

**Colac Otway  
SHIRE**

**AGENDA**

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

**24 JUNE 2008**

**at 3.00 pm**

**COPACC Meeting Room  
Rae Street, Colac**



# **COLAC-OTWAY SHIRE COUNCIL MEETING**

**24 JUNE 2008**

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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 24 June 2008 at 3.00 pm.

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## **AGENDA**

- 1. OPENING PRAYER**
- 2. PRESENT**
- 3. APOLOGIES**
- 4. QUESTION TIME**
- 5. PRESENTATION OF MAYORAL AWARDS**
- 6. DECLARATION OF INTEREST**
- 7. CONFIRMATION OF MINUTES**

- Ordinary Meeting of the Colac-Otway Shire Council held on the 27/05/08.

### **Recommendation**

That Council confirm the above minutes.

- Special Meeting of the Colac-Otway Shire Council held on the 10/06/08.

### **Recommendation**

That Council confirm the above minutes.

## **OFFICERS' REPORTS**

### **Chief Executive Officer**

OM082406-1 CEO'S PROGRESS REPORT TO COUNCIL  
OM082406-2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER



## **Corporate and Community Services**

- OM082406-3 ELECTORAL SERVICES TENDER
- OM082406-4 2008-2009 COMMUNITY FUNDING PROGRAM
- OM082406-5 2008-2009 FESTIVAL AND EVENT SUPPORT SCHEME  
ENDORSEMENT OF APPLICATIONS
- OM082406-6 APPOINTMENT OF S86 COMMITTEES OF MANAGEMENT
- OM082406-7 FINANCIAL PERFORMANCE REPORT

## **Infrastructure**

- OM082406-8 OPERATIONAL REVIEW - LIGHT FLEET VEHICLE POLICY
- OM082406-9 BEST VALUE SERVICES REVIEW REPORT: PORT OF APOLLO BAY –  
HARBOUR SERVICES & FEES & CHARGES FOR BERTHING,  
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## **GENERAL BUSINESS**

### **OM082406-14    General Business**

- OM082406-14.1 ITEM FOR SIGNING AND SEALING - INSTRUMENT OF AGREEMENT  
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- OM082406-14.2 ITEM FOR SIGNING AND SEALING - SECTION 173 AGREEMENT, 750  
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BUNGADOR SCHOOL ROAD BUNGADOR

Tracey Slatter  
Chief Executive Officer



## CONSENT CALENDAR

### OFFICERS' REPORT

D = Discussion

W = Withdrawal

ITEM	D	W
<b><u>CHIEF EXECUTIVE OFFICER</u></b>  <b><u>OM082406-1 CEO'S PROGRESS REPORT TO COUNCIL</u></b>  Department: Executive  <b><u>Recommendation(s)</u></b>  <i>That Council receive the CEO's Progress Report to Council for information.</i>		
<b><u>OM082406-2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER</u></b>  Department: Executive  <b><u>Recommendation(s)</u></b>  <i>That Council appoint Colin Hayman as Acting Chief Executive Officer for the period 30 June 2008 to 4 July 2008 inclusive under Section 94 of the Local Government Act.</i>		

### **Recommendation**

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

**MOVED** .....

**SECONDED** .....



**OM082406-1 CEO'S PROGRESS REPORT TO COUNCIL**

AUTHOR: Tracey Slatter  
DEPARTMENT: Executive

ENDORSED: Tracey Slatter  
FILE REF: GEN00460

**EXECUTIVE****Great South Coast Municipalities Group**

The Great South Coast Municipality Group met on Friday 13 June 2008.

Issues discussed included:

- Developing a regional plan similar to G21
- "Future Farming" initiative announced by the Premier
- MAV Small Towns steering committee and business vitality initiative
- Constitutional Recognition for Local Government

**Barwon South West Regional Management Forum**

The Barwon South West Regional Management Forum was held on 29 May 2008.

Issues discussed included:

- Update on G21
- Colac Otway Volunteer Project Forum
- Exploring new approaches to sustaining Volunteering
- Climate Change

**Councillor Staff Site Visit**

Councillors and Senior Managers participated in a tour of Colac Otway Shire Work sites on Tuesday 17 June 2008. Sites visited were COSWorks, Bluewater Fitness Centre and Aged and Disability Services, where Councillors had the opportunity to view the worksites and meet with Staff. The tour ended with a BBQ at the Kanyana Centre and performance by "Thumbs Up" a local, all abilities group.

The visit was an effective way for Councillors to meet Staff and gain an insight into some of the operational aspects of the Shire, in an enjoyable and informative manner.

**CORPORATE & COMMUNITY SERVICES****Recreation****Pirron Yallock Recreation Reserve**

The Pirron Yallock Recreation Reserve upgrade is complete. The upgrade has significantly improved facilities for user groups and the local community. The installation of water saving devices has also ensured future water sustainability at the Reserve. An Open Day with local media was scheduled for Sunday 15<sup>th</sup> June.

The Pirron Yallock Recreation Reserve Upgrade was funded via the Small Towns Development Fund

**Country Action Grants Scheme**

Council received a \$5,000 Country Action Grant to undertake Strategic Planning Workshops to assist local clubs and/or organisations to prepare a business plan.



'GrantEd' have been consulted to undertake the workshops in late June 2008.

**Water Harvesting**

The Water Harvesting Project fund has allowed the installation of water tanks and upgraded spouting and plumbing at the Birregurra and Forrest Recreation Reserves. The Birregurra Golf Club has installed and upgraded water efficient sprinklers on two greens at the Golf Course. Forrest Recreation Reserve and Birregurra Golf Course Water Harvesting project works have been completed. Birregurra Recreation Reserve works to be completed by June 2008.

**Country Football Netball Program**

Council has yet to receive notification from the Department of Planning and Community Development regarding funding for the Forrest Football netball facility redevelopment.

A Country Football Netball Application has been submitted to Dept of Planning and Community Development for resurfacing of the Gellibrand Otway Districts netball court.

Preliminary plans have been completed for the Irrewillipe Western Eagles netball facility. Council to seek funding for the redevelopment of the netball courts through Sport and Recreation Victoria's Country Football Netball Program 2009/2010.

**Eastern Reserve Netball Facility**

Council has received notification from the Department of Planning and Community Development that the application submitted for the Eastern Reserve Netball facility redevelopment was unsuccessful. Council will work with Colac and District Netball League Club to further enhance their application for future funding.

**Barwon South West Forum**

Colac Otway Shire is to host the Barwon South West Forum on Thursday 27<sup>th</sup> June 2008. Forum topics will include a presentation on the Beechy Centre from the Recreation Arts and Culture Manager. Additional forum topics of interest are in progress.

**Recreation Week**

Expressions of Interest and background information will be circulated to all local clubs/organisations to determine whether there is support for Colac Otway Shire to conduct 'Recreation Week'.

If there is support, Recreation Week would be held to promote increased participation in sport and recreation in the Colac Otway Shire by offering a range of free activities. People of all ages and abilities would be encouraged to participate in a sporting or recreational activity and the benefits of fitness, health and participation would be promoted.

**Central Reserve Hockey Clubrooms**

Refurbishments have been completed in the toilets and change-room at the Hockey Club to provide improved amenities for the growing number of users of this facility.

**Beech Forest Playground**

Members from the Beech Forest community have been working with the Recreation and Arts Coordinator on potential components for their new playground, as part of the 4C's (Consultation, Community, Creativity, Celebration) program for playground improvements. The next step is to identify avenues of external funding, to augment the Small Town Improvement Project funding allocated to this project.



**Youth**

The photographic exhibition "Trekking in Partnership 2008 " was displayed at COPACC from June 2<sup>nd</sup> to 17<sup>th</sup>. The photographs documented the 2008 National Youth Week funded overnight trek of the Old Beechy Rail Trail undertaken by Youth Councillors in April, showing delegates from FReeZA and Youth Council enjoying a hike, swim and BBQ tea on April 1<sup>st</sup> and the dust, wind and rain experienced in the Otways on April 2<sup>nd</sup> from Tropical Cyclone Barney.

A DVD of the Trek was screened for 30 Youth Councillors and family members at the Colac Hub on June 6<sup>th</sup>. The DVD forms part of reporting to National Youth Week.

**Arts**

The "Lake Memories 2008" exhibition of sculpture and mixed media art objects based on trash/treasure found at Lake Colac, concluded on May 20<sup>th</sup> with enthusiasm from district artists for a "Lake" themed exhibition to be held annually each May.

Visual arts workshops value-added to the Possum Magic performance for hundreds of district primary school students at COPACC, on May 27<sup>th</sup>. Via endorsed actions of the 2007-2011 Arts and Culture Strategy, funding allowed over one hundred students to embellish their own large leaf shape and write a personal message to the environment in the Giant Tree workshop. Throughout the day the leaves were added layer by layer to a large gnarled tree trunk in the corner of the Civic Hall.

"In The Realm Of The Senses On The Road 2008" short film festival played to a small but appreciative audience of 53 art house movie lovers on Saturday May 31<sup>st</sup> supported by funding from the 2007-2011 Arts and Culture Strategy.

Otway Creative Arts members conducted a mosaic skills weekend workshop at the Colac Hub on June 21<sup>st</sup> & 22<sup>nd</sup> creating colourful seating for the Hub and Adult Day Activity Centre in Miller Street, supported by funding from the 2007-2011 Arts and Culture Strategy. The funding has been used to replace 3 old concrete & slat seats adjacent to the Botanic Gardens Playspace, allowing the concrete uprights to be recycled to form a base for the mosaic art work and new decorated seating slats.

Also supported from the 2007-2011 Arts and Culture Strategy implementation, Year 9 students at Colac Secondary College Hearn Street Campus are working to complete a skate park mural sign for Colac Skatepark. The mural has been designed by current users and delegates from the Skate Park Committee. This project leads into a planned partnership project for Spark funding, between the Colac Secondary School, skaters, Youth Council, Colac Hub, SYCIC and CAH, for a stencil art project at the Colac Skatepark. A trip to Melbourne on June 5<sup>th</sup> allowed participants to hear from National Gallery of Victoria curators about the acknowledged value of street art and a guided tour of Melbourne laneways by stencil artists assisted the group with design choice criteria.

In the final project supported by the Arts and Culture Strategy for 07/08 the "Creative Use of Schools and Community Facilities" seminar was held on June 20<sup>th</sup> drawing strong enrolments from across the arts, community and schools sector. The Seminar was presented in partnership with the Cultural Development Network – an independent non-profit group that links communities, artists, local councils and organisations across Victoria.

**Events****E Team Developments - June**

The June "E Team" meeting was held Tuesday 10<sup>th</sup> June for event Committees representing the 2008 Green U Marathon and the 2008 Birregurra Celtic Celebration. In addition, event



organizers from the Spirit of Christmas also submitted their event application 6 months prior to the event taking place.

**E Team**

Members of the E Team continue to undertake a review of the existing Event Application form to further simplify the process for event organizers.

**Birregurra Celtic Celebration**

It was standing room only for crowds attending the second Birregurra Celtic Celebration, held at the Birregurra Anglican Church, 23<sup>rd</sup>-25<sup>th</sup> May 2008. Attendees on the Friday evening were treated to a delightful evening of Celtic entertainment featuring music, song and Celtic humour completed with a medieval feast at interval. Crowds enjoyed an array of market stalls and further entertainment on Saturday culminating in a highly enjoyable family dance on Saturday evening. A Church Service on Sunday completed festivities. Event organizers were thrilled with the result of this event, which has grown in number and diversity since its introduction in 2007. The event received financial support from Council through the Colac Otway Shire Community Funding Program 2007-2008.

**2008 Calendar of Events Project**

A Calendar of Events project will be implemented in June 2008 based on feedback received from community members in small towns regarding a lack of access to information about local events. A media strategy has been developed to increase awareness within the municipality, particularly in small towns about local events held in Winter/Spring. The strategy includes increasing event advertising within all newspapers, specifically targeting local newsletters and news-sheets. In addition, a promotional postcard featuring a listing of events will be widely distributed locally aimed at increasing visitor patronage to local events. The project will be delivered during June 2008. In addition to this, information received can be placed on the Colac Otway Shire website. This project is a direct outcome of recommendations identified in the 2007-2011 Festival and Events Strategy.

**Events Workshop 2008**

Event organizers conducting events requiring Council approval were recently surveyed to identify training needs. Feedback has indicated there is a strong need for further information and support regarding the Council E Team process and completing associated documentation. Other training needs identified included assistance with attracting sponsorship, preparing grant applications and Occupational Health and Safety issues. A workshop conducted by Event Consultant Tracey Hull, was held June 17<sup>th</sup> 2008. This project is a direct outcome of recommendations identified in the 2007-2011 Festival and Events Strategy.

**Otway's Soup Fest 2008**

Soup and scones were a sell out at the recent Otway Soup Fest staged by the Forrest Lions Club at the Forrest Public Hall, Sunday 1 June 2008.

Although there were fewer entries than last year, the judges have confirmed that the quality was of a higher standard as well as the number of people flocking to the event. Judges went as far as to say that the 2008 Soup Fest was the best yet.

Approximately 120 litres of soup was sold, providing a tasty and innovative way to warm up on a Winter's day. Money raised will go to Colac's Anam Cara House.



**Bluewater Fitness Centre**

Progress continues with the refurbishment of the spa and steam room hall. Works are likely to be undertaken in July and will require a short closure of this area. These works are in response to long term wear and tear on these areas and have been identified by the staff through risk assessment controls and customer comments.

Learn to swim lessons for Term 2 are drawing to a close on Friday 27th June, the last three weeks involve an assessment week, Swim and Survive week and a theme week that this term is come as your favourite super hero.

The new Winter opening hours commenced Monday June 2nd and will conclude Sunday November 2nd.

A review of Children Services, Creche and School Holiday programs at Blue Water Fitness Centre is currently being undertaken that will look into future program direction, resources, partnerships and compliance requirements following on from a recent accreditation audit conducted by Department of Human Services.

**INFRASTRUCTURE****Wye River TV Blackspot**

Council has been lobbying the Minister for Broadband, Communications and the Digital Economy for resolution of the Wye River TV Blackspot issue for some time.

Due to budgetary pressures, the Government has now decided not to make funding available beyond 30 June 2008 for blackspots including Wye River.

The Minister had instructed the Department of Broadband, Communications and the Digital Economy to engage Broadcast Australia to carry out remedial work on the Wye River analogue retransmission facility to upgrade the facility's transmission power with a view to improving its coverage of the Wye River Blackspot.

However, wet weather has prevented access to the site to complete the proposed works, so the Colac Otway Shire are now negotiating with Broadband Australia with regard to how to complete the works.

The remedial work is expected to improve coverage in Wye River, as well as the majority of households in Separation Creek. Signal coverage improvements were also expected in most areas of Kennett River North and some areas of Kennett River South.

**Waste**

Council is working with Barwon Region Waste Management Group evaluating tenders for new processes that will provide improved environmental outcomes at a sustainable cost.

**SUSTAINABLE PLANNING & DEVELOPMENT****Amendment C55 (Planning Scheme Review)**

Submissions to the amendment will be considered by an independent Panel appointed by the State Government commencing in Colac on 16 June. The hearing is expected to run for eight days, with a report making recommendations on the amendment and submissions being submitted to Council within two months of the hearing.



**Land Liable to Flooding Mapping**

The mapping of land prone to flooding that applies under Section 802 of the Building Regulations has been updated to reflect the most up to date maps provided by the Corangamite Catchment Management Authority (CCMA). These maps came into effect on 1 June, 2008. A planning scheme amendment will be undertaken in coming months to introduce this revised mapping into the Planning Scheme, replacing current flood overlays which are out of date.

**Apollo Bay Harbour**

Ongoing discussions are taking place with Tourism Victoria, Regional Development Victoria and Department of Sustainability and Environment regarding the funding of future stages of community consultation, Master Planning and project implementation. The Interdepartmental Steering Group met again on 16 June 2008.

**Small Towns**

Township entry signage has been installed in Cressy and Beeac. The signs feature logos that were developed by the respective communities, which highlight a unique aspect of the towns' history or culture. The new Beeac logo features a number of Beeac icons such as the heritage lamps, a windmill, Warrion Hill to the West, and a banded stilt feeding in Lake Beeac. The Cressy logo features the broilga which inhabits the Woody Yaloak, post and rail fences of the district, the water tower in town and the vast lands that surrounds the township, all key features of Cressy and district. The signs are installed at both the north and south entrances to the towns and also feature the Colac Otway Shire logo.

**Visitor Information Centres**

Visitor numbers and enquiries have been consistent with this time last year, which has given staff the opportunity to complete many administrative tasks that they have not had a chance to do. Staff are also participating in a large range of familiarisation tours to ensure they know as much about the accommodation, tours and attractions in the area as they can.

**Affordable Housing**

First meeting of the Colac Otway Affordable Housing Advisory Group was held on June 2. The group is comprised of members from local business, community and welfare groups as well as members of the local community. The group will work towards providing local input into the Colac Otway Affordable Housing Strategy and G21 Initiatives as well as raising areas of local concern in relation to affordable housing in Colac.

**Fire Prevention**

The fire season is over; a meeting of the Municipal Fire Prevention Committee was held on 28 May to examine how the fire prevention process can be further improved for the next fire season. Overall the comments were very positive, however it was recommended that the process begin earlier next season and that a few minor changes be made to information sent out to the public. Council was presented with a cheque of \$60,000 from the CFA for further works to improve fire access and the location of strategic water storage for use in the case of wildfire. The future role of the committee was discussed.

The pending roll out of a new Integrated Fire Management Program will change the role and responsibility of the committee; however the group will continue to meet until legislation is changed to no longer require Council to convene the committee meetings. Regardless, Council intends to invite committee members to attend workshops at critical times of the year on significant issues (e.g. maintenance of strategic fire access roads). This will ensure that



Council continues to have regular communication with brigade members from across the shire.

**Lake Colac and Barongarook Creek Revegetation Plan**

At the last Lake Colac Consultative Committee it was agreed that a small working group would meet to develop a revegetation and weed control plan. The working group met on 20 May and agreed that the scope of the plan would be the southern foreshore of Lake Colac (from the treatment plant to the mouth of Deans Creek) and along Barongarook Creek (from Murray St to the Lake). This area aligns with the area that Council is responsible for as a Committee of Management to DSE. It was agreed that the plan would recognise the need to coordinate efforts with other stakeholders (e.g. Parks Victoria, Landcare and the Corangamite CMA) who may be doing work in adjoining areas. It was also agreed that the plan would build on the plans and studies that have been developed in the past and would not involve engaging a consultant to develop a detailed plan. The new plan will be a synergy of existing information and aims to guide revegetation and weed control works undertaken by the Shire over the next 3 years.

**Recommendation(s)**

***That Council receive the CEO's Progress Report to Council for information.***

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**OM082406-2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER**

AUTHOR: Tracey Slatter  
DEPARTMENT: Executive

ENDORSED: Tracey Slatter  
FILE REF: Personnel File

**Purpose**

To Appoint an Acting Chief Executive Officer for the period 30 June 2008 to 4 July 2007 during the absence of Tracey Slatter, Chief Executive Officer.

**Background**

Tracey Slatter, Chief Executive Officer proposes to take leave from 30 June 2008 to 4 July 2008 inclusive.

Under Section 94 of the Local Government Act, Council is also required to appoint an Acting Chief Executive Officer.

**Corporate Plan/Other Strategies/Policy**

Not applicable

**Issues/Options**

Not applicable

**Proposal**

Not applicable

**Financial and other Resource Implications**

Not applicable

**Risk Management & Compliance Issues**

Not applicable

**Environmental Considerations**

Not applicable

**Communication Strategy/Consultation**

Not applicable

**Implementation**

Not applicable

**Conclusion**

It is proposed that Colin Hayman be appointed as Acting Chief Executive Officer for the period 30 June 2008 to 4 July 2008 inclusive.

**Attachments**

Not applicable

**Recommendation(s)**

***That Council appoint Colin Hayman as Acting Chief Executive Officer for the period 30 June 2008 to 4 July 2008 inclusive under Section 94 of the Local Government Act.***

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## **CONSENT CALENDAR**

### **OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM   | D | W |
|--|---|---|
| <p><b><u>CORPORATE AND COMMUNITY SERVICES</u></b></p><br><p><b><u>OM082406-3 ELECTORAL SERVICES TENDER</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation</u></b></p> <p><i>That Council resolve to:</i></p> <ol style="list-style-type: none"> <li>1. <i>Award Contract No 0805, Electoral Services to the Victorian Electoral Commission (VEC) noting that:</i> <ol style="list-style-type: none"> <li>(a) <i>The indicative price being \$114,998 (excl. GST).</i></li> <li>(b) <i>That the indicative price may vary (up or down) in accordance with the information provided by the Victorian Electoral Commission in the</i><br/><i>'Variations to Tender Price' document.</i></li> </ol> </li> <li>2. <i>Authorise the Chief Executive Officer or delegate to negotiate price variations with the Victorian Electoral Commission in accordance with the Victorian Electoral Commission's Variations to Tender Price document.</i></li> <li>3. <i>Sign and Seal the Electoral Services Agreement between the Colac Otway Shire and the Victorian Electoral Commission.</i></li> </ol> |   |   |
| <p><b><u>OM082406-4 2008-2009 COMMUNITY FUNDING PROGRAM</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation</u></b></p> <p><i>That Council approves the recommendations from the Grants Assessment Advisory Committee for Council grants from the 2008/2009 Community Funding Program, total expenditure under each of the funding categories as follows:</i></p> <p><b><i>(a) Recreation Facilities \$69,968</i></b></p>  |   |   |



|   |                |  |  |
|---|----------------|--|--|
| <i>Apollo Bay CDFL Netball Club Inc.</i>                      | <i>\$2,254</i> |  |  |
| <i>Apollo Bay Pony Club Inc.</i>                              | <i>\$2,922</i> |  |  |
| <i>Apollo Bay Youth Club</i>                                  | <i>\$700</i>   |  |  |
| <i>Barongarook Tennis Club</i>                                | <i>\$1,012</i> |  |  |
| <i>Barwon Downs Community Hall</i>                            | <i>\$2,910</i> |  |  |
| <i>Beeac Community Centre Inc.</i>                            | <i>\$450</i>   |  |  |
| <i>Beeac Golf Club Inc.</i>                                   | <i>\$1,300</i> |  |  |
| <i>Beech Forest Recreation Reserve</i>                        | <i>\$3,475</i> |  |  |
| <i>Birregurra Bowling Club</i>                                | <i>\$476</i>   |  |  |
| <i>Birregurra Cricket Club</i>                                | <i>\$2,301</i> |  |  |
| <i>Colac &amp; District Football Netball Association Inc.</i> | <i>\$421</i>   |  |  |
| <i>Colac &amp; District Football Umpires Association Inc.</i> | <i>\$3,700</i> |  |  |
| <i>Colac Cycling Club</i>                                     | <i>\$3,000</i> |  |  |
| <i>Colac Football Netball Club Inc.</i>                       | <i>\$1,819</i> |  |  |
| <i>Colac Gun Club Inc.</i>                                    | <i>\$4,697</i> |  |  |
| <i>Colac Lawn Tennis Club</i>                                 | <i>\$3,500</i> |  |  |
| <i>Colac Pony Club Inc.</i>                                   | <i>\$5,000</i> |  |  |
| <i>Colac Pony Club Inc. Junior Committee</i>                  | <i>\$3,883</i> |  |  |
| <i>Cressy Recreation Reserve</i>                              | <i>\$3,000</i> |  |  |
| <i>Elliminyt Public Hall Inc.</i>                             | <i>\$2,114</i> |  |  |
| <i>Forrest Community Group – Forrest Tiger Rail Trail</i>     | <i>\$1,550</i> |  |  |
| <i>Forrest Tennis Club</i>                                    | <i>\$250</i>   |  |  |
| <i>Gellibrand Football Netball Club</i>                       | <i>\$5,000</i> |  |  |
| <i>Gellibrand Public Hall Committee</i>                       | <i>\$4,800</i> |  |  |
| <i>Irrewillipe Sports &amp; Entertainment Complex</i>         | <i>\$1,750</i> |  |  |
| <i>Stoneyford Cricket Club</i>                                | <i>\$1,064</i> |  |  |
| <i>Swan Marsh Tennis Club</i>                                 | <i>\$620</i>   |  |  |
| <i>Wye River Surf Life Saving Club</i>                        | <i>\$6,000</i> |  |  |
| <br><i>(b) Community Projects \$40,000</i>                    |                |  |  |
| <i>Apollo Bay Tuesday Art Group</i>                           | <i>\$3,000</i> |  |  |
| <i>Colac &amp; District Family History Group Inc.</i>         | <i>\$699</i>   |  |  |
| <i>Colac &amp; District Football Umpires Association Inc.</i> | <i>\$210</i>   |  |  |
| <i>Colac &amp; District Gem Club</i>                          | <i>\$96</i>    |  |  |
| <i>Colac &amp; District Historical Society Inc.</i>           | <i>\$2,650</i> |  |  |
| <i>Colac &amp; District Pipes &amp; Drums Inc.</i>            | <i>\$150</i>   |  |  |
| <i>Colac Camera Club Inc.</i>                                 | <i>\$750</i>   |  |  |
| <i>Colac Toy Library</i>                                      | <i>\$2,000</i> |  |  |
| <i>Colac Woodturners &amp; Woodcrafters Guild Inc.</i>        | <i>\$1,415</i> |  |  |
| <i>Cressy &amp; District History Group</i>                    | <i>\$945</i>   |  |  |
| <i>Old Beechy Rail Trail Committee</i>                        | <i>\$300</i>   |  |  |
| <i>Otway TOWN Club</i>  | <i>\$498</i>   |  |  |
| <i>Otways &amp; Coast Permaculture Group</i>                  | <i>\$2,000</i> |  |  |
| <i>Our Local Parish Community Playgroup - Coragulac</i>       | <i>\$1,580</i> |  |  |
| <i>The Colac Chorale</i>                                      | <i>\$1,650</i> |  |  |
| <i>The Rotary Club of Colac West</i>                          | <i>\$1,297</i> |  |  |



|   |  |  |
|---|--|--|
| <b>Townies for Landcare</b> \$4,000<br><b>Women Evolving Bereavement (WEB)</b> \$4,000<br><b>Yeo Recreation Reserve and Hall Committee</b> \$1,000<br><b>2<sup>nd</sup> Colac Sea Scout Group</b> \$750<br><b>Colac Tenpin Bowling Association Inc.</b> \$850<br><b>Events Committee Christ Church Birregurra</b> \$2,870<br><b>Apollo Bay Arts Inc.</b> \$800<br><b>Colac Comeback Country Inc. Music Club</b> \$5,000<br><b>Colac Quilters</b> \$1,490<br><br><b>(c) COPACC Assistance \$7,500</b><br><br><b>Colac City Band</b> \$750<br><b>Colac Disability Network</b> \$266.75<br><b>Colac Music Teachers Association</b> \$558.25<br><b>Colac Sudanese Association</b> \$500<br><b>Colac West Primary School</b> \$626.50<br><b>Meriba Service Club of Colac Inc.</b> \$459<br><b>Otways &amp; Cast Permaculture Group</b> \$268.65<br><b>South West Local Learning &amp; Employment Network</b> \$500<br><b>St Marys Catholic Primary School, Colac</b> \$644.50<br><b>The Colac Players</b> \$1,926.35<br><b>The Meeting Place</b> \$1,000 |  |  |
| <b><u>OM082406-5 2008-2009 FESTIVAL AND EVENT SUPPORT SCHEME ENDORSEMENT OF APPLICATIONS</u></b><br><br>Department: Corporate and Community Services<br><br><u><b>Recommendation</b></u><br><br>1. <i>That Council adopts the recommendations made by the Festival and Event Support Scheme Advisory Committee for categories of the various events and funding allocations to events under the Colac Otway Festival and Events Support Scheme 2008-09.</i><br><br><i>Spirit of Christmas - \$7,500 - Platinum (Community)</i><br><i>Apollo Bay Music Festival - \$7,500 - Platinum (Community)</i><br><i>Otway Odyssey - \$5,000 - Gold (Commercial)</i><br><i>GOR Marathon - \$7,500 - Platinum (Commercial)</i><br><i>Kana - \$5,000 - Gold (Community)</i><br><i>Great Ocean Sports Festival - \$5,000 - Gold (Community)</i><br><i>Otway Soup Festival - \$2,500 - Silver (Community)</i>  |  |  |



|   |  |  |
|---|--|--|
| <p><b>Otway Idol - \$2,500 - Silver (Community)</b><br/> <b>Birregurra Weekend Festival - \$7,500 - Platinum (Community)</b><br/> <b>Colac Six Day Race - \$5,000 - Gold (Commercial) (inc. the Cliff Young Festival of Sport)</b></p> <p><b>Totals (inclusive of In-Kind Contribution) \$55,000</b></p> <p><b>2. That Council notes that the Committee has recommended to Council that event funding allocations will strictly adhere to funding categories and stipulated amounts and that this information should be strongly communicated to the event applicant when funding is administered.</b></p>  |  |  |
| <p><b><u>OM082406-6 APPOINTMENT OF S86 COMMITTEES OF MANAGEMENT</u></b></p> <p>Department: Corporate &amp; Community Services</p> <p><b><u>Recommendation</u></b></p> <p><b>1. That pursuant to Section 86 of the Local Government Act 1989, Council resolve to appoint the following elected members -</b></p> <ul style="list-style-type: none"> <li>• <b>Beech Forest Recreation Reserve - Simon Brown, Rory Harrington, Jacqueline Langley, Steve Trotter</b></li> <li>• <b>Eurack Hall and Tennis Reserve - Alan Carew, Chris Sheedy, Dan Wood, Barbara Paine, Sandra Sheedy, John Carew, Kaylene Wood, Barry McDougall</b></li> <li>• <b>Pennyroyal Hall - Jim Gannon, Kevin, Pam, Shavaun &amp; Cameron White, Katrina Juleff, Thea Barry, Neville Bennett, Lorraine Cosgriff, Annette Mooney, Chris &amp; Claire Chapman, Paul Simonsen</b></li> </ul> <p><b>2. That in accordance with Section 81 sub-section(2) sub-section(a) of the Local Government Act 1989, Council resolve to exempt members of the Committees from being required to submit a primary or ordinary pecuniary interest return in accordance with this section.</b></p> <p><b>3. That the Committees be advised that a copy of minutes of committee meetings held be forwarded to Council for its record after each meeting and that a Treasurer's Report be provided annually.</b></p> |  |  |



**OM082406-7 FINANCIAL PERFORMANCE REPORT**

Department: Corporate and Community Services

**Recommendation**

***That the Financial Performance Report to the end of May 2008 be received.***

**Recommendation**

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

**MOVED** .....

**SECONDED** .....



**OM082406-3 ELECTORAL SERVICES TENDER**

AUTHOR: Roger Fox  
DEPARTMENT: Corporate and Community Services

ENDORSED: Colin Hayman  
FILE REF: Contract 0805

**Purpose**

Council approval is required in the awarding of Contract 0805 – Electoral Services Tender.

