on carried forward capital works projects and new projects completed/progress are included in the body of the report.

Of the 134 Capital Works Projects:

- 25% are completed
- 36% are programmed to be completed by 31 March 2008
- 37% are programmed to be completed by 30 June 2007
- 2% reallocated\*

### Capital Works – Proposed Project Reallocations

\*The following Capital Works reallocations are proposed for the second half of 2007/08 financial year:

| <b>Project activities deferred/delayed or tender/price reductions achieved</b> |           | <b>Proposed project reallocations</b> |           |
|--------------------------------------------------------------------------------|-----------|---------------------------------------|-----------|
| Council building & renewal program                                             | \$450,000 | Resheeting Program                    | \$600,000 |
| (Customer Service accommodation)                                               | 35,000    | Old Beechy Rail Trail improvements    | 35,000    |
|                                                                                | 80,000    |                                       |           |
| Old Beechy Line Underpass                                                      |           | Alvie Transfer Station                | 40,000    |



|                                                       |                  |                                            |                  |
|-------------------------------------------------------|------------------|--------------------------------------------|------------------|
| Swan Marsh Irrewillipe Road                           | 40,000           | weighbridge<br>(additional activity costs) |                  |
| Colac Rowing Club & Band Room                         | 310,000          | COPACC Stove Replacement                   | 7,500            |
| Reseal Program cost savings – Local Roads             | 62,500           | BWFC Backwash                              | 35,000           |
| Sundry small projects and savings realised < \$35,000 |                  | Poorneet Rd Project                        | 260,000          |
| <b>TOTAL:</b>                                         | <b>\$977,500</b> |                                            | <b>\$977,500</b> |

Details of those projects which will be not proceeding or with savings:

**Building asset renewal program:** Due to the difficulties in identifying suitable alternative temporary sites for staff accommodation, the upgrade of the Colac Office will not proceed this financial year. Therefore it is proposed the budget allocation for this project will be reallocated to other projects.

**Old Beechy Rail Trail Underpass:** The Old Beechy Rail Trail Underpass project and expenditure was contingent on a grant which we are now unlikely to receive this financial year. It is proposed to reallocate these funds to other improvements to Dinmont-Beech Forest section of the Old Beechy Rail Trail.

**Swan Marsh-Irrewillipe Road:** At the October Council meeting, as part of the first quarter review, Council agreed to proceed with the Poorneet Road project to be funded 60% by Auslink and 40% from Council's. Notification of the successful grant application for this project was received in late May 2007. The late timing of this notification meant that it was not included as a project in the adopted 2007/08 Budget. A condition of this funding is that works are completed by March 2009 so it was timely to take advantage of completing this project as soon as possible. As a result the Swan Marsh-Irrewillipe Road project (which was the construction of 2kms of sealed pavement) will be deferred to provide for Council's contribution. A contract to enable completion of the Poorneet Road project before the financial year end was awarded by Council at the December Council meeting.

**Rowing Club – Band Room Upgrade:** Funds were allocated for rendering and repainting of the Rowing Club. Further investigation of works required and discussions with current hirer have resulted in this project being deferred, with budgeted funds to be reallocated to other building renewal projects.

**Resealing Program – Local Roads:** The 2007/08 annual bituminous sealing contract was tendered and awarded with the works commencing in November 2007. The successful tender was under the estimated benchmark tender price, with savings reallocated to other capital works projects.

Details of proposed project reallocations:

**Resheeting Program:** These funds will increase Council's expenditure on resheeting of unsealed local roads.

**Old Beechy Rail Trail:** Council has allowed \$35,000 in 2007-2008 Budget for the Beechy Rail Trail underpass. This project and expenditure was contingent on a grant which we are now unlikely to receive this financial year. The Beech Forrest Progress Association has written to Council requesting that these funds now be reallocated to other improvements to

Dinmont-Beech Forest section of the Beechy Rail Trail. These improvements would involve formation and gravelling of a new (diverted) section from Beech Forest towards the recreation reserve. The proposed change to the trail at this section would remove the steep gradient users now have to traverse, and improve safety by separating vehicular and trail users.

**Alvie Transfer Station:** Additional road works were required due to relocation of the weighbridge due to the identification of "landfill" below the original site. These works are completed although funding levels were inadequately budgeted for.

**COPACC Stove:** The current COPACC stove has reached its useful life and has no 'gas cut out switch' which is a standard feature on new models. Given various users (COPACC staff, community and commercial hirers) who use this facility, the hazard is considered a high safety risk and replacement a high priority.

**BWFC Backwash:** The Bluewater Fitness Centre Backwash project was initially estimated to cost \$50,000 which was to be funded from the Federal Water Grant (\$40,000) and from the Sustainable Action fund (\$10,000). The initial project costing was sourced from a Green Plumber as recommended by the Federal Water Grant Unit. Further investigations with aquatic facility experts have determined that this was based on inferior products unlikely to be compatible with existing Centre plant. A more appropriate backwash recycling system for the Bluewater Fitness Centre will provide an estimated 1,161,575 of reclaimed water. It is intended that this water will be used for pool top-up, concourse wash down and toilet usage. This will ensure a substantial financial saving for the Centre due to the reduction in potable water use. This system will cost an additional \$35,000. If unsuccessful in achieving the additional funds, the project will not proceed and the Water Grant must be reimbursed as the funding agreement is conditional to agreed timelines and limited project extensions. If unsuccessful in achieving the additional funds the inferior product will not be installed as it is likely there would be significant cost implications for the Centre.

**Poorneet Road Project:** In October Council agreed to proceed with the Poorneet Road project to be funded 60% by Auslink and 40% from Council. A contract for this project was awarded in December with works to be completed before the end of the financial year.

### Financial Implications - Budget

Council has budgeted for an accumulated cash surplus of approx \$2.7m for 2007/08 of which \$2.5m relates to carry over funding reducing the projected budget forecast to \$0.2m.

Of the \$2.5m carry over funding, \$1.9m relates to Capital Works mainly comprising:

|                                 |           |
|---------------------------------|-----------|
| • Roads to Recovery             | \$115,000 |
| • Beeac Landfill Rehabilitation | \$140,000 |
| • Stodart St. Pathway           | \$ 50,000 |
| • Auslink Roads                 | \$850,000 |
| • Lake Colac Redevelopment      | \$265,000 |
| • Stormwater Management Plan    | \$ 80,000 |

As at 31 December 2007, it is forecast that the accumulated cash surplus has decreased by approximately \$0.17m to \$0.03m.

The major variances for the overall budget for the half year relate to:

|                                                                               |                  |
|-------------------------------------------------------------------------------|------------------|
| • Higher interest rates will result in higher than forecast investment income | \$ 45,000        |
| • Higher plant usage will increase recovery income                            | <u>\$110,000</u> |
|                                                                               | \$155,000        |

The above is offset by:

|                                          |                  |
|------------------------------------------|------------------|
| • Council By-Election expenses           | \$ 30,000        |
| • Lower Bluewater Fitness Centre revenue | \$ 75,000        |
| • Lower Saleyards throughput             | \$ 35,000        |
| • Higher worker compensation premiums    | \$ 70,000        |
| • Building Permit Fees                   | \$ 35,000        |
| • Miscellaneous other expenses           | <u>\$ 80,000</u> |
|                                          | \$325,000        |

Council has a 'cash at bank' balance of \$1.6m compared to \$3.0m for the same time the previous year. Rates notices were forwarded in early September and to date 28.1% of rates and charges have been collected compared to 28.7% last year.

Council has also received \$131,000 interest on investment, which is equivalent to last year's interest revenue.

The following outlines budget performance for key operational areas:

**Waste Management:** \$2.1m of waste management charges have been raised. The organic processing and Bio-Gro contract is tracking to budget and the forecast expenditure is in line with budget.

**Colac Saleyards:** Forecast throughput has decreased resulting in a marginal decrease in forecast revenue.

**Planning:** Both strategic and statutory planning revenue and expenses continue tracking to budgeted levels.

**Building:** The budget position for Building Services has a significant negative variance at mid-year with building permit fees revenue likely to decline by over 50% resulting in a net cost increase of \$35,000. This is largely due to lower building activity across the Shire and a declining Council share of the activity. Given a recent staff departure and the ongoing lack of availability of building surveyors working in local government it is timely that Council will review the options for future provision of the service.

**Colac Otways Performing Arts & Cultural Centre (COPACC):** Additional production income and hire revenue has been offset by accompany higher production costs resulting in a net cost equal to budget.

**Bluewater Fitness Centre (BWFC):** The closure of the toddler's pool for renovations and staff vacancies has resulted in programs not proceeding and the commensurate decrease revenue. As such, the forecast revenue and net result has been amended accordingly.

**COSWorks:** On budget with 51% of Asset Maintenance Budget being spent within the first half of the financial year.

**Governance:** The estimated cost of \$30,000 for the Council By-Election is included in this report as a "for-information only" item given this expenditure is a mandatory requirement, with the timing of the process prescribed in Local Government Act. The expenditure has already been allocated and included in the forecast and variance reports.

Operating Expenditure – Reallocations

The following operating expenditure project reallocations proposed for the second half of 2007/08 financial year:

|                                  |                 |
|----------------------------------|-----------------|
| • Barongarook Creek Carp Cleanup | \$50,000        |
| • Marriner's Lookout             | <u>\$10,000</u> |
| TOTAL                            | \$60,000        |

**Barongarook Creek Carp Cleanup:** \$20,000 has been spent to date by COSWorks on removal of Carp from Barongarook Creek. There is a high likelihood that there will be a significantly larger amount of Carp that will die in Lake Colac within the next few months. Works are being planned to remove as many Carp as possible before a mass death occurs. Works are also being planned to remove dead fish once a kill occurs. Cost estimates are approximately between \$20,000-40,000. A budget of \$50,000 would allow the Shire to carry out these works (on a needs basis) and then seek reimbursement either through EPA from other stakeholder agencies (e.g. DSE, Parks CMA etc) or directly from treasury if the situation is declared to be an emergency. EPA is writing to the Municipal Emergency Response Coordinator seeking the declaration of an emergency. If Council is unsuccessful in receiving reimbursement for this project then Sustainable Action Fund projects and the Wye River/Separation Creek Waste Water Assessment project will be deferred until next financial year to cover these urgent unplanned costs. Council is currently waiting on DSE's approval on the concept plans for the Wye River/Separation Creek Waste Water project, Indications are that this approval may not be achieved in time for the assessment to proceed this financial year.

**Marriner's Lookout:** This project will involve improvements in safety and access to Marriner's Lookout, Apollo Bay including fencing and signage to improve public safety and protect private property of the adjoining landholder, and new interpretive signs to provide information on the history of the Lookout and Apollo Bay. The total expenditure outlay for Council would be \$10,000 to match a grant application of \$20,000 from Regional Development Victoria. There will be a period of community consultation on the project prior to proceeding with the works. If the project proceeds the \$10,000 will not be additional funds to 2007/08 overall Economic Development Unit's and Council's budget as monies will be reallocated from another project budget i.e. the Channel 9 Today Program broadcast project. This project was carried over from 2006/07 and is now unlikely to proceed in 2007/08.

**KEY PERFORMANCE HIGHLIGHTS**

Details on programs and projects either completed or progressing well in the first six months of the 2007/08 are included in the body of the report. A number of key projects which warrant highlighting include:

***Strong Leadership priorities***Advocacy

Strong advocacy has occurred on projects that are key to the Shire including the Education, Recreation and Community Precinct, Princes Highway West, Lake Colac and Otway Trails. The Princes Highway West Alliance of Local Government's campaign was successful in gaining a commitment from Federal Government (Labor) of \$110 million towards a \$220 million duplication of the Princes Highway West from Waurin Ponds to Winchelsea. This is to be matched by the State Government who to date have only offered 50% of the matching funding.

### Volunteer Engagement Project

The draft strategic plan was completed and endorsed for public consultation at the November 2007 Council meeting, with the final document to be finalised early in 2008. The project involved the collection of over 60 volunteers' stories during 100 visits, involving approximately 500 volunteers.

### ***Roads and Infrastructure priorities***

#### Auslink Strategic Regional Roads Program

In October Council agreed to proceed with the Poorneet Road project to be funded 60% by Auslink and 40% from Council. A contract for this project was awarded in December with works to be completed before the end of the financial year.

#### Apollo Bay Footpath and Infrastructure Programs

To date activities achieved in these two programs include:

- Public consultation with regards to Bus Parking improvements for Pascoe, Moore and Hardy Streets
- Installation of pedestrian refuge on Hardy St completed
- Design and planning completed for the McLachlan St footpath from Cawood to Nelson St with work to be completed by March 2008
- Completed construction of long vehicle car parks along the Great Ocean Road outside the Visitor Information Centre
- Work in progress to improve the footpath across the entrance to the Mobil Service Station to improve safety in this area

#### Special Charge Schemes

A number of special charge schemes have now progressed to the stage where works will commence in the second half of this year, including:

- Elliminyt Gas: a Council report in January 2008 will recommend signing of agreement with SP AusNet to proceed
- Slater Street: works are expected to commence in early 2008
- Marks Street: a contract for this project was awarded in December 2007

#### Roads Funding

We anticipate a successful application for Better Roads funding for Binns Road with works to be completed before 2008/09 logging season begins. Works may need to commence this financial year with Council's 1/7<sup>th</sup> contribution funded from our existing capital works funds.

We also anticipate a successful application under the Roads to Market (a Regional Development Victoria) program to widen and seal Larpent Road to enable classification as a B-Double route to the Princes Highway.

#### Bridge Asset Management Plan

The draft Bridge Asset Management Plan was presented to Council's Roads Committee in December 2007 and will be placed on public exhibition following endorsement by Council in 2008. The Plan is intended to demonstrate how Council will plan, develop and maintain a network of sustainable bridge infrastructure.