**Background**

At the February 2008 Council meeting it was resolved:

*“That Council*

1. *Engages the Municipal Association of Victoria (MAV) to provide services to it relating to the tendering of electoral services and appoints the MAV as its agent for the purposes of conducting that tender process;*
2. *Pursuant to Section 41A of the Local Government Act 1989 resolves to conduct its 2008 general election exclusively by postal voting.”*

The tenders for Electoral Services for the forty-nine Councils that entered into the agency arrangement with the MAV closed on 9 May 2008.

The tender for Colac Otway is to undertake the 2008 general election by postal voting.

One tender was received from the Victorian Electoral Commission:

|                     |           |            |
|---------------------|-----------|------------|
| Total Care Services | \$106,285 |            |
| Additional Services | 8,713     |            |
|                     | <hr/>     |            |
|                     | \$114,998 | (excl GST) |

**Council Plan/Other Strategies/Policy**

The Colac Otway Shire is committed to strong community leadership, governance and advocacy services. The election process is an important part of having governance procedures in place.

**Issues/Options**Tender Assessment

The Municipal Association of Victoria co-ordinated a joint tender to provide electoral services. Council could have undertaken this process itself but it was more cost effective and independent for the MAV process.

The tender documentation was assessed by an Electoral Services Tender Evaluation Panel (ESTEP) made up of a number of local government representatives.

The tender was assessed based on the following criteria:

- Price
- Relative experience
- Quality
- OH&S and Risk Management Systems
- Financial Capacity



The purpose of the Electoral Services Tender Evaluation Panel was to evaluate the tender so as to assist Councils in carrying out their own tender process.

Based on the assessment by the Electoral Services Tender Evaluation Panel and internal assessment, it is considered that the tender from the VEC is considered of reasonable value and meets the requirements of Colac Otway.

**Proposal**

That Council accepts the tender from the Victorian Electoral Commission to undertake the 2008 General Election and associated processes.

**Financial and other Resource Implications**

The tender was checked for accuracy and whether or not the price is of reasonable value for the proposed service.

The tender price was considered to be satisfactory. The increase in costs of electoral services since the last local government elections were identified as primarily resulting from the increases in labour and material costs since that time and the cost of the statewide advertising campaign.

Additional price increases also related to:

- an increase in voter numbers;
- increased costs of office accommodation.

The tender price is \$114,998 (excl. GST). The draft budget for 2008/09 provides for this figure.

The price includes an additional reminder advertisement and enforcement of compulsory voting.

Variations to the price may apply depending on, for example, the cost of election office accommodation, number of candidates, number of voters on voters roll and voter turnout.

As there was only one tender there was no opportunity to compare cost elements against the cost of another tender.

**Risk Management & Compliance Issues**

The tender submission meets all legislative compliance issues and addresses OH&S and Risk Management requirements.

The contract imposes an obligation on the service provider to comply with all applicable laws, regulations, standards and policies.

**Environmental Considerations**

There are no environmental considerations.

**Communication Strategy/Consultation**

The tender was advertised in the Age on Saturday 29 March 2008.

Prior to the tender being advertised, significant input into the election process was sought from the VEC, the MAV and other Council offices.

As part of the tender the VEC will undertake an extensive advertising and communication campaign.



The communications campaign aims to maximise voter participation in the Council elections, seeking to achieve the following objectives:

- To meet legislative requirements by placing statutory advertisements.
- To increase enrolment and voting at the election.
- To obtain publicity via media releases sent to local and statewide media about the elections.
- To provide voters and candidates with detailed election information on the VEC website.
- To minimise the informal vote.

To assist the VEC achieving its objectives, the statutory advertising and communications campaign will be themed "Your community, your opportunity". This motivational theme will run across the election's advertising and printed products, including the ballot pack outer envelope.

### **Implementation**

Upon Council's approval the contract will be awarded and the election process will be programmed to commence as soon as possible.

### **Conclusion**

The Electoral Services Tender has gone through an extensive collaborative process across Local Government. The Victorian Electoral Commission submitted the only tender.

A recommendation is made to award the contract to the Victorian Electoral Commission at the tendered price of \$114,998 (excl. GST) plus variations to the price that may apply for the 2008 General Election.