#### Apollo Bay Marina Upgrade

The construction works commenced in September 2007, with completion achieved by 20<sup>th</sup> December 2007 enabling the use of the new facility during the Christmas and New Year period.

***Planning & Development priorities***Rural Land Strategy (RLS)

The Rural Land Strategy was adopted by Council in September 2007. The strategy addresses a range of rural land use issues with the aim of protecting the Shire's agricultural assets. This was the final key strategic work to be adopted by Council as part of the Planning Scheme Review.

Planning Scheme Review – Amendment C55

A review of the Colac Otway Planning Scheme conducted in 2005 resulted in the initiation of several strategic projects, including the Colac Structure Plan, Apollo Bay Structure Plan and Rural Land Strategy. These projects have now been completed and adopted by Council and their recommendations included in the proposed C55 Amendment to the Colac Otway Planning Scheme, which is currently on public exhibition until the end of January 2008.

Kennett River, Wye River and Separation Creek Structure Plans

The draft Kennett River, Wye River and Separation Creek structure plans were presented to Council in October, 2007. In consideration of a number of submissions to Council and subsequent additional field work undertaken, new options are now under consideration. It is anticipated that the revised draft Structure Plans will be presented to Council in early 2008.

***Health, Recreation and Community Services priorities***Seniors Week

Seniors week again proved to be most successful with over 700 people enjoying the many diverse activities during this week.

International Day of People with Disability

International Day of People with Disability celebrations was held in December at COPACC with 150 people in attendance. The evening included a presentation by the Mayor for the Good Access Awards and Personal Achievement awards for 2007.

Transport Connections

Council, in partnership with Surf Coast Shire, was successful in receiving funding of \$397,835 over a three year period for a Transport Connections Project called "Bringing Communities Together". Project Workers have been engaged and will commence work on the project in 2008.

Municipal Public Health Plan

Adopted by Council in October the Municipal Public Health Plan outlines initiatives to prevent and minimise risks to public health and ensure the wellbeing of our community. A number of these initiatives such as those related to wastewater, water sampling, youth, a Positive Ageing Strategy and emergency recovery management have already been funded in Council's 2007-2008 Budget.

Community Funding Program

Council has allocated \$112,500 towards 55 community projects with a total value of \$618,748 in project outcomes. These projects include recreation facility improvements and equipment purchases, community events and celebrations, COPACC venue hiring's and numerous community recreation, arts and culture activities.

### Community Recreational Facilities:

A number of key recreational projects are underway or completed including:

- Elliminyt and Warncoort Tennis Courts redevelopment (completed)
- Funding Submissions lodged with the Department of Planning and Community Development, for the development of a skate park in Birregurra and the redevelopment of netball courts at Eastern Reserve Colac
- Redevelopment of Irrewarra and South Colac Netball Court facilities with State and Local Government funding and club contributions (completed)
- Stage 2 Botanic Gardens Play space installation of a range of formal playground equipment (completed)

### Colac Education, Recreation Community Precinct Project

The project has now secured \$635,000 from Federal Government for the various community facility elements of the Precinct concept. A project reference group has been established and nine public forums and specific workshops have been held with community representatives to provide input into the project. We have also established project sub-committees for the Bluewater Fitness Centre Stadium, Joint Use Library, Central Reserve, Colac Youth and Recreation Centre, Traffic Management and Communication.

### Joint Use Library

The Joint Use Library Sub-Committee has been very active in working through issues associated with the possible development of a Joint Use Library as part of the Beechy Precinct. In November Council endorsed design and key operational principles and in December we commenced the public consultation process on the detailed draft designs.

### COPACC

Between July and December 2007, COPACC hosted a total of 627 events which attracted in excess of 73,000 people. The 2008 Theatre Season was launched in November, after a successful 2007 year which saw an average attendance of 201 people per show.

### Events

The staging of events within the Shire continues to increase. Events in the first half of the year included:

- 2007 Porsche Great Ocean Road Escape, 75th Anniversary of the Great Ocean Road and the 2007 KONA 24 hour global mountain bike event
- The State Government funded 'A New Otways for the Future' program which resulted in a number of events being staged in the Otways and surrounding hinterlands. Several of these events are now likely to continue on an annual basis
- FReeZA Youth events, which Colac Otway received funding from the State Government to conduct four throughout 2007

### Bluewater Fitness Centre (BWFC)

Access and redevelopment works on the reception area have been completed, improving access particularly to the stadium with installation of a ramp, and to the gym and pool hall through the new electronic doors. Completed plant room improvements have also resulted in improved water quality management.

## ***Economic Development priorities***

### Business Development:

The Shire's 3<sup>rd</sup> Annual Business Week was held in October and included business breakfasts, networking events and workshops, with Dr Barry Jones as the headline guest speaker. The week culminated in a successful night at the Colac Otway Business Inc. Awards on 20<sup>th</sup> October.

### Apollo Bay Harbour Precinct Master Plan

The draft plan has been endorsed by Council with the final Master Plan and Feasibility Study to be presented to Council when the Feasibility Study is completed and following further public consultation.

### Tourism Services

The \$135,000 upgrade of the Great Ocean Road Visitor Information Centre in Apollo Bay is also complete with 90% of works finalised prior to the end of 2007. The upgrade, funded by Council and the State and Federal Government included new flooring, brochure stands and displays.

### Lake Colac

In the first half of the year, we continued implementation of the Lake Colac Master Plan, with a number of projects completed including:

- Construction of a pathway connecting Barongarook Creek with Lake Colac pathway
- Construction of a pathway from Colac Yacht Club to Stodart St east carpark
- 12,000 trees planted along Lake Colac southern foreshore pathway
- Installation of fitness stations at Stodart St west on Lake Colac foreshore
- Installation of seats along Lake Colac southern

### Affordable Housing Strategy

Council adopted an Affordable Housing Strategy which sets out a range of actions to help influence the availability of affordable housing in the Shire. The Strategy includes a recommendation to establish a working group in Colac and Apollo Bay to explore the issue and identify opportunities where Council can advocate to the State and Federal Government on behalf of the community.

### ***Environmental Sustainability priorities***

#### Alvie Transfer Station Weighbridge

The construction of the weighbridge at the Alvie Transfer Station (including associated roadwork, traffic management, access and landscaping) has been completed and in operation since October 2007.

#### Beeac and Cressy Landfill Rehabilitation

In accordance to Council's long term landfill rehabilitation program, works have commenced on rehabilitation of the former Beeac and Cressy landfill sites, with earthworks completed by December 2007.

#### Apollo Bay Transfer Station

The engineering design for the proposed transfer station at Apollo Bay is nearing completion, with the tendering process for works to commence early in 2008.

#### Marengo Sand Dune Rehabilitation Works

As a joint initiative of Apollo Bay and Kennett River Public Reserves Committee of Management and Colac Otway Shire, preparatory work has commenced on the project to remove sand from an existing groyne at the south end of the harbour breakwater and relocating this to stabilise the foreshore dune between Apollo Bay and Marengo (Mounts Bay). The next stage is to prepare and submit to DSE a Native Vegetation Management Plan.



Wastewater Improvements

Concept designs for sewerage in Wye River and Separation Creek and concept designs for water supply systems in Wye River, Separation Creek and Kennett River have been completed with the final report received by Council and forwarded to Department of Sustainability and Environment for consideration.

Carp in Barongarook Creek

A large volume of carp entered the creek after rains and became trapped due to low water levels. The volume of fish was unprecedented and our COS Works Unit worked with a local fisherman to control the numbers of carp. The cleanup to date has cost approximately \$20,000, with this expenditure likely to double if water levels continue dropping.

**Conclusion**

There has been significant progress on achieving Council Plan priorities and the Capital Works Program as highlighted. Council will continue to be updated monthly on progress of these projects through the Chief Executive Officer's Update in the Council Agenda.

Council Plan Progress Report indicates that the majority of actions listed for the third period of 2005-2009 Council Plan are underway and the Capital Works Progress report indicates significant progress on projects.

All indicators are very positive that the 2007/08 Financial Year results will achieve the elimination of the infrastructure renewal gap, a modest operating surplus and a continued reduction of Council's loan liabilities as proposed in the 2007/08 budget. Six reallocations are proposed for the capital works program to enable high priority projects to proceed in place of those to be deferred.

The budget forecast surplus has reduced by \$170,000 to \$30,000 primarily due to election costs, reduced building revenue, increased insurance premiums and reduced Bluewater Fitness Centre revenue. Close budget monitoring will occur with the aim of maintaining a budget surplus. \$60,000 has been reallocated from the operating budget for two new projects (Barongarook Creek cleanup and Marriner's Lookout improvements) and will be funded through the reallocation of funds from related budget areas.

**Recommendation(s)**

1. ***That Council received the Half Year Progress Report***
  
2. ***That Council approve the following new project sourced through Capital Works Budget reallocations totaling \$977,500:***
  - ***Resheeting Program*** ***\$600,000***
  - ***Old Beechy Rail Trail*** ***\$ 35,000***
  - ***Alvie Transfer Station*** ***\$ 40,000***
  - ***COPACC Stove Replacement*** ***\$ 7,500***
  - ***BWFC Backwash*** ***\$ 35,000***
  - ***Poorneet Road Project*** ***\$260,000***
  
3. ***That Council approve the following new projects sourced through Operating Budget reallocations totaling \$60,000:***
  - ***Barongarook Creek Carp Cleanup*** ***\$ 50,000***
  - ***Marriner's Lookout*** ***\$ 10,000***

~~~~~◆~~~~~



CONSENT CALENDAR**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM | D | W |
|---|---|---|
| <p><u>CORPORATE AND COMMUNITY SERVICES</u></p> <p><u>OM083001-5 CORANGAMITE REGIONAL LIBRARY CORPORATION AGREEMENT</u></p> <p>Department: Corporate & Community Services</p> <p><u>Recommendation</u></p> <p><i>That Council advise the Corangamite Regional Library Corporation that it fully supports extending the Regional Library Agreement to June 2013.</i></p> | | |
| <p><u>OM083001-6 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE</u></p> <p>Department: Corporate & Community Services</p> <p><u>Recommendation(s)</u></p> <p><i>That Council endorse:</i></p> <ol style="list-style-type: none"> <i>1. The current Municipal Emergency Management Planning Committee composition.</i> <i>2. The current version of the Municipal Emergency Management Plan.</i> | | |
| <p><u>OM083001-7 STRATEGIC PLAN 2008-2012 VOLUNTEER ENGAGEMENT AND SUSTAINABILITY, COLAC OTWAY SHIRE</u></p> <p>Department: Corporate and Community Services</p> <p><u>Recommendation</u></p> <p><i>That Council adopt the 'Strategic Plan 2008-2012 Volunteer Engagement and Sustainability, Colac Otway Shire'.</i></p> | | |

OM083001-8 BEST VALUE REVIEWS OF CUSTOMER SERVICES, PROPERTY AND RATES AND LOCAL LAWS

Department: Corporate and Community Services

Recommendation(s)

1. ***That Council receive the attached Best Value Services Review Reports for Customer Services and Property & Rates, and Local Laws.***
2. ***That Council endorses the implementation of the Continuous Improvement Plans for Customer Services, Property & Rates and Local Laws.***

OM083001-9 YOUTH COUNCIL

Department: Corporate and Community Services

Recommendation

That Council endorse the implementation of 13 targeted new actions as listed, to increase the role of Youth Council with Council.

Recommendation

That recommendations to items listed in the Consent Calendar, with the exception of items, be adopted.

MOVED

SECONDED

“.....there was concern regarding the appropriateness of the regional model. One of the key determining factors is that of population base and in this instance, none of the member Councils have the necessary population to offset the diseconomies associated with standalone operations.

Indeed, in undertaking similar exercises for larger municipalities, the regional model was found to be the most viable in economic terms. As well as being able to benefit from economies of scale in eg. library management systems and other headquarters based activities, regional membership provides access to a considerably larger collection and enables member Councils to cost recover for cross-usage should they so desire. Models are, of course, chosen for reasons other than economics and this is a matter for individual Councils to address.

However, I found no other compelling reasons during the review to suggest that any member Council would benefit from changing the library model.”

Length of Agreement

A longer term agreement will give the Library Board greater scope and confidence to plan for the growth and development of the service. It will also enable the Board to offer a more appropriate contract term in order to attract quality candidates for the critical Chief Executive Officer's role.

It should be noted that the Agreement includes a provision which allows a member Council to withdraw with 12 months notice. It was therefore considered that no Council would be unduly disadvantaged by the extension of the Agreement to June 2013.

Proposal

That Council advises the CRLC that it supports the extension of the Agreement until June 2013.

Financial and other Resource Implications

A review of the Library Service is currently being undertaken.

The review has highlighted a number of issues and challenges which the Corporation and the Councils will need to discuss and address.

It is expected that as a consequence of undertaking the review there will be suggestions for key improvements to the service.

These proposals will be discussed by the Board as a part of its future budget considerations.

Risk Management & Compliance Issues

Not applicable.

Environmental Considerations

Not applicable.

Communication Strategy/Consultation

Discussion has taken place with the various Councils involved in the agreement. Further consultation will need to take place prior to the conclusion of the current agreement in February 2009.

Implementation

A letter will be forwarded to the CRLC advising them of Council's decision.

Conclusion

A longer term agreement will provide to the CRLC greater scope and confidence to plan for the growth and development of the services.

By supporting the extension to the Agreement, Colac Otway would be signalling its support for the longer term principle of the co-operative regional service.

Attachments

Nil

Recommendation

That Council advise the Corangamite Regional Library Corporation that it fully supports extending the Regional Library Agreement to June 2013.



| | |
|---|--|
| Council Representative | Councillor |
| Municipal Emergency Resource Officer | Manager Cosworks |
| Municipal Recovery Manager | Manager Health & Community Services |
| Municipal Fire Prevention Officer | Municipal Fire Prevention Officer |
| Municipal Emergency Response Coordinator | Police Senior Sergeant – Colac Station |
| Victoria Police Representative | Police Sergeant – Colac Station |
| Country Fire Authority Representative | Region 6 Operations Manager |
| Victoria State Emergency Service Representative | Regional Officer |
| Medical Representative | Accident & Emergency Coordinator – Colac Area Health |
| Rural Ambulance Service Victoria | Colac Station Officer |
| Department of Sustainability and Environment Representative | Fire Management Officer |
| Department of Primary Industries | Agriculture Division |
| Powercor Representative | |
| Barwon Water Representative | |

Proposal

That Council approve the composition of the current MEMPC and that the revised MEMPC which was ratified by the Council appointed MEMPC be endorsed.

Financial and other Resource Implications

There are no considerable financial implications implementing the MEMPC.

Risk Management & Compliance Issues

There are no risk management implications as Council currently complies with the requirements of the Emergency Management Act 1986. The current Colac Otway Shire MEMPC has been audited and accredited. The Plan will be resubmitted in 2010 for re-accreditation an audit purposes.

Environmental Considerations

Not Applicable.

Communication Strategy/Consultation

The appropriate organisations involved in emergency management have been consulted in the development of the MEMPC through their representation on the Colac Otway Shire Municipal Emergency Planning Committee. Wider community consultation is not appropriate as the Plan is the result of legislated requirements and guidelines issued by the Coordinator in Chief of Emergency Management.

Implementation

The preparatory arrangements and provisions as defined in the MEMPC have been implemented.

Conclusion

Council staff that have a defined role in Emergency Management activities meet regularly to ensure the Council is as well prepared as possible to manage a Municipal Emergency. The following major activities have been undertaken in the last four months:

1. The MEMPC has been reviewed, amended and ratified by the MEMPC.
2. Council staff who volunteered to help out in the event of a Municipal Emergency have undertaken some basic training.
3. The MECC has been setup and tested.
4. A MECC exercise was facilitated by the State Emergency Service and incorporated representatives from the relevant agencies.

Two major issues were identified as a result of the MECC exercise:

1. The MECC facility and reliant systems (Council Information Systems including telephone PABX) do not have backup power or the ability to be powered by a mobile generator.
2. The availability of dedicated telephone extensions or services; there is an expectation from agencies that the MECC will require up to 15 telephone points.

These issues can be overcome but at a significant expense. Avenues for State and Federal funding through emergency services grant opportunities are being monitored. The MEMPC are also considering other options that may provide the MECC capability and overcome, or to some degree reduce, the impact of these two issues.

Attachments

The MEMP has been provided separately to this report as it contains a significant amount of personal contact details and emergency agency contact details which are not advertised in the public domain.

Recommendation(s)

That Council endorse:

1. ***The current Municipal Emergency Management Planning Committee composition.***
2. ***The current version of the Municipal Emergency Management Plan.***