**Attachments** Nil

### **Recommendation**

***That Council resolve to:***

1. ***Award Contract No 0805, Electoral Services to the Victorian Electoral Commission (VEC) noting that:***
  - (a) ***The indicative price being \$114,998 (excl. GST).***
  - (b) ***That the indicative price may vary (up or down) in accordance with the information provided by the Victorian Electoral Commission in the 'Variations to Tender Price' document.***
2. ***Authorise the Chief Executive Officer or delegate to negotiate price variations with the Victorian Electoral Commission in accordance with the Victorian Electoral Commission's Variations to Tender Price document.***
3. ***Sign and Seal the Electoral Services Agreement between the Colac Otway Shire and the Victorian Electoral Commission.***

~~~~~◆~~~~~



**OM082406-4 2008-2009 COMMUNITY FUNDING PROGRAM**

|             |                                  |           |              |
|-------------|----------------------------------|-----------|--------------|
| AUTHOR:     | Irene Pagram                     | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN00374     |

**Purpose**

The purpose of the report is to seek Council approval for recommendations from the Grants Assessment Advisory Committee for Council grants from the 2008/2009 Community Funding Program.

**Background**

The Council Community Funding Program is available to not-for-profit community organisations. Applications for Council grants closed on 9 May 2008 with a total of 78 submissions being received, an increase of 18% over the previous year.

The Grants Assessment Advisory Committee met on 2 and 6 June to assess applications. Cr Smith, Cr Mercer, Cr Lehmann and Cr Riches attended (Cr Di Cecco apology), together with Council officers Tim Devine (representing Karen Patterson), Jodie Fincham, Lisa Loughnane and Irene Pagram who had prepared the preliminary recommendations.

There were 13 applications for a total of \$13,887 towards assisting organisations to conduct activities/events at COPACC on a 50% subsidy rate of hire charges from a fund of \$7,500.

There were 5 requests from event organisers seeking \$11,010 and 25 requests for other community projects totalling a further \$81,285. These 33 applications were considered from a pool of \$40,000.

There were 35 submissions requesting a total of \$115,549 for the maintenance and improvement of recreation facilities from the available Recreation Facilities funding. This comprises \$5,000 balance carried forward from 2007/2008 and \$65,000 for 2008/2009, giving a total funding pool of \$70,000.

The Grants Assessment Advisory Committee recommended 63 grants for 2008/2009. Unsuccessful applicants were either referred to alternative funding agencies, advised to rework incomplete applications and resubmit in the next round or were ineligible due to not meeting the funding criteria – refer attachments.

**Corporate Plan/Other Strategies/Policy**

The Council Community Funding Program supports Council's commitment to encouraging community sport, recreation, events, cultural and arts activities and facilitating the maintenance and improvement of Council sporting and recreation facilities.

The 2006-2010 Colac Otway Recreation Strategy, 2007-2011 Colac Otway Festival and Events Strategy and 2007-2011 Colac Otway Arts and Culture Strategy identify the benefits to community development and the valuable economic input the Council Community Funding Program contributes across the Shire. Each of the three strategies identifies the importance of this funding, which further supports the volunteer input provided to each of the community projects.



**Issues/Options**

There are two options for Council:

- Approve the recommendations from the Grants Assessment Advisory Committee for Council grants from the 2008/2009 Community Funding Program.

Approval of the recommendations will result in a total estimated value of \$431,880 of works / activities to be undertaken in 66 projects across the Shire throughout the 2008/2009 program.

- Do not approve the recommendations from the Grants Assessment Advisory Committee for Council grants from the 2008/2009 Community Funding Program.

The Community Funding Program assists groups to partner with Council to achieve capacity building projects, membership growth, group development, local celebrations and community development initiatives that would not otherwise occur if either the community groups or Council had to fully finance them.

**Proposal**

It is proposed that Council approves the attached recommendations from the Grants Assessment Advisory Committee for Council grants from the 2008/2009 Community Funding Program.

**Financial and other Resource Implications**

The Council Community Funding Program allocated a total of \$117,500 (\$112,500 + \$5,000) across the three funding categories. The implication of total expenditure under each of the funding categories is as follows:

- COPACC Assistance \$7,500.
- Community Projects and Events \$40,000.
- Recreation Facilities \$69,968.

The total funding allocation amount was presented for consideration under the 2008/2009 budget process at the March 2008 Council meeting.

**Risk Management & Compliance Issues**

Grant recipients are responsible for the risk management of their projects. Several groups have indicated on their grant applications forms they have not commenced formal risk management processes. Training in risk management will be offered free of charge at Club Network sessions to address this gap.

**Environmental Considerations**

Several applications responded to current drought conditions seeking to mitigate or provide alternative solutions. Some of the proposed projects add to beautification or improvement of local environs and more sustainable energy use.

**Communication Strategy/Consultation**

Application forms and guidelines were advertised across the Shire in early April 2008 for Colac Otway Shire's 2008/2009 Community Funding Program. Council hosted two information sessions in Colac and Apollo Bay to enable groups to discuss the funding program with Council's Recreation and Arts Coordinator. Application forms were made available from Council's Customer Service Centres in Colac and Apollo Bay, via the website and through direct database mail. This year's program introduced email application lodgement to make the process easier for applicants, evidence to date indicates this was a successful improvement initiative, with 15% of applications lodged electronically.



**Implementation**

It is proposed to advise all applicants in writing following Council's adoption of the recommendations. A civic reception will be held at COPACC on July 14 to present the grant cheques to the successful applicants. The timelines are designed to enable the grant recipients to have maximum time to undertake projects and meet project acquittal requirements.

**Conclusion**

The Community Funding Program assists groups to partner with Council to achieve capacity building projects, membership growth, group development, local celebrations and community development initiatives that would not otherwise occur if either the community groups or Council had to fully finance them. Approval of the recommendations will result in a total value of \$431,880 of works and activities being undertaken in 66 projects across the Shire.

**Attachments**

- COPACC Assistance Program,
- Community Projects and Events Program,
- Recreation Facilities Program.

**Recommendation**

***That Council approves the recommendations from the Grants Assessment Advisory Committee for Council grants from the 2008/2009 Community Funding Program, total expenditure under each of the funding categories as follows:***

***(a) Recreation Facilities \$69,968***

|                                                                      |                       |
|----------------------------------------------------------------------|-----------------------|
| <b><i>Apollo Bay CDFL Netball Club Inc.</i></b>                      | <b><i>\$2,254</i></b> |
| <b><i>Apollo Bay Pony Club Inc.</i></b>                              | <b><i>\$2,922</i></b> |
| <b><i>Apollo Bay Youth Club</i></b>                                  | <b><i>\$700</i></b>   |
| <b><i>Barongarook Tennis Club</i></b>                                | <b><i>\$1,012</i></b> |
| <b><i>Barwon Downs Community Hall</i></b>                            | <b><i>\$2,910</i></b> |
| <b><i>Beeac Community Centre Inc.</i></b>                            | <b><i>\$450</i></b>   |
| <b><i>Beeac Golf Club Inc.</i></b>                                   | <b><i>\$1,300</i></b> |
| <b><i>Beech Forest Recreation Reserve</i></b>                        | <b><i>\$3,475</i></b> |
| <b><i>Birregurra Bowling Club</i></b>                                | <b><i>\$476</i></b>   |
| <b><i>Birregurra Cricket Club</i></b>                                | <b><i>\$2,301</i></b> |
| <b><i>Colac &amp; District Football Netball Association Inc.</i></b> | <b><i>\$421</i></b>   |
| <b><i>Colac &amp; District Football Umpires Association Inc.</i></b> | <b><i>\$3,700</i></b> |
| <b><i>Colac Cycling Club</i></b>                                     | <b><i>\$3,000</i></b> |
| <b><i>Colac Football Netball Club Inc.</i></b>                       | <b><i>\$1,819</i></b> |
| <b><i>Colac Gun Club Inc.</i></b>                                    | <b><i>\$4,697</i></b> |
| <b><i>Colac Lawn Tennis Club</i></b>                                 | <b><i>\$3,500</i></b> |
| <b><i>Colac Pony Club Inc.</i></b>                                   | <b><i>\$5,000</i></b> |
| <b><i>Colac Pony Club Inc. Junior Committee</i></b>                  | <b><i>\$3,883</i></b> |
| <b><i>Cressy Recreation Reserve</i></b>                              | <b><i>\$3,000</i></b> |
| <b><i>Elliminyt Public Hall Inc.</i></b>                             | <b><i>\$2,114</i></b> |
| <b><i>Forrest Community Group – Forrest Tiger Rail Trail</i></b>     | <b><i>\$1,550</i></b> |
| <b><i>Forrest Tennis Club</i></b>                                    | <b><i>\$250</i></b>   |
| <b><i>Gellibrand Football Netball Club</i></b>                       | <b><i>\$5,000</i></b> |
| <b><i>Gellibrand Public Hall Committee</i></b>                       | <b><i>\$4,800</i></b> |
| <b><i>Irrewillipe Sports &amp; Entertainment Complex</i></b>         | <b><i>\$1,750</i></b> |



|                                        |                |
|----------------------------------------|----------------|
| <b>Stoneyford Cricket Club</b>         | <b>\$1,064</b> |
| <b>Swan Marsh Tennis Club</b>          | <b>\$620</b>   |
| <b>Wye River Surf Life Saving Club</b> | <b>\$6,000</b> |

**(b) Community Projects \$40,000**

|                                                               |                |
|---------------------------------------------------------------|----------------|
| <b>Apollo Bay Tuesday Art Group</b>                           | <b>\$3,000</b> |
| <b>Colac &amp; District Family History Group Inc.</b>         | <b>\$699</b>   |
| <b>Colac &amp; District Football Umpires Association Inc.</b> | <b>\$210</b>   |
| <b>Colac &amp; District Gem Club</b>                          | <b>\$96</b>    |
| <b>Colac &amp; District Historical Society Inc.</b>           | <b>\$2,650</b> |
| <b>Colac &amp; District Pipes &amp; Drums Inc.</b>            | <b>\$150</b>   |
| <b>Colac Camera Club Inc.</b>                                 | <b>\$750</b>   |
| <b>Colac Toy Library</b>                                      | <b>\$2,000</b> |
| <b>Colac Woodturners &amp; Woodcrafters Guild Inc.</b>        | <b>\$1,415</b> |
| <b>Cressy &amp; District History Group</b>                    | <b>\$945</b>   |
| <b>Old Beechy Rail Trail Committee</b>                        | <b>\$300</b>   |
| <b>Otway TOWN Club</b>                                        | <b>\$498</b>   |
| <b>Otways &amp; Coast Permaculture Group</b>                  | <b>\$2,000</b> |
| <b>Our Local Parish Community Playgroup - Coragulac</b>       | <b>\$1,580</b> |
| <b>The Colac Chorale</b>                                      | <b>\$1,650</b> |
| <b>The Rotary Club of Colac West</b>                          | <b>\$1,297</b> |
| <b>Townies for Landcare</b>                                   | <b>\$4,000</b> |
| <b>Women Evolving Bereavement (WEB)</b>                       | <b>\$4,000</b> |
| <b>Yeo Recreation Reserve and Hall Committee</b>              | <b>\$1,000</b> |
| <b>2<sup>nd</sup> Colac Sea Scout Group</b>                   | <b>\$750</b>   |
| <b>Colac Tenpin Bowling Association Inc.</b>                  | <b>\$850</b>   |
| <b>Events Committee Christ Church Birregurra</b>              | <b>\$2,870</b> |
| <b>Apollo Bay Arts Inc.</b>                                   | <b>\$800</b>   |
| <b>Colac Comeback Country Inc. Music Club</b>                 | <b>\$5,000</b> |
| <b>Colac Quilters</b>                                         | <b>\$1,490</b> |

**(c) COPACC Assistance \$7,500**

|                                                           |                   |
|-----------------------------------------------------------|-------------------|
| <b>Colac City Band</b>                                    | <b>\$750</b>      |
| <b>Colac Disability Network</b>                           | <b>\$266.75</b>   |
| <b>Colac Music Teachers Association</b>                   | <b>\$558.25</b>   |
| <b>Colac Sudanese Association</b>                         | <b>\$500</b>      |
| <b>Colac West Primary School</b>                          | <b>\$626.50</b>   |
| <b>Meriba Service Club of Colac Inc.</b>                  | <b>\$459</b>      |
| <b>Otways &amp; Cast Permaculture Group</b>               | <b>\$268.65</b>   |
| <b>South West Local Learning &amp; Employment Network</b> | <b>\$500</b>      |
| <b>St Marys Catholic Primary School, Colac</b>            | <b>\$644.50</b>   |
| <b>The Colac Players</b>                                  | <b>\$1,926.35</b> |
| <b>The Meeting Place</b>                                  | <b>\$1,000</b>    |





COPACC 2008/09

|                   |            |
|-------------------|------------|
| FUNDING AVAILABLE | \$7,500.00 |
| TOTAL RECOMMENDED | \$7,500.00 |

|    | ORGANISATION                                    | PROJECT                                                                                  | AMOUNT REQUESTED | TOTAL PROJECT COST | Org Cash Cont | Org In Kind Cont | RECOMMEND \$ | #  | Total Value of funded projects |
|----|-------------------------------------------------|------------------------------------------------------------------------------------------|------------------|--------------------|---------------|------------------|--------------|----|--------------------------------|
| 1  | African Christian Kush Aid Program of Australia | Conference to raise awareness of the Australian / Sudanese ways of life.                 | \$585.75         | \$585.75           |               |                  | \$0.00       |    |                                |
| 2  | Colac City Band                                 | Concert to celebrate the 130th anniversary of the first Colac Band                       | \$750.00         | \$6,042.00         | \$3,500.00    | \$390.00         | \$750.00     | 1  | \$6,042.00                     |
| 3  | Colac Disability Network                        | Providing services to people with disabilities                                           | \$266.75         | \$3,016.75         | \$266.75      | \$2,000.00       | \$266.75     | 2  | \$3,016.75                     |
| 4  | Colac MusicTeachers Association                 | CMTA's 12th Eisteddfod                                                                   | \$558.25         | \$4,403.25         | \$2,145.00    | \$6,250.00       | \$558.25     | 3  | \$4,403.25                     |
| 5  | Colac Sudanese Community                        | Activity to gain an understanding of the refugees in line with World Refugee Day June 20 | \$500.00         | \$7,200.00         | \$1,700.00    | \$3,000.00       | \$500.00     | 4  | \$7,200.00                     |
| 6  | Colac West Primary                              | Colac West Primary School Annual Concert                                                 | \$626.50         | \$2,753.00         | \$626.50      |                  | \$626.50     | 5  | \$2,753.00                     |
| 7  | Meriba Service Club of Colac INC                | Forum and workshops for the benefit of the whole community                               | \$459.00         | \$12,959.00        | \$100.00      | \$2,500.00       | \$459.00     | 6  | \$12,959.00                    |
| 8  | Otways & Coast Permaculture Group               | Display to increase awareness and understanding on decreasing availability fossil fuels  | \$268.65         | \$537.30           | \$268.65      | NA               | \$268.65     | 7  | \$537.30                       |
| 9  | Skills Connection                               | Food-A-Roma                                                                              | \$2,398.00       | \$57,896.00        |               |                  | \$0.00       |    |                                |
| 10 | South West Local Learning & Employment Network  | Ctrl-Alt-Delete Youth Expo                                                               | \$500.00         | \$1,000.00         | \$500.00      | \$500.00         | \$500.00     | 8  | \$1,000.00                     |
| 11 | St Marys Catholic Primary School, Colac         | Introducing the students and school community to a real performing arts venue            | \$644.50         | \$3,239.00         | \$2,639.00    | \$4,925.00       | \$644.50     | 9  | \$3,239.00                     |
| 12 | The Colac Players                               | 2 Amateur theatre productions                                                            | \$5,330.00       | \$10,660.00        | \$1,460.00    | \$105,300.00     | \$1,926.35   | 10 | \$10,660.00                    |
| 13 | The Meeting Place                               | Ants Pantz Arts - promote the skills and abilities of people with disabilities.          | \$1,000.00       | \$2,000.00         | \$ -          | \$2,000.00       | \$1,000.00   | 11 | \$2,000.00                     |
|    |                                                 |                                                                                          | \$13,887.40      | \$112,292.05       |               |                  | \$7,500.00   | 11 | \$53,810.30                    |



## COMMUNITY PROJECTS AND EVENTS

|                               |             |                       |             |
|-------------------------------|-------------|-----------------------|-------------|
| TOTAL FUNDS                   | \$40,000.00 |                       |             |
| TOTAL PROJECT RECOMMENDATIONS | \$28,990.00 | TOTAL RECOMMENDATIONS | \$40,000.00 |
| TOTAL EVENT RECOMMENDATIONS   | \$11,010.00 | AVAILABLE BALANCE     | \$0.00      |

## COMMUNITY PROJECTS

| AP P NO | ORGANISATION                                      | PROJECT                                                                                                                                                                                                                                                          | AMOUNT REQUESTED | TOTAL PROJECT COST | Org Cash Cont | Org In Kind Cont | RECOMMEND \$ | #  | Total Value of Funded Projects |
|---------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|---------------|------------------|--------------|----|--------------------------------|
| 1       | African Christian Kush Aid Program of Australia   | Conference to raise awareness of the Australian / Sudanese ways of life and raise funds for Sudan                                                                                                                                                                | \$7,125.75       | \$8,900.75         | \$500.00      | \$1,275.00       | NA           |    |                                |
| 2       | Apollo Bay Tuesday Art Group                      | To strengthen social connectedness & linkages between Apollo Bay community members, using Art as the medium thru facilitation of intergroup workshops with existing Art Groups in the broader region.                                                            | \$3,000.00       | \$7,075.00         | \$2,550.00    | \$1,525.00       | \$3,000.00   | 1  | \$7,075.00                     |
| 3       | Beeac Tennis Club for Donald McCready             | Publish book documenting pastoral history of Colac & surrounds spanning 165 years.                                                                                                                                                                               | \$2,000.00       | \$41,500.00        | \$39,500.00   | \$15,500.00      | \$0.00       |    |                                |
| 4       | Birregurra Community Group Inc.                   | To upgrade garden plots on North Side of Main Street, add several new trees, clear dead plants & reinvigorate soil then plant drought hardy species to beautify main street.                                                                                     | \$2,000.00       | \$8,800.00         | \$2,000.00    | \$4,800.00       | \$0.00       |    |                                |
| 5       | Colac & District Family History Group Inc.        | Purchase of a Laptop Computer                                                                                                                                                                                                                                    | \$699.00         | \$1,398.00         | \$699.00      | \$0.00           | \$699.00     | 2  | \$1,398.00                     |
| 6       | Colac & District Football Umpires Association Inc | 40th Anniversary of the CDFUA                                                                                                                                                                                                                                    | \$1,000.00       | \$8,450.00         |               | \$0.00           | \$210.00     | 3  | \$8,450.00                     |
| 7       | Colac & District Gem Club                         | To purchase extra equipment to enable group to tutor younger members.                                                                                                                                                                                            | \$95.40          | \$190.40           | \$95.40       | \$0.00           | \$96.00      | 4  | \$190.40                       |
| 8       | Colac & District Historical Society Inc.          | Production of a 64 page booklet about the origins of the street names of Colac.                                                                                                                                                                                  | \$2,650.00       | \$5,330.00         | \$2,180.00    | \$500.00         | \$2,650.00   | 5  | \$5,330.00                     |
| 9       | Colac & District Pipes & Drums Inc.               | Tutor fees for learning new tunes so Colac Group can combine with Newtown Pipe Band                                                                                                                                                                              | \$1,450.00       | \$2,650.00         | \$200.60      | \$1,000.00       | \$150.00     | 6  | \$2,650.00                     |
| 10      | Colac Basketball Association                      | Development of Business Plan for the next ten years. Along with purchase of new computer, printer and software to streamline the admin.                                                                                                                          | \$2,000.00       | \$3,500.00         | \$500.00      | \$1,000.00       | \$0.00       |    |                                |
| 11      | Colac Camera Club Inc.                            | Purchase of Laptop Computer for displaying images in conjunction with the data projector on monthly competition nights.                                                                                                                                          | \$750.00         | \$1,499.00         | \$750.00      | \$0.00           | \$750.00     | 7  | \$1,499.00                     |
| 12      | Colac Toy Library                                 | Replacement of plastic bags which hold and display toys for borrowing. Purchase of new toys and replacement/repair of damaged toys.                                                                                                                              | \$2,000.00       | \$4,000.00         | \$500.00      | \$1,500.00       | \$2,000.00   | 8  | \$4,000.00                     |
| 13      | Colac Woodturners & woodcrafters Guild Inc.       | Purchase of a Router, Edge Sander & Bench Bobbin Sander complete with associated accessories for all machines.                                                                                                                                                   | \$1,414.80       | \$2,829.60         | \$1,414.80    | \$0.00           | \$1,415.00   | 9  | \$2,829.60                     |
| 14      | Cressy & District History Group                   | Production of a book documenting the memories of community members and abroad that were involved in the Cressy Fires in 1944 & 1977.                                                                                                                             | \$945.00         | \$1,145.00         | \$200.00      | \$945.00         | \$945.00     | 10 | \$1,145.00                     |
| 15      | Old Beechy Rail Trail Committee                   | To renovate and enhance some Super 8 and 8mm films of the Old Beechy train in the 1950's and 1960's and convert them to DVD.                                                                                                                                     | \$300.00         | \$600.00           | \$300.00      | \$0.00           | \$300.00     | 11 | \$600.00                       |
| 16      | Otway TOWN Club                                   | Replacement of digital scales.                                                                                                                                                                                                                                   | \$497.50         | \$995.00           | \$497.50      | \$0.00           | \$498.00     | 12 | \$995.00                       |
| 17      | Otways & Coast Permaculture Group                 | To increase awareness and understanding of the impacts which decreasing availability of affordable fossil fuels will have on our region with the aim of providing education in planning and action strategies for implementation throughout the wider community. | \$9,700.00       | \$19,400.00        | \$0.00        | \$9,700.00       | \$2,000.00   | 13 | \$19,400.00                    |
| 18      | Our Local Parish Community Playgroup - Coragulac  | To purchase blinds to help with the heating and cooling situation along with more toys.                                                                                                                                                                          | \$2,160.00       | \$2,160.00         | \$200.00      | \$2,000.00       | \$1,580.00   | 14 | \$2,160.00                     |
| 19      | The Colac Chorale                                 | Purchase of a new electronic piano.                                                                                                                                                                                                                              | \$1,650.00       | \$3,295.00         | \$1,650.00    | \$0.00           | \$1,650.00   | 15 | \$3,295.00                     |
| 20      | The Rotary Club of Colac West                     | Assist in further development of environmental area (Barongarook Creek) by adding a walking track                                                                                                                                                                | \$8,387.50       | \$16,775.00        | \$5,307.50    | \$3,080.00       | \$1,297.00   |    | \$16,775.00                    |



| AP<br>P<br>NO | ORGANISATION                                                                           | PROJECT                                                                                                                                                                                                                                                                                  | AMOUNT<br>REQUESTED | TOTAL<br>PROJECT COST | Org Cash Cont | Org In Kind Cont | RECOMMEND \$ | #  | Total Value of<br>Funded Projects |
|---------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|---------------|------------------|--------------|----|-----------------------------------|
| 21            | Townies for Landcare<br>(volunteer group of the<br>Southern Otway Landcare<br>Network) | Physical & visual rehabilitation of a<br>severely eroded & degraded dune system<br>along a much used section of the Great<br>Ocean Road coastline. The project will<br>see part construction of a wheelchair<br>friendly boardwalk along Skenes Creek<br>beach.                          | \$18,800.00         | \$41,780.98           | \$16,680.98   | \$6,300.00       | \$4,000.00   | 16 | \$41,780.98                       |
| 22            | Wildlife Victoria (Otway Group)                                                        | To provide by installation of signage,<br>information to the public about seal<br>behaviour on beaches to reduce the<br>danger to tourists and wildlife, and to<br>provide other signage to assist in trauma,<br>rescue and warnings about wildlife within<br>the Great Ocean Road area. | \$4,660.00          | \$9,780.00            | \$0.00        | \$3,120.00       | \$0.00       |    |                                   |
| 23            | Women Evolving Bereavement<br>(WEB)                                                    | To establish a library of books and videos<br>for bereaved people, also for brochures<br>and literature to publicize our group so<br>others can hear about it, join and benefit.                                                                                                         | \$8,000.00          | \$8,000.00            | \$0.00        | \$0.00           | \$4,000.00   | 17 | \$8,000.00                        |
| 24            | Yeo Recreation Reserve and<br>Hall Committee                                           | Install a basketball/netball backboard                                                                                                                                                                                                                                                   | \$2,840.00          | \$3,340.00            | \$0.00        | \$500.00         | \$1,000.00   | 18 | \$3,340.00                        |
| 25            | 2nd Colac Sea Scout Group                                                              | Install exterior sensor security lighting                                                                                                                                                                                                                                                | \$946.00            | \$1,892.00            | \$946.00      | \$0.00           | \$750.00     | 19 | \$1,892.00                        |
|               | SUB TOTALS                                                                             |                                                                                                                                                                                                                                                                                          | \$85,070.95         | \$205,285.73          | \$76,671.78   | \$52,745.00      | \$28,990.00  | 19 | \$132,804.98                      |



EVENTS

| AP<br>P<br>NO | 25 ORGANISATIONS                          | PROJECT                                                                                                                                                                                          | AMOUNT<br>REQUESTED | TOTAL<br>PROJECT COST | Org Cash Cont | Org In Kind Cont | RECOMMEND \$ | # | Total Value of<br>Funded Projects |
|---------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|---------------|------------------|--------------|---|-----------------------------------|
| 1             | Colac Tenpin Bowling Association INC      | Junior Country Cup - Annual Junior Bowling Tournament. Funding assistance requested for costs associated with competitor shirts and administration of event.                                     | \$850.00            | \$ 6,650.00           | \$850         | \$1,350.00       | \$850.00     | 1 | \$6,650.00                        |
| 2             | Events Committee Christ Church Birregurra | "Autumn Celtic Celebration" Visual Arts and Music Celebration. Funding assistance requested for costs associated with performers and marketing of event.                                         | \$2,870.00          | \$ 15,210.00          | \$300         | \$4,500.00       | \$2,870.00   | 2 | \$15,210.00                       |
| 3             | Apollo Bay Arts Inc                       | "Warm Winter Words" Assistance with staging an annual literature readings event in its fifteenth year. Funding assistance requested for costs associated with writers' fees and event marketing. | \$800.00            | \$2,400.00            | \$100.00      | \$1,080.00       | \$800.00     | 3 | \$2,400.00                        |
| 4             | Colac Comeback Country Inc. Music Club    | "Colac Comeback Country - Truck and Ute Show". Funding assistance requested for costs associated with performers and hire of sound equipment.                                                    | \$5,000.00          | \$34,000.78           | \$20,200      | \$6,200.00       | \$5,000.00   | 4 | \$34,000.78                       |
| 5             | Colac Quilters                            | Colac Quilters Biennial Exhibition. Funding assistance requested for costs associated with purchase of professional road signage and display materials for event.                                | \$1,489.81          | \$1,989.81            | \$500         | \$1,650.00       | \$1,490.00   | 5 | \$1,989.81                        |
|               | SUB TOTALS                                |                                                                                                                                                                                                  | \$11,009.81         | \$ 60,250.59          | \$ 21,950.00  | \$14,780.00      | \$11,010.00  | 5 | \$ 60,250.59                      |

|  | ORGANISATION | PROJECT | AMOUNT<br>REQUESTED | TOTAL<br>PROJECT COST | Org Cash Cont | Org In Kind Cont | RECOMMEND \$ | #  | Total Combined<br>Value of Funded<br>Projects |
|--|--------------|---------|---------------------|-----------------------|---------------|------------------|--------------|----|-----------------------------------------------|
|  | TOTALS       |         | \$96,080.76         | \$265,536.32          | \$98,621.78   | \$67,525.00      | \$40,000.00  | 24 | \$ 193,055.57                                 |



# RECREATION FACILITIES 2008/09      2008-2009

|                     |                            |                   |                 |             |
|---------------------|----------------------------|-------------------|-----------------|-------------|
| 08/09 FUND \$65,000 | plus Balance 07/08 \$5,000 | TOTAL \$70,000.00 | TOTAL ALLOCATED | \$69,968.00 |
|---------------------|----------------------------|-------------------|-----------------|-------------|

|    | ORGANISATION                                                    | PROJECT                                                                                                                                                                                 | AMOUNT REQUESTED    | TOTAL PROJECT COST  | Org Cash Cont      | Org In Kind Cont   | RECOMMEND \$       | #         | Total Value of funded projects |
|----|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|--------------------|--------------------|--------------------|-----------|--------------------------------|
| 1  | Apollo Bay CDFL Netball Club Inc.                               | To attach a store room to the end of the existing netball/tennis room to provide storage for the range of equipment used by both the netball & tennis clubs.                            | \$2,253.25          | \$4,506.50          | \$2,253.25         | \$0.00             | \$2,254.00         | 1         | \$4,506.50                     |
| 2  | Apollo Bay Pony Club Inc.                                       | Repairs to Pony Club owned float along with a 7x5 steel enclosed single axle trailer with jockey wheel for equipment storage.                                                           | \$4,950.00          | \$9,623.00          | \$0.00             | \$2,240.00         | \$2,922.00         | 2         | \$9,623.00                     |
| 3  | Apollo Bay Target Rifle Club Inc                                | Install a baffle to deflect stray shots away from the rear window in the hall                                                                                                           | NA                  | NA                  | NA                 | NA                 | NA                 |           |                                |
| 4  | Apollo Bay Youth Club                                           | Purchase of stainless steel benching as part of major renovation of clubs kitchen.                                                                                                      | \$1,400.00          | \$9,599             | \$0.00             | \$8,199.00         | \$700.00           | 3         | \$9,599                        |
| 5  | Barongarook Tennis Club                                         | Provide 2 umpire chairs                                                                                                                                                                 | \$1,978.00          | \$2,023.00          | \$0.00             | \$45.00            | \$1,012.00         | 4         | \$2,023.00                     |
| 6  | Barwon Downs Community Hall                                     | To provide heating to the main hall interior.                                                                                                                                           | \$4,360.00          | \$5,820.00          | \$1,000.00         | \$660.00           | \$2,910.00         | 5         | \$5,820.00                     |
| 7  | Beeac Community Centre Inc.                                     | Professional wash down of internal areas of main building prior to cleaning entire building to be fumigated against insects.                                                            | \$450.00            | \$901.00            | \$406.00           | \$45.00            | \$450.00           | 6         | \$901.00                       |
| 8  | Beeac Golf Club Inc.                                            | Re-grassing of fairways.                                                                                                                                                                | \$1,300.00          | \$2,500.00          | \$0.00             | \$0.00             | \$1,300.00         | 7         | \$2,500.00                     |
| 9  | Beech Forest Recreation Reserve                                 | Purchase of a mower to cut oval & surrounds.                                                                                                                                            | \$3,475.00          | \$6,950.00          | \$3,475.00         | \$0.00             | \$3,475.00         | 8         | \$6,950.00                     |
| 10 | Birregurra Bowling Club                                         | Replacement of old worn out curtains with new blinds on the front of the clubhouse.                                                                                                     | \$476.00            | \$952.00            | \$476.00           | \$0.00             | \$476.00           | 9         | \$952.00                       |
| 11 | Birregurra Cricket Club                                         | Replace sub-standard pitch with new pitch.                                                                                                                                              | \$2,462.00          | \$4,602.00          | \$500.00           | \$1,640.00         | \$2,301.00         | 10        | \$4,602.00                     |
| 12 | City United Cricket Club / Colac & District Cricket Association | To carry out major repairs to the Turf Wicket area of Eastern Reserve.                                                                                                                  | \$3,000.00          | \$7,000.00          | \$0.00             | \$2,000.00         | NA                 |           |                                |
| 13 | Colac & District Football League Netball Association Inc.       | Power to Colac Central Reserve number 1 netball court.                                                                                                                                  | \$420.20            | \$840.40            | \$420.20           | \$0.00             | \$421.00           | 11        | \$840.40                       |
| 14 | Colac & District Football Umpires Association Inc.              | Installation of 2 x 2000 watt flood lights on existing poles.                                                                                                                           | \$3,700.00          | \$7,400.00          | \$3,700.00         | \$0.00             | \$3,700.00         | 12        | \$7,400.00                     |
| 15 | Colac Braves Baseball Club Inc.                                 | To have a fully functioning kitchen facility that complies with food & OHS standards.                                                                                                   | \$12,500.00         | \$12,500.00         | \$0.00             | \$1,625.00         | \$0.00             |           |                                |
| 16 | Colac Cycling Club                                              | To establish a bank of racing bikes that can be provided to new riders to encourage them into the sport.                                                                                | \$5,000.00          | \$8,000.00          | \$2,000.00         | \$1,000.00         | \$3,000.00         | 13        | \$8,000.00                     |
| 17 | Colac Football Netball Club Inc.                                | To install fence seating on the social rooms side of Central Reserve.                                                                                                                   | \$1,818.50          | \$3,637.00          | \$1,818.50         | \$0.00             | \$1,819.00         | 14        | \$3,637.00                     |
| 18 | Colac Gun Club Inc                                              | Erection of storage shed.                                                                                                                                                               | \$4,696.50          | \$9,496.50          | \$4,800.00         | \$0.00             | \$4,697.00         | 15        | \$9,496.50                     |
| 19 | Colac Lawn Tennis Club                                          | Renovation of back row of 6 grass courts including scarifying, top dressing and re-fertilising.                                                                                         | \$3,500.00          | \$7,000.00          | \$3,500.00         | \$1,000.00         | \$3,500.00         | 16        | \$7,000.00                     |
| 20 | Colac Pony Club Inc.                                            | To build a new modern vermin proof kitchen in soon to be completed clubrooms.                                                                                                           | \$15,606            | \$30,146.00         | \$14,000.00        | \$540.00           | \$5,000.00         | 17        | \$30,146.00                    |
| 21 | Colac Pony Club Inc. Junior Committee                           | To erect a 2nd showjumping arena fencing, then include surface sand within the arena floor.                                                                                             | \$3,883.14          | \$8,443.14          | \$4,000.00         | \$560.00           | \$3,883.00         | 18        | \$8,443.14                     |
| 22 | Colac Sungold Junior Cricket Association                        | To purchase 1 Laptop Computer & computer training course. Purchase for secretary to run newly formed website & day to day business plan & files.                                        | \$1,499.00          | \$1,499.00          | \$0.00             | \$0.00             | \$0.00             |           |                                |
| 23 | Cressy Recreation Reserve                                       | Re-stumping of Recreation Reserve club rooms.                                                                                                                                           | \$4,000.00          | \$6,000.00          | \$0.00             | \$2,000.00         | \$3,000.00         | 19        | \$6,000.00                     |
| 24 | Elliminyt Public Hall Inc                                       | Replace boundary fence as present one is non existent. Adjoining property owner is insisting that the fence be replaced. Until now committee were not in a financial position to do it. | \$2,114.00          | \$8,465             | \$2,114            | \$0.00             | \$2,114.00         | 20        | \$8,465                        |
| 25 | Forrest Community Group - Forrest Tiger Rail Trail              | To establish a multiuse Railtrail from the township of Forrest to the Forrest Recreation reserve for all user groups in the local community.                                            | \$1,550.00          | \$3,100             | \$1,550.00         | \$0.00             | \$1,550.00         | 21        | \$3,100                        |
| 26 | Forrest Tennis Club                                             | Purchase of two new tennis nets                                                                                                                                                         | \$250.00            | \$500.00            | \$250.00           | \$0.00             | \$250.00           | 22        | \$500.00                       |
| 27 | Gellibrand Football Netball Club                                | To provide extended shelters at Gellibrand Netball courts for an undercover area for players, coaches and officials.                                                                    | \$5,000.00          | \$10,000.00         | \$2,500.00         | \$2,500.00         | \$5,000.00         | 23        | \$10,000.00                    |
| 28 | Gellibrand Public Hall Committee                                | Replace supper room roof.                                                                                                                                                               | \$4,800.00          | \$9,927.65          | \$4,077.65         | \$1,050.00         | \$4,800.00         | 24        | \$9,927.65                     |
| 29 | Irrewillipe Sports & Entertainment Complex                      | Interior painting of Irrewillipe Hall.                                                                                                                                                  | \$1,750.00          | \$3,500.00          | \$1,411.00         | \$339.00           | \$1,750.00         | 25        | \$3,500.00                     |
| 30 | Irrewillipe Sports & Entertainment Complex                      | To provide shelter for spectators by installing a verandah in front of the canteen & changerooms.                                                                                       | \$3,000.00          | \$5,270.00          | \$2,270.00         | \$0.00             | \$0.00             |           |                                |
| 31 | Stoneyford Cricket Club                                         | Replace carpet on centre pitch.                                                                                                                                                         | \$1,064.00          | \$2,128.00          | \$0.00             | \$500.00           | \$1,064.00         | 26        | \$2,128.00                     |
| 32 | Swan Marsh Tennis Club                                          | Shade cloth protection barrier to east strong south westerly winds.                                                                                                                     | \$620.00            | \$1,240.00          | \$620.00           | \$0.00             | \$620.00           | 27        | \$1,240.00                     |
| 34 | Wye River Progress Association                                  | Pedestrian path maintenance (connects Wye River to Seperation Creek).                                                                                                                   | \$1,200.00          | \$2,400.00          | \$ -               | \$1,200.00         | NA                 |           |                                |
| 35 | Wye River Surf Life Saving Club                                 | To replace inadequate kitchen facilities at the clubs bunkhouse.                                                                                                                        | \$11,473.00         | \$22,946.00         | \$8,973.00         | \$2,500.00         | \$6,000.00         | 28        | \$22,946.00                    |
|    |                                                                 |                                                                                                                                                                                         | <b>\$115,548.59</b> | <b>\$218,915.19</b> | <b>\$66,114.60</b> | <b>\$29,643.00</b> | <b>\$69,968.00</b> | <b>28</b> | <b>\$190,246.19</b>            |



**OM082406-5 2008-2009 FESTIVAL AND EVENT SUPPORT SCHEME ENDORSEMENT  
OF APPLICATIONS**

AUTHOR: Jodie Fincham  
DEPARTMENT: Corporate and Community  
Services

ENDORSED: Colin Hayman  
FILE REF: GEN00338

**Purpose**

The purpose of this report is to seek Council endorsement of recommendations made by the Festival and Event Support Scheme Advisory Committee for applications received under the Colac Otway Festival and Events Support Scheme 2008-09. This document also seeks endorsement of funding allocations recommended by the Advisory Committee for the ten event applications received.