~~~~~◆~~~~~



The strategic direction is consistent with the recommendations from the report by the Centre for Citizenship and Human Rights at Deakin University for the Municipal Association of Victoria:

*“Local councils in Victoria are starting to employ broader definitions of volunteering to recognise the many ways that people participate both formally and informally in their communities. They recommend that Council projects and programs utilise a broad definition of volunteering to capture the wide range of activities that contribute to the development of active, empowered and sustainable communities.”*

and is consistent with the Policy Submissions framework for Volunteering Australia 2005:

*‘The challenge for all volunteer-involving organisations is to develop roles that suit the needs of these groups of potential volunteers while still ensuring that they are able to deliver the services needed by the community.’*

## Issues/Options

The ‘Strategic Plan 2008-2012 Volunteer Engagement and Sustainability’ is based on qualitative data and quantitative research to address the changing expectations of the community and the shift in policy emphasis to an **active and empowered model of positive and self-managed volunteering**.

The quantitative methodology provides research on definitions and underlying trends in volunteering to present readers with an overview of the context in which the Strategic Plan was prepared.

The qualitative methodology provides data regarding three main themes of change identified through volunteer stories:

- changes in the quality of people’s lives through volunteering
- changes in the nature of people’s participation in volunteering
- changes in sustainability of volunteer organisations and activities.

These *most significant change* volunteer stories provide the basis for the Findings and Recommendations, which are then summarised into an Implementation Plan with Goals, Links to Local Strategies/Policies, Implementation Responsibility, Timeframe and Suggested Actions/Recommendations.

## Proposal

The ‘Strategic Plan 2008-2012 Volunteer Engagement and Sustainability’ aims:

- to build the capacity of its rural volunteer groups, and
- to promote partnerships for developing appropriate strategies toward sustainability of volunteer activities and groups.

The ‘Strategic Plan 2008-2012 Volunteer Engagement and Sustainability’ provides Council and other service providers with an overview of local and regional volunteer initiatives. It provides a clear action plan for a strategic direction that adds value but is built into existing infrastructure and resources.

## Financial and other Resource Implications

The Volunteer Engagement Project was fully funded by the Department of Planning and Community Development. The Volunteer Engagement Project has met all budget requirements and the Implementation Plan requires no extra resourcing as it can be implemented within existing Council infrastructure.

In accordance with the shift in policy emphasis to an active and empowered model of positive and self-managed volunteering, the Recommendations and Implementation Plan

have been aligned to existing systems, strategies and infrastructure for Colac Otway Council, volunteer organisations and community groups.

### **Risk Management & Compliance Issues**

Risk management and compliance measures were integrated into the COS Community Consultation and Engagement Process and the Department of Planning and Community Development reporting procedures.

All risk management and compliance measures have been met and no written submissions were lodged during the 4 week public viewing period.

### **Environmental Considerations**

Environmental considerations were taken into account in the COS Community Consultation and Engagement Process during the development of the 'Strategic Plan 2008-2012 Volunteer Engagement and Sustainability, Colac Otway Shire'.

No written submissions were lodged during the 4 week public viewing period.

### **Communication Strategy/Consultation**

All community consultation has been in accordance with the COS Community Consultation and Engagement Policy as outlined in previous sections of this report.

The 'Strategic Plan 2008-2012 Volunteer Engagement and Sustainability' has been prepared in consultation with a diverse range of local and regional stakeholders. These stakeholders have been acknowledged and appropriate privacy and confidentiality measures have been followed.

The joint partnership initiative between Colac Otway and Surf Coast Shires has been beneficial to the collaborative and consultative aspects of this project. A Memorandum of Understanding and Terms of Reference formalised this partnership.

The Joint Project Reference Group consisted of representatives from both Shires, as well as the Department of Planning and Community Development (DPCD), Leisure Networks and Scope (Vic) Ltd.

The Local Project Working Group brought together COS managers from Organisational Support and Development, Recreation Arts and Culture, Rural Access; representatives from Colac Area Health and Otway Health; and Councillor Peter Mercer.

The Project Officer presented a briefing to Councillor Workshops in April and October, and in May to a CEO Forum for staff. National Volunteer Week (May) and International Volunteer Day (December) were celebrated by three hundred Colac Otway volunteers at public events.

The collection of photographs from the project and recorded voices of volunteers is available as a DVD. A booklet of volunteer stories and the Volunteer DVD was distributed to all groups who participated in the Volunteer Engagement Project and to all Councillors.

### **Implementation**

The 'Strategic Plan 2008-2012 Volunteer Engagement and Sustainability' was developed and endorsed in accordance with the COS Community Consultation and Engagement Policy as outlined in previous sections of this report.

Seventeen Goals are outlined in an Implementation Plan to address future needs and resources for sustainable volunteer communities in Colac Otway Shire ('Strategic Plan 2008-2012 Volunteer Engagement and Sustainability', pp.42-50). These Goals are presented in Table format with clear lines of responsibility spread broadly across Council Business Units

involved in Community Development Initiatives, and include recommendations for Volunteer Organisations and Community Groups.

Volunteer Organisations & Community Groups have participated enthusiastically in the Volunteer Engagement Project, and are strongly encouraged to support the Implementation Plan to address the future needs and resources for sustainable volunteer communities.

### **Conclusion**

The Strategic Plan recognises the context and the priorities that impact on volunteers and volunteer groups at the local and regional level. It provides a planning and implementation process for actions to be addressed at a local level. The recommendations/ actions listed in the strategy are consistent with the COS Council's responsibilities, local volunteering initiatives and the current context and trends in volunteering.

### **Attachments**

'Strategic Plan 2008-2012 Volunteer Engagement and Sustainability Colac Otway Shire'.

### **Recommendation**

***That Council adopt the 'Strategic Plan 2008-2012 Volunteer Engagement and Sustainability, Colac Otway Shire'.***

~~~~~◆~~~~~



Key components of a service review include:

- Benchmarking with other Councils to establish performance levels and where possible, unit costs for key activities and functions;
- Consultation with both internal and external stakeholders to identify what is being done well and whether there are any gaps in service level. If gaps are identified consideration is given to how these can either be eliminated or reduced, along with identifying any budgetary implications; and
- Continuous Improvement recommendations form a key component of the review process. On endorsement by Council, actions are incorporated into the Business Unit/Service annual business plans. Progress is monitored and reported on through interplan®, Council's integrated management system.

Benchmarking

Customer Services and Property & Rates

To establish performance levels for key activities and functions, the following five Councils were selected to benchmark against. These Councils were selected because, other than Warrnambool, they were of similar size and all were considered to provide a high standard of customer service.

- Glenelg Shire Council
- Macedon Ranges Shire Council
- South Gippsland Shire Council
- Swan Hill Rural City Council
- Warrnambool City Council

For both Customer Services and Property & Rates, areas benchmarked included the number of effective full time staff, range of services provided, service levels/activity and equipment/systems used.

The level of staff employed in Customer Services at Colac Otway is below the average of the other five Councils surveyed, but doesn't take into account the levels and type of services that are provided. The level of activity for Colac Otway Shire regarding number of calls received is well above the average, while the number of receipts issued is below.

The level of staff employed in Property & Rates at Colac Otway Shire is well below the average of the other five Councils surveyed. Colac Otway Shire has the lowest number of EFT staff of all the participating Councils. The next lowest is 3 EFT compared to Colac Otway Shire's 2 EFT. For Colac Otway Shire the number of assessments, number of supplementary valuations and number of phone enquiries is below the average, while the number of certificates issued is above the average.

In summary, the outcomes of the benchmarking exercise reveal that while the extent and objectivity of the benchmarking measures for the two services vary, the level of service provided at Colac Otway Shire is at similar levels; however the level of resources for both services is below that of the other Councils.

Local Laws

The following Councils were selected to benchmark against because, other than Warrnambool, they were of similar size and all were considered to provide a high standard of service.

- Corangamite Shire Council
- Moorabool Shire Council
- Moyne Shire Council
- Surf Coast Shire Council

- Warrnambool Shire Council

Authorised Officers appointed by Council are required to undertake delegated responsibility for the full range of compliance and enforcement functions of Council including Local Laws, Animal Management, Litter Prevention, Fire Prevention and Traffic/Parking Control. Areas benchmarked focussed on, issuing of permits, staff salary levels, administrative support levels, use of firearms and cost of providing the service.

Due to the variety of fringe services provided by each Council's Local Laws department, it is difficult to gather exact costs per resident. However, the calculated cost per resident ranged from \$10.06 to \$40.80, with a median of \$18.52. The cost per resident to supply the service for the Colac Otway Shire was calculated at \$14.28, indicating that in general terms, Council's Local Laws services are below the median cost.

The outcome of the Local Laws areas benchmarked with other Councils reveals that a similar level of service is being delivered by Colac Otway Shire; however in line with the continuous improvement recommendations, further research needs to be undertaken on staff resourcing requirements.

Consultation

Colac Otway Shire places a high priority on consultation, both within the organisation and in the community. As such, the service review process involved an active effort to consult as widely as possible.

At the commencement of the review process, a Strategic Direction Survey was presented at a Councillor workshop for discussion. The survey form provided service profiles and then, based upon their contact with the community, Councillors were requested to respond to a number of questions. Issues identified in these surveys have been considered as part of the review.

Customer Services and Property & Rates

Customer Services provides a vital service to both internal and external stakeholders. As such, separate surveys were developed for internal users and for the community. Internal users were asked to rate the following aspects of the service:

- Counter and Telephone Enquiries
- Transferring Phone Calls to Council Staff
- Information Flow/Exchange
- Requests from Council Staff
- MERIT
- Other (i.e. professionalism and courtesy/opportunities for improvement)

Fifty eight responses were received, approximately 20% from the organisation as a whole. However, as the majority of responses were from the Rae St offices, well over 50% of the resident staff responded to the survey.

Survey results indicated that 50% or more of the staff who responded were either satisfied or very satisfied in each of the areas surveyed. However, results also identified a number of areas for service improvement, documented in the Continuous Improvement recommendations in the attached report.

As the community survey attracted little interest the development of the continuous improvement recommendations also include outcomes from the:

- State Government run Local Government Community Satisfaction Survey', part of which asks the community to rate their satisfaction with "*.. council's interaction and responsiveness in dealing with the public (Customer Contact)*"
- 2006 Action Learning Project, carried out on Customer Service Performance Standards. A number of improvement actions were proposed as a result of the survey and where these have not been implemented, they have been included in the continuous improvement recommendations

The fundamental role of the Property & Rates Unit is to issue Valuation and Rates notices and collect Council rates revenue in accordance with legislative requirements. Part of this key role is to provide information and advice to the community in a customer focussed manner. As the key stakeholders for this service were considered to be external, a questionnaire was developed and distributed to 1,000 randomly selected ratepayers with the 4th Rate Instalment notices. Respondents were asked to rate the following key aspects of the service:

- Property and rates notices
- Other Information
- Response times
- Payment options provided
- Quality of service provided

A total of 114 responses were received, an 11.4% response rate. As such, while the data and comments were useful in reviewing the service, a conservative approach was taken in interpreting the results. However, of those who responded, a high level of satisfaction, over 90%, was received for nearly all existing service levels.

Local Laws

As the Local Laws Unit provides a service to both the community and to internal customers, separate surveys were developed.

The survey developed for internal customers targeted 58 staff of Business Units that have regular interaction with Local Laws. Internal users were asked to rate the following aspects of the service:

- Contact with the unit
- Professional conduct of staff
- Service provided

Twenty (20) responses were received, a 34% response rate. Results of the survey indicated that, overall, internal staff were satisfied or very satisfied with all of the areas surveyed.

The community survey was sent to 150 randomly selected urban residents and 150 randomly selected rural residents. Respondents were asked to rate the following aspects of the service:

- Contact with the Unit
- Issuing of Permits
- Enforcement of parking areas
- School Crossings
- Animal registration and impoundment

Fifty five (55) responses were received, an 18% response rate. Again, while the data and comments were useful in reviewing the service, a conservative approach was taken in

interpreting the results. However, the results of the survey indicated that, overall, residents were satisfied or very satisfied with most of the service areas indicated above.

Only 14% of respondents indicated any dissatisfaction with the fees charged in relation to Animal Registrations.

Results for timed parking areas were evenly divided, at 28%, between those very satisfied and those very dissatisfied, with 26% were neutral and 18% unable to rate the service. General responses relating to the management of Stock on Roads were positive and highlighted the efficient and professional manner in how staff respond to these issues.

The Issuing of Permits showed a high level of dissatisfaction, 50%, with the main issues being the ease of understanding the forms and the time taken to process them. A review of the forms has been included as one of the recommendations of the Continuous Improvement Plan.

Consultation with stakeholders is a key feature of the review process and for each of the services reviewed, provided valuable information in assessing service provision and standards of service.

Continuous Improvement

Continuous improvement is the practice of constantly seeking to improve the quality and productivity of our processes, products and services while maximising the opportunities for the involvement of staff in improving the workplace. It is about developing a culture in which everybody is encouraged to make ongoing improvements to the way the work is done.

The Continuous Improvement Plans, Appendix 1 in both attached reports, contain a list of initiatives identified during the progress of the review. Results of benchmarking activities and consultation with service users is considered along with any Federal or State government requirements and budgetary considerations in developing continuous improvement initiatives.

The review process has resulted in 39 recommended actions for Customer Services, 10 for Property & Rates and 8 for Local Laws. These actions have been documented in the Continuous Improvement Plans (Appendix one of the attached reports) and once endorsed, will be incorporated into the respective Units' Business Plans and will monitored and reported on quarterly.

Proposal

That Council notes that the Best Value reviews have been completed in accordance with the Local Government Act 1989.

That Council consider and receive the Best Value reports for Customer Services and Property & Rates, and Local Laws.

Financial Implications

The Continuous Improvement Plans recommend a number of improvements and objectives for the services included in the Best Value reviews. It is anticipated that the recommendations will be carried out within the current resources of the various areas.

Council has implemented cost containment measures in its service delivery and staffing as part of an overall multi-pronged strategy to improve Council's financial position & eliminate the infrastructure renewal gap. To some extent this is reflected in the review findings which show relatively low staffing/resources compared to like Councils. These resource issues will however need to be addressed in due time.

Risk Management & Compliance Issues

Section 208G of the Local Government Act 1989 requires that “*At least once every year a Council must report to its community on what it has done to insure that it has given effect to the Best Value Principles*”. In compliance with the Act, progress in continuing to apply the Best Value Principles is reported on each year in Council’s Annual Report.

Environmental Considerations

Nil

Communication Strategy/Consultation

One of the key principles of the Best Value legislation is consultation with key stakeholders. Colac Otway Shire also places a high priority on consultation and made an active effort to engage stakeholders both within the organisation and in the community.

At the commencement of the review process, Councillors provided their input via a Strategic Direction Survey. Councillors were provided with service profiles and then, based upon their contact with the community, Councillors were requested to respond to a number of questions. Issues identified in these surveys have been considered as part of the review.

Surveys were also conducted for each of the services, both with the community and with internal customers, on a range of service related items. Issues identified in these surveys have also been considered as part of the review.

Implementation

On endorsement, the recommendations contained in the Continuous Improvement Plans of the attached Best Value reports will be incorporated into each Unit’s Business Plan. Progress will be monitored and reported on quarterly.

Conclusion

The Best Value Program was first introduced to Victorian Councils in 1999 and provides for Councils and their communities to improve the way services are managed and delivered. The Best Value reviews of Customer Services, Property & Rates and Local Laws, through a process that engaged both Councillors and the community, identified a number of areas that would benefit from improvement. Recommendations contained in the Continuous Improvement Plans will contribute towards maintaining high levels of service for each of the Business Units.

Attachments

Copies of:

- Best Value Services Review Report - Customer Services and Property & Rates
- Best Value Services Review Report - Local Laws

Recommendation(s)

- 1. That Council receive the attached Best Value Services Review Reports for Customer Services and Property & Rates, and Local Laws.***
- 2. That Council endorses the implementation of the Continuous Improvement Plans for Customer Services, Property & Rates and Local Laws.***