**Background**

The Colac Otway Festival and Events Support Scheme 2007-08 was adopted at the July 2007 Council meeting, with the recommendation that the guidelines be trialled for a twelve month period to be further worked through. An Advisory Committee comprising of representation from Council (3 Councillors and 1 Officer), Otway's Tourism and Regional Development Victoria were appointed to review the document.

The introduction of this new funding Scheme for Events was well supported in 2007 by both commercial and community based event organisers with a total of nine applications received. Commercial operators whose events deliver significant benefit to the Colac Otway Shire in terms of economic, social and cultural growth were permitted to apply for funding under this scheme. In the case of some events, it is challenging to differentiate between what constitutes a commercial versus a community event.

A meeting of the Advisory Committee in September 2007 to assess applications led to further suggested improvements to the funding application guidelines and acquittal documents.

Most notable amongst suggested changes was the strengthening of the definition of what constitutes event eligibility under the current Festival and Event Support Scheme guidelines. For the purposes of distinction between event funding under this scheme and the events component of the Council Community Grant Program, events which have operated for three or more years will be considered "established" and therefore eligible for Festival and Support Scheme Funding. Conversely, events eligible for seed funding under the Community Grants Program will have operated for less than three years.

Further suggested amendments to the original funding guidelines included expanding the range of sponsorship funding categories available to community based events. Under the revised guidelines, funding sponsorship categories ensure that there is equal funding opportunities available for events that are both commercial and community based. This ensures that community based events have the same flexibility as commercial based events to seek different funding allocations, based on meeting identified criteria.

The timing of implementation of the Colac Otway 2008-2009 Festival and Support Scheme was also reviewed. This resulted in the Scheme being rolled out to coincide with the 2008-2009 Council Community Grants Scheme. Bringing the timing of the Scheme forward provided applicants with an increased time frame in which to apply and greater opportunity to discuss applications if required with the Events Co-ordinator.

Due to not all budgeted funds being expended under the 2007-2008 Scheme, additional funds were allocated to each event as a "one off" only payment during the transitional phase



of introducing the new Funding Scheme in 2007. Event applicants were informed that there should be no expectation that additional funding would be available in future years. All future event funding allocations under this Scheme will strictly adhere to funding categories and stipulated amounts.

A total of ten applications were received under the 2008-2009 Festival and Support Scheme comprising the following events:

1. Spirit of Christmas 2008
2. Apollo Bay Music Festival 2009
3. Otway Odyssey (Mountain Bike event and Forrest Festival) 2009
4. Great Ocean Road Marathon 2009
5. KANA 2009
6. Great Ocean Sports Festival 2009
7. Otway Soup Fest 2009
8. Otway Idol 2009
9. Birregurra Weekend Festival 2008
10. Colac Six Day Race (Including the Cliff Young Festival of Sport) 2008

A meeting of the Advisory Committee to review the above applications was held on Wednesday 4<sup>th</sup> June 2008 at which;

- Apologies were received from Cr Di Cecco and Ian Seuren (Regional Development Victoria)
- Cr Smith declared an interest in Kana
- Darren Chirgwin (Otway's Tourism) declared an interest in the GOR Marathon
- Ian Seuren (Regional Development Victoria) declared a potential interest in the 2008 Colac Six Day Race via a report with his assessment of applications.

### **Corporate Plan/Other Strategies/Policy**

The development of the Colac Otway Festival and Events Support Scheme 2008-09 is a direct outcome of the recommendations contained in the 2007-2011 Festivals and Events Strategy, endorsed by Council in January 2007.

### **Issues/Options**

There are three options for Council consideration;

1. Oppose the adoption of the recommendations made by the Advisory Committee for applications received under the Colac Otway Festival and Events Support Scheme 2008-09. Not adopting these recommendations may stifle a growing number and range of events held within the municipality to access funding to assist with the continued growth and development of events.
2. Undertake further assessment of the recommendations and return to Council for further consideration. A delay in adopting the recommendations made by the Advisory Committee for Events Funding and Support will be detrimental to the funding process as it may negatively impact in the ability of some organisers to secure funding from other agencies and/or deliver their events on time.
3. Adopt the recommendations made by the Advisory Committee and provide identified funding allocations to the recommended event organisers/groups.



**Proposal**

It is proposed that Council adopts the recommendations made by the Advisory Committee to provide event funding for the identified event organisers / groups under the Colac Otway Festival and Events Support Scheme 2008-09.

**Financial and other Resource Implications**

The proposed Colac Otway Festival and Events Support Scheme 2008-09 has dedicated funds through the development of specific project budget lines under the 2008/09 budget process.

A total budget allocation of \$60,000 has been provided, comprising of \$60,000 cash which includes the "in-kind" contribution from Cos works towards event specific requirements. Costs associated with "in-kind" support provided by Cos works have been included in each individual allocation. The recommended events total \$55,000.

**Risk Management & Compliance Issues**

Endorsement of the Colac Otway Festival and Events Support Scheme 2008-09 recommendations will reduce the risk to Council by ensuring that a fair, equitable and transparent process is applied to the administering of Council funding for events.

All events funded under this scheme are required to undertake Council's Event Approval process which specifically addresses risk management and compliance issues specific to the event.

**Environmental Considerations**

The Colac Otway Festival and Events Support Scheme 2008-09 guidelines specify that it is a condition of all successfully funded applicants that they ensure their events are 'Waste Wise' which requires the event to meet set criteria regarding event waste management.

Other environmental considerations are identified throughout the approval process and are dealt with accordingly.

**Communication Strategy/Consultation**

There has been ongoing consultation and education for current and prospective Event Organisers regarding the implementation of the new funding allocation policy. Research of 11 local government authorities Event Policies was undertaken to assist with developing the Colac Otway Festival and Event Support Scheme. In addition, the development of the funding allocation has been raised and discussed at the Local Government Events Network meetings in which Colac Otway is an active participant.

The Advisory Committee appointed to review applications, has met several times since the adoption of the Scheme. A meeting took place 10th September 2007 to further refine and improve the Funding scheme guidelines for future implementation. An additional meeting to confirm the proposed changes to the Funding Scheme Guidelines took place Wednesday 27<sup>th</sup> February 2008. A final meeting to assess applications received under the scheme occurred 4<sup>th</sup> June 2008.

**Implementation**

Ten event applications were received under this Scheme. The Advisory Committee noted that several of the applications did not adhere to the stipulated funding categories listed on the application. For example, current applicants who requested funding at the highest level (\$7,500/Platinum category) are required to have 5000 or more attendees at their event, however in some cases the actual number of attendees was identified as significantly lower



throughout the body of the application. The Committee therefore determined to abide by the funding categories rather than apply the amounts requested in the applications. This has resulted in some applicants receiving an amount lower than what was requested, however it is consistent with the funding guidelines.

The final recommendations from the Advisory Committee for events under the Colac Otway Festival and Events Support Scheme 2008-09 are as follows:

| <b>Event</b>                                                           | <b>Funding</b>  | <b>Category</b>       |
|------------------------------------------------------------------------|-----------------|-----------------------|
| Spirit of Christmas                                                    | \$7,500         | Platinum (Community)  |
| Apollo Bay Music Festival                                              | \$7,500         | Platinum (Community)  |
| Otway Odyssey                                                          | \$5,000         | Gold (Commercial)     |
| GOR Marathon                                                           | \$7,500         | Platinum (Commercial) |
| Kana                                                                   | \$5,000         | Gold (Community)      |
| Great Ocean Sports Festival                                            | \$5,000         | Gold (Community)      |
| Otway Soup Fest                                                        | \$2,500         | Silver (Community)    |
| Otway Idol                                                             | \$2,500         | Silver (Community)    |
| Birregurra Weekend Festival                                            | \$7,500         | Platinum (Community)  |
| Colac Six Day Race<br>(Including the Cliff Young<br>Festival of Sport) | \$5,000         | Gold (Commercial)     |
| <b>Totals (inclusive of In-Kind<br/>contribution)</b>                  | <b>\$55,000</b> |                       |

The Committee has recommended to Council that event funding allocations will strictly adhere to funding categories and stipulated amounts and that this information should be strongly communicated to the event applicant when funding is administered.

It is proposed that applicants will be notified immediately of the outcome of their submission, subject to Council endorsement of the recommendations made by the Advisory Committee for applications received under the Colac Otway Festival and Events Support Scheme 2008-09. Funding will be released to successful applicants upon the receipt of a tax invoice.

### **Conclusion**

It is expected that in the future, all applicants must apply under the relevant prescribed event category contained in the application form with relevant funding allocations. The Colac Otway Festival and Events Support Scheme 2008-09 (guidelines, application and acquittal form) will ensure clarity, transparency and accountability in administering future Council funding in relation to events.

**Attachments** There are no attachments to this report.

### **Recommendation**

- That Council adopts the recommendations made by the Festival and Event Support Scheme Advisory Committee for categories of the various events and funding allocations to events under the Colac Otway Festival and Events Support Scheme 2008-09.***



*Spirit of Christmas - \$7,500 - Platinum (Community)*  
*Apollo Bay Music Festival - \$7,500 - Platinum (Community)*  
*Otway Odyssey - \$5,000 - Gold (Commercial)*  
*GOR Marathon - \$7,500 - Platinum (Commercial)*  
*Kana - \$5,000 - Gold (Community)*  
*Great Ocean Sports Festival - \$5,000 - Gold (Community)*  
*Otway Soup Festival - \$2,500 - Silver (Community)*  
*Otway Idol - \$2,500 - Silver (Community)*  
*Birregurra Weekend Festival - \$7,500 - Platinum (Community)*  
*Colac Six Day Race - \$5,000 - Gold (Commercial)*  
*(inc. the Cliff Young Festival of Sport)*

*Totals (inclusive of In-Kind            \$55,000*  
*Contribution)*

2. *That Council notes that the Committee has recommended to Council that event funding allocations will strictly adhere to funding categories and stipulated amounts and that this information should be strongly communicated to the event applicant when funding is administered.*

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**OM082406-6 APPOINTMENT OF S86 COMMITTEES OF MANAGEMENT**

|             |                                   |           |  |
|-------------|-----------------------------------|-----------|--|
| AUTHOR:     | Colin Hayman                      | ENDORSED: | Tracey Slatter   |
| DEPARTMENT: | Corporate &<br>Community Services | FILE REF: | 1535 Old Beech Forest Road BeechForest<br>700 Eurack Road Eurack<br>229 Pennyroyal Station Road Pennyroyal |

**Purpose**

To consider appointment of newly elected Committee members to the Beech Forest Recreation Reserve, Eurack Hall and Tennis Reserve and Pennyroyal Hall.

**Background**

Council appoints Committees of Management under Section 86 of the Local Government Act 1989 as Special Committees to Council to act in accordance with rules and conditions of appointment adopted by Council. The purpose of the Committees is to manage the operations of the facility. Council policy is that Committees of Management members are appointed up to a 3 year term.

Meetings to appoint new Committees were conducted and chaired by the ward Councillor:

|                                 |             |
|---------------------------------|-------------|
| Beech Forest Recreation Reserve | 22 May 2008 |
| Eurack Hall and Tennis Reserve  | 28 May 2008 |
| Pennyroyal Hall                 | 28 May 2008 |

**Corporate Plan/Other Strategies/Policy**

Council in its Council Plan seeks to see Colac Otway recognised as a progressive community, proud of its achievements and creating social and economic conditions that generate growth and employment and improve the quality of life. The decision by Council to appoint local persons to these Committees is seen to be progressive and inviting the community to participate in the conduct of Council's administration of public facilities. A decision in this regard also sees Council working in partnership with the community to achieve agreed goals.

**Issues/Options****Option 1**

Council's policy is that Committees of Management members are appointed for a 3 year term or less where applicable. The 3 year term for these facilities is up and community persons have been put forward to be on the committee for a period of 3 years.

**Option 2**

Not to appoint the community persons put forward. It is an important process that each 3 years the members of the particular community/facility consider the membership of the S86 committee.

**Proposal**

It is proposed to appoint the following community persons to the committee named for a term of 3 years.

|                                    |  |
|------------------------------------|--|
| Beech Forest<br>Recreation Reserve | Simon Brown, Rory Harrington, Jacqueline Langley, Steve Trotter  |
| Eurack Hall and<br>Tennis Reserve  | Alan Carew, Chris Sheedy, Dan Wood, Barbara Paine, Sandra<br>Sheedy, John Carew, Kaylene Wood, Barry McDougall |



Pennyroyal Hall

Jim Gannon, Kevin, Pam, Shavaun & Cameron White, Katrina Juleff, Thea Barry, Neville Bennett, Lorraine Cosgriff, Annette Mooney, Chris & Claire Chapman, Paul Simonsen

### **Financial and other Resource Implications**

The Committees hold their own bank accounts and administer budgets set by the Committee in accordance with funds within these accounts.

### **Risk Management and Compliance Issues**

Each committee has been provided with a Risk Management and Insurance Manual which has been developed for Council Committees of Management. Each of the Committees operates under an Instrument of Delegation which sets out the powers, functions and duties of each committee.

### **Communication Strategy/Consultation**

The Management Committees were advised that a meeting was required to be held to appoint community persons to the committee for a 3 year period. Meetings were chaired by Ward Councillors.

### **Implementation**

A letter will be forwarded to the Management Committees advising them of the appointments to the committee.

### **Conclusion**

The decision to appoint these Committees as Special Committee of Council is in keeping with Council's policy of working with its community in the management of halls and reserves throughout the Shire.

### **Attachments**

Nil

### **Recommendation**

1. ***That pursuant to Section 86 of the Local Government Act 1989, Council resolve to appoint the following elected members -***
  - ***Beech Forest Recreation Reserve - Simon Brown, Rory Harrington, Jacqueline Langley, Steve Trotter***
  - ***Eurack Hall and Tennis Reserve - Alan Carew, Chris Sheedy, Dan Wood, Barbara Paine, Sandra Sheedy, John Carew, Kaylene Wood, Barry McDougall***
  - ***Pennyroyal Hall - Jim Gannon, Kevin, Pam, Shavaun & Cameron White, Katrina Juleff, Thea Barry, Neville Bennett, Lorraine Cosgriff, Annette Mooney, Chris & Claire Chapman, Paul Simonsen***
2. ***That in accordance with Section 81 sub-section(2) sub-section(a) of the Local Government Act 1989, Council resolve to exempt members of the Committees from being required to submit a primary or ordinary pecuniary interest return in accordance with this section.***
3. ***That the Committees be advised that a copy of minutes of committee meetings held be forwarded to Council for its record after each meeting and that a Treasurer's Report be provided annually.***

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**OM082406-7 FINANCIAL PERFORMANCE REPORT**

AUTHOR: Ashley Roberts  
 DEPARTMENT: Corporate and Community  
 Services

ENDORSED: Colin Hayman  
 FILE REF: GEN0392

**Introduction**

The following Financial Performance Report is for the eleven month period to the end of May 2008.

**Budget Variances**

Rates and Charges of \$16.3m raised. Projected accumulated cash surplus of \$1.35m.

**Cash Position**

Net cash inflow of approx \$0.81m for the month of May. Diminished cash position of \$0.24m compared to previous year due to increased project spending.

**Rates Debtors**

Rates to the value of \$16.3m raised. Percentage collected similar to previous year at 93.5% compared to 93.10% for 2006/7.

**Trade Creditors**

Total creditors paid of \$2.23m for month of May, compared to \$2.70m previous year.

**Interest on Investment**

Interest received for the month of May of \$36,237.

**Capital Works**

|                                                |         |
|------------------------------------------------|---------|
| Plant Replacement                              | \$1.29m |
| Local Roads Unsealed                           | \$0.75m |
| Porneet Road (Auslink)                         | \$0.63m |
| Local Roads Resealing Program                  | \$0.52m |
| Carpentait-Bungador Road                       | \$0.36m |
| Deepdene Road (RTR2)                           | \$0.26m |
| Local Roads Sealed Rehabilitation              | \$0.26m |
| Irrewillipe Road                               | \$0.24m |
| Drainage Works                                 | \$0.21m |
| Lake Colac Redevelopment (stage 2)             | \$0.20m |
| Local Roads Sealed Rehabilitation              | \$0.18m |
| Building Renewal Program                       | \$0.14m |
| GOR VIC Upgrade                                | \$0.13m |
| Beeac Landfill Rehabilitation                  | \$0.12m |
| Special Charge Scheme – Marks St               | \$0.12m |
| Larpent Road (RTR)                             | \$0.11m |
| Rossmoyne Rd (RTR2)                            | \$0.10m |
| Apollo Bay Transfer Station Design & Construct | \$0.09m |
| Alvie Transfer Station Weighbridge             | \$0.09m |
| Borwick Street                                 | \$0.08m |
| Dowling St                                     | \$0.08m |
| Education & Recreation Precinct                | \$0.07m |
| Cressy Landfill Rehabilitation                 | \$0.07m |
| Local Footpaths                                | \$0.07m |
| Forrest St Asphaltting                         | \$0.06m |
| Apollo Bay Infrastructure Development          | \$0.06m |



|                                                |                       |
|------------------------------------------------|-----------------------|
| Neighbourhood Renewal Playground (Stage 2)     | \$0.06m               |
| BWFC Filtration Upgrade                        | \$0.06m               |
| Wilson/Gravesend Sts Asphalt (RTR)             | \$0.06m               |
| Conns Lane (RTR)                               | \$0.06m               |
| Neighbourhood Renewal Playground               | \$0.06m               |
| Wilson/Gravesend Streets Asphalt (RTR4)        | \$0.06m               |
| Ondit-Warrion Road (RTR2)                      | \$0.05m               |
| Storm Water Management Plan                    | \$0.05m               |
| Cape Otway Rd (RTR)                            | \$0.05m               |
| Access For All Abilities – Regional Playground | <u>\$0.05m</u>        |
| Total                                          | <u><b>\$6.85m</b></u> |

**Recommendation**

***That the Financial Performance Report to the end of May 2008 be received.***

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**FINANCIAL PERFORMANCE REPORT**  
**FOR MONTH OF MAY 2008**

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**BUDGET VARIANCES**  
**Net Cost to Council**

**Summary by Service**

|                                | <b>Actual<br/>31-May-08</b> | <b>Budget</b>        | <b>Forecast</b>      | <b>% Actual<br/>of Forecast</b> |
|--------------------------------|-----------------------------|----------------------|----------------------|---------------------------------|
| <b>GOVERNANCE</b>              | \$3,202,437                 | \$4,068,200          | \$3,645,776          | 87.84%                          |
| <b>INFRASTRUCTURE</b>          | \$3,404,968                 | \$4,703,300          | \$5,142,500          | 66.21%                          |
| <b>STRATEGIC DEVELOPMENT</b>   | \$4,099,098                 | \$3,882,100          | \$4,468,100          | 91.74%                          |
| <b>DEBT SERVICES</b>           | \$648,487                   | \$677,600            | \$677,900            | 95.66%                          |
| <b>CAPITAL WORKS</b>           | \$5,514,911                 | \$6,152,000          | \$6,931,171          | 79.57%                          |
| <b>RATES</b>                   | (\$14,476,539)              | (\$14,478,900)       | (\$14,473,100)       | 100.02%                         |
| <b>OTHER INCOME</b>            | (\$4,632,981)               | (\$4,574,700)        | (\$4,633,000)        | 100.00%                         |
| <b>Net from Revenue</b>        | <u>(\$2,239,619)</u>        | <u>\$429,600</u>     | <u>\$1,759,347</u>   |                                 |
| <b>APPROPRIATION</b>           | (\$3,110,031)               | (\$3,110,000)        | (\$3,110,000)        |                                 |
| <b>(SURPLUS)/DEFICIT C/FWD</b> | <u>(\$5,349,650)</u>        | <u>(\$2,680,400)</u> | <u>(\$1,350,653)</u> |                                 |

**Points to Note**

**Governance**

- Insurance premiums paid.
- Increased interest on investments.
- WorkCover premium paid

**Infrastructure**

- Approx \$3.2m Cosworks maintenance.
- Waste Management Charges raised.

**Strategic Development**

- Building income down

**Debt Services**

- No new loan borrowings for year

**Capital Works**

- Approx \$1.9m (net) of funding carried forward from 2006/2007, including \$0.8m Auslink funding.
- Approx \$1m underspend expected on Marengo Transfer Station

**Rates**

- Total rates of \$14.3m raised.

**Other Income**

- All Grants Commission funding received. Additional funding of \$50,000.

**Appropriation**

- Accumulated cash surplus brought forward from 2006/07 of \$3.1m



## OPERATING STATEMENT

|                                       | May                 |                     |                     |      |
|---------------------------------------|---------------------|---------------------|---------------------|------|
|                                       | YTD ACTUAL          | BUDGET              | FORECAST            | NOTE |
| <b>OPERATING REVENUE</b>              |                     |                     |                     |      |
| Rates                                 | \$12,522,194        | \$12,542,500        | \$12,516,200        |      |
| Garbage Charge                        | \$2,019,864         | \$1,997,400         | \$2,019,900         |      |
| Municipal Charge                      | \$1,840,889         | \$1,832,100         | \$1,840,900         |      |
| Grants Commission                     | \$4,632,981         | \$4,570,000         | \$4,633,000         |      |
| Recurrent Grants & Subsidies          | \$2,185,436         | \$2,272,000         | \$2,473,000         |      |
| Non-recurrent Grants & Subsidies      | \$3,015,156         | \$4,235,000         | \$3,704,000         | 1    |
| Charges Fees & Fines                  | \$3,187,134         | \$4,301,000         | \$3,670,000         | 2    |
| Reimbursements & Contribution         | \$987,199           | \$675,000           | \$1,296,000         | 3    |
| Interest Revenue                      | \$413,205           | \$395,000           | \$475,000           |      |
| Donated assets                        | \$127,417           | \$139,000           | \$139,000           |      |
| <b>TOTAL OPERATING REVENUE</b>        | <b>\$30,931,473</b> | <b>\$32,959,000</b> | <b>\$32,767,000</b> |      |
| <b>OPERATING EXPENDITURE</b>          |                     |                     |                     |      |
| Employee Costs                        | \$8,824,100         | \$10,061,000        | \$9,941,000         |      |
| Materials & Services                  | \$10,820,700        | \$11,896,000        | \$12,435,000        | 4    |
| Plant Costs                           | \$620,700           | \$742,000           | \$587,000           |      |
| Loan Interest                         | \$210,491           | \$223,000           | \$223,000           |      |
| Grants & Donations                    | \$173,406           | \$176,000           | \$183,000           |      |
| Other                                 | \$901,263           | \$898,000           | \$987,000           |      |
| Depreciation                          | \$7,516,667         | \$8,200,000         | \$8,037,000         |      |
| Written Down Value - Assets Sold      | \$550,000           | \$900,000           | \$900,000           | 5    |
| <b>TOTAL OPERATING EXPENDITURE</b>    | <b>\$29,617,328</b> | <b>\$33,096,000</b> | <b>\$33,293,000</b> |      |
| <b>NET SURPLUS/(DEFICITS)</b>         |                     |                     |                     |      |
| <b>FROM OPERATIONS</b>                | <b>\$1,314,145</b>  | <b>(\$137,000)</b>  | <b>(\$526,000)</b>  |      |
| Proceeds from Sales                   | \$469,555           | \$900,000           | \$900,000           |      |
| Property, Plant & Equipment Write Off | (\$137,500)         | (\$150,000)         | (\$150,000)         |      |
| <b>RESULTING FROM OPERATIONS</b>      | <b>\$1,646,201</b>  | <b>\$613,000</b>    | <b>\$224,000</b>    |      |

### Notes

- 1 Non-Recurrent Grants & Subsidies
  - Better Roads Grant \$0.28m not received
  - Small Towns RDV Grant \$0.30m not received
  - Dairy Road Program Grant \$0.21m less than budgeted
- 2 Charges, Fees & Fines
  - Building Fees down
  - Saleyards Fess down
  - BWFC revenues down
  - Private Works Fees Down
- 3 Reimbursements and Contributions
  - Increased Private Scheme charges (Borwick & Dowling Sts)
- 4 Materials & Services - Increased spending at Apollo Bay Harbour
- 5 Written Down - Value of Assets Sold - no profit or loss expected.



## END OF YEAR PROJECTED RESULT

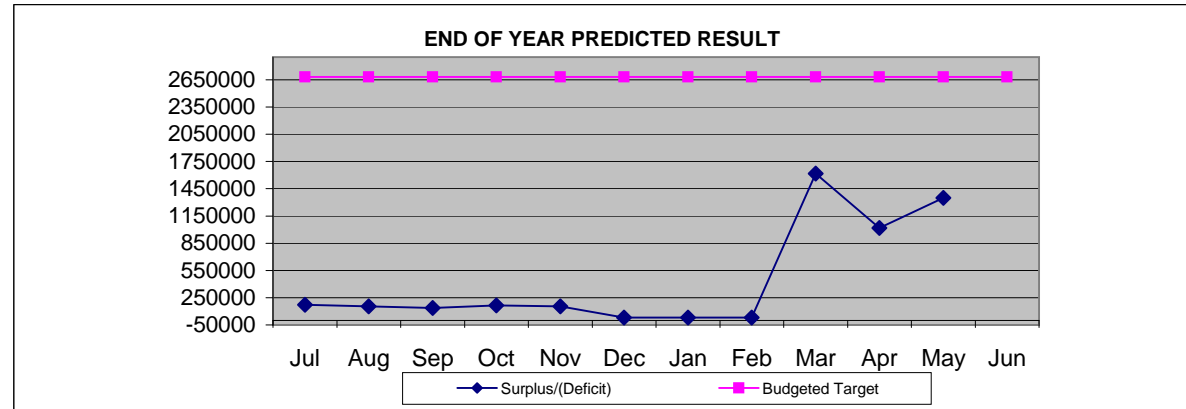
Predicted accumulated cash surplus/deficit position as at 31/05/2008.

### Comments

Estimated accumulated cash surplus \$2.68m

Projected cash surplus as at 31/05/2008 forecast at approx \$1.35m

Carry Over funding of \$2.5m brought forward to 2007/8.

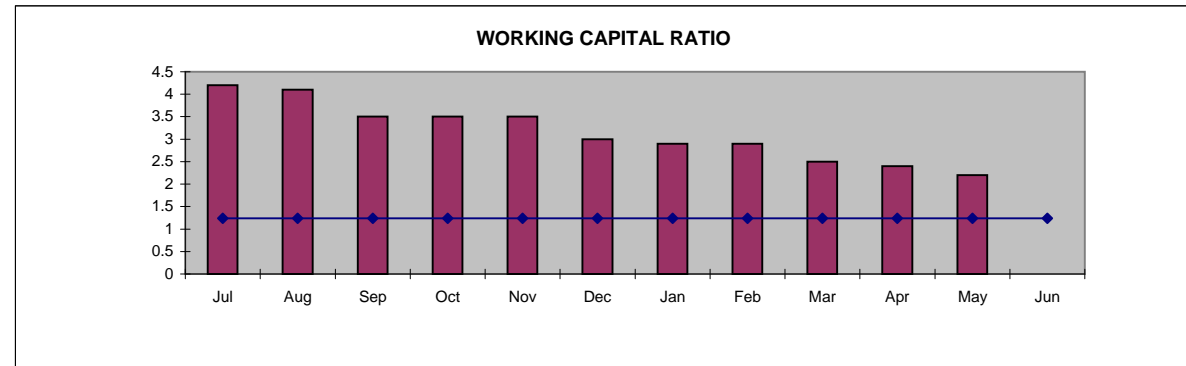


## WORKING CAPITAL RATIO

To assess Council's ability to meet current commitments.

### Comment

Current Ratio of 2.2:1 as at 31/05/08





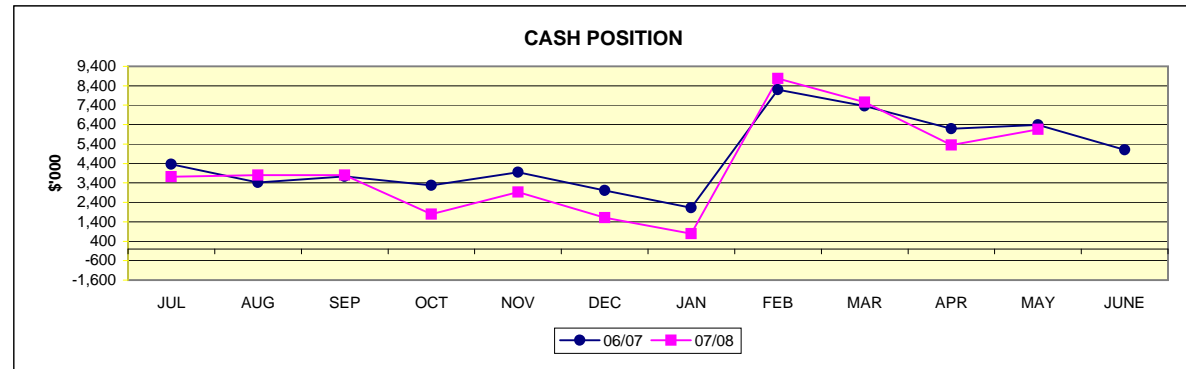
## CASH POSITION

Comparison of General Account Bank balance at the end of month compared to previous year.  
Does not include Port of Apollo Bay or LSL investments.

### Comment

Net cash inflow approx. \$6.15m for May 2008.  
Decreased cash position of approx \$0.24m as compared to previous year.

|         | 2007/08         | 2006/07         |
|---------|-----------------|-----------------|
| Income  | \$3.78m         | \$3.65m         |
| Exp.    | <u>-\$2.97m</u> | <u>-\$3.45m</u> |
| Net     | \$0.81m         | \$0.20m         |
| Balance | \$6.15m         | \$6.39m         |



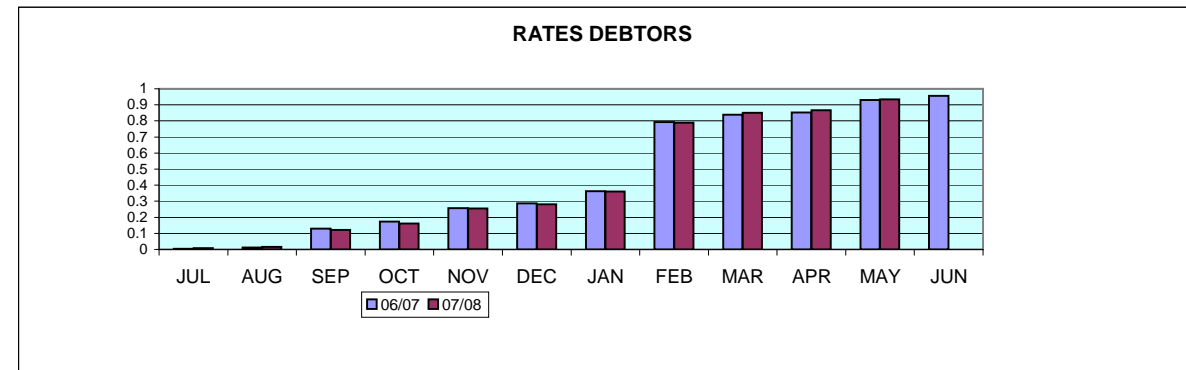
## RATES DEBTORS

Progressive % rates collection at end of month compared to previous year.

### Comment

Rates to the value of \$16.3m raised.  
Collection % slightly up on previous year.

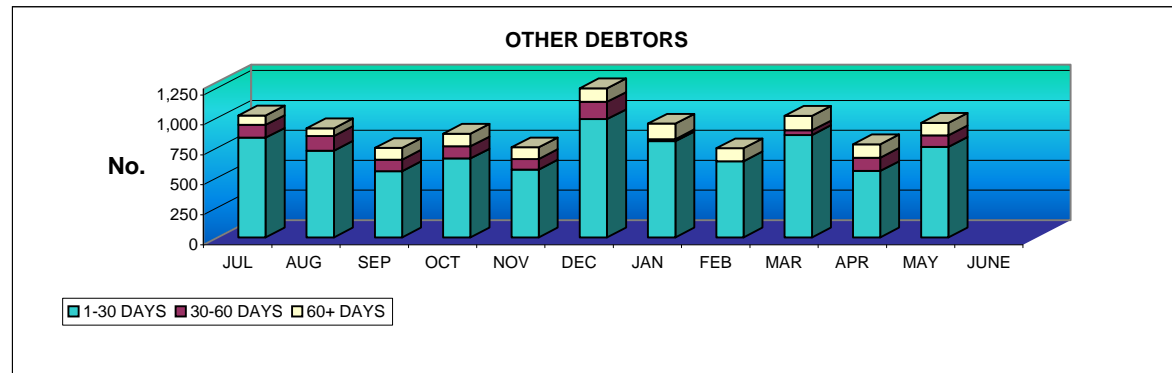
|           | 000's    | 2007/08 | 2006/07 |
|-----------|----------|---------|---------|
| July      | \$16,557 | 0.80%   | 0.37%   |
| August    | \$16,431 | 1.60%   | 1.26%   |
| September | \$14,665 | 12.10%  | 12.90%  |
| October   | \$13,858 | 17.00%  | 17.28%  |
| November  | \$12,455 | 15.40%  | 15.70%  |
| December  | \$12,002 | 28.10%  | 28.60%  |
| January   | \$10,689 | 36.00%  | 36.20%  |
| February  | \$3,155  | 78.90%  | 79.30%  |
| March     | \$2,499  | 85.00%  | 83.80%  |
| April     | \$2,212  | 86.70%  | 85.10%  |
| May       | \$1,078  | 93.50%  | 93.10%  |





## OTHER DEBTORS

Balance outstanding of other debtors excluding rates and special charges by 30 days and over.



|                      | NUMBER     | AMOUNT             | % OF TOTAL  |                 | WORKS           | MISC             | TOTAL              | % OF TOTAL  |
|----------------------|------------|--------------------|-------------|-----------------|-----------------|------------------|--------------------|-------------|
| 1-30 Days^           | 86         | \$647,134          | 44%         | 1-30 DAYS       | \$59,100        | \$588,034        | \$647,134          | 44%         |
| 30-60 Days^          | 0          | \$19,131           | 1%          | 30-60 DAYS      | \$306           | \$18,826         | \$19,131           | 1%          |
| 60+ Days^            | 35         | \$227,370          | 15%         | 60+ DAYS        | \$39,871        | \$242,346        | \$282,217          | 19%         |
| Payment Arrangements | 1          | \$51,315           | 3%          | Other Debtors*  | -               | -                | \$155,509          | 11%         |
| Final Notice         | 0          | \$0                | 0%          | Private Schemes | -               | -                | \$308,083          | 21%         |
| Debt Collectors      | 0          | \$3,532            | 0%          | Harbour         | -               | -                | \$55,434           | 4%          |
| Other Debtors*       | 622        | \$155,509          | 11%         |                 |                 |                  |                    |             |
| Private Schemes      | -          | \$308,083          | 21%         |                 |                 |                  |                    |             |
| Harbour              | 0          | \$55,434           | 4%          |                 |                 |                  |                    |             |
| <b>TOTAL</b>         | <b>744</b> | <b>\$1,467,508</b> | <b>100%</b> | <b>TOTAL</b>    | <b>\$99,276</b> | <b>\$849,206</b> | <b>\$1,467,508</b> | <b>100%</b> |

\* Please note Other Debtors include CRLC, Superannuation Debtors and Pension Rebates.

^ Values are for Works & Miscellaneous debtors only

Major debtors outstanding greater than \$20,000.

|   | 1-30 DAYS        | 30-60 DAYS       | 60+ DAYS         | TOTAL            | COMMENT   |
|---|------------------|------------------|------------------|------------------|---|
| Department of Primary Industry                | \$6,204          | \$198,240        | \$0              | \$204,444        | Drought Relief Rates Funding                                |
| Department of Infrastructure                  | \$120,000        | \$0              | \$0              | \$120,000        | Bus Shelter Funding   |
| Department Victorian Communities              | \$0              | \$0              | \$80,630         | \$80,630         | Recreation Facilities Grants                                |
| Sport & Recreation Victoria                   | \$17,512         | \$0              | \$26,400         | \$43,912         | Beechy Centre Sports Facilities Study/ Western Oval Netball |
| Graeme Dickson Partners                       | \$36,000         | \$0              | \$0              | \$36,000         | Planning Application PP6/05                                 |
| Vicroads                                      | \$34,939         | \$0              | \$0              | \$34,939         | Better Roads Grants   |
| Regional Development Victoria                 | \$0              | \$0              | \$33,000         | \$33,000         | Regional Trails Masterplan                                  |
| Rodgers Constructions                         | \$3,361          | \$0              | \$25,000         | \$28,361         | Barongarook Creek Path Contribution / Rossmoyne Road        |
| Apollo Bay Fisherman's Co-Operative           | \$0              | \$24,739         | \$0              | \$24,739         | Annual Rental 2007-8  |
| Dept Innovation, Industry & Regional Develop. | \$0              | \$0              | \$22,000         | \$22,000         | Colac Structure Plan  |
|   | <b>\$218,016</b> | <b>\$222,979</b> | <b>\$187,030</b> | <b>\$628,025</b> |   |



## TRADE CREDITORS

Payments to trade creditors for the month.

Creditor Voucher No.s 38165 - 38263 for \$405,539.36 and Electronic Funds Transfers Nos. 38952 - 39290 for \$1,823,565.52 for the month of May were approved by the Chief Executive officer under delegated authority on Wednesday 21 May 2008

Major creditor payments for the month comprising 63% of total payments were:

|  |                                       |              |
|--|---------------------------------------|--------------|
| Lake & Land Pty Ltd                    | Poorneet Rd / Marks St                | \$297,422.04 |
| Australian Taxation Office             | Employee Tax                          | \$154,189.00 |
| Vision Super                           | Employee Superannuation               | \$111,540.06 |
| Australian Project Solution            | Apollo Bay Marina Project             | \$93,948.21  |
| Wheelie Waste Pty Ltd                  | Waste Contract                        | \$82,261.86  |
| Boral Construction Materials Group     | Road Reseals                          | \$76,044.56  |
| Bartons Pty Ltd                        | Waste Contract                        | \$75,743.67  |
| Dept Planning & Community Development  | Contract Labour (Asset Manager)       | \$48,207.06  |
| Dept Education                         | Beechy Centre                         | \$47,232.57  |
| Clifford Excavations                   | Materials                             | \$41,269.80  |
| Econopave Asphalt Services             | Road Sealing                          | \$37,103.00  |
| Bendigo Piling                         | Pile Driving Gellibrand Road          | \$36,300.00  |
| Lane Piper Pty Ltd                     | Colac Landfill Audit                  | \$35,303.40  |
| Ken Harrowfield                        | Buidling Works Saleyards/Lake Toilets | \$34,537.31  |
| Southern Cross Property Services       | Revaluations                          | \$32,450.00  |
| Colac Cleaning Services                | Cleaning Contract                     | \$32,332.78  |
| Chadwick T & T Pty Ltd                 | Site Testing 50 Main Rd Beech Forrest | \$30,830.26  |
| J Chisholm Pty Ltd                     | Building Maintenance                  | \$30,519.00  |
| Cemex Australia Pty Ltd (T/a Readymix) | Materials                             | \$28,864.94  |
| Barwon Water                           | Water Rates                           | \$27,386.20  |
| AK McKenzie Motors                     | Plant Replacement                     | \$26,624.04  |
| Barry Bros Specialised Service         | Drain Cleaning                        | \$23,070.96  |
|  |                                       | <hr/>        |
|  |                                       | \$1,403,181  |

## LOAN LIABILITY

Level of loan liability, new loans and loan redemption for the year.

| <u>Comments</u>                             | <u>LOAN NO.</u> | <u>BAL<br/>01/07/07</u> | <u>NEW<br/>LOANS</u> | <u>PROJ.<br/>REDEMP.<br/>2007/2008</u> | <u>YTD<br/>ACTUAL</u> | <u>BAL<br/>30/06/08</u> |
|---|-----------------|-------------------------|----------------------|--|-----------------------|-------------------------|
| No new loans forecast.                      | C.O.S. 5        | \$450,433               | \$0                  | \$218,600                              | \$218,570             | \$231,833               |
| Loan 8 renegotiated at lower interest rate. | C.O.S. 6        | \$737,203               | \$0                  | \$42,900                               | \$42,860              | \$694,303               |
|   | C.O.S. 7        | \$1,322,419             | \$0                  | \$62,500                               | \$62,427              | \$1,259,919             |
|   | C.O.S. 8        | \$317,818               | \$0                  | \$83,700                               | \$83,641              | \$234,118               |
|   | C.O.S. 9        | \$637,587               | \$0                  | \$78,900                               | \$58,654              | \$558,687               |
|   |                 | <hr/>                   |                      |  |                       |                         |
|   |                 | \$3,465,460             | \$0                  | \$486,600                              | \$466,152             | \$2,978,860             |



### INTEREST ON INVESTMENT

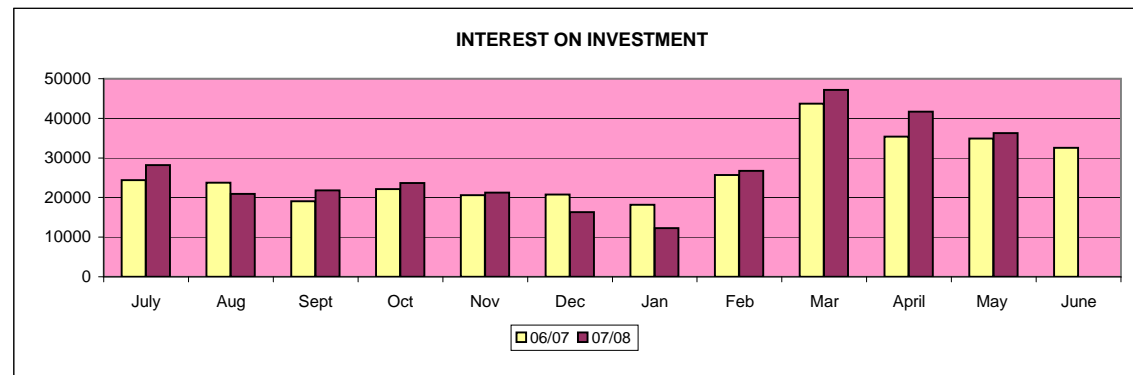
Comparison of interest earned on credit balances of Colac Otway Shire's bank accounts at the end of each month to previous year.

#### Comment

Progressive 2007/08 to 31/05/2008 \$296,302

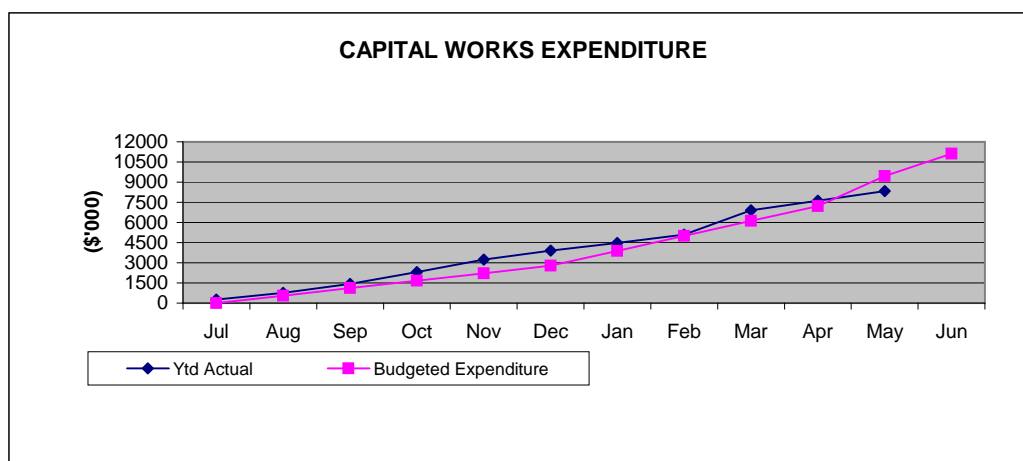
Progressive 2006/07 to 31/05/2007 \$288,573

Current Interest Rate 7.15%





## CAPITAL WORKS



## MAJOR PROJECTS PROGRESS REPORT

### Roads to Recovery

Capital works priorities ongoing  
 Rossmoyne Road - Complete  
 Deepene Road - Complete  
 Rifle Butts Road - Complete  
 Cressy-Shelford Road Final Seal - Complete  
 Conns Lane - Complete  
 Cape Otway Road - Complete  
 Rossmoyne Road - Complete  
 Larpent Road - Complete  
 Ondit-Warrion Road - Complete  
 Binns Lane Rehab - Complete  
 Old Beech Forrest road - Complete  
 Wilson/Gravesend St - Complete

### Local Roads

Cosworks Local roads program - ongoing  
 Cosworks Drainage program - ongoing  
 Road Furniture Upgrade - ongoing, items being upgraded as identified  
 Bowick St - Complete  
 Dowling St - Complete  
 Porneet Rd - Complete  
 Binns Rd Landslip - Complete  
 Forrest St Asphaltting - Complete  
 Strachan St Drainiage - Complete  
 Carpendeit-Bungador Road - Complete  
 James Access Bridge - Complete  
 Raffertys Access Bridge - Complete  
 Prices Lane Acces - Complete  
 Robinsons Road - Complete  
 Cressy Improvements (Stage 1) - approx 80% complete - finalisation imminent  
 Devondale Road Landslip - Complete  
 Killala Road Landslip - Complete

### Other

Gellibrand Landfill Rehab Design - Underway, ongoing  
 Cressy Landfill Rehab Design - Underway, ongoing  
 BWFC Filtration Upgrade - New filter sysytem installed & complete  
 BWFC Toddlers Pool Re-Tiling - Complete  
 Irrewarra Recreation Reserve Improvements - Complete  
 Pirron Yallock Clubrooms Upgrade - Complete  
 Playground Improvement Program - Underway - ongoing as needs identified  
 Neighbourhood Playground Renewal - Completed  
 COPACC Rehearsal Room Upgrade - Complete  
 GOR VIC Upgrade - permits issued, ongoing.  
 IT Wireless Connection Upgrades - complete  
 IT Strategic Plan - underway, draft report received, ongoing  
 Access for All Abilities - Liberty Swing Installed  
 Alvie Transfer Station Weighbridge - Complete  
 Kwarren Tennis Club Improvements - Complete  
 Wye River SLC Disabled Access - Complete



## CONSENT CALENDAR

### OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM   | D | W |
|--|---|---|
| <p><b><u>INFRASTRUCTURE</u></b></p><br><p><b><u>OM082406-8 OPERATIONAL REVIEW - LIGHT FLEET VEHICLE POLICY</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council receive this report for information noting the improvements in environmental and financial responsibility of the revised Colac Otway Shire Operational Policy AS01, Light Fleet Vehicles Policy.</i></p>  |   |   |
| <p><b><u>OM082406-9 BEST VALUE SERVICES REVIEW REPORT: PORT OF APOLLO BAY – HARBOUR SERVICES &amp; FEES &amp; CHARGES FOR BERTHING, MOORING &amp; SLIPWAY</u></b></p> <p>Department: Infrastructure and Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That :</i></p> <ol style="list-style-type: none"> <li>1. <i>Council note and endorse the findings of the attached report titled 'Best Value Service Review Report – Apollo Bay Harbour Services Unit.</i></li> <li>2. <i>Council approves the implementation of the Continuous Improvement Plan attached at Appendix 1 of the report.</i></li> <li>3. <i>Council approves the recommended increase in Fees &amp; Charges for the Harbour Services that will bring them in line with CPI increases applicable since the last adopted rates.</i></li> <li>4. <i>The overall Fees &amp; Charges methodology be reviewed, following the proposed State wide Port review by Department of Sustainability &amp; Environment, with the view to establishing a consistent approach to the setting of Fees &amp;</i></li> </ol> |   |   |



|  |  |  |
|--|--|--|
| <b>Charges.</b><br><b>5. Council endorses the ongoing provision of Apollo Bay Harbour Services by Council under the Agreement with DSE and that a further review be undertaken prior to the expiry of the agreement at the end of June 2010.</b> |  |  |
|--|--|--|

**Recommendation**

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

**MOVED** .....

**SECONDED** .....



**OM082406-8 OPERATIONAL REVIEW - LIGHT FLEET VEHICLE POLICY**

AUTHOR: Ranjani Jha  
DEPARTMENT: Infrastructure

ENDORSED: Jack Green  
FILE REF: GEN01688

**Purpose**

The purpose of this report is to provide information relating to a new fleet policy which is both environmentally and financially positive for Council.

**Background**

A review of the Light Fleet Vehicle Policy is undertaken annually to ascertain that fleet purchased represent best value for the organisation.

For the purpose of the review the term “light fleet” includes vehicles referred to as sedans, stations wagons, people movers, hatchbacks and SUV’s. It also includes single and dual cab utilities.

This year, we have undertaken a detailed examination to develop a set of purchasing guidelines that aim to deliver a more environmentally friendly fleet that is also more cost effective. New vehicle purchases consistent with this policy will result in:

- (i) savings to Council (and therefore ratepayers)
- (ii) incentives for staff to choose more fuel efficient vehicles
- (iii) a reduced average fuel consumption of 1.7 litres per 100 km travelled; and
- (iv) minimum safety standards.

**Corporate Plan/Other Strategies/Policy**

Council has an Operational Policy relating to the management and use of Council’s Light Fleet Vehicles. A review of this policy has been undertaken with an emphasis on purchasing requirements for the light fleet.

**Issues/Options**

The light fleet consists of 44 vehicles that were examined as part of this review.

The review focussed on:

- Vehicle safety;
- Fuel usage; and
- Vehicle costs.

to develop a set of guidelines for future purchasing considerations.

An outline of these considerations and issues examined is provided below:

**Vehicle Safety**

Vehicles will continue to be purchased having regard to the functional needs of the organisation and within reason the functional needs of the allocated driver. Vehicles should also be chosen on the basis of their safety rating in the Australian New Car Assessment Program (ANCAP). Vehicles must be rated 4 or more stars.



**Fuel Consumption**

Fuel consumption has a direct correlation on carbon footprint. Purchasing cars with lower fuel consumption contributes to a smaller carbon footprint of the light fleet. The revised purchasing guidelines limit vehicles to those that have more efficient fuel consumption (less than 10 litres per 100 kms).

The environmental impact of the fleet also relates to the rate at which the vehicles in the fleet burn fuel and the distances the vehicles in the fleet travel. These factors are influenced by the operational needs of the organisation and the behaviour of people driving vehicles.

To minimise the impact on the environment by the operation of the vehicle fleet, it is proposed that vehicles demonstrating acceptable fuel efficiency be purchased, but this is capped for different categories of vehicle as follows:

*Fleet General*

Council will not purchase light fleet vehicles that have fuel consumption for petrol or diesel fuelled vehicles of more than 10 litres per 100 km using the comparative fuel consumption as determined by AS2877 – 1986.

*Small Capacity (4 cylinder)*

The purchase of smaller capacity vehicles is also encouraged where the fuel consumption is less than 8.5 litres per 100km for unleaded vehicles and 7.0 litres per 100km for diesel vehicles.

*LPG Vehicles*

This figure shall not apply to vehicles fuelled by LPG, however when considering the purchase of LPG vehicles the most efficient available LPG vehicle will be considered more favourably.

Where staff utilise light commercial vehicles as a function associated with their employment the preference is for these vehicles to be diesel with a fuel consumption of 10 litres per 100km or less.

**Vehicle Costs**

The cost of operating the light fleet is affected by the initial vehicle purchase price, operating costs and the resale or trade in value.

The focus of vehicle costs is to consider the anticipated whole of life cost of vehicles, which combines the above components.

Purchase costs of vehicles contained in the attachment are based on the Retail Purchase Price contained in "Wheels" magazine and Fleet Purchase Price obtained from a number of sources including *Fleetwise* and *Autofleet*. It is important to note that actual vehicle prices will vary according to dealerships, specials, trade-in values and other factors. The attachment should therefore be read as a guide only.

A projected resale price is based on the 'Redbook' predicted resale rating retained after 3 years.

Vehicles that have a resale rating of less than 50 will not be purchased.



**Local Consideration**

Consideration should be given to the ability of a vehicle to be purchased and serviced locally, with 90% of the fleet being able to be purchased and serviced locally. Actual place of purchase will be subject to the normal tendering policy which ensures proper competition for all car dealers.

**Current Light Fleet***Fuel Consumption*

The light fleet consisting of 44 vehicles (including pool vehicles and unassigned works vehicles) was examined as part of this review.

The average fuel consumption for the whole of the current light fleet (based on AS2877-1996 consumption ratings for each type of vehicle in the fleet) is 11.2 litres/100km for ulp, diesel and lpg vehicles. The average of ulp diesel vehicles within the current fleet is 10.4 litres per 100km.

The impacts of limiting vehicles to fuel economies of no greater than 10 litres/100km for ulp and diesel vehicles has the potential to reduce the average light fleet consumption of this category to 9.5 litres/100km – a saving of 0.9 litres/100 kms. The actual fuel consumption will be monitored annually.

**Proposal**

It is proposed that Council receive this report for information outlining the outcomes of the Light Fleet Vehicle review.

**Financial and other Resource Implications***Contributions to Running Costs*

Staff contributions must cover the full cost of any private usage of the vehicle as allowed for in Council's policy. This ensures rate payers do not subsidise private use by staff.

By putting in place this policy the outcomes are projected that operational costs for the fleet will remain the not increase.

If the current policy was maintained this would have resulted in an increase in costs associated with fuel usage by approximately \$17,000 for ulp vehicles (all diesel vehicles in the fleet comply with the policy).

Where staff chooses to use smaller more economical vehicles (that meet purchasing criteria) the salary sacrifice value will be adjusted to match the modelled benefit staff receive.

**Risk Management & Compliance Issues**

Risk management issues are considered as part of the review through the requirement to purchase cars with a safety rating in the Australian New Car Assessment Program (ANCAP) of not less than 4 stars on the rating.



**Environmental Considerations**

A primary consideration of the review is to minimise the carbon footprint of the light fleet, and this can be achieved through the purchasing of more fuel efficient vehicles.

**Communication Strategy/Consultation**

Consultation has been undertaken through various forums across the broader organisation to seek input and discuss the proposed direction of this operational policy review.

**Implementation**

The direction of this review is currently being implemented with the purchase of all new light fleet vehicles.

**Conclusion**

The review of the Light Fleet Policy (Purchasing and Staff Incentives) is multi layered and gives consideration to a wider range of vehicle types able to be purchased within the fleet that meet operational needs.

The revised operational policy also provides:

- diversity of vehicles purchased within defined parameters (safety, fuel, life cycle costs);
- a set of guidelines for the future purchasing of light fleet vehicles.

We believe this comprehensive approach to our light fleet is best practice for rural Councils of our size.

The type of vehicles to be purchased is not specified but rather a framework that guides purchases of light fleet vehicles and will result in a more diverse range of vehicles in the light fleet.

To encourage staff to utilise more fuel efficient vehicles incentives have been proposed based around smaller vehicles and vehicles of alternative fuel and only purchasing vehicles that have met particular targets relating to fuel efficiency.

**Attachments**

Appendix 1. List of vehicles currently available that meet the vehicle purchasing parameters.

**Recommendation(s)**

***That Council receive this report for information noting the improvements in environmental and financial responsibility of the revised Colac Otway Shire Operational Policy AS01, Light Fleet Vehicles Policy.***

~~~~~◆~~~~~





## Appendix 1. List of Vehicles currently available that meet vehicle purchasing requirements

|                                                          |             | Price (RRP) | Fleet Purchase Price | Fuel Economy | Fuel type | Capacity | Comments                                | Resale Rating | Able to be purchased locally |
|----------------------------------------------------------|-------------|-------------|----------------------|--------------|-----------|----------|-----------------------------------------|---------------|------------------------------|
| <b>Base Comparison</b>                                   |             |             |                      |              |           |          |                                         |               |                              |
| Holden                                                   | Omega       | \$34,490    | \$29,287             | 10.9         | ulp       | 3.6      |                                         | 46            | yes                          |
|                                                          | Berlina     | \$39,990    | \$32,429             | 10.9         | ulp       | 3.6      |                                         | 49            | yes                          |
| Holden                                                   | Omega lpg   | \$38,390    | \$33,150             | 16.0         | lpg       | 3.6      |                                         | 54            | yes                          |
| Holden                                                   | WM Stateman | \$58,990    | \$47,833             | 12.3         | ulp       | 3.6      | V6 (Comparison model for CEO and Mayor) | 47            | yes                          |
| <b>Vehicles Typically available to all staff</b>         |             |             |                      |              |           |          |                                         |               |                              |
| Holden                                                   | Astra       | \$26,990    | \$24,040             | 7.8          | ulp       | 1.8      | CDX                                     | 59            | yes                          |
| Peugeot                                                  | 307         | \$27,190    | \$24,919             | 7.9          | ulp       | 1.6      | XS                                      | 61            | no                           |
| Toyota                                                   | Corolla     | \$27,500    | \$25,434             | 7.7          | ulp       | 1.8      | Conquest hatch                          | 69            | yes                          |
| Holden                                                   | Astra       | \$31,490    | \$27,761             | 7.1          | diesel    | 1.9      | CDTi                                    | 60            | yes                          |
| Peugeot                                                  | 307         | \$34,790    | \$29,266             | 6.7          | diesel    | 2.0      | XSE-Hdi                                 | 60            | no                           |
| Volkswagen                                               | Golf        | \$30,290    | \$27,260             | 5.8          | diesel    | 1.9      | 1.9 TDi Trendline                       | 63            | no                           |
| Subaru                                                   | Forester    | \$33,990    | \$30,030             | 9.7          | ulp       | 2.5      | X                                       | 68            | yes                          |
| Toyota                                                   | RAV4        | \$33,990    | \$29,888             | 9.6          | ulp       | 2.4      |                                         | 60            | yes                          |
|                                                          |             |             |                      |              |           |          |                                         |               |                              |
| Mazda                                                    | 6           | \$32,990    | \$30,030             | 9.5          | ulp       | 2.3      | Sport Hatch (Diesel version is manual)  | 62            | no                           |
| Subaru                                                   | Outback     | \$38,990    | -                    | 9.7          | ulp       | 2.5      | 2.5i                                    | 67            | yes                          |
| Toyota                                                   | Camary      | \$33,000    | \$28,527             | 9.9          | ulp       | 2.4      | Ateva                                   | 59            | yes                          |
| Toyota                                                   | Aurion      | \$34,990    | \$28,314             | 9.9          | ulp       | 3.5      | AT-X                                    | 62            | yes                          |
| Volkswagen                                               | Golf        | \$34,790    | \$31,310             | 6.1          | diesel    | 2.0      | 2.0 Tdi Comfortline                     | 63            | no                           |
| Volkswagen                                               | Jetta       | \$35,290    | \$31,760             | 8.6          | ulp       | 2.0      | FSi                                     | 59            | no                           |
| Volkswagen                                               | Jetta       | \$37,990    | \$34,010             | 6.2          | diesel    | 2.0      | TDi                                     | 59            | no                           |
| <b>Additional options for Executive, CEO* and Mayor*</b> |             |             |                      |              |           |          |                                         |               |                              |
| Holden                                                   | Berlina lpg | \$43,908    | \$35,692             | 16.0         | lpg       | 3.6      |                                         | 55            | yes                          |
| Mitsubishi*                                              | Pajero      | \$56,590    | \$50,855             | 9.2          | diesel    | 3.2      | VRX                                     | 57            | yes                          |
| Peugeot                                                  | 407         | \$39,990    | \$37,591             | 5.9          | diesel    | 2.0      | SR-Hdi                                  | 59            | no                           |
| Peugeot                                                  | 407         | \$48,190    | \$44,136             | 6.8          | diesel    | 2.0      | ST HDi Touring                          | 59            | no                           |
| Peugeot*                                                 | 407         | \$58,990    | \$53,446             | 9.9          | ulp       | 3.0      | SV Touring                              | 59            | no                           |
| Subaru                                                   | Outback     | \$44,490    | \$40,150             | 9.7          | ulp       | 2.5      | 2.5i Premium                            | 67            | yes                          |
| Subaru                                                   | Liberty     | \$42,790    | \$38,500             | 8.9          | ulp       | 2.5      | 2.5i Premium                            | 66            | yes                          |
| Subaru                                                   | Forester    | \$39,490    | \$35,530             | 9.7          | ulp       | 2.5      | XS Premium                              | 68            | yes                          |
| Toyota                                                   | Camary      | \$39,900    | \$32,791             | 9.9          | ulp       | 2.4      | Grande                                  | 56            | yes                          |
| Toyota                                                   | Aurion      | \$39,500    | \$31,974             | 9.9          | ulp       | 3.5      | Prodigy                                 | 62            | yes                          |
| Volkswagen                                               | Passat      | \$42,990    | \$40,491             | 6.6          | diesel    | 2.0      | TDi                                     | 55            | no                           |
| Volkswagon*                                              | Passat      | \$54,490    | \$49,490             | 10.0         | ulp       | 3.2      | V6 FSI 4Motion                          | 55            | no                           |
| Volvo                                                    | S40         | \$39,950    | \$37,483             | 9.2          | ulp       | 2.4      | 2.4S                                    | 51            | no                           |
| Volvo*                                                   | V50         | \$47,950    | -                    | 9.7          | diesel    | 2.5      | D5                                      | 59            | no                           |

\* Higher levels of similar vehicles may be purchased for CEO and / or Mayor provided they meet the criteria. Increase in price/cost will be reflected in increased private contribution.



**OM082406-9 BEST VALUE SERVICES REVIEW REPORT: PORT OF APOLLO BAY – HARBOUR SERVICES & FEES & CHARGES FOR BERTHING, MOORING & SLIPWAY**

AUTHOR: Ranjani Jha  
DEPARTMENT: Infrastructure and Services

ENDORSED: Jack Green  
FILE REF: GEN01712

**Purpose**

A Best Value review has been undertaken for Port of Apollo Bay – Harbour Services. The report has a focus on the Fees and Charges but also covers the various services provided. The attached report details the review process, outcomes and recommendations.

**Background**

The Victorian Government in December 1999 introduced the Local Government (Best Value Principles) Act, replacing Compulsory Competitive Tendering (CCT) for Local Government. The Best Value approach includes community input (where practicable), effective service delivery and cost efficiency as key service outcomes.

The Best Value principles listed below reflect the Government's intention that local services must be a reflection of local community needs.

1. Best quality and value for money
2. Responsiveness to community needs
3. Accessibility of services to those who need them
4. Continuous improvement
5. Community consultation on all services and activities
6. Regular community reporting on Council achievements

In 2006 the Best Value process was reviewed by the State Government and guidelines were developed. The guidelines do not alter Council's legislative responsibility in relation to ongoing compliance with the legislation.

Council reviewed Best Value and in June 2006 endorsed a process whereby all of Council's services would undergo a review over a five year period, with the strategic direction for service delivery being set by Council at the commencement of each service review. The revised process also provides for greater emphasis on benchmarking, community consultation and financial assessments, with the Audit Committee continuing to oversee the Best Value Review schedule.

**Port Management**

The Port of Apollo Bay is managed by the Colac Otway Shire Council on behalf of the Department of Sustainability and Environment (DSE) in accordance with the Port of Apollo Bay Management Agreement 2005 – 2010.

The DSE is responsible on behalf of the State for the overall management and administration of the Port of Apollo Bay. Council, as a Committee of Management under the Crown Land (Reserves) Act 1978, manages and administers the Port as part of its statutory functions on behalf of DSE.



DSE provides the Council with funding for the administration and management of the port and the agreement sets out the terms and conditions upon which Council will manage and administer the Port. The management agreement is in force until the 30 June 2010, although the parties may agree in writing to terminate the agreement at any time subject to Council returning any funds provided under the agreement that have not been expended by Council in accordance with the agreement.

Given that the Port of Apollo Bay is a valuable asset to the community in an economic development sense, Council, acting in the role of a committee of management for the port is in a strong management and advocacy position to ensure sustainability and successful operation of this important asset. On this basis, it is expected that Council would elect to enter into a further management agreement with DSE and continue to play this important role into the future.

### **Corporate Plan/Other Strategies/Policy**

The 2005-2009 Council Plan, under the community priority of Strong Leadership contains an objective to "*Continue the (Best Value) business planning process of organisational review*". Services scheduled for review each financial year are included as Council Plan actions and progress is monitored and reported on quarterly.

The ongoing application by the organisation of the Best Value Principles is an integral part of Council's annual business planning in the form of Business Unit/Service Continuous Improvement Plans. Through the Continuous Improvement Plans, Officers review alternative options to enable the organisation to fulfil its Best Value legislative requirements and to continually improve service delivery to the community.

### **Best Value Service Review**

As part of Council's ongoing commitment to continuous improvement all of Council's services undergo a review over a five year period utilising the Best Value Principles.

Key components of a service review include:

- 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
- Benchmarking with other Councils to establish performance levels and where possible, unit costs for key activities and functions.
- 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

### **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, Councillors provided their input via a Strategic Direction Survey (see Appendix 2). Councillors were provided with a service profile 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.



The review Committee has consulted with the community stakeholders and users as part of this review. Two workshops were conducted, one with the Port of Apollo Bay Consultative Group and the other with the Berth holders and those on the waiting lists.

Detailed notes from the two stakeholder workshops are included in Appendix 4. The participation and feedback from those present at the two workshops was excellent and the information obtained was used in reviewing the fees and charges policy, operational guidelines and continuous improvement targets.

### ***Benchmarking***

The benchmarking of Fee and Charges was carried out with three other ports being:

- Port of Port Fairy
- Port of Warrnambool
- Gippsland Ports

These ports were chosen for comparison, rather than those within Port Phillip Bay, due to the more similar operational and demographic attributes.

The key services benchmarked were Fixed Mooring fees, Swing Mooring fees, Itinerant Berth Fees & establishment costs and provision of Marina Keys.

It was found that, due to the various methods used to apply fees and charges at the other Ports, it is difficult to get good direct comparisons with those applied at Apollo Bay.

Notwithstanding this, some guidance was provided on relativity of fees & charges.

In 2004 a detailed report on fees and charges was prepared, covering a range of matters including possible methodologies that could be used to set fees & charges, and the observations are still relevant in 2008,

The Department of Sustainability and Environment have indicated that they wish to examine fees and Charges across all Ports in the State. Given the diversity of charging methodologies and other factors, it is seen that this broad review is the best way to derive the necessary information to more clearly benchmark the Port of Apollo Bay against other Ports.

### ***Key Findings***

- The fees and charges have not been increased since 2003 and are relatively low given the facilities provided
- A CPI based increase is the favoured approach at this stage
- The method of charging Itinerant berth fees needs review
- Given the costs associated with maintaining the slipway and associated facilities the schedule of rates should be increased
- The Department of Sustainability and Environment are expected to undertake a State wide review of Ports fees & charges
- A further review of the overall fees & charges methodology should be undertaken following the DSE State review
- Staff and Stakeholders provided good feedback and continuous improvement actions can now be implemented to address relevant items raised



- Benchmarking is difficult due to the variation in the different Port configurations and charging methodologies
- That a review and update of the Port Operating Procedures Manual and the Permit Conditions associated with the issue of the annual licence, is required to address issues raised during the review.
- The facilities at the Port of Apollo Bay are of good quality due to ongoing capital upgrades.
- Long term Capital Works Planning must be a priority and funding sourced to maintain good record of facilities upgrades that have been secured.
- Strategies to deal with sand management to keep the harbour entrance open are crucial.
- Consultation with stakeholders should be undertaken on a regular basis to optimise outcomes, glean local knowledge and continue to build a sound relationship
- Membership and participation in the M.I.A.A – Marina Industries Association of Australia is seen as an advantage for Council and staff to build knowledge on marine issues

### **Issues/Options**

- The fees need to be increased to reflect facilities provided and the period since last reviewed.
- The method of establishing Fees & Charges needs to be defined.
- Issues identified by Stakeholders need to be addressed
- The Port Operating Procedures Manual needs updating along with Conditions related to the issue of licences and the waiting list.
- Long term Capital works planning must be undertaken as a priority

It should be noted that the fees & charges levied at the Port of Apollo Bay have no impact on the Council Rates as the operation of the Port, both Capital & Operating, are met by DSE.

Council has the option of leaving the fees at the 2003 levels with no direct impact on its own budget. This is not seen as appropriate as Council has a clear role under the agreement to manage the Port as a Committee of Management.

Fees & Charges should have a sound base for calculation and the 2004 report highlights options such as full user pays etc.

It is beyond the scope of this report to cover these aspects, as this would take some time, and it should also be done in the context of a state wide review to achieve consistency from a DSE point of view.

Options in relation to fees & Charges are:

- Leave fees as they are.
- Increase fees based on CPI as an interim approach until the state wide review and methodology analysis is undertaken.
- Increase fees a significant amount based on the quality of facilities provided but without supporting methodology.

It is recommended that fees increase based on CPI as an interim measure until the statewide review is completed



Options in relation to the operations and management of the Port are:

- Ignore the feedback from all stakeholders and continue as before.
- Collate the feedback from all stakeholders and develop and implement a continuous improvement strategy for the operations and management of the Port.

### ***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 has been considered along with any Federal or State government requirements and budgetary considerations in developing continuous improvement initiatives.

### **Proposal**

A fees & charges increase, generally aligned to CPI, is considered fair and reasonable and it is proposed that the fees be established in a three-part process.

1. Set the 2008 licence fees and charges based on the CPI analysis of previous and existing fees and charges.
2. Undertake a further review of the fees and charges following the completion of the DSE State-wide review.
3. In the interim, the fees and charges should be increased by CPI (ABS - All Groups - Melbourne) to be effective from 07/08 financial year

The proposed fees & Charges for 2008 are as follows:

| <b>Year</b> | <b>Fixed Mooring Fee (Annual)</b> | <b>Swing Mooring Fee (Annual)</b> | <b>Itinerant Berth Fee (Daily)</b> | <b>Establishment Fee for Swing Mooring</b> | <b>Marina Keys</b> |
|-------------|-----------------------------------|-----------------------------------|------------------------------------|--------------------------------------------|--------------------|
| 2008        | \$1330                            | \$85                              | \$20                               | \$145                                      | \$15               |

In determining the proposed 2008 licence fees, as per item 1 above, an analysis was undertaken of the fees and charges that have been applied since 1996. The average increase, not including the Itinerant Berth fee, is around 17 % from the last increase in 2003.

The current Itinerant fee is low and should be increased to a greater amount. The \$20/day rate recommended above is proposed to be capped at \$1660 / annum (~125% of the fixed mooring fee) for long term itinerant berthing.

The slipway fees are based on the vessel length and a storage fee per day. Using the same principles as above and projecting the 2008 fee based on CPI since the schedule was last reviewed in 2001 indicates that a 21.33% increase would be applicable. Given the costs associated with maintaining the slipway and facilities it is suggested that the schedule of rates be increased by 25% for 2008 / 2009.

The following table shows the proposed 2008 schedule of rates for the slipway.



25.00%

| VESSEL LENGTH | SLIPPING FEE | GST     | SLIPPING FEE INCLUDING GST | STORAGE FEE (PER DAY) | GST     | STORAGE FEE (PER DAY) INCLUDING GST | VESSEL LENGTH | SLIPPING FEE | GST     | SLIPPING FEE INCLUDING GST | STORAGE FEE (PER DAY) | GST     | STORAGE FEE (PER DAY) INCLUDING GST |
|---------------|--------------|---------|----------------------------|-----------------------|---------|-------------------------------------|---------------|--------------|---------|----------------------------|-----------------------|---------|-------------------------------------|
| 10.0          | \$125.00     | \$12.50 | \$137.50                   | \$31.25               | \$3.13  | \$34.40                             | 17.2          | \$335.00     | \$33.50 | \$368.50                   | \$125.75              | \$12.58 | \$138.30                            |
| 10.2          | \$130.00     | \$13.00 | \$143.00                   | \$33.88               | \$3.39  | \$37.30                             | 17.4          | \$341.88     | \$34.19 | \$376.10                   | \$128.38              | \$12.84 | \$141.20                            |
| 10.4          | \$135.00     | \$13.50 | \$148.50                   | \$36.50               | \$3.65  | \$40.20                             | 17.6          | \$348.75     | \$34.88 | \$383.60                   | \$131.00              | \$13.10 | \$144.10                            |
| 10.6          | \$140.00     | \$14.00 | \$154.00                   | \$39.13               | \$3.91  | \$43.00                             | 17.8          | \$355.63     | \$35.56 | \$391.20                   | \$133.63              | \$13.36 | \$147.00                            |
| 10.8          | \$145.00     | \$14.50 | \$159.50                   | \$41.75               | \$4.18  | \$45.90                             | 18.0          | \$362.50     | \$36.25 | \$398.80                   | \$136.25              | \$13.63 | \$149.90                            |
| 11.0          | \$150.00     | \$15.00 | \$165.00                   | \$44.38               | \$4.44  | \$48.80                             | 18.2          | \$371.25     | \$37.13 | \$408.40                   | \$138.88              | \$13.89 | \$152.80                            |
| 11.2          | \$155.00     | \$15.50 | \$170.50                   | \$47.00               | \$4.70  | \$51.70                             | 18.4          | \$380.00     | \$38.00 | \$418.00                   | \$141.50              | \$14.15 | \$155.70                            |
| 11.4          | \$160.00     | \$16.00 | \$176.00                   | \$49.63               | \$4.96  | \$54.60                             | 18.6          | \$388.75     | \$38.88 | \$427.60                   | \$144.13              | \$14.41 | \$158.50                            |
| 11.6          | \$165.00     | \$16.50 | \$181.50                   | \$52.25               | \$5.23  | \$57.50                             | 18.8          | \$397.50     | \$39.75 | \$437.30                   | \$146.75              | \$14.68 | \$161.40                            |
| 11.8          | \$170.00     | \$17.00 | \$187.00                   | \$54.88               | \$5.49  | \$60.40                             | 19.0          | \$406.25     | \$40.63 | \$446.90                   | \$149.38              | \$14.94 | \$164.30                            |
| 12.0          | \$175.00     | \$17.50 | \$192.50                   | \$57.50               | \$5.75  | \$63.30                             | 19.2          | \$415.00     | \$41.50 | \$456.50                   | \$152.00              | \$15.20 | \$167.20                            |
| 12.2          | \$180.00     | \$18.00 | \$198.00                   | \$60.13               | \$6.01  | \$66.10                             | 19.4          | \$423.75     | \$42.38 | \$466.10                   | \$154.63              | \$15.46 | \$170.10                            |
| 12.4          | \$185.00     | \$18.50 | \$203.50                   | \$62.75               | \$6.28  | \$69.00                             | 19.6          | \$432.50     | \$43.25 | \$475.80                   | \$157.25              | \$15.73 | \$173.00                            |
| 12.6          | \$190.00     | \$19.00 | \$209.00                   | \$65.38               | \$6.54  | \$71.90                             | 19.8          | \$441.25     | \$44.13 | \$485.40                   | \$159.88              | \$15.99 | \$175.90                            |
| 12.8          | \$195.00     | \$19.50 | \$214.50                   | \$68.00               | \$6.80  | \$74.80                             | 20.0          | \$450.00     | \$45.00 | \$495.00                   | \$162.50              | \$16.25 | \$178.80                            |
| 13.0          | \$200.00     | \$20.00 | \$220.00                   | \$70.63               | \$7.06  | \$77.70                             | 20.2          | \$458.75     | \$45.88 | \$504.60                   | \$165.13              | \$16.51 | \$181.60                            |
| 13.2          | \$205.00     | \$20.50 | \$225.50                   | \$73.25               | \$7.33  | \$80.60                             | 20.4          | \$467.50     | \$46.75 | \$514.30                   | \$167.75              | \$16.78 | \$184.50                            |
| 13.4          | \$210.00     | \$21.00 | \$231.00                   | \$75.88               | \$7.59  | \$83.50                             | 20.6          | \$476.25     | \$47.63 | \$523.90                   | \$170.38              | \$17.04 | \$187.40                            |
| 13.6          | \$215.00     | \$21.50 | \$236.50                   | \$78.50               | \$7.85  | \$86.40                             | 20.8          | \$485.00     | \$48.50 | \$533.50                   | \$173.00              | \$17.30 | \$190.30                            |
| 13.8          | \$220.00     | \$22.00 | \$242.00                   | \$81.13               | \$8.11  | \$89.20                             | 21.0          | \$493.75     | \$49.38 | \$543.10                   | \$175.63              | \$17.56 | \$193.20                            |
| 14.0          | \$225.00     | \$22.50 | \$247.50                   | \$83.75               | \$8.38  | \$92.10                             | 21.2          | \$502.50     | \$50.25 | \$552.80                   | \$178.25              | \$17.83 | \$196.10                            |
| 14.2          | \$231.88     | \$23.19 | \$255.10                   | \$86.38               | \$8.64  | \$95.00                             | 21.4          | \$511.25     | \$51.13 | \$562.40                   | \$180.88              | \$18.09 | \$199.00                            |
| 14.4          | \$238.75     | \$23.88 | \$262.60                   | \$89.00               | \$8.90  | \$97.90                             | 21.6          | \$520.00     | \$52.00 | \$572.00                   | \$183.50              | \$18.35 | \$201.90                            |
| 14.6          | \$245.63     | \$24.56 | \$270.20                   | \$91.63               | \$9.16  | \$100.80                            | 21.8          | \$528.75     | \$52.88 | \$581.60                   | \$186.13              | \$18.61 | \$204.70                            |
| 14.8          | \$252.50     | \$25.25 | \$277.80                   | \$94.25               | \$9.43  | \$103.70                            | 22.0          | \$537.50     | \$53.75 | \$591.30                   | \$188.75              | \$18.88 | \$207.60                            |
| 15.0          | \$259.38     | \$25.94 | \$285.30                   | \$96.88               | \$9.69  | \$106.60                            | 22.2          | \$546.25     | \$54.63 | \$600.90                   | \$191.38              | \$19.14 | \$210.50                            |
| 15.2          | \$266.25     | \$26.63 | \$292.90                   | \$99.50               | \$9.95  | \$109.50                            | 22.4          | \$555.00     | \$55.50 | \$610.50                   | \$194.00              | \$19.40 | \$213.40                            |
| 15.4          | \$273.13     | \$27.31 | \$300.40                   | \$102.13              | \$10.21 | \$112.30                            | 22.6          | \$563.75     | \$56.38 | \$620.10                   | \$196.63              | \$19.66 | \$216.30                            |
| 15.6          | \$280.00     | \$28.00 | \$308.00                   | \$104.75              | \$10.48 | \$115.20                            | 22.8          | \$572.50     | \$57.25 | \$629.80                   | \$199.25              | \$19.93 | \$219.20                            |
| 15.8          | \$286.88     | \$28.69 | \$315.60                   | \$107.38              | \$10.74 | \$118.10                            | 23.0          | \$581.25     | \$58.13 | \$639.40                   | \$201.88              | \$20.19 | \$222.10                            |
| 16.0          | \$293.75     | \$29.38 | \$323.10                   | \$110.00              | \$11.00 | \$121.00                            | 23.2          | \$590.00     | \$59.00 | \$649.00                   | \$204.50              | \$20.45 | \$225.00                            |
| 16.2          | \$300.63     | \$30.06 | \$330.70                   | \$112.63              | \$11.26 | \$123.90                            | 23.4          | \$598.75     | \$59.88 | \$658.60                   | \$207.13              | \$20.71 | \$227.80                            |
| 16.4          | \$307.50     | \$30.75 | \$338.30                   | \$115.25              | \$11.53 | \$126.80                            | 23.6          | \$607.50     | \$60.75 | \$668.30                   | \$209.75              | \$20.98 | \$230.70                            |
| 16.6          | \$314.38     | \$31.44 | \$345.80                   | \$117.88              | \$11.79 | \$129.70                            | 23.8          | \$616.25     | \$61.63 | \$677.90                   | \$212.38              | \$21.24 | \$233.60                            |
| 16.8          | \$321.25     | \$32.13 | \$353.40                   | \$120.50              | \$12.05 | \$132.60                            | 24.0          | \$625.00     | \$62.50 | \$687.50                   | \$215.00              | \$21.50 | \$236.50                            |
| 17.0          | \$328.13     | \$32.81 | \$360.90                   | \$123.13              | \$12.31 | \$135.40                            |               |              |         |                            |                       |         |                                     |

### Financial Implications

The review of Fee and Charges will not impact upon Council's financial position due to the fact that funding for all aspects of port operations is received from Department of Environment and Sustainability (DSE). The increase in the fee and charges will increase the income component that will decrease the net operational expenditure and more monies could become available for the long term capital works upgrade. Council will continue to communicate with DSE on future funding levels taking into account increased income through fee and charges.