~~~~~◆~~~~~



**OM083001-9 YOUTH COUNCIL**

AUTHOR: Irene Pagram  
DEPARTMENT: Corporate and Community Services

ENDORSED: Rick Morrow  
FILE REF: GEN00728

**Purpose**

The purpose of this report is to seek endorsement for proposed changes to the Youth Council activities to be implemented from 2008, to allow an increased role in working with Council, further to the request from Council in October 2007.

**Background**

At the October 2007 Council Briefing Session Youth Council representatives made a presentation on their major community project, the Youth Expo – “Ctrl-Alt-Delete It’s Time For Youth To Push The Switch”, held at Blue Water Fitness Centre on October 12, 2007.

During discussion following the presentation it was identified that Youth Councillors did not feel they had sufficient interaction with Senior Council, and that there was scope to increase their role.

Council requested a report for consideration regarding the increased role of Youth Council in working with Council.

Cr Smith is currently the delegated Councillor on Youth Council.

**Corporate Plan/Other Strategies/Policy**

The proposed activities are supported by:

- Council Plan 2004-2009: Community Priority - Health, Recreation and Community Services  
We are committed to providing and promoting quality health, recreation and community services by working in partnership with local health, aged care, welfare, youth, housing, education providers, sporting groups and employment organisations to promote community wellbeing.  
Shire Wide Community Priorities: Co-ordinate, implement and support youth initiatives across the Shire.
- Interplan Action: 4.1.8.1 Facilitate regular Youth Council meetings and Forums.
- Colac Otway Youth Council Charter

**Issues/Options**

The Charter of the Colac Otway Youth Council has the following Mission Statement and goals:

- The Colac Otway Youth Council intends to make the Colac Otway district a better place for today’s youth and for the future generations, by honourably representing the youth within the district, initiating youth projects, enhancing existing youth activities and promoting youth involvement in the community.
- To provide a forum for the Colac Otway Shire Council to consult with and receive advice from youth in order to ensure the provision of a high quality, affordable and flexible youth program.
  - To promote and encourage the involvement of youth in the planning, development and implementation of matters associated directly with young people in the community.
  - To ensure that the views of youth are canvassed and conveyed to Council.

- To provide advice to Council on appropriate youth programs.

Youth Council is convened each February and meets in the Council Chamber from 4pm to 5pm (approximately) on the second and fourth Tuesday of the month during school terms. During the year Youth Councillors identify community projects for individuals and/or the team to pursue in order to meet the mission and goals. Benefits of participation in Youth Council also include gaining the civic leadership skills of public speaking, practice in meeting procedures, roles and responsibilities of committee members and project management.

Youth Council membership has been comprised of up to 3 delegates from each of the five secondary schools in the municipality. In order to accommodate the two recently amalgamated Colac schools it is proposed to change to representation per capita, i.e. one delegate per 250 students or part thereof, following feedback from school principals in 2008.

Ideas to increase the role were workshopped at the 27 November 2007 Youth Council meeting and the 4 December 2007 Youth Council Adult Mentors meeting. It should be noted that Youth Councillors are secondary students with school requirements and increasing study loads towards the end of the year, plus out-of-school-hours commitments. Proposals to increase the role have been identified within these constraints.

There are three options for Council's consideration:

1. Not supporting the proposed actions to increase the role of Youth Council.

Council requested a report which had fully considered methods to increase the Youth Council role with Council.

2. Changing by increasing or decreasing the number of proposed actions to increase the role of Youth Council.

The proposed actions have been developed to take into account the time constraints of secondary students whilst maximising effectiveness. Increasing the number of actions risks setting up the system for failure as Youth Councillors become too pressured with other commitments to fully engage. Decreasing the range of actions risks minimising opportunities to achieve an increased role.

3. Supporting the proposed actions to increase the role of Youth Council.  
**(Recommended)**

The proposed actions cover a range of opportunities for an increased role. Some actions enhance existing activities, other identify new opportunities. The scope of actions minimises individual investment, but maximises effectiveness – it would not jeopardise the overall outcome if individual Youth Councillors or Councillors are not able to be involved in each initiative.

### Proposal

The following table represents current activities in the annual Youth Council calendar and the proposed changes to increase the role of Youth Councillors.

| Current or Proposed Activity of Youth Council | Proposed Action to increase role                            |
|-----------------------------------------------|-------------------------------------------------------------|
| Induction                                     |                                                             |
| 1. Induction Ceremony<br>26 February 2008.    | Invite all Councillors, introduce to each Youth Councillor. |

|                                                                                                                                                               |                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Action.                                                                                                                                                   | Councillor to briefly describe role within Colac Otway Shire e.g. committee representation.                                                                                                                                             |
| 2. New Action.                                                                                                                                                | Youth Councillors to attend 27 February 2008 Council Meeting to gain active knowledge of meeting procedure and scope of Agenda.                                                                                                         |
| 3. New Action.                                                                                                                                                | Invite Youth Councillors to attend a dinner post Council meeting to consolidate role and working relationships.                                                                                                                         |
| 4. New Action.                                                                                                                                                | Encourage Youth Councillors to attend public gallery for any other Colac Otway Shire Council meeting of interest.                                                                                                                       |
| <b>Youth Council meetings, minutes, reports</b>                                                                                                               |                                                                                                                                                                                                                                         |
| 5. Youth Council agendas include youth issues from Colac Otway Shire Agenda. Cr Smith takes comments / recommendations to Council meeting.<br><br>New Action. | Information provision.<br><br>Include full Colac Otway Shire Agenda topics at the meeting on the fourth Tuesday of the month to allow discussion on any relevant issue. Cr Smith to take comments / recommendations to Council meeting. |
| 6. Youth Council activities documented in CEO Updates. Youth Council minutes saved in Library<br><br>New Action                                               | Information provision.<br><br>Include Youth Council minutes of meetings in CEO Update for improved information provision.                                                                                                               |
| 7. New Action                                                                                                                                                 | Provide End of Year Report to Council outlining Youth Council achievements, to be presented at October 2008 Briefing Session.                                                                                                           |
| <b>Youth Council activities and projects</b>                                                                                                                  |                                                                                                                                                                                                                                         |
| 8. Overnight Trek 3&4 April 2008<br><br>New Action                                                                                                            | Adult Mentors attend as Trek Leaders.<br><br>Invite Councillors to join all/part of the Trek, attend shared evening meal and/or breakfast. Increased informal opportunities for discussion.                                             |
| 9. Annual ANZAC Day delegation 25 April 2008<br><br>New Action                                                                                                | Youth Councillors to lay wreath.<br><br>Encourage Councillors to formally acknowledge Youth Council role                                                                                                                                |
| 10. Trek DVD Launch 25 July 2008,<br><br>New Action                                                                                                           | Mayor to speak at Launch.<br><br>Invitations to all Councillors. Opportunity for face to face mid-year discussions.                                                                                                                     |
| 11. Attendance at Civic Functions e.g. Young Ambassador Award                                                                                                 | Annual attendance.                                                                                                                                                                                                                      |

|                   |                                                                                                                                                                                                  |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>New Action</p> | <p>Include delegates on selection panels, advisory groups and invitation lists as appropriate for Volunteers Breakfast, Mayoral Reception, Australia Day and similar.</p>                        |
| <p>New Action</p> | <p>Encourage delegate/s to attend official opening/s where Mayor or Councillor is officiating at external Council sponsored events e.g. Spirit of Christmas, Kana, Birregurra Festival etc.</p>  |
| <p>New Action</p> | <p>Formal acknowledgement of Youth Council role at appropriate Civic Functions – included and validated for achievement as youth volunteers for Colac Otway Shire and emerging civic leaders</p> |

**Financial and other Resource Implications**

Youth Council has an annual operating budget. The proposed actions would not require any increase in the level of Youth Council budget but would require a minimal increase in the allocation made for refreshments for guests at one Council Dinner and Civic Functions.

**Risk Management & Compliance Issues**

There are no adverse risk management or compliance considerations from adopting the recommendations. Risk Management procedures are in place for the varied Youth Council activities and these would continue with the inclusion of Councillor participation.

**Environmental Considerations**

There are no adverse environmental considerations from adopting the recommendations.

**Communication Strategy/Consultation**

Consultation was held with Cr Smith, Youth Councillors, Youth Council Adult Mentors and Colac Otway Shire General Manager Community and Corporate Services, the Manager, Recreation Arts and Culture, the Human Resources Officer, the Public Relations Coordinator and the Recreation and Arts Coordinator.

**Implementation**

It is planned to implement the recommendations in February 2008 at the commencement of the new Youth Council year.

**Conclusion**

It was identified at the October 2007 Councillor Briefing Session that Youth Councillors did not feel they had sufficient interaction with Senior Council, and that there was scope to increase their role. Council requested a report which considered methods to increase the Youth Council role with Council. The proposed actions cover a range of opportunities for an increased role with some actions enhancing existing activities, others identifying new opportunities.

**Recommendation**

***That Council endorse the implementation of 13 targeted new actions as listed, to increase the role of Youth Council with Council.***



**CONSENT CALENDAR****OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | D | W |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>INFRASTRUCTURE</u></b></p> <p><b><u>OM083001-10 LOCAL ROADS TO MARKETS PROGRAM - LARPENT ROAD UPGRADE</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Resolve to provide an allocation of \$225,000 in the 2008/09 budget as Council's contribution towards the total cost of \$450,000 to upgrade the nominated sections of Larpent Road; and</i></b></li> <li><b><i>2. That Council note that the Chief Executive Officer will write to Regional Development Victoria confirming that a provision for this project will be made in the 2008/09 Council budget.</i></b></li> </ol> |   |   |
| <p><b><u>OM083001-11 BRIDGE ASSET MANAGEMENT PLAN</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Receive the draft Bridge Asset Management Plan; and</i></b></li> <li><b><i>2. In accordance with the Community Consultation &amp; Engagement Policy, place the draft Bridge Asset Management Plan on public display inviting submissions in relation to the content of the plan.</i></b></li> </ol>                                                                                                                                                                                        |   |   |



**OM083001-12 PETITION - SEALING OF BARHAM RIVER ROAD, APOLLO BAY**

Department: Infrastructure

**Recommendation(s)**

***That Council:***

- 1. Receive the petition requesting the widening and sealing of the unsealed section of Barham River Road.***
- 2. Agrees to deal with petition at today's meeting.***
- 3. Advise the petitioners, via the resident, that no funding is currently available for these works in the 2007/08 Budget but that Council recognises the importance of Barham River Road on a local and regional basis and will continue to seek funding in order to construct the gravel section of this road.***
- 4. That a project be scoped for the construction and sealing the unsealed section of Barham River Road (approximately 3.2 km), and that this project be referred to the capital works program for consideration.***

**OM083001-13 ROAD CLOSURE - WEST BARWON RESERVOIR**

Department: Infrastructure

**Recommendation(s)**

***That Council gives public notice of its intention to agree to the closure of the unused road at the West Barwon Reservoir in crown allotment 2126, Parish of Yaughier.***

**OM083001-14 SPECIAL CHARGE SCHEME - BORWICK STREET, COLAC**

Department: Infrastructure

**Recommendation(s)**

***That Council –***

- 1. Adopt the final costs for the construction of the unconstructed section of Borwick Street, Colac, as set out in this report; and***
- 2. Notify effected property owners of the final costs levied against the properties within the scheme boundary.***

**OM083001-15 SPECIAL CHARGE SCHEME - DOWLING STREET**

Department: Infrastructure

**Recommendation(s)**

***That Council –***

- 1. Adopt the final costs for the construction of the unconstructed section of Dowling Street, Colac, as set out in this report; and***
- 2. Notify effected property owners of the final costs levied against the properties within the scheme boundary.***

**Recommendation**

***That recommendations to items listed in the Consent Calendar, with the exception of items ....., be adopted.***

**MOVED** .....

**SECONDED** .....

**OM083001-10 LOCAL ROADS TO MARKETS PROGRAM - LARPENT ROAD UPGRADE**

AUTHOR: Adam Lehmann  
DEPARTMENT: Infrastructure

ENDORSED: Julie Jagot  
FILE REF: GEN00016 - Funding

**Purpose**

The purpose of this report is for Council to consider the provision of funding in the 2008/09 Budget for the upgrade of sections of Larpent Road extending between the Princes Highway and Colac Carlisle Road.

**Background**

The Victorian Government has committed \$5 million from the Regional Infrastructure Development Fund (RIDF) towards the *Local Roads to Markets Program*. This funding program is being administered by Regional Development Victoria (RDV).

The *Local Roads to Markets Program* expands the eligibility of the *Dairy Industry Local Roads Program* to include other agricultural and horticultural producers and is managed in two (2) streams:

- Local Roads to Markets Farm Gate Access Scheme, and
- Local Roads to Markets Program.

**Local Roads to Markets Farm Gate Access Scheme**

The *Local Road Dairy Farm Gate Access Scheme* provides grants of up to \$2,000 to dairy farmers to improve their farm gate access to a standard suitable for the safe and efficient access by B-Double dairy tankers.

This scheme will operate in parallel with the *Local Road Dairy Farm Gate Access Scheme* and funding is available from 1 July 2007 until 31 December 2008.

**Local Roads to Markets Program**

This funding is available to local councils on a 50/50 basis to improve strategic local routes to markets and processing facilities for B-Double access. The upgrade of local roads in dairy farming areas is a key focus under this program.

Council officers submitted an application for funding from the *Local Roads to Markets Program* on 28 September 2007. The proposal is to complete pavement and seal widening works on two (2) sections of Larpent Road, with a total length of 2.7km, between the Princes Highway and Colac Carlisle Road (Underwoods Road).

The sections of Larpent Road nominated for upgrade are between Ch. 0.6km and Ch. 1.6km and Ch. 2.4km and Ch. 4.1km. The start chainage is measured from the Princes Highway.

Council has recently been advised by RDV that its application has been ranked in the top tier following a preliminary assessment of all applications received. Council has been requested to provide additional information to support its application including confirmation that its funding contribution will be included in the 2008/09 budget.

**Corporate Plan/Other Strategies/Policy**

This project aligns with the following community priorities as identified in the Council Plan 2005-09:

- Manage our roads consistent with Council's Road Management Plan; and
- Strategically manage the impacts on Council's local road network giving consideration to emerging industries and changes in transport demands.

Industry across the South West region, in particular the timber and dairy sectors, are continually upgrading their transport fleets from semi-trailers operating at General Mass Limits to similar vehicles operating at Higher Mass Limits and B-Doubles as a means of achieving operational efficiencies and a reduction in transport costs.

**Issues/Options**

Funding under this program will be allocated on a competitive basis and all applications received will be assessed against the program eligibility and selection criteria.

The total cost to upgrade the nominated sections of Larpent Road has been estimated to be \$450,000. As matching funding is required, Council will need to contribute \$225,000. An allocation for this amount needs to be included in the 2008/09 budget.

**Proposal**

For RDV to complete the assessment process for Council's application, the provision of evidence confirming Council funding for this project is required.

It is therefore the intention that an allocation of \$225,000 be provided in the 2008/09 budget as Council's contribution towards the total cost of \$450,000 to upgrade the nominated sections of Larpent Road.

It is proposed that a letter from the Chief Executive Officer be forwarded to RDV confirming that a provision for this project has been included in the 2008/09 budget.

The objective of this project is to provide traffic from the western region of the municipality, especially B Doubles, with improved access to the Princes Highway via Colac Carlisle Road. This project is to address the poor geometric capacity of Larpent Road to provide an integral link between local supply areas and the various processing facilities. Improvements to Larpent Road will encourage B Doubles to travel direct to the Princes Highway rather than through the 'back streets' of Colac necessitating several turns and stop starts thus saving industry both time and money.

This project has multiple community and industry benefits. The dairy, grain, livestock and timber industries are particularly reliant on local roads. Inadequacies in the local road network affect the cost and timelines of transport in the immediate locality and throughout the region. Improved local roads are important to transport safety, efficiency and overall economical performance.

**Financial and other Resource Implications**

An allocation of \$225,000 will need to be included in Council's 2008/09 budget

Advice from Regional development Victoria is that it is possible for Council to utilise its Roads to Recovery funding as its contribution towards the *Local Roads to Markets Program*.

Roads to Recovery Funding may be used for both road upgrade and renewal projects. The Larpent Road improvement project will provide an increased level of service to existing road users and can therefore be categorised as upgrade expenditure, however, there are some elements that may be identified as renewal. The proposed widening works will provide benefit in reducing ongoing shoulder maintenance costs which are inherent with narrow sealed roads.

### **Risk Management & Compliance Issues**

Completion of the upgrade works to Larpent Road will not only achieve benefits in terms of reduced vehicle operating costs, travel time savings, and increased transport competitiveness, but there will also be other road user benefits such as improved road safety.

### **Environmental Considerations**

No environmental considerations are applicable.

### **Communication Strategy/Consultation**

Council's application for funding to upgrade this section of Larpent Road was developed in close and detailed liaison with industry, transport operators and other community based groups. The stakeholders involved in the development of the project were:

- Fonterra;
- Murray Goulburn;
- Warrnambool Cheese & Butter;
- Midway;
- HVP Plantations;
- Associated Kiln Driers;
- Clearwater Logging and Transport;
- Local school bus operators;
- Economic Development Groups; and
- Tourism Industry Groups.

Letters of support from various industry and community groups were provided with Council's application.

All successful applicants will be required to enter into an Agreement with Regional Development Victoria that will formalise the obligations of the Council in delivering the project. Part of this agreement may relate to acknowledgement signing. This has been factored into total project costs.

### **Implementation**

Upon resolution of Council, it is proposed that the Chief Executive Officer write to RDV confirming that a provision for the upgrade of Larpent Road will be made in the 2008/09 budget. This will then allow RDV to complete the assessment of Council's funding application.

### **Conclusion**

The upgrade of local road infrastructure is vital in allowing improved accessibility and safe use of B-Doubles on the road system. The *Local Roads to Markets Program* provides the potential for the Colac Otway Shire to receive additional funding to support this objective.

**Attachments**

Nil

**Recommendation(s)**

***That Council:***

- 1. Resolve to provide an allocation of \$225,000 in the 2008/09 budget as Council's contribution towards the total cost of \$450,000 to upgrade the nominated sections of Larpent Road; and***
- 2. That Council note that the Chief Executive Officer will write to Regional Development Victoria confirming that a provision for this project will be made in the 2008/09 Council budget.***

~~~~~◆~~~~~

OM083001-11 BRIDGE ASSET MANAGEMENT PLAN

AUTHOR: Adam Lehmann
DEPARTMENT: Infrastructure

ENDORSED: Julie Jagot
FILE REF: GEN00007 - General

Purpose

The purpose of this report is to present the draft Bridge Asset Management Plan for Council's consideration.

Background

In order to facilitate the provision of its services to the community, the Colac Otway Shire manages an extensive range of community assets. One of the most challenging asset groups to manage is Council's bridges and major drainage structures.

This first generation of the Bridge Asset Management Plan is intended to demonstrate how Council will support its vision in the provision of community assets to plan, develop and maintain a network of sustainable infrastructure by applying the principles of responsible asset management (AM) planning.

The objective of AM Planning is to deliver the required level of service to existing and future customers in the most cost-effective manner.

The Bridge Asset Management Plan focuses on:

- Bridges (both concrete and composite structures); and
- Major drainage structures (i.e. large culverts).

The Bridge Asset Management Plan documents current policies, standards, life cycle management processes, levels of service, systems, and existing knowledge of assets.

Corporate Plan/Other Strategies/Policy

The outputs provided by the management of the local road system contribute fundamentally to Council's objective to plan, develop and maintain a network of sustainable infrastructure.

The Bridge Asset Management Plan demonstrates how Council will support this objective by applying the principles of responsible asset management planning.

Issues/Options

The delivery of safe and efficient road services will contribute to Council's objective to sustainably manage its infrastructure will be achieved by:

- Demonstrating responsible asset stewardship;
- Providing a basis for community consultation to determine appropriate levels of service;
- Implementing a programme of inspections and monitoring activity to assess asset condition and performance;
- Undertaking a risk based approach to identify operational, maintenance, renewal and capital development needs, and applying economic analysis techniques to select the most cost effective work programme;
- Ensuring services are delivered at the right price and quality;
- Supporting long term financial planning; and
- Continuously reviewing and improving the quality of AM practice.

The specific purpose of this plan is to:

- Improve the understanding of service level standards and options;
- Identify minimum long term life cycle costs to provide an agreed level of service;

- Better understand and forecast asset related management options and costs, and the ability to balance out peak funding demands;
- Clearly justify forward works programs and expenditure;
- Manage risk associated with asset failure; and
- Improve decision making based on costs and benefits of alternatives.

Proposal

The proposal is for Council to endorse the draft Bridge Asset Management Plan and to seek comment from the broader community on the content of the Plan.

Financial and other Resource Implications

The funding model proposed in the Bridge Asset Management Plan has taken into consideration what can realistically be delivered with the funding available given Councils overall commitments.

The renewal gap profile for the bridges and major drainage structures asset group has been modelled as part of the AM Planning process and is based on the expected funding levels adopted by Council's Strategic Resource Plan 2007/08 – 2010/11.

The results of this analysis indicate that the levels of funding for bridge renewal are sufficient to undertake necessary projects until this need increases moderately in about 6 to 7 years.

Based on the expected capital expenditure levels adopted in the Strategic Resource Plan, Council has demonstrated that it is managing its renewal gap across all infrastructure categories into the medium term. In order to reduce the projected renewal funding gap identified for bridge assets, Council has the ability to sustainably redistribute funding from other infrastructure asset categories available within the annual Capital Works Budget.

It is anticipated that the proposed strategies contained within the Bridge Asset Management Plan will optimise the use of available funding, which will lead to economic benefits to the community.

Risk Management & Compliance Issues

This Bridge Asset Management Plan is supported by high level risk management processes and strategies to minimise risks associated with the provision of Council's services.

The principles of the Risk Management Strategy are to identify evaluate and priorities Council's risk associated opportunities and threats, with a view to:

- Utilise opportunities;
- Reducing, mitigating, transferring or eliminating threats;
- Promote, develop and support risk management processes throughout Colac Otway Shire;
- Recognise that successful risk management relies on input from ALL employees;
- Allow for more effective allocation and use of resources;
- Provide a basis for higher standards of accountability; and
- Protect Council's corporate image as a professional, responsible and ethical organisation.

Environmental Considerations

No environmental considerations are applicable.

Communication Strategy/Consultation

The draft Bridge Asset Management Plan was presented to Council's Roads Committee Meeting at its meeting on 5 December 2007.

It is intended that the public be given the opportunity to make submissions to the Bridge Asset Management Plan in accordance with the provisions of the current Community Consultation and Engagement Policy.

Following endorsement of the document by Council, a public notice will be published in the local print media advising the community that the document will be on public display at each of Councils Customer Service Centres in Colac and Apollo Bay. Additional to this copies of the document will also be forwarded to each Progress Association for their information and comment if they wish. The Bridge Asset Management Plan will also be made available on Council's website.

The timeframe for this community engagement process will be 4 weeks starting from 4 February 2008.

Any submissions received will be considered in accordance with Section 223 of the *Local Government Act 1989*. The community will be advised of their right to be heard in support of their written submission.

Implementation

The Bridge Asset Management Plan is a living document which is relevant and integral to Council's asset management activities. To ensure the plan remains useful and relevant the following on-going process of AM plan monitoring and review activities will be undertaken:

- Formal adoption of the plan by Council;
- Review and formally adopt levels of service. Council will undertake a service level review (public consultation process) to determine an accurate understanding of both the current and future needs and expectations of customers. The explicit levels of service and performance measure defined will be formally adopted by Council; and
- Revise the Plan annually to incorporate outcomes of service level review and new knowledge resulting from the asset management improvement program.

Conclusion

Council's Bridge Asset Management Plan is a first generation plan based on current asset management practices and, in some areas, limited data.

The continuing development of asset management systems and data collection programs will enable Council to build on future versions of this Plan.

Attachments

Draft Bridge Asset Management Plan

Recommendation(s)

That Council:

- 1. Receive the draft Bridge Asset Management Plan; and***
- 2. In accordance with the Community Consultation & Engagement Policy, place the draft Bridge Asset Management Plan on public display inviting submissions in relation to the content of the plan.***