### 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

The review of fee and charges is not linked to the environmental factors directly however Council's management, as a part of the Committee of Management, is mindful of the environmental aspects at the harbour in accordance to the Safety and Environmental Management Plan (SEMP).



## Implementation

Upon endorsement, the recommendations contained in the attached Best Value report will be conveyed to the harbour stakeholders and reviewed fee and charges incorporated in the 2008 - 09 Budget for the Apollo bay Harbour.

## 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 review of Port of Apollo Bay Fee and Charges, through a process that engaged both Councillors and stakeholder groups, resulted in deriving the new Fee and Charges that would be acceptable to the majority of users. Some of the key findings from the Best Value Review are as mentioned below:

- Benchmarking of harbour fee and charges is difficult due to the variations in the different Port configurations and charging methodologies
- The fees and charges have not been increased since 2003 and are relatively low given the facilities provided
- A CPI based increase is the favoured approach at this stage
- The Department of Sustainability and Environment are expected to undertake a State wide review of Ports fees & charges
- A further review of the overall fees & charges methodology should be undertaken following the DSE State review

## Attachments

Copy of Best Value Services Review Report - Port of Apollo Bay Fee and Charges

## Recommendation(s)

**That :**

1. ***Council note and endorse the findings of the attached report titled 'Best Value Service Review Report – Apollo Bay Harbour Services Unit.***
2. ***Council approves the implementation of the Continuous Improvement Plan attached at Appendix 1 of the report.***
3. ***Council approves the recommended increase in Fees & Charges for the Harbour Services that will bring them in line with CPI increases applicable since the last adopted rates.***
4. ***The overall Fees & Charges methodology be reviewed, following the proposed State wide Port review by Department of Sustainability & Environment, with the view to establishing a consistent approach to the setting of Fees & Charges.***
5. ***Council endorses the ongoing provision of Apollo Bay Harbour Services by Council under the Agreement with DSE and that a further review be undertaken prior to the expiry of the agreement at the end of June 2010.***

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# **BEST VALUE SERVICES REVIEW REPORT**

## **Port of Apollo Bay – Harbour Services & Fees & Charges for Berthing, Mooring & Slipway**

April 2008

**Facilitated by Ross Goyne**



Prepared and adopted by  
**Best Value Review Panel**



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## **1. Executive Summary**

### **1.1 Introduction**

The Victorian Government in December 1999 introduced the Local Government (Best Value Principles) Act, replacing Compulsory Competitive Tendering (CCT) for Local Government. The Best Value approach includes community input (where practicable), effective service delivery and cost efficiency as key service outcomes.

The Best Value principles listed hereunder reflect the Government's intention that local services must be a reflection of local community needs.

The six (6) Best Value principles now in legislation require:

1. Best quality and value for money
2. Responsiveness to community needs
3. Accessibility of services to those who need them
4. Continuous improvement
5. Community consultation on all services and activities
6. Regular community reporting on Council achievements

In 2006 the Best Value process was reviewed by the State Government and guidelines were developed. The guidelines do not alter Council's legislative responsibility in relation to ongoing compliance with the legislation.

Council reviewed Best Value and resolved in June 2006 to adopt a revised process. The key points of the revised process are:

- Continue with the current annual update of service review information and development of a five year continuous improvement plan, through the Business Planning process (addressing the principles) with five yearly major reviews of all services on a rotational basis.
- Councillors develop a strategic intent for each service as part of the five yearly review processes.
- Community consultation held every second year and in the year of the major service.
- Service costing based on full Competitive Neutrality costing.
- Oversight of the five yearly reviews forms part of Council's Audit Review Committee's annual work plan.
- Outcomes of the five yearly reviews are reported to the Audit Committee when review is complete.
- Council's overall compliance, with the legislation, and outcomes of the reviews are reported to the community in the Annual report.

The process picks up the recommendations of DJK Consulting who carried out a review of the Best Value process. It strengthens Council's governance role in that the Council sets a strategic direction for service delivery to the community. It increases organisational accountability as the Internal Audit Committee has oversight of the Best Value Review schedule, making community consultation and financial assessments more meaningful tools to monitor service improvement.

A revised Best Value review schedule was developed and approved by Council for the period 1 July 2006 to 30 June 2011.



The service review for Port of Apollo Bay - Harbour Services was conducted in the period from January 2008 to April. The last review for these areas was previously carried out in 2004.

## **1.2 Service Review Approach**

The key objective of this review is to evaluate and ensure that the Colac Otway Shire's Port of Apollo Bay - Harbour Services, which is part of the Infrastructure & Services Department directly reporting to the Manager Major Contracts, operate in a manner consistent with the Best Value principles. In areas where it is deficiencies are identified, ensure that plans and strategies are developed and implemented to improve these.

The focus of the review is aligned to a model which requires analysis to "Understand the Need" of the service prior to making any decisions on future service standards or delivery options. This leads to the second model phase of articulating the "Agreed What Is Required" charter which then extends to the third phase of a commitment to "Deliver What's Required".

Finally, the review results in a strong ongoing commitment by the Unit to "Evaluate and Continuously Improve" both the standards and delivery of the service through the development and progressive implementation of a Continuous Improvement Plan.

### **The process adopted for the Review included the following components:**

Identification and documentation of the current Service Profile – answering the question: why do we do what we do?

Consultation with the service customers to establish satisfaction levels and needs/expectations, including:

- Feedback on the current service
- Feedback on monitoring performance
- Identification of innovative/creative solutions/suggestions
- Identification and documentation of the gaps in service level (if any)
- Identification of innovative ways of eliminating or reducing any service gaps identified
- Identification of any budgetary implications

The anticipated outcomes of the Review include the following:

- Improved understanding of the service level sought by the service customers and the organisation
- Improved delivery of Services
- Improved certainty and understanding of the processes underpinning the service
- Service compliance with Best Value principles

The outputs of the Review comprise the following:

- Service Review Best Value Report
- Internal business process improvements
- Development of a Continuous Improvement Plan for implementing new service levels and delivering on continuous improvement (Refer Appendix 1)



- Integration of Continuous Improvement initiatives into the Unit's annual business planning process
- Increased accountability through an integrated performance monitoring system

### **1.3 Best Value Service Review Panel**

A panel of appropriate personnel was convened to facilitate and direct the Best Value Service Review for the Port of Apollo Bay - Harbour Services.

The members of the panel were:

- Gary Dolan            General Manager Infrastructure & Services
- Ranjani Jha            Manager Major Contracts
- Ian Marriner          Team Leader – Apollo Bay Harbour (Up to mid Feb 08)
- Philip Falla            Acting Team Leader – Apollo Bay Harbour
- Ross Goyne            Independent Consultant
- Margaret Giudice    Corporate Support Officer

The respective knowledge and relevant skills of this panel combined to develop the parameters and outline of the Review.

Unit staff were also involved in the Review particularly in the identification of any service delivery gaps and identification of possible service improvement initiatives. Work previously, and in many cases concurrently, undertaken by staff in the development of Port of Apollo Bay - Harbour Services Unit under review was also utilised in the undertaking and production of this Best Value service review report.

### **1.4 Key Findings**

- The fees and charges have not been increased since 2003 and are relatively low given the facilities provided
- A CPI based increase is the favoured approach at this stage
- The method of charging Itinerant berth fees needs review
- Given the costs associated with maintaining the slipway and associated facilities the schedule of rates should be increased
- The Department of Sustainability and Environment are expected to undertake a State wide review of Ports fees & charges
- A further review of the overall fees & charges methodology should be undertaken following the DSE State review
- Staff and Stakeholders provided good feedback and continuous improvement actions can now be implemented to address relevant items raised
- Benchmarking is difficult due to the variation in the different Port configurations and charging methodologies
- That a review and update of the Port Operating Procedures Manual and the Permit Conditions associated with the issue of the annual licence, is required to address issues raised during the review.
- The facilities at the Port of Apollo Bay are of good quality due to ongoing capital upgrades. Long term Capital Works Planning must be a priority and funding sourced to maintain good record of facilities upgrades that have been secured.
- Strategies to deal with sand management to keep the harbour entrance open are crucial.
- Consultation with stakeholders should be undertaken on a regular basis to optimise outcomes, glean local knowledge and continue to build a sound relationship



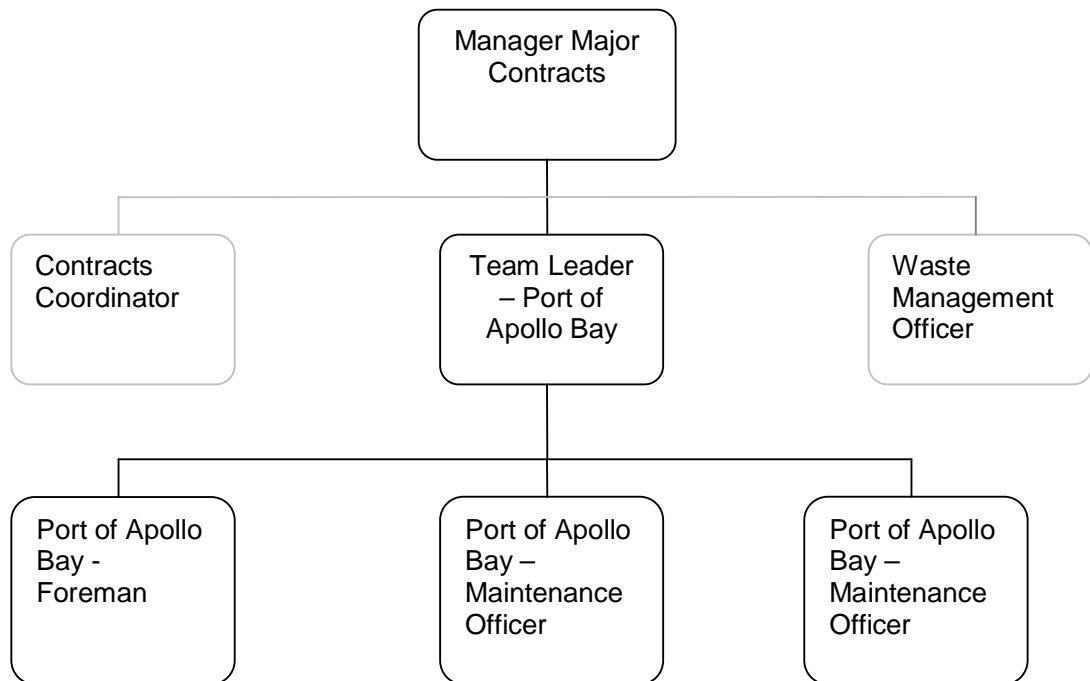
- Membership and participation in the M.I.A.A – Marina Industries Association of Australia is seen as an advantage for Council and staff to build knowledge on marine issues

## **2. Service Profile**

The Best Value service review constitutes a review of the following key Council services units:

- Port of Apollo Bay Services Unit including particular reference to the fees & charges components.

### **2.1 Department Structure**



### **2.2 Staffing Profile**

In total there are currently four (4) EFT staff employed in the Port of Apollo Bay - Harbour Services under review. This includes the Team Leader – Port of Apollo Bay, who reports to the Manager Major Contracts.

The net budget for the Port of Apollo Bay - Harbour Services under review is projected to be \$14,000 (Surplus) for 2007/08.

There are Four (4) full time and no part time staff employed within the Port of Apollo Bay - Harbour Services.



The 2007/08 Budget for the Unit under review is as follows:

**Apollo Bay Harbour**

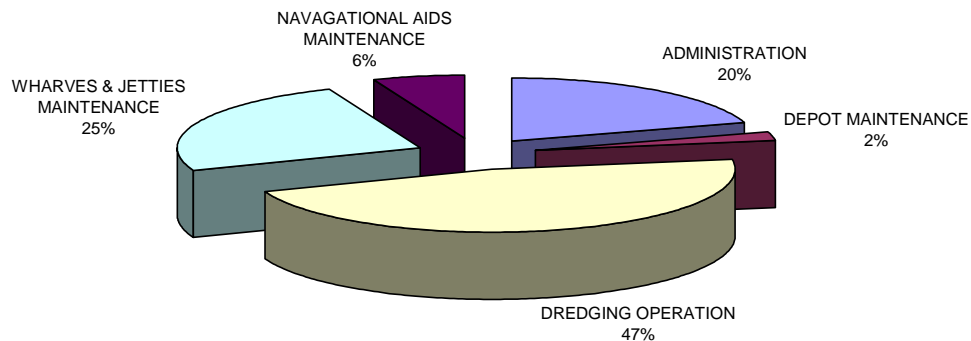
| Operations & Capital          | 2007/08 Forecast |
|-------------------------------|------------------|
| OTHER INCOME                  | -\$680,500       |
| ADMINISTRATION                | \$140,000        |
| DEPOT MAINTENANCE             | \$15,000         |
| DREDGING OPERATION            | \$321,000        |
| WHARVES & JETTIES MAINTENANCE | \$171,000        |
| NAVAGATIONAL AIDS MAINTENANCE | \$41,500         |
| CAPITAL WORKS - EXPENDITURE   | \$721,000        |
| CAPITAL WORKS - INCOME        | -\$715,000       |
| Net (Surplus)                 | \$14,000         |

The following graphs show the breakdown of the above table into the three components of:

- Operational expenditure
- Operational income
- Capital works expenditure and income

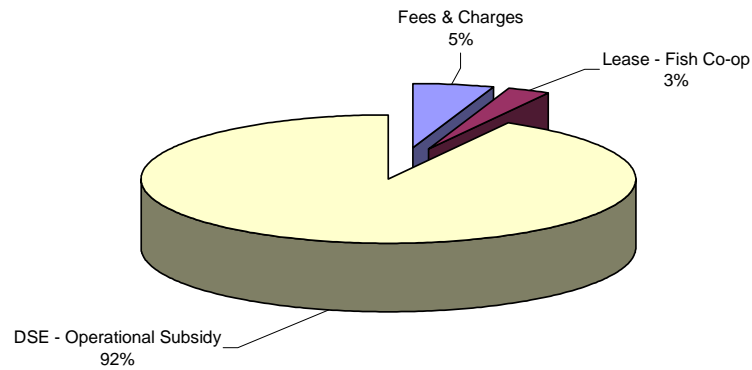
All graphs are based on the 2007/2008 forecast outcomes and the pie charts show the percentage for each of the sub components of operational expenditure or income. It should be noted that these are indicative forecasts only and subject to the cost outcomes associated with the implementation of the required Safety & Environmental Plan actions and the finalisation of the Marina replacement project.

**2007/08 Operational Expenditure Forecast**

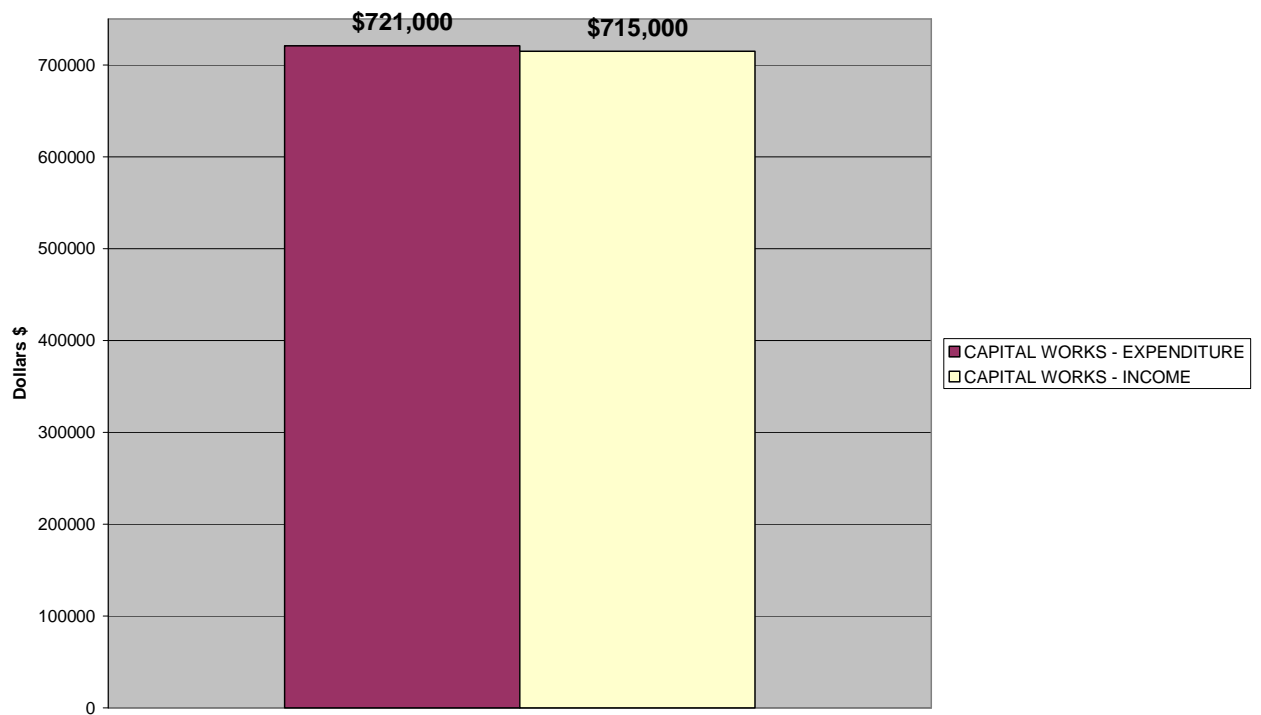




### Operational Income 07/08 Forecast



### Capital Works Expenditure / Income 07/08 Forecast





## **2.3 Services Provided**

The Port of Apollo Bay provides the following services:

- Pen Berthing for recreational & commercial fishing vessels
- Swing Mooring facilities
- Itinerant berthing
- Slipway facility
- Recreational fishing opportunity
- Dredging of Harbour Entrance
- Maintenance of facilities
- Management and Coordination of user requirements
- Management and implementation of User Fees & Charges

## **2.4 Service Users**

The service focus for Port of Apollo Bay - Harbour Services is with the commercial fishing users and recreation al users. Key service users can be categorised as follows: *(examples as below)*

### *Internal Users*

- Mayor and Councillors
- CEO and Executive
- COSWorks
- Manager Major Contracts
- Accounts payable/receivable

### *External Users and Partnerships*

- Commercial fishermen
- Recreational anglers
- Recreational boat users
- Charter vessels
- Tourists
- Public
- Consultative group
  - VRFish
  - Apollo Bay rescue group
  - Apollo Bay Fishing Cooperative Society Ltd.
  - Apollo Bay Sailing Club.
- Apollo Bay, Kennett River reserves committee
- Berth holders
- Swing mooring holders



- Itinerant vessels.
- Consultants
- Environment Protection Authority (EPA)
- Police
- Department of Sustainability and Environment (DSE)

## **2.5 Competitors**

The Port of Apollo Bay is managed by the Colac Otway Shire Council on behalf of the Department of Sustainability and Environment (DSE) in accordance with the Port of Apollo Bay Management Agreement 2005 – 2010.

The DSE is responsible on behalf of the State for the overall management and administration of the Port of Apollo Bay. Council, as a Committee of Management under the Crown Land (Reserves) Act 1978, manages and administers the Port as part of its statutory functions on behalf of DSE.

DSE provides the Council with funding for the administration and management of the port and the agreement sets out the terms and conditions upon which Council will manage and administer the Port. The management agreement is in force until the 30<sup>th</sup> of June 2010, although the parties may agree in writing to terminate the agreement at any time subject to Council returning any funds provided under the agreement that have not been expended by Council in accordance with the agreement.

Given that the Port of Apollo Bay is a valuable asset to the community in an economic development sense, Council, acting in the role of a committee of management for the port is in a strong management and advocacy position to ensure sustainability and successful operation of this important asset. On this basis, it is expected that Council would elect to enter into a further management agreement with DSE and continue to play this important role into the future.

Bearing in mind the existence of the Management Agreement, the only competition issues for consideration relate to the setting of fees and charges and the provision of quality services to users. The competitors in this sense are other local ports.

## **2.6 Legislative Overview**

### **2.6.1 National Competition Policy / Competitive Neutrality**

The Port of Apollo Bay - Harbour Services under review has been assessed for NCP/CN compliance and has been deemed not to be 'Significant Business Activities' for NCP/CN purposes. Consequently NCP/CN compliance provisions do not impact on the Service under review.

### **2.6.2 Other Relevant Legislative implications**

- Local Government Act, 1989 and Regulations
- Crown Land (Reserves) Act 1978
- Occupational Health and Safety Act 2004
- Coastal Management Act 1995
- Port Services Act 1995
- Pollution of Waters by Oil and Noxious Substances Act 1986
- Environment Protection Act 1970
- Marine Act 1988



## 2.7 SWOT Analysis

| Strengths   | Weaknesses  |
|---|---|
| <ul style="list-style-type: none"> <li>• Location – only port between the heads and Port Fairy</li> <li>• Access/proximity to fishing grounds</li> <li>• Cheap fees and charges</li> <li>• Experienced long-term staff</li> <li>• Infrastructure in good condition</li> <li>• Good facilities, including new floating marina</li> <li>• Slipway service available</li> <li>• Boat ramp</li> <li>• Fishing cooperative</li> <li>• Operating commercial port</li> <li>• Safe beach area for swimming</li> </ul> | <ul style="list-style-type: none"> <li>• Variable weather conditions impact on charter opportunities</li> <li>• Not clear of the condition of the lee wall</li> <li>• Location – distance to suppliers/services.</li> <li>• Waiting list for berths and moorings</li> <li>• One third of the harbour is too shallow</li> <li>• Silting up of entrance</li> <li>• Dredging impacted on by bad weather – can't always dredge due to weather</li> <li>• Full sand control system not finalised</li> <li>• Local practical opinion not seen to be taken into account</li> </ul> |
| Opportunities   | Threats   |
| <ul style="list-style-type: none"> <li>• Increased income</li> <li>• Ability to have more than one boat out of the water at once</li> <li>• Better boat maintenance business</li> <li>• Chandlery business</li> <li>• Small boat storage facility</li> <li>• Launch and retrieve facilities</li> <li>• Additional berthing facilities</li> <li>• Possible ferry service to King Island.</li> <li>• Preferred destination for "Bay Yatchties"</li> </ul>   | <ul style="list-style-type: none"> <li>• Staff turnover</li> <li>• Master plan not catering for required physical operation of the port</li> <li>• Sand migration through lee wall under Marina</li> <li>• Low section at land end of the main breakwater</li> <li>• Severe swell and backwash through entrance onto Marina</li> <li>• Entrance silting up</li> <li>• Open waters (Bass Strait)</li> <li>• Not having a forward-looking capital works plan</li> </ul>   |



### **3. Best Value Principles**

#### **3.1. Benchmarking**

Due to the vagaries of differing structures at other Ports and different systems, electronic capacity, levels and extent of service and resourcing, benchmarking is somewhat subjective.

It was agreed by the Best Value Review Team to carry out benchmarking comparisons with three (3) other Ports in relation to Fees & Charges which is the key focus of this review.

- Port of Port Fairy
- Port of Warrnambool
- Gippsland Ports

Copies of the survey data are attached at Appendix 3.

The intent of the benchmarking exercise is to establish comparative unit costs for key activities and functions.

Due to the various methods used to apply fees and charges at the other ports is very difficult to get a good comparison with those applied at the Port of Apollo Bay.

The Gippsland Ports have a whole range of fees, based on the town and location of the pens as well as the pen sizes. The Gippsland Ports fees are significantly higher than the Western Victorian ports.

In comparing swing mooring fees, the Gippsland Ports are significantly cheaper than the Port of Apollo Bay.

The Gippsland Ports include Pole mooring fees which are not applicable in the other ports benchmarked.

The Port of Apollo Bay is the only port to charge an establishment fee for swing moorings.

The Port of Apollo Bay itinerant berth fees are significantly lower than the other ports included in the benchmarking.

The 2004 fees and charges report contains observations that are still relevant and should be used as a source for further review of fees and charges at the Port of Apollo Bay.

Proposed work by DSE to look at fees and charges across all Ports at the State level would provide good information for comparison, as it will need to address the various charging regimes and hopefully provide some overall state consistent guidelines.

#### **3.2. 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 Plan (Appendix 1) referenced in the following sections of the report contains a list of initiatives identified during the progress of the review.



### **3.3. Affordability and Accessibility**

Affordability and Accessibility are two of the key Best Value principles. Under the Best Value legislation all Victorian municipal services are compelled to consider affordability and accessibility factors in the provision of services to their users and broader community.

The benchmarking matters detailed in the previous section indicate that in general terms Council's Port of Apollo Bay services are affordable on a comparative basis.

In terms of accessibility, the following observations can be made:

- Public has good access to Port Services (boat ramp, Jetties, wharf, etc)
- A new floating jetty is being constructed on the West side of the Boat Ramp including a new fish cleaning table
- There is an annual renewal application process, supported by policies and procedures to be applied for pens and swing moorings
- A waiting list process is in place to manage priority listings for access to pen or swing moorings, should one become vacant
- Guidelines and an application processes are in place to deal with itinerant vessels
- A publicly accessible section for fishing and sightseeing is available on the new floating Marina
- Disabled access considerations were applied in the design and construction of the new floating Marina

In terms of affordability, the following observations can be made:

- Relatively low or existing fees and charges compared to other ports
- There is no charge to the public for access to public facilities of the port
- There is no charge for access and use of the boat ramp facilities
- Fees and charges have not been increased for five (5) years
- Overall consensus from stakeholders that fees should be increased, but only in line with CPI
- The quality of the facilities is very high and needs to be taken into account when comparing fees and charges with other ports

In examining affordability is necessary to look carefully at the fees and charges structure.

The following table shows the fee structure for the various components from 1996 to 2007.

| <b>Year</b> | <b>Fixed Mooring Fee (Annual)</b> | <b>Swing Mooring Fee (Annual)</b> | <b>Itinerant Berth Fee (Daily)</b> | <b>Establishment Fee for Swing Mooring</b> | <b>Marina Keys</b> |
|-------------|-----------------------------------|-----------------------------------|------------------------------------|--|--------------------|
| 1996        | \$975                             | \$60                              | \$5.75                             | \$100                                      | n/a                |
| 1997        | \$1000                            | \$65                              | \$6.00                             | \$110                                      | n/a                |
| 1998        | \$1000                            | \$65                              | \$6.00                             | \$110                                      | n/a                |
| 1999        | \$1000                            | \$65                              | \$6.00                             | \$110                                      | n/a                |
| 2000        | \$1000                            | \$65                              | \$6.00                             | \$110                                      | n/a                |
| 2001        | \$1000                            | \$65                              | \$6.00                             | \$110                                      | n/a                |
| 2002        | \$1000                            | \$65                              | \$6.00                             | \$110                                      | n/a                |
| 2003        | \$1133                            | \$73.65                           | \$6.80                             | \$124.65                                   | \$12               |
| 2004        | \$1133                            | \$73.65                           | \$6.80                             | \$124.65                                   | \$12               |
| 2005        | \$1133                            | \$73.65                           | \$6.80                             | \$124.65                                   | \$12               |
| 2006        | \$1133                            | \$73.65                           | \$6.80                             | \$124.65                                   | \$12               |
| 2007        | \$1133                            | \$73.65                           | \$6.80                             | \$124.65                                   | \$12               |

A previous report in 2004 examined the Port of Apollo Bay fees and charges. This report included recommendations in relation to examine user pay principles, including full cost recovery for each of the fee and charge components. It also included recommendations suggesting:



- The establishment of a separate fee for berthing of charter vessels as distinct from commercial fishing/recreational vessels
- Consideration of specific permit fees for the intermittent commercial use of the Harbour Eg film crews, mobile food vendors etc
- Introduction of permit fees for commercial advertisements/signage located at the Harbour to be aligned with any existing Council fees or similar signage

This 2004 report still contains relevant information in relation to fees and charges and should be used as a reference in future deliberations in setting an overall fees and charges methodology for the Port of Apollo Bay.

DSE has indicated that the review of fees and charges on a state wide basis, is proposed to be undertaken and should provide a consistent approach and a valuable platform in determining the above methodology.

Given the urgency to establish the 2008 licence fees and charges, along with the acceptance of the stakeholders that a fee increase generally aligned to CPI is considered fair and reasonable, it is proposed that the fees be established in a three-part process.

1. Set the 2008 licence fees and charges based on CPI analysis of previous and existing fees and charges.
2. Undertake a further review of the fees and charges following the completion of the DSE Statewide review.
3. In the interim, the fees and charges should be increased by CPI (ABS - All Groups - Melbourne) to be effective from 07/08 financial year

In determining the 2008 licence fees, as per item 1 above, an analysis was undertaken of the fees and charges that have been applied since 1996. The figures were analysed by projecting ahead to the 2008 year by using the CPI figures from the Australian Bureau of Statistics. Scenarios were examined based on projected increases from the four different years where fees had previously been set.

A reasonably consistent correlation was established from these scenarios for the projected fees for the year 2008 and the following proposed fees (Including GST) are based on a rounded number within or near this range. The average increase, not including the Itinerant Berth fee, is around 17 % from the last increase in 2003.

| <b>Year</b> | <b>Fixed Mooring Fee (Annual)</b> | <b>Swing Mooring Fee (Annual)</b> | <b>Itinerant Berth Fee (Daily)</b> | <b>Establishment Fee for Swing Mooring</b> | <b>Marina Keys</b> |
|-------------|-----------------------------------|-----------------------------------|------------------------------------|--|--------------------|
| 2008        | \$1330                            | \$85                              | \$20                               | \$145                                      | \$15               |

Based on the feedback from stakeholders and the benchmarking comparisons, it can be seen that the current Itinerant Fee is low and should be increased a greater amount. The \$20/day rate recommended above is proposed to be capped at \$1660 / annum (~125% of the fixed mooring fee) for long term itinerant berthing.

The slipway fees are based on the vessel length and a storage fee per day. Using the same principles as above and projecting the 2008 fee based on CPI since the schedule was last reviewed in 2001 indicates that a 21.33% increase would be applicable. Given the costs associated with maintaining the slipway and facilities it is suggested that the schedule of rates be increased by 25% for 2008 / 2009. The following table shows the proposed 2008 schedule of rates for the slipway.