~~~~~◆~~~~~



**OM083001-12 PETITION - SEALING OF BARHAM RIVER ROAD, APOLLO BAY**

AUTHOR: Julie Jagôt  
DEPARTMENT: Infrastructure

ENDORSED: Gary Dolan  
FILE REF: Property/B/Barham  
River Road, Apollo  
Bay/Roads

**Purpose**

To consider a petition requesting the widening and sealing of the unsealed section of Barham River Road, Apollo Bay.

**Background**

A petition has been received from a concerned resident containing approximately 120 signatures of persons concerned about the condition of the unsealed portion of the Barham River Road, Apollo Bay. These concerned people state that this road, is used by a lot of traffic, including cyclists and the school bus, has been promoted as a tourist route and that its narrowness, traversing mountainous rain forest, makes it 'plainly unsafe to travel'. They have requested that the road be widened and sealed.

**Corporate Plan/Other Strategies/Policy**

Under Local Law No 4:

*"103. Procedure Relating to Petitions*

- (1) *All petitions must be tabled at the next Ordinary Meeting of Council following receipt. When presented to Council a petition must lay on the table until the following Ordinary Meeting of Council and no motion, other than to receive the petition may be accepted by the Chairperson, unless the Council agrees by majority vote to deal with the contents of the petition at an earlier date."*

**Issues/Options**

On the 27 July 2007 Council responded to this resident with regard to the widening and sealing of the Barham River Road stating that no funding was currently available for these works.

The widening and sealing works requested would require significant funding. Fully widening and sealing the unsealed section of the Barham River Road would involve considerable slip works, kerb and channel as well as the construction and sealing works. These works would be considered to be upgrades. Council does not generally expect to finance upgrade works out of general revenue and has in the past made application through the State Government Better Roads Program for funding to assist with the development of the road, but this has not yet been successful. The Binn's Road Bridge application has taken precedence for 2008/09 as the 10 Tonne load limit on this bridge is preventing access by the timber industry to this area which has significant flow on economic impacts to the community.

Until funding can be obtained it is proposed to continue to improve the road on a staged basis in consultation with key stakeholders in the community. Works have been completed in the past concerning road furniture upgrades, provision of pull-off areas and slip rehabilitations. The 2007/08 Budget includes funding of \$35,000 for widening works to sections of the road are scheduled to be undertaken later this financial year.

**Proposal**

The proposal is that Council:

- receive the petition;
- agree to deal with the petition at the meeting today;
- advise the petitioners that no funding is available in the current budget but that Council will continue to seek funding; and
- scope a project for consideration in future capital works programs.

**Financial and other Resource Implications**

The financial and resource implications of this request could be considerable. Any works completed would be considered to be upgrades and as such they could not be completed as part of Council's renewal program as they would add to Council's asset base and thus increase Council's future renewal costs.

Fully widening and sealing the unsealed section of Barham River Road would involve considerable slip works, kerb and channel as well as the construction and sealing works. Council does not generally expect to finance upgrade works out of general revenue and has in the past made application through the State Government Better Roads Program for funding to assist with the development of the road. This has not yet been successful.

By completing works on a continuous improvement basis the funding burden could be spread over a number of years. Works have been completed in the past concerning road furniture upgrades, provision of pull-off areas and slip rehabilitations. The 2007/08 Budget includes funding of \$35,000 for widening works to sections of the road, which have not yet been undertaken.

**Risk Management & Compliance Issues**

Barham River Road is currently listed on Council's Municipal Road Register as a collector road. It is currently maintained by Council in accordance with the service standards defined by Council's Road Management Plan. Based on function and classification the unsealed section of Barham River Road does not meet Council's current design standards for a collector road.

**Environmental considerations**

Depending on the extent of the proposed works, a planning permit may be required. A Native Vegetation Management Plan, Cultural Heritage Management Plan and geotechnical assessment may also be required as part of the statutory process.

Any removal of existing vegetation will require offset plantings. This cost will need to be considered in any project estimate.

**Cultural Heritage Implications**

The Aboriginal Heritage Act 2006 requires a Cultural Heritage Management Plan to be prepared when:

- all or part of an activity is a high impact activity: and
- all or part of an activity is on an area of cultural heritage sensitivity not already subject to significant disturbance.

**Communication Strategy/Consultation**

It is proposed that key stakeholders in the community be consulted with regard to the options available to determine the agreed scope of the proposed capital works project.

It is proposed that Council advises the petitioners via the resident, that no funding is currently available for these works, in the 2007/08 Budget, but that Council recognises the importance of Barham River Road, on a local and regional basis, and will continue to seek funding in order to construct the gravel section of this road.

### **Conclusion**

Council recognises the importance of Barham River Road on a local and regional basis and will continue to seek funding in order to construct the gravel section of this road. In the interim Council continue to improve the road in consultation with key stakeholders.

### **Recommendation(s)**

#### ***That Council:***

- 1. Receive the petition requesting the widening and sealing of the unsealed section of Barham River Road.***
- 2. Agrees to deal with petition at today's meeting.***
- 3. Advise the petitioners, via the resident, that no funding is currently available for these works in the 2007/08 Budget but that Council recognises the importance of Barham River Road on a local and regional basis and will continue to seek funding in order to construct the gravel section of this road.***
- 4. That a project be scoped for the construction and sealing the unsealed section of Barham River Road (approximately 3.2 km), and that this project be referred to the capital works program for consideration.***

~~~~~◆~~~~~

OM083001-13 ROAD CLOSURE - WEST BARWON RESERVOIR

AUTHOR: Roger Fox
DEPARTMENT: Infrastructure

ENDORSED: Ranjani Jha
FILE REF: Gen 00016

Purpose

Council has received correspondence from the Department of Sustainability and Environment (DSE) requesting the declaration of part of the road at West Barwon Reservoir as closed.

The purpose of this report is to advise Council of this request and commence a process to undertake the part road closure at West Barwon Reservoir.

Background

The Department of Sustainability and Environment wishes to incorporate the road into the West Barwon Reservoir Reserve as recommended by the Victorian Environmental Assessment Council for the Angahook-Otway Study and to reserve the land for "water supply purposes".

The reason for closure of this road is to restrict public access of the reservoir and to better manage the reservoir and buffer zones, preventing possible contamination of the water supply.

The unused road reserve proposed to be closed falls on land within the West Barwon Reservoir site and abuts crown land reserves and land owned by Barwon Water. This section of road is within the reservoir with no formal public access and does not service any lots or other property.

Barwon Water, who manages the reserve, has agreed to this process.

The attachment shows the location and extent of road closure. The land is described as crown allotment 2126, Parish of Yaughar.

In compliance with Section 349 of the *Land Act, 1958*, before any road closure is implemented Council must concur with the request for a road closure.

Corporate Plan/Other Strategies/Policy

It has been Council's policy to advertise its intent and receive submissions prior to any road closure.

Issues/Options

There are no perceived issues associated with the proposed road closure. The existing unused road reserve does not service any private property.

Further implementation of the road closure will help manage the area better, particularly within the legal framework.

Proposal

It is proposed to proceed with a public notification of Council's intent to close the road. A Council decision to complete the process will occur following receipt of submissions.

Financial and other Resource Implications

There are no financial implications other than the cost associated with advertising and processing the application.

Risk Management & Compliance Issues

There are no risk management implications to consider as closure of this part of the road will not impact on Council operations. Barwon Water manages the site and is responsible for public safety and other issues.

Environmental Considerations

Environmental issues are not expected to be of concern.

Communication Strategy/Consultation

In accordance with previous road closures, public notice would be given of Council's intention for the road to be closed.

If Council resolves to effect the road closure it is intended to invite public submissions with a public notice placed in the Colac Herald.

Implementation

If Council agrees to implement agreement to the road closure it is intended to advertise this intent and receive submissions to assist in a final determination.

Conclusion

It is recommended to proceed with the road closure and to concur with the Department of Sustainability and Environment's request.

Attachments

- 1. Location plan showing proposed part road closure

Recommendation(s)

That Council gives public notice of its intention to agree to the closure of the unused road at the West Barwon Reservoir in crown allotment 2126, Parish of Yaughier.

~~~~~◆~~~~~



**OM083001-14 SPECIAL CHARGE SCHEME - BORWICK STREET, COLAC**

AUTHOR: Paula Gardiner  
DEPARTMENT: Infrastructure

ENDORSED: Julie Jagôt  
FILE REF: Borwick St, Colac -  
Roads

**Purpose**

At the 22 November 2006 Council Meeting, Council declared a Special Charge Scheme for the construction of the unconstructed section of Borwick Street, Colac.

This report outlines the final costs in relation to the construction of the unconstructed section of Borwick Street, Colac.

**Background**

The Special Charge Scheme construction works included –

- Construction of a 5.5m road pavement;
- 30mm asphalt wearing course road real;
- Provision for services including power, gas, water, and streetlighting;
- Underground stormwater drainage and provision for property connection; and
- Associated works.

The project was tendered in March 2007 and the contract was awarded to John Monahan Pty Ltd.

**Corporate Plan/Other Strategies/Policy**

The Special Charge Scheme was undertaken consistent with Council's Special Charge Scheme Policy and the relevant requirements of the *Local Government Act 1989*.

The project is consistent with the Colac Housing Strategy, which highlighted the opportunity for infill development along Borwick Street, Colac. The provision of services was required for this infill development, which was achieved by the implementation of the Special Charge Scheme for the construction of the unconstructed section of Borwick Street.

**Issues/Options**

Overall, the project was completed well within the estimated costs. The main variance between the estimated costs and actual costs were with the provision of services, in particular the relocation of the gas main, and the contingency estimate.

The variance between the estimate and actual for the gas main relocation was \$27,200, as the project estimate was \$40,000 (as per advice received from SPAusNet) for the relocation of the gas main, however, the actual cost of works was \$12,800. The contingency element, a \$30,000 provision allowed for within the cost estimate, was not expended.

The only issue arising from the construction of Borwick Street was associated with the construction of the concrete footpath. Initially the footpath was constructed as per the design provided, however the end result was the finished level footpath height was too high to allow easy access from the road edge (ie the rise from the back of kerb to the footpath edge was too steep to prevent vehicle scrap). Due to the footpath needing to be lowered, the contractor was required to remove and relay sections of the footpath at each driveway.

As the footpath was originally constructed as per the approved plans, the costs of the remedial works cannot be incorporated into the Special Charge Scheme, thus the costs are to be borne by Council. The costs for the relaying of the footpath at each driveway were \$8,200.

Due to the project being completed below the project estimate the actual cost will be apportionment among the property owners.

### Proposal

The proposal is to apportion the actual project cost among the properties included in the Special Charge Scheme.

The costs associated with the remedial footpath works will be funded by Council.

### Financial and other Resource Implications

The project has reached practical completion with the final construction costs as follows;

|                                                        |     |                      |
|--------------------------------------------------------|-----|----------------------|
| Contract Price                                         | \$  | 181,816.00           |
| Variations                                             | \$  | 27,185.95            |
| Final Contract Price                                   | \$  | 209,001.95           |
| Provision of Services (not included in Contract price) |     |                      |
| Power                                                  | \$  | 26,739.00            |
| Gas                                                    | \$  | 12,800.00            |
| Design Costs                                           | \$  | 4,000.00             |
| Survey Costs                                           | \$  | 3,500.00             |
| Sub Total                                              | \$  | 256,040.95           |
| Contract Administration (2.5%)                         | \$  | 6,401.02             |
| Sub Total                                              | \$  | 262,441.97           |
| Scheme Administration (3%)                             | \$  | 7,873.26             |
| Total Construction Cost                                | \$  | 270,315.23           |
| Estimate                                               | \$  | 349,997.31           |
| Variation<br>(as a %)                                  | -\$ | 79,682.08<br>-29.48% |
| Cost per benefit unit (15.5 benefit units)             | \$  | 17,439.69            |
| Estimated cost per benefit unit                        | \$  | 22,580.47            |
| Net saving per benefit unit                            | \$  | 5,140.78             |

As there is no community benefit associated with the project, Council has no financial implications within the Special Charge Scheme, however the costs associated with the relaying of the footpath at each driveway will be funded by Council. The costs for these works were \$8,200. The costs associated with the relaying of the footpath at each driveway has not been included in the above table of costs.

### Risk Management & Compliance Issues

The proposal was implemented consistent with Council's Special Charge Scheme Policy and the relevant requirements of the *Local Government Act 1989*.



**Environmental Considerations**

No environmental issues arose during the construction of Borwick Street. Work practices by the contractor were implemented to minimise any environmental impacts associated with the construction works.

**Communication Strategy/Consultation**

Correspondence and Notices will be issued to scheme participants advising of the final costs and Council's consideration.

**Implementation**

The Second Notice will be sent to all property owners which will detail the amount payable, due date for payment and payment options.

**Conclusion**

The construction of the unconstructed section of Borwick Street has enabled development potential to be reached. The road construction and provision of services are well under the estimated costs for the works. This project has provided a cost effective solution to the issues of road construction and service provision that previously made development of Borwick Street unachievable.

**Attachments**

Not applicable.

**Recommendation(s)**

*That Council –*

- 1. Adopt the final costs for the construction of the unconstructed section of Borwick Street, Colac, as set out in this report; and***
- 2. Notify effected property owners of the final costs levied against the properties within the scheme boundary.***

~~~~~◆~~~~~

OM083001-15 SPECIAL CHARGE SCHEME - DOWLING STREET

AUTHOR: Paula Gardiner
DEPARTMENT: Infrastructure

ENDORSED: Julie Jagôt
FILE REF: Dowling Street, Colac - Roads

Purpose

At the 22 November 2006 Council Meeting, Council declared a Special Charge Scheme for the construction of the unconstructed section of Dowling Street, Colac.

This report outlines the final costs in relation to the construction of the unconstructed section of Dowling Street, Colac.

Background

The Special Charge Scheme construction works included –

- Construction of a 5.5m road pavement;
- 30mm asphalt wearing course road real;
- Provision for services including power, gas, water, and streetlighting;
- Underground stormwater drainage and provision for property connection; and
- Associated works.

The project was tendered in March 2007 and the contract was awarded to John Monahan Pty Ltd.

Corporate Plan/Other Strategies/Policy

The Special Charge Scheme was undertaken consistent with Council's Special Charge Scheme Policy and the relevant requirements of the *Local Government Act 1989*.

The project is consistent with the Colac Housing Strategy, which highlighted the opportunity for infill development along Dowling Street, Colac. The provision of services was required for this infill development, which was achieved by the implementation of the Special Charge Scheme for the construction of the unconstructed section of Dowling Street.

Issues/Options

Overall, the project was completed well within the estimated costs. The main variance between the estimated costs and actual costs were with the provision of services, in particular the relocation of the gas main, and the contingency estimate.

The variance between the estimate and actual for the gas main relocation was \$31,460, as the project estimate was \$40,000 (as per advice received from SPAusNet) for the relocation of the gas main, however, the actual cost of works was \$8,540. The contingency element, a \$30,000 provision was allowed for within the cost estimate, was not expended.

Proposal

The proposal is to apportion the actual project cost among the properties included in the Special Charge Scheme.

Financial and other Resource Implications

The project has reached practical completion with the final construction costs as follows;

| | | |
|--|-----|----------------------|
| Contract Price | \$ | 185,730.00 |
| Variations | \$ | 8,268.51 |
| Final Contract Price | \$ | 193,998.51 |
| Provision of Services (not included in Contract price) | | |
| Power | \$ | 27,194.00 |
| Gas | \$ | 8,540.00 |
| Design Costs | | |
| Design Costs | \$ | 4,000.00 |
| Survey Costs | \$ | 3,250.00 |
| Sub Total | \$ | 236,982.51 |
| Contract Administration (2.5%) | \$ | 5,924.56 |
| Sub Total | \$ | 242,907.07 |
| Scheme Administration (3%) | \$ | 7,287.21 |
| Total Construction Cost | \$ | 250,194.28 |
| Estimate | \$ | 349,997.31 |
| Variation
(as a %) | -\$ | 99,803.03
-39.89% |
| Cost per property / metre (310.31m) | \$ | 806.27 |
| Estimated cost per property /metre | \$ | 1,127.90 |
| Net saving per metre | \$ | 321.62 |

As there is no community benefit associated with the project, Council has no financial implications within the Special Charge Scheme.

Risk Management & Compliance Issues

The proposal was implemented consistent with Council's Special Charge Scheme Policy and the relevant requirements of the *Local Government Act 1989*.

Environmental Considerations

No environmental issues arose during the construction of Dowling Street. Work practices by the contractor were implemented to minimise any environmental impacts associated with the construction works.

Communication Strategy/Consultation

Correspondence and Notices will be issued to scheme participants advising of the final costs and Council's consideration.

Implementation

The Second Notice will be sent to all property owners which will detail the amount payable, due date for payment and payment options.

Conclusion

The construction of the unconstructed section of Dowling Street, has enabled development potential to be reached. The road construction and provision of services are well under the estimated costs for the works. This project has provided a cost effective solution to the issues of road construction of service provision that previously made development of Dowling Street unachievable.

Attachments

Not applicable.

Recommendation(s)

That Council –

1. ***Adopt the final costs for the construction of the unconstructed section of Dowling Street, Colac, as set out in this report; and***
2. ***Notify effected property owners of the final costs levied against the properties within the scheme boundary.***



CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM | D | W |
|---|---|---|
| <p><u>SUSTAINABLE PLANNING AND DEVELOPMENT</u></p> <p><u>OM083001-16 ITEM FOR SIGNING AND SEALING - ELLIMINYT NATURAL GAS EXTENSION AGREEMENT WITH SP AUSNET</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation</u></p> <p><i>That council sign and seal the Elliminyt natural gas extension agreement with SP AusNet.</i></p> | | |
| <p><u>OM083001-17 REVIEW OF LAKE COLAC COORDINATING COMMITTEE</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation(s)</u></p> <ol style="list-style-type: none"> <i>1. That Council endorses the change of status of the Lake Colac Coordinating Committee from a Special Committee of Council under Section 86 of the Local Government Act 1989, to a Community Advisory Committee.</i> <i>2. That Council endorses the establishment of a new Lake Colac Coordinating Committee through a public Expression of Interest process and with a new Terms of Reference.</i> <i>3. Note that the Terms of Reference for the new Committee structure will be drafted in consultation with the Lake Colac Coordinating Committee.</i> | | |

| | | |
|---|--|--|
| | | |
| <p><u>OM083001-18 COUNCIL SUBMISSION TO THE DRAFT VICTORIAN COASTAL STRATEGY</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation(s)</u></p> <p><i>That the attached submission is endorsed by Council and submitted to the Victorian Coastal Council.</i></p> | | |

Recommendation

That recommendations to items listed in the Consent Calendar, with the exception of items, be adopted.

MOVED

SECONDED

Proposal

That Council sign and seal the attached agreement with SP AusNet regarding the extension of the natural gas network in Colac to Elliminyt according to the Schedule of Works attached.

Financial and other Resource Implications

SP AusNet has accepted a tender price for the proposed works of \$836,389 of which SP AusNet will pay \$200,000. Council will provide SP AusNet with a bank guarantee for the remaining amount of \$636,389.

Risk Management & Compliance Issues

The Agreement between Council and SP AusNet provides for a capped project costing and set construction timeline to minimise the risk of price escalation between the Special Charge Scheme being declared and the project being completed.

Environmental Considerations

Natural gas is more affordable and has less environmental impacts (through reduced greenhouse emissions) than other forms of alternative sources of energy. Reticulated natural gas is around a third of the price of LPG, approximately half the price of off-peak electricity, and significantly more convenient than firewood.

All environmental considerations during construction of the natural gas infrastructure will be managed in accordance with the construction contract agreement.

Communication Strategy/Consultation

A letter will be sent to all property owners in the effected area, outlining the:

- process to date:
- process of implementation of the project works:
- process for connection through a natural gas retailer: and
- final individual special benefit unit cost of the special charge scheme.

Implementation

It is recommended that Council sign and seal the attached agreement with SP AusNet regarding the extension of the natural gas network in Colac to Elliminyt according to the Schedule of Works attached.

SP AusNet will advise the successful tender to commence works.

Conclusion

The Council Action Plan 2005-2009 and the Economic Development and Tourism Strategy 2004 – 2009, include advocacy for the provision of a natural gas supply.

At the 28 August 2007 Meeting Council endorsed the implementation of a Special Charge Scheme to enable collection of this local contribution from those Elliminyt residents who received a special benefit from the supply of natural gas infrastructure, by way of a Special Charge Scheme.

It is recommended that Council sign and seal the attached agreement with SP AusNet regarding the extension of the natural gas network in Colac to Elliminyt according to the Schedule of Works attached so that works may commence.

Attachments

N/A

Recommendation

That council sign and seal the Elliminyt natural gas extension agreement with SP AusNet.



Lake Colac issues are coordinated through Council's Economic Development Unit and there is an internal coordinating committee comprising Economic Development, Arts Recreation and Culture, Risk Management, Health and Environment and Community Safety.

The LCCC is best described as a Community Advisory Committee rather than a Management Committee, as the agenda is generally a report to the Committee on the activities of the Colac Otway Shire in implementation of the Lake Colac Management Plan. Other issues that are raised are listed as actions for the Lake Colac Coordinating Officer who reports on the actions at the following Committee meeting.

Corporate Plan/Other Strategies/Policy

"The revitalisation and development of Lake Colac is a long-term priority for Council and the community. Lake Colac has the potential to provide additional recreational and economic development opportunities for the Shire, and we are committed to the implementation of the Lake Colac management Plan." Council Plan 2005 – 2009

Lake Colac Management Plan Macro Plan Australia 2002

Lake Colac Master Plan THA Landscape Architects 2004

Colac Otway Shire Economic Development and Tourism Strategy 2004 - 2009

Issues/Options

It is recommended that there be a change in status of the LCCC a Special Committee of Council under Sec.86 of the Local Government Act 1989, to a Community Advisory Committee that would :

- Provide strategic input and advice on the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan,
- Provide strategic logistical advice and support on operational matters related to the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan,
- Support planning and implementation of special projects such as the Annual Lake Colac Clean Up, and
- Raise issues of community or Government concern in relation to Lake Colac.

The proposed structure of the new Committee is proposed as follows:

Committee of 20 including:

- 2 Colac Otway Shire Councillors (including Mayor as Chair of the Committee)
- 4 Colac Otway Shire Officers
- 1 Parks Victoria representative
- 1 Department of Sustainability and Environment representative
- 1 Corangamite Catchment Management Authority representative
- 1 Barwon Water representative
- 10 local community representatives.

The community representatives would be recruited through an Expression of Interest (EoI) process. All current members will be advised in writing of the new status of the Committee and the EoI process.

A new Terms of Reference would be developed in consultation with the Committee

Option 1 is to retain the Status Quo of the LCCC as a Special Committee of Council under Section 86 of the Local Government Act 1989, with:

- delegated powers to act on behalf of Council,
- cover under Council's Public Liability Insurance Policy,

- representatives formerly appointed by Council,
- minutes tabled at meetings of Council,
- Council represented on the Committee, and
- limited power to commit Council through a formal instrument of delegation.

Option 2 is to change the status of the LCCC to a Community Advisory Committee with the same membership and operating as an open forum for the public.

Option 3 is to change the status of the LCCC to a Community Advisory Committee with the new structure as proposed above and a new Terms of Reference.

Option 3 is preferred as it provides:

- a better alignment with the present functioning of the Committee,
- the opportunity for establishing a consistent membership that has the capability of advising Council in a consistent manner,
- the opportunity for the Committee to work more closely on day to day issues in the management of Lake Colac, and
- the opportunity to create a new Terms of reference with the Committee that would improve the processes, decision making and accountability of the Committee so that Council is able to more effectively deliver on the goals of the Lake Colac Master Plan.

Proposal

That Council change the status of the LCCC from a Special Committee of Council under Section 86 of the Local Government Act to a Community Advisory Committee and establish a new LCCC with a new Terms of Reference to be written in consultation with the new Committee.

Financial and other Resource Implications

There are no financial implications. The resources required to support the new LCCC will be the same as currently provided.

Risk Management & Compliance Issues

There are no risk issues related to the recommendation in this report.

Environmental Considerations

There are no environmental considerations related to this report

Communication Strategy/Consultation

The LCCC has been consulted on the current operations of the Committee and it is noted in the Minutes of the Meeting held 13 December 2007 that the Committee agreed with the initiative to establish the LCCC as a Community Advisory Committee. The current membership of the LCCC will be informed in writing of the change in status and the process to apply to be a member of the new Committee.

Implementation

The LCCC will be informed in writing of the change in status of the Committee and the process to form a new Committee.

The new Committee will be formed through a public Expression of Interest (EoI) process open to the public including all current LCCC members. The Committee will be selected in accordance with respective special interest, experience, community representation and ability to contribute to the implementation of the Lake Colac Master Plan.

Conclusion

The LCCC has the status of a Section 86 Committee of Council however it functions in the main as a community advisory committee. The most appropriate course of action is to align the status of the Committee with its actual function. At the same time it would be wise to take the opportunity to establish a new committee with a new Terms of Reference that would improve the performance of the Committee.

Attachments

N/A

Recommendation(s)

- 1. That Council endorses the change of status of the Lake Colac Coordinating Committee from a Special Committee of Council under Section 86 of the Local Government Act 1989, to a Community Advisory Committee.***
- 2. That Council endorses the establishment of a new Lake Colac Coordinating Committee through a public Expression of Interest process and with a new Terms of Reference.***
- 3. Note that the Terms of Reference for the new Committee structure will be drafted in consultation with the Lake Colac Coordinating Committee.***

OM083001-18 COUNCIL SUBMISSION TO THE DRAFT VICTORIAN COASTAL STRATEGY

| | | | |
|-------------|--------------------------------------|-----------|--------------------------|
| AUTHOR: | Yash Bonno | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | Planning Scheme/ General |

Purpose

To present Council's submission to the draft Victorian Coastal Strategy for consideration and endorsement.

Background

The Victorian Coastal Council (VCC) released its draft Victorian Coastal Strategy 2007 (VCS) in October/ November 2007, with 31 January 2008 the closing date for submissions. The strategy aims to help conserve and manage the coast for present and future generations. It takes a broad view of the coast, from the top of the catchment to offshore, and deals with issues in a long term, ecologically sustainable context.

The VCS is prepared by the VCC under the *Coastal Management Act* 1995 and is regarded as Victoria's major strategic planning document for the Victorian marine and coastal environment. The VCS is reviewed every five years.

The draft strategy includes the following sections:

• SETTING THE SCENE

- What will this strategy do?
- What is the value of the coast?
- What is our vision?
- What underpins this strategy?
- Who does what along the coast?

• FUTURE CHALLENGES

- Climate change
- Population and demographic trends

• THE PRINCIPLES

- Hierarchy of principles for coastal, estuarine and marine planning and management

• THE ACTIONS*Part 1: Natural onshore environments*

- Maintaining and improving coastal biodiversity
- Climate change
- Wetlands and estuaries
- Catchment management
- Information and research

Part 2: Marine environments

- Maintaining and improving biodiversity
- Climate change
- Integrated planning and management
- Identifying priorities for management and planning
- Managing resources and threats
- Informed management

Part 3: People using the coast

- Access
- Recreational and informal use
- Education, awareness and stewardship
- Indigenous heritage
- Tourism and visitation
- Safety, risk and climate change
- Beach renourishment and protection
- Boating
- Coastal Crown land caravan parks and camping grounds
- Cultural heritage
- Coastal management capacity

Part 4: People living on the coast

- Planning for use and development
- Climate change
- Infrastructure on the coast
- Ports
- Future issues

• INTEGRATION AND IMPLEMENTATION

- The role of the lead agent, partner and stakeholder
- Integration
- Funding
- Implementation
- Monitoring and evaluation

Council officers have undertaken a review of the draft VCS and prepared a submission for the consideration of Council which is at **Attachment 1**.

Corporate Plan/Other Strategies/Policy

The Victorian Coastal Strategy (2002) forms part of Clause 15.08 of the Colac Otway Planning Scheme, which provides guidance to planners in the administration of the Planning Scheme. Once the VCS (2007) has been finalised it will be incorporated into the Planning Scheme and supersede the 2002 document.

Issues/Options

The public consultation phase of the draft VCS provides an opportunity for Council to submit its views and concerns regarding the draft document and ensure local content and issues are considered to help inform and refine the production of a final revised VCS.

The following is a broad overview of issues raised within Council's submission, which are discussed in further detail in **Attachment 1**.

- The social impacts of any settlement strategy.
- Need for a co-ordinated approach to climate change.
- The role of the Coastal Board.
- There needs to be greater emphasis on regional planning, and looking at what impact the new Geelong Ring Road and ultimately the duplication of the Princes Highway will have on coastal pressures.
- The draft VCS refers to there being some further study on the type of accommodation and its location on the coast. This is supported, but it also needs to consider a review of what is allowed under the Rural Conservation and Farming Zones which are quite restrictive.
- Implementation funding for the strategy is inadequate.
- Actions need to be more measurable.
- There is a need for clearer direction on what the role of the document is and how it should be utilised.

Proposal

It is proposed that the attached submission (**Attachment 1**) be endorsed by Council as its submission to the draft Victorian Coastal Strategy.

Financial and other Resource Implications

None identified.

Risk Management & Compliance Issues

None identified.

Environmental Considerations

None applicable, as this report seeks Council's endorsement of a submission to the draft VCS. However, it is noted that the draft VCS takes a significant number of environmental issues into consideration including, but not limited to, climate change, biodiversity, wetlands, estuaries, catchment management and beach protection.

Communication Strategy/Consultation

The Western Coastal Board (WCB) has conducted several consultation strategies for the draft VCS. These have included an information session in Colac to discuss the draft with Council Officers, along with information sessions for Councillors and the general public held in Colac and Apollo Bay on 27 November 2007. In addition to Council's submission, members of the public are able to make their own submissions to the draft VCS.

The draft was also presented at the Western Coastal Forum (6 & 7 December, 2007), which provided an opportunity for coastal land managers, planners and authorities to discuss issues involving coastal management in the South-west region. As a result of these events and preliminary discussions with Councillors, the attached submission has been prepared for the consideration of Council.

Implementation

If Council endorses the attached submission, it is proposed that it be submitted to the Victorian Coastal Council before the closing date on 31 January 2008.

Conclusion

The VCC released its draft VCS 2007 in October/ November 2007 and invited all stakeholders and the public to make a submission by 31 January 2008. The strategy aims to help conserve and manage the coast for present and future generations. It takes a broad view of the coast, from the top of the catchment to offshore and deals with issues in a long term, ecologically sustainable context.

The WCB has conducted several information sessions to assist stakeholders in understanding the document and preparing a submission. Officers have reviewed the document and a submission has been prepared for Council's consideration and endorsement. Whilst the draft VCS is broadly supported, Council's submission identifies a number of issues that should be further considered.

Attachments

Attachment 1: Council submission

Recommendation(s)

That the attached submission is endorsed by Council and submitted to the Victorian Coastal Council.