25.00%

| VESSEL<br>LENGTH | SLIPPING<br>FEE | GST     | SLIPPING<br>FEE<br>INCLUDING<br>GST | STORAGE<br>FEE<br>(PER DAY) | GST     | STORAGE<br>FEE<br>(PER DAY)<br>INCLUDING<br>GST | VESSEL<br>LENGTH | SLIPPING<br>FEE | GST     | SLIPPING<br>FEE<br>INCLUDING<br>GST | STORAGE<br>FEE<br>(PER DAY) | GST     | STORAGE<br>FEE<br>(PER DAY)<br>INCLUDING<br>GST |
|------------------|-----------------|---------|-------------------------------------|-----------------------------|---------|---|------------------|-----------------|---------|-------------------------------------|-----------------------------|---------|---|
| 10.0             | \$125.00        | \$12.50 | \$137.50                            | \$31.25                     | \$3.13  | \$34.40   | 17.2             | \$335.00        | \$33.50 | \$368.50                            | \$125.75                    | \$12.58 | \$138.30  |
| 10.2             | \$130.00        | \$13.00 | \$143.00                            | \$33.88                     | \$3.39  | \$37.30   | 17.4             | \$341.88        | \$34.19 | \$376.10                            | \$128.38                    | \$12.84 | \$141.20  |
| 10.4             | \$135.00        | \$13.50 | \$148.50                            | \$36.50                     | \$3.65  | \$40.20   | 17.6             | \$348.75        | \$34.88 | \$383.60                            | \$131.00                    | \$13.10 | \$144.10  |
| 10.6             | \$140.00        | \$14.00 | \$154.00                            | \$39.13                     | \$3.91  | \$43.00   | 17.8             | \$355.63        | \$35.56 | \$391.20                            | \$133.63                    | \$13.36 | \$147.00  |
| 10.8             | \$145.00        | \$14.50 | \$159.50                            | \$41.75                     | \$4.18  | \$45.90   | 18.0             | \$362.50        | \$36.25 | \$398.80                            | \$136.25                    | \$13.63 | \$149.90  |
| 11.0             | \$150.00        | \$15.00 | \$165.00                            | \$44.38                     | \$4.44  | \$48.80   | 18.2             | \$371.25        | \$37.13 | \$408.40                            | \$138.88                    | \$13.89 | \$152.80  |
| 11.2             | \$155.00        | \$15.50 | \$170.50                            | \$47.00                     | \$4.70  | \$51.70   | 18.4             | \$380.00        | \$38.00 | \$418.00                            | \$141.50                    | \$14.15 | \$155.70  |
| 11.4             | \$160.00        | \$16.00 | \$176.00                            | \$49.63                     | \$4.96  | \$54.60   | 18.6             | \$388.75        | \$38.88 | \$427.60                            | \$144.13                    | \$14.41 | \$158.50  |
| 11.6             | \$165.00        | \$16.50 | \$181.50                            | \$52.25                     | \$5.23  | \$57.50   | 18.8             | \$397.50        | \$39.75 | \$437.30                            | \$146.75                    | \$14.68 | \$161.40  |
| 11.8             | \$170.00        | \$17.00 | \$187.00                            | \$54.88                     | \$5.49  | \$60.40   | 19.0             | \$406.25        | \$40.63 | \$446.90                            | \$149.38                    | \$14.94 | \$164.30  |
| 12.0             | \$175.00        | \$17.50 | \$192.50                            | \$57.50                     | \$5.75  | \$63.30   | 19.2             | \$415.00        | \$41.50 | \$456.50                            | \$152.00                    | \$15.20 | \$167.20  |
| 12.2             | \$180.00        | \$18.00 | \$198.00                            | \$60.13                     | \$6.01  | \$66.10   | 19.4             | \$423.75        | \$42.38 | \$466.10                            | \$154.63                    | \$15.46 | \$170.10  |
| 12.4             | \$185.00        | \$18.50 | \$203.50                            | \$62.75                     | \$6.28  | \$69.00   | 19.6             | \$432.50        | \$43.25 | \$475.80                            | \$157.25                    | \$15.73 | \$173.00  |
| 12.6             | \$190.00        | \$19.00 | \$209.00                            | \$65.38                     | \$6.54  | \$71.90   | 19.8             | \$441.25        | \$44.13 | \$485.40                            | \$159.88                    | \$15.99 | \$175.90  |
| 12.8             | \$195.00        | \$19.50 | \$214.50                            | \$68.00                     | \$6.80  | \$74.80   | 20.0             | \$450.00        | \$45.00 | \$495.00                            | \$162.50                    | \$16.25 | \$178.80  |
| 13.0             | \$200.00        | \$20.00 | \$220.00                            | \$70.63                     | \$7.06  | \$77.70   | 20.2             | \$458.75        | \$45.88 | \$504.60                            | \$165.13                    | \$16.51 | \$181.60  |
| 13.2             | \$205.00        | \$20.50 | \$225.50                            | \$73.25                     | \$7.33  | \$80.60   | 20.4             | \$467.50        | \$46.75 | \$514.30                            | \$167.75                    | \$16.78 | \$184.50  |
| 13.4             | \$210.00        | \$21.00 | \$231.00                            | \$75.88                     | \$7.59  | \$83.50   | 20.6             | \$476.25        | \$47.63 | \$523.90                            | \$170.38                    | \$17.04 | \$187.40  |
| 13.6             | \$215.00        | \$21.50 | \$236.50                            | \$78.50                     | \$7.85  | \$86.40   | 20.8             | \$485.00        | \$48.50 | \$533.50                            | \$173.00                    | \$17.30 | \$190.30  |
| 13.8             | \$220.00        | \$22.00 | \$242.00                            | \$81.13                     | \$8.11  | \$89.20   | 21.0             | \$493.75        | \$49.38 | \$543.10                            | \$175.63                    | \$17.56 | \$193.20  |
| 14.0             | \$225.00        | \$22.50 | \$247.50                            | \$83.75                     | \$8.38  | \$92.10   | 21.2             | \$502.50        | \$50.25 | \$552.80                            | \$178.25                    | \$17.83 | \$196.10  |
| 14.2             | \$231.88        | \$23.19 | \$255.10                            | \$86.38                     | \$8.64  | \$95.00   | 21.4             | \$511.25        | \$51.13 | \$562.40                            | \$180.88                    | \$18.09 | \$199.00  |
| 14.4             | \$238.75        | \$23.88 | \$262.60                            | \$89.00                     | \$8.90  | \$97.90   | 21.6             | \$520.00        | \$52.00 | \$572.00                            | \$183.50                    | \$18.35 | \$201.90  |
| 14.6             | \$245.63        | \$24.56 | \$270.20                            | \$91.63                     | \$9.16  | \$100.80  | 21.8             | \$528.75        | \$52.88 | \$581.60                            | \$186.13                    | \$18.61 | \$204.70  |
| 14.8             | \$252.50        | \$25.25 | \$277.80                            | \$94.25                     | \$9.43  | \$103.70  | 22.0             | \$537.50        | \$53.75 | \$591.30                            | \$188.75                    | \$18.88 | \$207.60  |
| 15.0             | \$259.38        | \$25.94 | \$285.30                            | \$96.88                     | \$9.69  | \$106.60  | 22.2             | \$546.25        | \$54.63 | \$600.90                            | \$191.38                    | \$19.14 | \$210.50  |
| 15.2             | \$266.25        | \$26.63 | \$292.90                            | \$99.50                     | \$9.95  | \$109.50  | 22.4             | \$555.00        | \$55.50 | \$610.50                            | \$194.00                    | \$19.40 | \$213.40  |
| 15.4             | \$273.13        | \$27.31 | \$300.40                            | \$102.13                    | \$10.21 | \$112.30  | 22.6             | \$563.75        | \$56.38 | \$620.10                            | \$196.63                    | \$19.66 | \$216.30  |
| 15.6             | \$280.00        | \$28.00 | \$308.00                            | \$104.75                    | \$10.48 | \$115.20  | 22.8             | \$572.50        | \$57.25 | \$629.80                            | \$199.25                    | \$19.93 | \$219.20  |
| 15.8             | \$286.88        | \$28.69 | \$315.60                            | \$107.38                    | \$10.74 | \$118.10  | 23.0             | \$581.25        | \$58.13 | \$639.40                            | \$201.88                    | \$20.19 | \$222.10  |
| 16.0             | \$293.75        | \$29.38 | \$323.10                            | \$110.00                    | \$11.00 | \$121.00  | 23.2             | \$590.00        | \$59.00 | \$649.00                            | \$204.50                    | \$20.45 | \$225.00  |
| 16.2             | \$300.63        | \$30.06 | \$330.70                            | \$112.63                    | \$11.26 | \$123.90  | 23.4             | \$598.75        | \$59.88 | \$658.60                            | \$207.13                    | \$20.71 | \$227.80  |
| 16.4             | \$307.50        | \$30.75 | \$338.30                            | \$115.25                    | \$11.53 | \$126.80  | 23.6             | \$607.50        | \$60.75 | \$668.30                            | \$209.75                    | \$20.98 | \$230.70  |
| 16.6             | \$314.38        | \$31.44 | \$345.80                            | \$117.88                    | \$11.79 | \$129.70  | 23.8             | \$616.25        | \$61.63 | \$677.90                            | \$212.38                    | \$21.24 | \$233.60  |
| 16.8             | \$321.25        | \$32.13 | \$353.40                            | \$120.50                    | \$12.05 | \$132.60  | 24.0             | \$625.00        | \$62.50 | \$687.50                            | \$215.00                    | \$21.50 | \$236.50  |
| 17.0             | \$328.13        | \$32.81 | \$360.90                            | \$123.13                    | \$12.31 | \$135.40  |                  |                 |         |                                     |                             |         |   |

### 3.4. Responsiveness

Responsiveness is another key principle of the Best Value legislation. Based on the results of the Best Value consultation processes, the benchmarking indicators and the analysis of service delivery methods, the Port of Apollo Bay Unit believes that they do provide responsive services.

Nevertheless, through its commitment to continuous improvement the Continuous Improvement Plan (see Appendix 1) accompanying this report highlights initiatives which will aid ongoing improvements in the level of the units' responsiveness. These initiatives will be implemented under the direction of the CEO, General Manager Infrastructure and Services and the Manager Major Contracts. Moreover, the continuous improvement plan will be reviewed on an annual basis, ensuring a process of implementation accountability and ensuring the identification of new responsiveness initiatives.

A central platform of the approach to Best Value Reviews is a commitment to inform service customers and the wider community on any changes to existing service levels.

The customer satisfaction surveys, which form an integral part of the Continuous Improvement Plan, will provide the Unit with regular updates on the effectiveness or otherwise of the new measures implemented, and on the current levels of responsiveness and appropriateness.

Regular feedback to service users is proposed on the performance of new service initiatives.



### **3.5. Community / Customer Consultation**

The legislation states that Council must develop a program of regular consultation with its community in relation to the services it provides. Colac Otway Shire places a high priority on consultation, both within the organisation and with the community. As such, the review process has involved an active effort to consult as widely as possible.

At the commencement of the review process, Councillors provided their input via a Strategic Direction Survey (see Appendix 2). Councillors were provided with a service profile 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.

The Port of Apollo Bay Unit has consulted with the community stakeholders and users as part of this review. Two workshops were conducted, one with the Port of Apollo Bay Consultative Group and the other with the Berth holders and those on the waiting lists.

Detailed notes from the two stakeholder workshops are included in Appendix 4. The participation and feedback from those present at the two workshops was excellent and the information obtained will be used in reviewing the fees and charges policy, operational guidelines and continuous improvement targets.

A summary of the outcomes are:

- **Port Operations**

- Greater consultation prior to the implementation of projects
- Improve staff maritime knowledge by joining the marine industries Association of Australia and attending other networking courses
- Marina security needs further review as part of the finalisation of the new floating Marina construction contract
- Concerned with “black easterly” impact on Marina facilities
- Need to ensure ongoing funding for dredging of the entrance to keep it open
- Review swing mooring policy in relation to maintenance and Port layout
- Suggested method of use of new stern piles
- Port of Apollo Bay is the only safe haven between Portland and the Bay
- The interface between public and commercial operations needs to be carefully managed
- The mix between commercial and recreational boaters is important, but commercial use must be protected as a priority
- The team leader port of Apollo Bay should have discretion in decision making associated with the allocation of berths and swing moorings
- The depositing of sand harvested to protect the entrance needs careful consideration in relation to its location
- Raising the lower section of the main Breakwater should be included in the capital works program

- **Fees & Charges**

- Policy should include a clause to cover unused moorings, where vessels may be away for extended periods, capping the vacant period at two years
- Consideration of facility to allow applicants without a vessel to apply for a berth or swing mooring along with a period of time after the awarding of a berth before it must be occupied (maximum 18 months)
- Security of tenure is based on meeting the requirements of the annual application renewal process for licence and paying the appropriate fee by the due date
- Waiting list process should be clear and transparent to applicants
- Swing moorings not favoured for itinerant use
- Fees and charges should not differentiate between charter, commercial and recreational vessels



- Some form of local preference should be considered when determining applications
- The itinerant berthing charge methodology should be amended to ensure that the full income is allocated to the port rather than part allocation to the owner of the berth being used
- Whilst the installation maintenance and subsequent removal of mooring lines and tackle are the responsibility of the mooring holder, consideration needs to be given to the ability to transfer the existing mooring tackle and anchor block to new licence holders.
- Given the quality of the Marina facility there is some feeling that the fees are too cheap
- Should consider other cheaper alternatives mooring methods such as Pole Mooring but would require off-site dinghy storage.
- Consideration of increasing the current daily charge for short-term itinerant moorings, with potentially a three tier fee arrangement
- Any fee rise needs to be reasonable, particularly for commercial operators
- The berth or mooring must be used exclusively by the vessel described in the application and should not transferable to another vessel person
- If a boat is sold the new owner must apply for a licence in the next round of renewals
- Ability, with approval, to swap berths during Licence year to cater for specific needs such as boat size and implications of vessel location in relation to the swell within the harbour.
- The existing no charge arrangement for use of the boat ramp should remain
- The CPI model to the increase was strongly supported rather than the benchmarking with other ports or using a full cost recovery model

The Continuous Improvement Plan (Appendix 1) contains improvement initiatives that will address the majority of matters raised through the consultation process. It should be noted that the review and update of the Port Operating Procedures Manual and the Permit Conditions associated with the issue of the annual licence will incorporate appropriate revised items.



### 3.6. Quality and Cost Standards

Best Value is about transparency of service delivery and decision making. The setting of quality and cost standards and the annual reporting against these to the community is a key component of Best Value. Quality and cost standards are intended to reflect measures by which the community may assess the performance of a service, both in terms of quality and efficiency (cost). The following quality and cost standards have been set for Port of Apollo Bay Service:

| Port of Apollo Bay   | Target<br>2007/2008  |
|--|--|
| <b>Quality</b>   |  |
| <ul style="list-style-type: none"> <li>Occupancy of Berths &amp; Moorings</li> <li>Monthly Incident Reports submitted on time to DSE</li> <li>Annual Budget submitted to DSE for approval</li> </ul> | <p>&gt; 95%</p> <p>100%</p> <p>By 31<sup>st</sup> March each year</p> <p>=</p> <p>100% of time</p> |
| <ul style="list-style-type: none"> <li>Port entrance is clear for vessel access</li> </ul>   | <p>Annually</p>  |
| <ul style="list-style-type: none"> <li>5 Year Capital Works program updated, prioritised &amp; maintained to support annual budget submissions</li> </ul>  | <p>End January each year</p>   |
| <ul style="list-style-type: none"> <li>Fees &amp; Charges reviewed and Invoices and Licences Issued annually</li> </ul>  | <p>Waiting Lists updated weekly</p>  |
| <ul style="list-style-type: none"> <li>Accurate, timely maintenance of Berths &amp; Swing Mooring waiting lists and consistent application of policy requirements.</li> </ul>                        | <p>Regular Audits achieve 100% compliance</p>  |
| <ul style="list-style-type: none"> <li>SEMP document maintained, updated &amp; implemented</li> </ul>  | <p>Completion of expenditure of 95% of Maintenance Funding</p>                                     |
| <b>Cost</b>  |  |
| <ul style="list-style-type: none"> <li>Variation of Actual to Budget costs.</li> </ul>   | <p>Completion of expenditure of 98% of Capital Funding</p>   |
| <ul style="list-style-type: none"> <li>Capital Works Budget Expenditure</li> </ul>   |  |



## **4. Service Review Analysis**

This best value review is of the Port of Apollo Bay services unit, with particular reference to the fees and charges components.

There are a total of four EFT staff employed at the Port of Apollo Bay. Three staff report to the Team Leader – Port of Apollo Bay, who reports directly to the Manager Major Contracts for the delivery of the required duties and tasks.

The Port of Apollo Bay is managed by the Colac Otway Shire Council on behalf of the Department of Sustainability and Environment (DSE) in accordance with the Port of Apollo Bay Management Agreement 2005 – 2010.

Funding for the operation maintenance and capital improvements within the Port of Apollo Bay is funded under the agreement by DSE. There is no impact on Council's general revenue and expenditure as over time the overall expenditure and income is cost neutral.

The projected operational expenditure for 2007/08 is \$688,500 with a corresponding projected operational income of \$680,500 resulting in a net \$8,000 surplus.

The dredging operations keeping the Harbour entrance open for vessel access is the largest component of expenditure at 47%. The next two major categories are wharves and jetties maintenance, 25%, and administration, 20%.

Operational income is derived 92% from DSE as an operational subsidy, 5% from fees and charges and 3% from the lease to the Apollo Bay fishing cooperative.

The projected capital works expenditure in 2007/08 is \$721,000 and the projected capital works income is \$715,000. This results in a net \$6,000 surplus for the current financial year. Funding for capital works projects is provided by DSE, sometimes in conjunction with other State funding bodies, such as Regional Development Victoria.

Over the years significant capital improvements have been undertaken at the Harbour, including strengthening of the main Breakwater, reconstruction of the East End jetty and most recently, the replacement of the previous fixed timber marina and replacement with a floating concrete marina structure, incorporating public and disabled access.

It should be noted that the general facilities, particularly the Marina, are of good quality and provide corresponding high levels of service to the users.

Other ports in the South West of the State will be trying to attract and maintain effective and sustainable use of their facilities and hence will be in competition with the attractiveness or otherwise of the Port of Apollo Bay.

The management, operations, maintenance and capital works undertaken at the port are undertaken within the context of a significant range of legislation, and it is important that all activities are extremely cognisant of the legislative obligations.

The Port of Apollo Bay provides a range of services to a significant list of service users, as outlined in the body of the report. As part of the process of this report, a significant effort has been made to consult with the staff and the stakeholders to obtain feedback on how the various services have been provided.

As outlined in Section 3.3 of the report, the services provided at the Port of Apollo Bay are considered quite accessible. Feedback from staff and stakeholders highlighted issues with accessibility in terms of possible modifications to the port of Apollo Bay procedures manual and/or policies associated with the berth and swing mooring application and waiting list processes.



Section 3.5 provides a summary of the staff and stakeholder feedback on a range of issues and action should be implemented to consider and address this feedback. It is proposed that this feedback be considered in a review of these documents and be undertaken immediately following the adoption of this report.

The affordability component of the Best Value principles has entailed significant analysis as the fees and charges were a key focus of this report.

In considering and recommending proposed fees for the 2008 licence year, the following key points were taken into account:

- The original fees were established in 1996
- The fees were reviewed and increased in 1997
- The fees were reviewed and increased in 2001
- The fees were reviewed and increased in 2003
- No fee increase has occurred since 2003

Due to the variation in methodologies, benchmarking with other ports provides data that is difficult to interpret in providing guidance on the setting of fees for the Port of Apollo Bay. A previous report on fees and charges in 2004 contains information that is still relevant to an overall review of the fees and charges methodology.

Given the urgency to establish the 2008 licence fees and charges, along with the acceptance of the stakeholders that a fee increase generally aligned to CPI is considered fair and reasonable, it is proposed that the fees be established in a three-part process.

1. Set the 2008 licence fees and charges based on CPI analysis of previous and existing fees and charges.
2. Undertake a further review of the fees and charges following the completion of the DSE Statewide review
3. In the interim, the fees and charges should be increased by CPI (ABS - All Groups - Melbourne) to be effective from 07/08 financial year

The CPI analysis of previous and existing fees and charges resulted in good correlation of the recommended fees for the 2008 licence period, and are set out in section 3.3 above.

No specific issues associated with responsiveness were raised during the consultation, but through the combination of the quality and cost standards and continuous improvement initiatives identified in this report, it is expected that responsiveness will remain acceptable.

The quality and cost standards have been developed by targeting areas required under the DSE agreement, feedback from stakeholders and good business practice.



## **5. Recommendations**

That

1. Council note and endorse the findings of the attached report titled 'Best Value Service Review Report – Apollo Bay Harbour Services Unit.
2. Council approves the implementation of the Continuous Improvement Plan annexed to the report.
3. Council approves the recommended increase in Fees & Charges for the Harbour Services that will bring them in line with CPI increases applicable since the last adopted rates.
4. The overall Fees & Charges methodology be reviewed, following the proposed Statewide Port review by DSE, with the view to establishing a consistent approach to the setting of Fees & Charges.
5. Council endorses the ongoing provision of Apollo Bay Harbour Services by Council under the Agreement with DSE and that a further review be undertaken prior to the expiry of the agreement at the end of June 2010.



## Appendix 1: Continuous Improvement Initiatives

### Port of Apollo Bay

| No | Action   | How to get there   | Intended Outcome  | Target Date    | Responsible Officer     |
|----|--|--|---|----------------|-------------------------|
| 1  | Review and update the Port of Apollo Bay – Port Operating Procedures Manual (Including the associated forms)   | Review staff & stakeholder consultation feedback and incorporate appropriate information where seen as appropriate for the efficient and effective operations of the Port  | Revised & updated Procedures manual finalised   | End May 2008   | Manager Major Contracts |
| 2  | Confirm, adopt and advise stakeholders of the harvesting and deposition of sand as part of the process of protecting the harbour entrance from encroaching sand. | Work closely with DSE and review existing sand study and ascertain clear technical feedback on the stakeholder concerns that sand placed to the South in the Mounts Bay area will only end up back in the entrance. Also to determine if additional stabilisation works in Mounts Bay will be required to enhance the sand control measures determined above. Establish appropriate budgets to facilitate the adopted methodology. | Clear adopted methodology for harvesting and deposition of sand to protect the entrance along with supporting budget estimates in a forward looking five year plan. | End April 2009 | Manager Major Contracts |



| <b>No</b> | <b>Action</b>  | <b>How to get there</b>  | <b>Intended Outcome</b>   | <b>Target Date</b>   | <b>Responsible Officer</b> |
|-----------|--|--|---|--|----------------------------|
| 3         | Review feedback from SWOT analysis                     | Review each item in the Weaknesses, Opportunities and Threats sections of the SWOT and develop appropriate responses and associated implementation program where applicable.   | Clear documented evidence that feedback provided as part of this review has been taken into account when determining future management and operational options and directions for the Port. | End September 2008   | Manager Major Contracts    |
| 4         | Review feedback from Staff & Stakeholder consultations | Review each item raised in the Staff & Stakeholder consultations and develop appropriate responses and associated implementation program where applicable.   | Clear documented evidence that feedback provided as part of this review has been taken into account when determining future management and operational options and directions for the Port. | End September 2008   | Manager Major Contracts    |
| 5         | Review the overall Fees & Charges                      | Review the existing report on Fees & Charges at the Port of Apollo Bay and determine a clear methodology in setting the fees. This should also be undertaken in context of the proposed DSE state wide review of Port Fees | Establishment of clear methodology and a consistent approach to the setting of Fees & Charges.  | Following the completion and availability of the State wide review of Port Fees by DSE | Manager Major Contracts    |



## Appendix 2 Strategic Direction Survey

### BEST VALUE REVIEW

#### *Port of Apollo Bay – Fees & Charges for Berthing, Mooring & Slipway*

#### **SERVICE PROFILE**

|   |   |
|---|---|
| <b>Service Area Name</b>  | <b>Port of Apollo Bay</b>   |
| <b>Manager's Name</b><br><b>Coordinator's Name (if applicable)</b>            | Ranjani Jha<br>Ian Marriner   |
| <b>Service Description</b>  | Fees & Charges for Berthing, Mooring & Slipway and conditions of use.   |
| <b>Services Provided</b>  | <ul style="list-style-type: none"> <li>- Floating Marina – Pen Berthing</li> <li>- Swing Moorings</li> <li>- Itinerant Berthing</li> <li>- Slipway</li> <li>- Entrance Dredging</li> </ul>  |
| <b>Service Aspect subject to this Review</b>                                  | Fees & Charges for Berthing, Slipway use and conditions of use.   |
| <b>Where is Service Provided From?</b>  | Port of Apollo Bay at Apollo Bay  |
| <b>Why is Service Provided?</b>   | Council acts as a Committee of Management to fulfil the berthing and other needs of Commercial & Recreational vessels at the Apollo Bay Harbour.  |
| <b>How Many Staff (EFT) Provide the service?</b>                              | 4 FTE (Excl Manager)  |
| <b>Who are the key stakeholders of the service?</b>                           | Commercial Fishers, Recreational boaters, Charter Boat Operators, Apollo Bay Fishing Cooperative, Tourists, Sailing Club, Community, Local businesses, Vessels in transit, DSE, VRFish, Other local Ports   |
| <b>Which of the stakeholders is the recipient group (i.e. service users)?</b> | Commercial Fishers, Recreational boaters, Tourists, Sailing Club, Community, Local businesses   |
| <b>What is annual budgeted NETT cost to Council of Service?</b>               | \$14,000 Net Surplus: Includes \$36,500 Fees & Charges Income   |
| <b>How Much External Government Funding is Provided?</b>                      | 2007/08 - \$2,139,328<br>\$1,001,328 – DSE & \$1,138,000 - RDV  |
| <b>What non financial resources are used by the Service?</b>                  | Gannet – Dredge, Barham – tender boat, Crane, Depot Workshop / Office, Staff Vehicle, Light Truck, Slipway winch and rail, Floating marina, Jetties and utility services.   |
| <b>What are the performance standards applicable to the service?</b>          | <ul style="list-style-type: none"> <li>⇒ Timely review of fees &amp; Charges</li> <li>⇒ 95% utilisation of maintenance funding</li> <li>⇒ Greater than 95% occupancy rate of berths &amp; moorings</li> <li>⇒ Monthly Incident reports to DSE</li> </ul>  |
| <b>What Customer Service Standards apply to the service?</b>                  | <ul style="list-style-type: none"> <li>⇒ Renewal of annual licences to use berths &amp; moorings.</li> <li>⇒ Ongoing upgrade of Berths &amp; Moorings occupancy list to cater for new applications with respect to waiting list and priority criteria.</li> <li>⇒ Routine inspection of marina for compliance with OH&amp;S and SEMP requirements.</li> </ul> |



| Service Area Name   | Port of Apollo Bay   |
|---|--|
| What are the critical issues faced by the service over the next 12 months?  | <ul style="list-style-type: none"> <li>⇒ Reviewing terms and conditions of use of new facility</li> <li>⇒ Familiarity of users to the new floating marina facility including any new terms and conditions of use</li> <li>⇒ Implications of the new Safety and Environment Management Plan (SEMP) document including 2008 audit of compliance.</li> <li>⇒ Monitoring the performance of the new floating marina and addressing any issues</li> <li>⇒ Replacement and induction of Team Leader position</li> </ul>  |
| What are the critical issues faced by the service over the next five years?   | <ul style="list-style-type: none"> <li>⇒ Assess demand for Berths &amp; Moorings in relation to expansion and review associated fees</li> <li>⇒ Monitor surge action on new marina and assess other forms of surge attenuation if required.</li> <li>⇒ Planning for and obtaining funding for future capital works including the Slipway Upgrade</li> <li>⇒ Replacement of plant and machinery used in the operations of the harbour</li> <li>⇒ Establish a contingency plan to cater for implications of damage to facilities due to water surge and severe weather conditions</li> <li>⇒ Maintenance of adequate depth at the entrance to the harbour and under floating pontoons</li> </ul> |
| What opportunities may become available to the service in the next few years?   | <ul style="list-style-type: none"> <li>⇒ Future development in accordance with the Master Plan</li> <li>⇒ Additional grant funding opportunities</li> </ul>  |
| What action is suggested to address these issues?   | <ul style="list-style-type: none"> <li>⇒ Examine sand management options including use of the existing Groyne to intercept sand movement.</li> </ul>   |
| What are the key projects to be undertaken by the service in the next 12 months?  | <ul style="list-style-type: none"> <li>⇒ Assess / Review Berths &amp; Moorings fees and Charges</li> <li>⇒ Successful completion of the Marina contract defects liability period</li> <li>⇒ Replacement of the Team Leader position and develop familiarisation with the Port facilities &amp; operations.</li> <li>⇒ Planning for future capital works to sustain and enhance the Port facilities.</li> </ul>   |
| Are <i>additional</i> resources required to undertake these projects?   | Expert advice on certain projects<br>Consultation with other regional ports and DSE<br>Project Specific research and Investigations  |
| If YES, please identify resources required?   |  |
| <b>COUNCILLOR FEEDBACK</b><br><i>Based upon your contact with the community, please respond to the following questions.</i> |  |
| Is this service accessible to all stakeholders that require the service?  | <ul style="list-style-type: none"> <li>• Yes – but information could also be distributed through Colac Clubs: Yacht Club, Angling Club &amp; Rowing Club</li> </ul>  |
| If NO, which areas/groups are unable to access the service?   | <ul style="list-style-type: none"> <li>• Yes</li> <li>• Unable to comment - Never had any contact</li> </ul>   |
| Does the service respond to the needs of the key stakeholders?  | <ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Unable to comment - Never had any contact</li> </ul>  |
| If NO , please specify why it doesn't?  |  |
| Are current customer service response standards adequate?   | <ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Unable to comment - Never had any contact</li> </ul>  |
| If NO, please specify why they are inadequate.  |  |



| Service Area Name   | Port of Apollo Bay   |
|---|--|
| Are current performance standards adequate?<br><br>If NO, please specify why they are inadequate.   | <ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Unable to comment - Never had any contact</li> </ul>                                      |
| Do believe it is Council's role to provide this service?<br><br>If NO, who should provide the service?  | <ul style="list-style-type: none"> <li>• Yes – Better managed by us</li> <li>• Yes</li> <li>• Unable to comment - Never had any contact</li> </ul>               |
| Does the extent of Council's involvement in this service need to be reviewed?<br><br>If YES, to what extent should Council be involved in service provision?  | <ul style="list-style-type: none"> <li>• Yes – Review in this area is always handy</li> <li>• No</li> <li>• Unable to comment - Never had any contact</li> </ul> |
| Has the community made you aware of any specific problems regarding the provision of this service?<br><br>If YES, what are these problems?  | <ul style="list-style-type: none"> <li>• No</li> <li>• No</li> <li>• Unable to comment - Never had any contact</li> </ul>  |
| Has the community raised any unfulfilled needs/issues in relation this service?<br><br>If YES, what are these?  | <ul style="list-style-type: none"> <li>• Yes - Better Fish Cleaning Facilities</li> <li>• No</li> <li>• Unable to comment - Never had any contact</li> </ul>     |
| In your opinion, which of the following should be given priority in the next financial year?<br>(a) major projects/issues identified by staff (see above)<br>(b) unfulfilled needs/issues raised by the community (see above)<br>(c) a combination of both (pls list) | <ul style="list-style-type: none"> <li>• (a)</li> <li>• (a)</li> <li>• Unable to comment - Never had any contact</li> </ul>                                      |
| Do you believe there are any enhancements to the service that should be considered?<br><br>If YES, what are these?  | <ul style="list-style-type: none"> <li>• Maybe – Listen and evaluate the above</li> <li>• No</li> <li>• Unable to comment - Never had any contact</li> </ul>     |
|   |  |
| Coordinator   |  |
| Manager   |  |
| General Manager   |  |



## Appendix 3 Benchmarking Surveys – Other Ports

|               |           | Fixed Mooring<br>Fee (Annual) | Swing<br>Mooring<br>Fee<br>(Annual) | Itinerant<br>Berth Fee<br>(Daily) | Establish<br>ment Fee<br>for Swing<br>Mooring | Marina<br>Keys |
|---------------|-----------|-------------------------------|-------------------------------------|-----------------------------------|---|----------------|
| Apollo Bay    |           | \$1,133.00                    | \$73.65                             | \$6.80                            | \$124.65                                      | \$12.00        |
| Port Fairy    |           |                               | na                                  | \$15.00                           | na  |                |
|               | Small Pen | \$760.00                      | na                                  | na                                | na  |                |
|               | Large Pen | \$886.00                      | na                                  | na                                | na  |                |
| Warrnambool   |           | \$280.00                      | na                                  | na                                | na  |                |
| Gipslan Ports |           | \$1500 - \$1700               | \$28.00                             |                                   | na  |                |



## **Appendix 4      Consultation Workshops**

### **Staff Workshop**





## **BEST VALUE REVIEW**

### **Port of Apollo Bay**

Notes from  
Staff Workshop

23rd January 2008

**Facilitated & Prepared by Ross Goyne**





# **1. Introduction**

## **1.1 Overview**

This workshop is part of the required process in undertaking a Best Value review of a Council Service.