~~~~~◆~~~~~



**CONSENT CALENDAR****OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | D | W |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>GENERAL BUSINESS</u></b></p> <p><b><u>OM083001-19.1 Items for Signing &amp; Sealing – Section 173 Agreement, 420 Yeo Yeodene Road, Yeodene</u></b></p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council sign and seal the Section 173 Agreement between Colac Otway Shire and M H McDonald covenanting Certificate of Title Volume 10794 Folio 692, Volume 10794 Folio 693, Volume 10794 Folio 694, Part Volume 10794 Folio 695, Volume 10794 Folio 696, Volume 10794 Folio 697 that the owner will at his expense compensate for the loss of native vegetation by:</i></b></p> <p><b><i>a. The construction of a stock proof fence along the river flat to protect the creek.</i></b></p> <p><b><i>b. Submit an endorsed Offset Management Plan to the responsible authority in consultation with the Department of Sustainability and Environment.</i></b></p> <p><b><i>c. Allow an offset area at least 4.2 hectares in size (see area highlighted red in the attached plan stamped 6 August 2007)</i></b></p> <p><b><i>d. Ensure that the offset area contains intact vegetation from Ecological Vegetation Class 3 Damp Sands Herb-rich Woodland (Bioregional conservation status of Vulnerable in the Otway Plain Bioregion) and must include at least 30 large old trees and 60 medium old trees.</i></b></p> <p><b><i>e. The offset area will be protected and managed for conservation, including the erection and maintenance of a stock proof fence and ongoing pest plant (including environmental weeds) and animal control program.</i></b></p> |   |   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM083001-19.2 Item for Signing &amp; Sealing - Section 173 Agreement, 225 Swan Marsh Stoneyford Road, Swan Marsh</u></b></p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council sign and seal the Section 173 Agreement between Colac Otway Shire and R D &amp; T A Manson covenanted Certificate of Title Volume 10343 Folio 289 that the owner will not further subdivide lot 2 so as to create any additional lots and acknowledges that not more than one dwelling is to be permitted on Lot 2.</i></b></p> |  |  |
| <p><b><u>OM083001-19.3 Item for Signing &amp; Sealing - Instrument of Agreement Contract No. 0719</u></b></p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council sign and seal the Instrument of Agreement between the Colac Otway Shire and Lake &amp; Land Pty. Ltd.</i></b></p>                                                                                                                                                                                                                                       |  |  |

**Recommendation**

***That recommendations to items listed in the Consent Calendar, with the exception of items ....., be adopted.***

**MOVED** .....

**SECONDED** .....

**OM083001-19 GENERAL BUSINESS****OM083001-19.1 Items for Signing & Sealing – Section 173 Agreement, 420 Yeo Yeodene Road, Yeodene**

The applicant agreed to enter into a Section 173 Agreement as per condition 1 of Planning Permit PP103/06 that allowed for three (3) lot subdivision. The Section 173 Agreement is a condition required by Department Sustainability and Environment.

Condition 1 reads:

1. Prior to the issuance of the statement of compliance, a Section 173 Agreement is to be entered between Mike MacDonald and the Colac Otway Shire. This agreement will outline the requirements to compensate for the loss of native vegetation including:
  - a. The construction of a stock proof fence along the river flat to protect the creek.
  - b. An endorsed Offset Management Plan is to be prepared and submitted to the responsible authority in consultation with the Department of Sustainability and Environment.
  - c. The offset area must be at least 4.2 hectares in size (see area highlighted red in the attached plan stamped 6 August 2007)
  - d. The offset area will contain intact vegetation from Ecological Vegetation Class 3 Damp Sands Herb-rich Woodland (Bioregional conservation status of Vulnerable in the Otway Plain Bioregion) and must include at least 30 large old trees and 60 medium old trees.
  - e. The offset area will be protected and managed for conservation, including the erection and maintenance of a stock proof fence and ongoing pest plant (including environmental weeds) and animal control program.

Attached is a copy of the planning permit and a locality plan.

**Recommendation**

***That Council sign and seal the Section 173 Agreement between Colac Otway Shire and M H McDonald covenanting Certificate of Title Volume 10794 Folio 692, Volume 10794 Folio 693, Volume 10794 Folio 694, Part Volume 10794 Folio 695, Volume 10794 Folio 696, Volume 10794 Folio 697 that the owner will at his expense compensate for the loss of native vegetation by:***

- a. The construction of a stock proof fence along the river flat to protect the creek.***
- b. Submit an endorsed Offset Management Plan to the responsible authority in consultation with the Department of Sustainability and Environment.***
- c. Allow an offset area at least 4.2 hectares in size (see area highlighted red in the attached plan stamped 6 August 2007)***
- d. Ensure that the offset area contains intact vegetation from Ecological Vegetation Class 3 Damp Sands Herb-rich Woodland (Bioregional conservation status of Vulnerable in the Otway Plain Bioregion) and must include at least 30 large old trees and 60 medium old trees.***
- e. The offset area will be protected and managed for conservation, including the erection and maintenance of a stock proof fence and ongoing pest plant (including environmental weeds) and animal control program.***

~~~~~◆~~~~~



OM083001-19.2 *Item for Signing & Sealing - Section 173 Agreement, 225 Swan Marsh Stoneyford Road, Swan Marsh*

The applicant agreed to enter into a Section 173 Agreement as per condition 8 of Planning Permit PP338/05 that allowed for Two (2) lot re-subdivision.

Condition 8 reads:

- 8. Prior to a statement of compliance being issued, the owner/applicant shall enter into an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987 stating that:

No further subdivision of Lot 2 hereby approved will be further subdivided so as to create any additional lots.
 No more than one dwelling shall be allowed on Lot 2.

Evidence of lodging of this agreement in accordance within Section 181 of the Planning and Environment Act 1987 shall be submitted to the Responsible Authority. All costs associated with the agreement will be met by the owner/applicant.

Attached is a copy of the planning permit and a locality plan.

Recommendation

That Council sign and seal the Section 173 Agreement between Colac Otway Shire and R D & T A Manson covenanting Certificate of Title Volume 10343 Folio 289 that the owner will not further subdivide lot 2 so as to create any additional lots and acknowledges that not more than one dwelling is to be permitted on Lot 2.



OM083001-19.3 *Item for Signing & Sealing - Instrument of Agreement Contract*
No. 0719

Council awarded the contract for widening and rehabilitation of Barpinba - Poorneet Road to Lake & Land Pty. Ltd. at the December, 2007, council meeting. The contract sum is \$638,340 (excluding GST). An *Instrument of Agreement* is now prepared for signing and sealing.

Recommendation

That Council sign and seal the Instrument of Agreement between the Colac Otway Shire and Lake & Land Pty. Ltd.

~~~~~◆~~~~~



**CONSENT CALENDAR**

**OFFICERS' REPORT**

D = Discussion  
W = Withdrawal

| ITEM                                                                                                                    | D | W |
|-------------------------------------------------------------------------------------------------------------------------|---|---|
| <b><u>REPORTS FROM DELEGATES TO OTHER BODIES</u></b>                                                                    |   |   |
| <b><u>OM083001-20.1      Reports from Delegates to Other Bodies</u></b>                                                 |   |   |
| <b><u>Recommendation</u></b>                                                                                            |   |   |
| <b><i>That Council receive for information the Colac Otway Shire Roads Committee Minutes dated 5 December 2007.</i></b> |   |   |

**Recommendation**

***That recommendations to items listed in the Consent Calendar, with the exception of items ....., be adopted.***

**MOVED**                    .....

**SECONDED**             .....

**OM083001-20    REPORTS FROM DELEGATES TO OTHER BODIES**

***OM083001-20.1        Reports from Delegates to Other Bodies***

Colac Otway Shire Roads Committee Minutes dated 5 December 2007.

**Recommendation**

***That Council receive for information the Colac Otway Shire Roads Committee Minutes dated 5 December 2007.***





**IN COMMITTEE****Recommendation**

***That pursuant to the provisions of Section 89(2) of the Local Government Act, the meeting be closed to the public and Council move "In-Committee" in order to deal with:***

| <b><i>SUBJECT</i></b>          | <b><i>REASON</i></b>           | <b><i>SECTION OF ACT</i></b>   |
|--------------------------------|--------------------------------|--------------------------------|
| <b><i>Personnel Matter</i></b> | <b><i>Personnel Matter</i></b> | <b><i>Section 89(2)(a)</i></b> |
|                                |                                |                                |