Staff Consultation is one of the key feedback components that derive information used in the analysis of the review processes that lead to the Best Value outcomes.

Colac Otway Shire has a defined Best Value Report Template to be used when compiling information and assessing the issues against the various principles that make up the Best Value concepts.

This report is focussed on documenting the feedback from the Staff Consultation Workshop and was reviewed by the Unit Manager and staff prior to finalisation.

## **1.2 Attendees**

- Ian Marriner – Team Leader Port of Apollo Bay
- Phil Falla - Foreman

# **2. Agenda**

The workshop addressed the following components.

1. Background / Overview
2. Purpose/Role
3. Tasks/Services provided
4. Stakeholders/Competitors
5. SWOT
6. Issues/Opportunities
7. Solutions/Actions

# **3. Workshop**

## **3.1 Background / Overview**

Ross Goynes provided an overview of the evolution of Best Value, the Best Value principles and the purpose of Best Value as outlined in the Colac Otway Shire – Best Value Report Template.

## **3.2 Purpose / Role**

The staff discussed the purpose and role of the group and formulated the following overall statement.

*“To provide navigational facilities and a safe haven for berthing and mooring for commercial and recreational vessels, along with boat maintenance facilities such as the slipway”*



### 3.3 Tasks / Services provided

- Dredging of port entrance
  - ⇒ Management of dredging regime
  - ⇒ Management of quality of works
- Slipway operations
- Undertake administrative tasks associated with the operations of the harbour.
- Customer service via email, telephone and face-to-face
- Obtaining quotations, ordering materials and plant
- Facilitation, assistance and preparation for major overhaul of flooding plant as required
- Supervision of contractors
- Stevedore work, if cattle ship berths
- Arranging for itinerant berths
- Calculation of itinerant berth fees, creation of invoices and provision to finance department
- Driving and operation of boats and other equipment
- Arrange for depth sounding of whole harbour once per year
- Undertake risk assessments
- Towing other boats
- Liaise with consultants
- Control of public on-site
- Coordinate lease of fuel site.
- Provide technical and practical advice to management
- Manage moorings, berths and liaison with berth holders
- Inspections
  - ⇒ For maintenance or damage
  - ⇒ Navigational aids each night seven days a week.
  - ⇒ Navigational aids, batteries and globes once per month.
  - ⇒ Sounding of entrance for depths once per week
  - ⇒ Slipway scaffolding once per month.
  - ⇒ Triple interceptor Trap once per month
  - ⇒ Underwater assets as required
- Maintenance of facilities.
  - ⇒ Grease Slipway cable and winch every two months
  - ⇒ Grease Slipway wheels fortnightly
  - ⇒ Replace 5yrs??
  - ⇒ Roadway lighting on wharfs
  - ⇒ Mown lawns.
  - ⇒ Clean office
  - ⇒ Grade car park, twice per year
  - ⇒ Empty bins
  - ⇒ Maintain the Corsair and Barham vessels
  - ⇒ Maintain mobile crane
  - ⇒ Plant operation and general maintenance
  - ⇒ Arrange for maintenance works via contractors
  - ⇒ Painting
  - ⇒ Welding
  - ⇒ Concreting
  - ⇒ Ordering and erection of signage
  - ⇒ Maintenance of boat ramp
  - ⇒ Sand pump maintenance.



- ⇒ Maintenance of dredge pipelines
- ⇒ Maintenance of the new marina
- ⇒ Testing of Cathodic protection system each year for East End Jetty and Fisherman's wharf
- ⇒ Cleaning wind blown sand off driveway.
- ⇒ Revegetation of sand dunes.
- ⇒ Sand control – removal at groyne
- ⇒ Jetty maintenance
- ⇒ Lee wall and breakwater maintenance
- ⇒ Depot maintenance.
- ⇒ Maintenance of anchors, tackle and mooring lines for dredge

### **3.4 Stakeholders / Competitors**

#### **3.4.1 Stakeholders**

- Commercial fishermen.
- Recreational anglers
- Recreational boat users
- Charter vessels
- Tourists
- Public
- Apollo Bay Fishing cooperative Society Ltd.
- Apollo Bay sailing club.
- Consultative group
  - ⇒ VRFish
  - ⇒ Apollo Bay rescue group
- Apollo Bay, Kennett River reserves committee
- Berth holders
- Swing mooring holders
- Itinerant vessels.
- COSWorks
- Manager Major Contracts
- Consultants
- EPA
- Police
- DSE
- Accounts payable/receivable

#### **3.4.2 Competitors**

- Other Ports



### 3.5 SWOT

|   |   |
|---|---|
| <p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• Location – only port between the heads and Port fairy</li> <li>• Access/proximity to fishing grounds</li> <li>• Cheap fees and charges</li> <li>• Experienced long-term staff</li> <li>• Infrastructure in good condition</li> <li>• Good facilities, including new floating marina</li> <li>• Slipway service available</li> <li>• Boat ramp</li> <li>• Fishing cooperative</li> <li>• Operating commercial port</li> <li>• Safe beach area for swimming</li> </ul> | <p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>• Variable weather conditions impacts on charter opportunities</li> <li>• Not clear of the condition of the lee wall</li> <li>• Location – distance to suppliers/services.</li> <li>• Waiting list for berths and moorings</li> <li>• One third of the harbour is too shallow</li> <li>• Silting up of entrance</li> <li>• Dredging impacted on by bad weather – can't always dredge due to weather</li> <li>• Full sand control system not finalised</li> <li>• Local practical opinion not seen to be taken into account</li> </ul> |
| <p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>• Increased income</li> <li>• Ability to have more than one boat out of the water at once</li> <li>• Better boat maintenance business</li> <li>• Chandlery business</li> <li>• Small boat storage facility</li> <li>• Launch and retrieve facilities</li> <li>• Additional berthing facilities</li> <li>• Possible ferry service to King Island.</li> <li>• Preferred destination for “Bay Yachties”</li> </ul>  | <p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>• Staff turnover.</li> <li>• Master plan not catering for required physical operation of the port.</li> <li>• Sand migration through lee wall under Marina</li> <li>• Low section at land end of the main breakwater</li> <li>• Severe swell and backwash through entrance onto Marina</li> <li>• Entrance silting up</li> <li>• Open waters (Bass Strait)</li> <li>• Not having a forward-looking capital works plan</li> </ul>   |

### 3.6 Issues / Opportunities

**Issues**

- Difficulty in control of public access to harbour facilities
- Continual silting up of harbour entrance.
- Slipway condition necessitates upgrade
- Dredge condition.
- Severe weather.
- Lee wall condition
- Low section in main break water wall
- Increasing administration and port management duties, including safety and environmental management plans and risk management plans



**Opportunities**

- Bigger slipway/yard
- More facilities and associated Marine businesses.
- Provision of small boats storage.
- Better facilities the commercial fishermen.
- On-site workshops for parts etc
- Passenger service to King Island
- Review of fee structure and policies

### **3.7 Solutions / Actions**

- **Silting of harbour entrance**
  - ⇒ Investigate plan and instigate measures to establish alternate sand control measures for the harbour.
  - ⇒ Prepare concept design and obtain quotes for replacement of Hull of dredge
  - ⇒ Build new hull for the dredge and retrofit
- **Slipway**
  - ⇒ Determine likelihood of alternate facility as part of overall master plan
  - ⇒ If not in the near future;
  - ⇒ Obtain revised quotes based on latest condition recommendations for slipway
  - ⇒ Undertake works and Refurbish
- **Lee wall and Breakwater**
  - ⇒ Undertake condition assessments, prepare briefs, establish costings, allocate budget and include in five year capital works program.
- **Increasing workload**
  - ⇒ Carefully review mixture of roles and tasks required to be undertaken at the Harbour.
  - ⇒ Establish appropriate structure and staffing to maintain service levels to users and other customers



## **Appendix 4      Consultation Workshops (Cont'd)**

# **Stakeholder Workshops**

## **Port of Apollo Bay Consultative Group**





## **BEST VALUE REVIEW**

### **Port of Apollo Bay**

Notes from  
Stakeholder Workshop  
with the  
Port of Apollo Bay Consultative Group

28<sup>th</sup> February 2008

**Facilitated & Prepared by Ross Goyne**





# **1. Introduction**

## **1.1 Overview**

This workshop is part of the required process in undertaking a Best Value review of a Council Service.

Stakeholder Consultation is one of the key feedback components that derive information used in the analysis of the review processes that lead to the Best Value outcomes.

Colac Otway Shire has a defined Best Value Report Template to be used when compiling information and assessing the issues against the various principles that make up the Best Value concepts.

This report is focussed on documenting the feedback from the Stakeholder Consultation Workshop and was reviewed by the Unit Manager and staff prior to finalisation.

## **1.2 Attendees**

- Ranjani Jha – Manager Major Contracts
- Ross Goyne – Ross J Goyne Consulting Pty Ltd (Facilitator)
- Phil Falla – Acting Team Leader, Port of Apollo Bay
- Tony Fisk – Apollo Bay Fisherman's Cooperative
- Glenn Ripon - VRFish

# **2. Agenda**

The workshop addressed the following components.

1. Background
2. Liaisons & Interrelationships with the Port of Apollo Bay
  - Apollo Bay Fisherman's Coop
  - Apollo Bay Sailing Club
  - Apollo Bay Rescue Inc
  - VRFish
3. Issues / Opportunities
4. Solutions/Actions

# **3. Workshop**

## **Background / Overview**

Ross Goyne provided a very brief overview of the evolution of Best Value, the Best Value principles and the purpose of Best Value as outlined in the Colac Otway Shire – Best Value Report Template. The structure and roles / tasks undertaken by the Port of Apollo Bay were not discussed in detail as the attendees were very familiar with the role and operations of the harbour.



## ***Liaisons / Interrelationships***

The liaisons / interrelationships between the Port of Apollo Bay and the following stakeholders were discussed and documented.

### **Apollo Bay Fisherman's Cooperative**

- Tenant
- Fuel installation – Co-op own run and maintain
- Pumps for live wells – slipway
- Link via the Fisherman

### **Apollo Bay Sailing Club**

- Boat ramp
- Use of beach area to launch boats.
- Club rooms/lease
- Marina berths & swing moorings

### **Apollo Bay Rescue**

- Use of boat ramp -- priority use

### **VRFish**

- Family fishing days
- Display of Brochures and Books
- Boat ramp
- Cleaning table
- Recreational fishers - Wharf, East End Jetty etc

## ***Issues / Opportunities and Solutions / Actions***

To provide an informative tabulation of these two components they have been documented together as follows:

### **General**

| <b>Comments / Issues / Opportunities</b>                                  | <b>Solutions / Actions (If Applicable)</b>  |
|---|---|
| Port of Apollo Bay is the only safe haven between Portland and the Bay    | Port is a safe haven for mariners and must remain sustainable and operational into the future   |
| Is a working port with public access                                      | Interface between public and commercial operations needs to be carefully managed  |
| Need to keep a mix of commercial and recreational boaters                 | Mix is important, but commercial use must be protected as a priority  |
| Abalone divers, make no payment as a user                                 | Only way to derive an income is via imposition of a fee on the boat ramp. Not considered an item to be pursued at this stage, due to administrative implications / issues |
| Users tend to be expecting a Fee rise – “but don't jump down our throats” | Any fee rise needs to be reasonable, particularly for commercial operators  |
| Swing moorings have a lower fee, but tend to cost more due to tackle      | Better enforcement of policy whereby swing mooring holder is responsible to   |



| <b>Comments / Issues / Opportunities</b>   | <b>Solutions / Actions (If Applicable)</b>   |
|--|--|
| maintenance  | monitor and maintain the tackle  |
| Itinerant berthing provides a 50% reimbursement to berth owner   | Current policy of reimbursement of 50% of the fee of itinerant berthing considered reasonable  |
| Policy criteria should include "Discretion of Harbour Master/committee"  | Team Leader Port of Apollo Bay, should be included in any adopted policy to allow their discretion in decision-making on allocation of berths and swing moorings   |
| One fee option could be based on CPI increases from the last increase some years back  | The calculation of CPI increases from the last increase in fees should be calculated as a comparison with other fees that other relevant ports   |
| Need to compare with other ports e.g., Port Fairy, Portarlington   | Compare these fees with the CPI calculated amount  |
| Need to monitor the percentage of commercial versus percentage of recreational vessels in the harbour to ensure commercial users are not displaced | Policy should contain criteria to protect a certain percentage of berths for commercial operators to ensure they are not displaced by recreational vessels with a high level capacity to pay   |
| Need to note that the port was built for commercial use  | See above  |
| Commercial side has never released that right  | See above  |
| Maintenance of adequate depth at entrance  | This is crucial to the operation of the harbour, and hence sand management/dredging is a critical part of the management of the port   |
| The location of the depositing of harvested sand is a big issue. If it goes South to Mounts Bay will come back to the entrance                     | Need to listen to experienced local opinions, not just consultants.<br>Georgie Jones from Pascoe Street, would be a good source for comments on history of the Port and surrounds<br>Suggest a stone wall should be constructed around Mounts Bay to prevent erosion |
| Further input into operations etc  | That Anthony Fisk be invited to future Consultative Group Meetings as well as Gerhard Wilmink  |
| "Bridge" – Main wall low   | The section of the main breakwater has a low section at the South end that should be raised to provide protection to overtopping   |



## **Appendix 4      Consultation Workshops (Cont'd)**

# **Stakeholder Workshops**

## **Port of Apollo Bay – Berth Holders**





## **BEST VALUE REVIEW**

### **Port of Apollo Bay**

Notes from  
Stakeholder Workshop  
with the  
Port of Apollo Bay Berth Holders

3<sup>rd</sup> April 2008

**Facilitated & Prepared by Ross Goyne**





## **1.0 Introduction**

### **1.1 Overview**

This workshop is part of the required process in undertaking a Best Value review of a Council Service.

Stakeholder Consultation is one of the key feedback components that derive information used in the analysis of the review processes that lead to the Best Value outcomes.

Colac Otway Shire has a defined Best Value Report Template to be used when compiling information and assessing the issues against the various principles that make up the Best Value concepts.

This report is focussed on documenting the feedback from the Stakeholder Consultation Workshop and was reviewed by the Unit Manager and staff prior to finalisation.

### **1.2 Attendees**

- Ranjani Jha – Manager Major Contracts
- Ross Goyne – Ross J Goyne Consulting Pty Ltd (Facilitator)
- Thomas Ferrier
- Ross Ferrier
- Don Edmunson
- Chris Hulonce
- Tara Hulonce
- Ken Goodison
- Russell Smill
- Gary Millar
- Gary Norton
- Anthony Fisk
- David Frizon
- Gerhard Wilmink
- Mark Nowak
- Phil Falla
- Joel Shannon
- Fred Stacey
- Colin Webb
- Rodger Duncan
- Angelika Millar

## **2.0 Agenda**

The workshop addressed the following components.

1. Background
2. Overview of Best Value
3. Port of Apollo Bay Best Value Review
4. Port Operations
5. Focus on Fees & Charges



6. Issues / Opportunities
7. Solutions/Actions

## 3.0 Workshop

### 3.1 Background / Overview

Ranjani Jha introduced the meeting, welcomed those in attendance, and gave a quick overview of the meeting purpose including the need to discuss the Fees & Charges review.

Ross Goyne provided a very brief overview of Best Value and the purpose of Best Value. The structure and roles / tasks undertaken by the Port of Apollo Bay were not discussed in detail as the attendees were very familiar with the role and operations of the harbour.

Information was provided to attendees, showing existing Fees & Charges, CPI information and example charges from other ports.

### 3.2 Issues / Opportunities and Solutions / Actions

To provide an informative tabulation of these two components they have been documented together as follows:

#### 3.2.1 General

| Comments / Issues / Opportunities                                 | Solutions / Actions (If Applicable)  |
|---|--|
| <b>Port Operations</b>  |  |
| Lack of consultation prior to implementation of projects          | <ul style="list-style-type: none"><li>• Ensure consultation prior to projects</li></ul>  |
| Need more “maritime” consultation                                 | <ul style="list-style-type: none"><li>• Join M.I.A.A – Marina Industries Association of Australia</li><li>• Attend networking courses</li></ul>  |
| New security gate arrangement on the Marina not preventing access | <ul style="list-style-type: none"><li>• Examine options to retrofit Gates to increased difficulty of bypass</li><li>• Liaise with local police to establish agreed criteria upon which police can take action with trespassers</li></ul> |
| Method of berthing vessels  | <ul style="list-style-type: none"><li>• Option to use stern piles using floating ring as done in New Zealand (information available)</li></ul>   |
| Use/maintenance of existing swing moorings                        | <ul style="list-style-type: none"><li>• Review swing mooring inspection policy – (top chain – 12 months) (bottom chain – 3 to five years)</li><li>• Regroup swing moorings to optimise numbers</li></ul>                                 |



| Comments / Issues / Opportunities  | Solutions / Actions (If Applicable)   |
|--|---|
| Is funding ongoing for dredging of entrance  | <ul style="list-style-type: none"> <li>Funding provided by DSE under agreement insures funding for dredging</li> </ul>  |
| High (600 mm), freeboard of Marina can create difficulty in getting out of water                         | <ul style="list-style-type: none"> <li>Look at possibility of installation of small ladders</li> <li>Need to ensure this does not affect berthing</li> </ul>  |
| Space on public access area of Marina for recreation, is considered limited                              | <ul style="list-style-type: none"> <li>Consultation pre project</li> <li>Understand that it cannot be changed now</li> </ul>  |
| Concern with "black easterly" impact on Marina facilities  | <ul style="list-style-type: none"> <li>Suggested additional piles outside main tee to the South</li> <li>Possible concern that piles may become navigational hazard</li> </ul>                            |
| Size of the maxi cleats for mooring considered inadequate for large boats (30T+) in high winds and surge | <ul style="list-style-type: none"> <li>Would prefer larger mega cleats</li> <li>Contractor providing warranty that cleats are adequate</li> <li>Need to consider cost implications</li> </ul>             |
| <b>Fees &amp; Charges Quantum &amp; Policy</b>   |   |
| Unused moorings: how long can you hold a mooring with out use?   | <ul style="list-style-type: none"> <li>Considered two years maximum</li> </ul>  |
| Security of tenure   | <ul style="list-style-type: none"> <li>Annual application process for licence</li> </ul>  |
| Waiting list process for pens and swing moorings given that apparent vacancies                           | <ul style="list-style-type: none"> <li>To be confirmed as part of the best value process and finalisation of the new Marina setup</li> <li>Advice to be provided to applicants. when finalised</li> </ul> |
| Itinerant fee is the same on swing moorings as in the pen berths   | <ul style="list-style-type: none"> <li>Swing moorings not favoured as an itinerant location</li> </ul>  |
| Priority between commercial and recreational applications  | <ul style="list-style-type: none"> <li>Confirm that commercial should get priority ahead of recreational vessel applications</li> </ul>   |
| Should there be a difference between   | <ul style="list-style-type: none"> <li>Fees should be the same for all</li> </ul>   |



| Comments / Issues / Opportunities  | Solutions / Actions (If Applicable)   |
|--|---|
| charter/commercial and recreational vessels  |   |
| Process when leaving the berth for extended period   | <ul style="list-style-type: none"> <li>• Must be communication with port manager at the time or prior to leaving</li> </ul>   |
| Should there be a local preference when considering applications   | <ul style="list-style-type: none"> <li>• Yes – need to look at where industry is coming from</li> </ul>   |
| Need to protect commercial fleet   | <ul style="list-style-type: none"> <li>• Need to consider whether a set percentage of commercial used is protected, so as to not be displaced by recreational users</li> </ul>  |
| Joint vessel ownership issues  | <ul style="list-style-type: none"> <li>• 1 Boat / 1 Pen / 1Person</li> </ul>  |
| Arrangement if boat is sold  | <ul style="list-style-type: none"> <li>• New owner must apply for licences in the next round of renewals</li> </ul>   |
| Itinerant berthing charge methodology  | <ul style="list-style-type: none"> <li>• Should change itinerant berth charge policy to ensure that full income is allocated to the port rather than part allocation to the owner of the berth being used</li> <li>• Consider introduction of a three tier itinerant berth fee</li> </ul> |
| Fees and charges options canvassed: <ul style="list-style-type: none"> <li>• Benchmark and linked to other ports</li> <li>• Full cost recovery model</li> <li>• Fees adjusted by CPI from last date of increase</li> </ul> | <ul style="list-style-type: none"> <li>• CPI model, strongly supported by those present</li> </ul>  |

### 3.2.2 Additional Feedback

Further feedback was received subsequent to the workshop. Feedback was from those who could not attend and also from those who attended and had additional comments. The points below cover this additional feedback.

- Benchmarking required with Port Fairy & /or Portland
- Fees should not increase by too much
- Security gates need urgent attention with Police monitoring
- Need a facility to allow vessels without a vessel to apply for a berth with the use of a deposit
- Consider a period after award of a berth (say 18months) before a vessel needs to be obtained with fees being paid in the interim



- Consideration for compensation for swing mooring infrastructure on changeover
- Ability to have both a swing mooring and a pen berth
- Appropriate avocation of berths to suit vessel and location in relation to the swell impacts
- Possible use of different itinerant fees for short term use as compared to long term itinerant mooring whilst on waiting lists
- Short term daily itinerant fees could rise significantly Eg \$15 to \$20 /day
- Use of a capped amount Eg 125% of annual berth fee for long term itinerant moorings
- Maximum of 50% increase of present fees – no refund to holder for itinerant use of pen. Advantage - disincentive to hold onto unused pen
- Tenure for pen: 1 year maximum - if pen left unoccupied by registered boat holder. Advantage - berths will become available more readily.
- Priority for pen: Resident ratepayers must always take priority for consideration for pen/mooring leasing.
- Itinerant fee: Increase to approx \$15 per day. Advantage - transient visitation should be charged for the greater usage of services eg power, water, amenities.
- Itinerant fee should be capped at yearly pen-rate + maximum 25% for ratepayers on waiting list for pens.  
Resident ratepayers should not be grossly disadvantaged for long-term itinerant use when permanent pens cannot be made available.
- Swing Moorings: - A similar approach to be applied to swing moorings as proposed above for pens ( 1 year unoccupied maximum) approx 50%- 100% increase in yearly fee (with maintenance monitoring by not only mooring holder but Harbour Management as well)
- Itinerant fee should be capped for resident ratepayers on waiting list for permanent swing mooring.
- An introduction of one or two short term courtesy moorings (conditional) would allay current harbour management's concerns of impoverished sailors foregoing refuge in the AB harbour.



## **CONSENT CALENDAR**

### **OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM   | D | W |
|--|---|---|
| <p><b><u>SUSTAINABLE PLANNING AND DEVELOPMENT</u></b></p><br><p><b><u>OM082406-10 2008/2009 SMALL TOWN IMPROVEMENT PROGRAM ALLOCATIONS</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council approve the following 2008/2009 Small Town Improvement Program allocations recommended by the Small Town Improvement Program committee subject to the adoption of the 2008/2009 Council budget:</i></p> <ul style="list-style-type: none"> <li>• <i>Barwon Downs Community Group - Old School Grounds Upgrade</i></li> <li>• <i>Beeac &amp; District Progress Association - Heritage Windmill Park Upgrade</i></li> <li>• <i>Forrest &amp; District Community Group - Seating and shelter at Hennigan Crescent</i></li> <li>• <i>Cressy &amp; District Action Group - Street Tree Planting</i></li> <li>• <i>Beech Forest Progress Association - Playground redevelopment</i></li> <li>• <i>Locality signage - to replace existing Council signage depicting small localities throughout the Shire</i></li> </ul> |   |   |
| <p><b><u>OM082406-11 REVIEWED SWAN MARSH TOWNSHIP MASTER PLAN PRIORITIES</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>Adopts the Reviewed Swan Marsh Township Master Plan Priorities in principle as a project initiated by the Swan Marsh community to develop a strategic plan for the future development of public land infrastructure in their township.</i></li> </ol>   |   |   |



|   |  |  |
|---|--|--|
| <p>2. <b><i>Notes that significant community consultation has occurred in the development of the Reviewed Swan Marsh Township Master Plan Priorities including two public community meetings and the opportunity for community comment.</i></b></p> <p>3. <b><i>Considers future funding applications to complete priorities identified in the Reviewed Swan Marsh Township Master Plan Priorities via STIP applications, Capital Works budget bids and through ongoing consultation with the Swan Marsh community.</i></b></p> |  |  |
| <p><b><u>OM082406-12 COLAC OTWAY PLANNING SCHEME AMENDMENT C49 (DEPARTMENT OF EDUCATION SCHOOL SITES)</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council adopts Amendment C49 to the Colac Otway Planning Scheme</i></b></p>  |  |  |
| <p><b><u>OM082406-13 COLAC OTWAY SHIRE SUBMISSION ON THE GREEN PAPER - LAND AND BIODIVERSITY AT A TIME OF CLIMATE CHANGE</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council endorse the submission on the Victorian State Government's Green Paper for Land and Biodiversity at a time of Climate Change.</i></b></p>   |  |  |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....



**OM082406-10 2008/2009 SMALL TOWN IMPROVEMENT PROGRAM ALLOCATIONS**

|             |                                      |           |            |
|-------------|--------------------------------------|-----------|------------|
| AUTHOR:     | Joel Kimber                          | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | GEN01662   |

**Purpose**

The objective of this report is to seek Council's approval of the 2008/2009 Small Town Improvement Program allocations recommended by the Small Town Improvement Program committee.

**Background**

Since 1999, Council has allocated funds annually towards the Small Town Improvement Program. Small town community groups in the Shire are invited to submit applications annually for projects so that Council can decide on how best to allocate funding out of the Council budget.

In 2005, an advisory Small Town Improvement Program committee was established to decide on the allocation of the funds based on the projects submitted competitively by our small town community groups via an assessment of Council and community priorities. Funding has been allocated for community infrastructure projects that would not be funded as a priority through Council's Capital Works program or for community development projects such as master plans. The Economic Development unit in conjunction with the Infrastructure department then implements the selected projects. Other Council departments are consulted when applicable.

For the 2008/2009 Small Town Improvement Program, applications were sought from our small town community groups from August to November 2007. The Economic Development Unit, in conjunction with other Council departments, assessed each application and developed a suggested allocation list which was put to the Small Town Improvement Program committee at their meeting on 19 May 2008 for implementation in the 2008/2009 financial year.

The attached projects were chosen and subsequently endorsed by the Small Town Improvement Program committee based on a number of criteria including:

- ability to obtain external State and/or Federal Government funding;
- assessment of previous Small Town Improvement Program funding allocated to that community;
- level of local priority based on the rankings in the individual township master plans;
- assessment against other Council priorities including the potential for funding through Council's Capital Works Program; and,
- level of community contribution (both in-kind and cash).

The attached allocation of projects to be completed under the Small Town Improvement Program will commence following endorsement of this report and subject to adoption of the 2008/2009 Council budget.



**Corporate Plan/Other Strategies/Policy**

This program is identified in the Council Plan as CP14:

*Continue implementation of Small Town Improvement Program in partnership with community groups.*

**Issues/Options**

Given the commitment of Council expenditure throughout the entire Shire, the Small Town Improvement Program offers the opportunity for community infrastructure and community development projects to be undertaken in small communities which would otherwise have to compete for Council funding. Historically these projects may not have been funded as a priority through Council's Capital Works program or other Council budgets.

Small Town Improvement Program projects have improved economic development in these small communities and engendered significant community enthusiasm and civic pride.

There are three options for Council to consider.

*Option 1*

That Council approve the allocations recommended by the Small Town Improvement Program committee on the attached document and that projects will commence upon adoption of the 2008/2009 Council budget.

*Option 2*

That Council ask that the Small Town Improvement Program committee meet again to re-evaluate the applications and put forward alternative suggested allocations.

*Option 3*

That Council asks the small town community groups to resubmit alternative applications which would then be reassessed by the Small Town Improvement Program committee.

Option 1 is the preferred option to allow projects to commence following the adoption of the Council budget.

**Proposal**

That Council approve the allocation of the funds recommended by the Small Town Improvement Program committee as detailed in the attached document subject to the adoption of the 2008/2009 Council budget.

**Financial and other Resource Implications**

Council has allocated \$80,000 for Small Town Improvement Program projects in the 2008/2009 Council budget. This is the same amount allocation in 2007/2008. The attached recommended allocations will be used to either complete the summarised projects or be used as leverage to seek Government funding to complete bigger projects that could not otherwise be achieved with that allocation. All of the projects proposed will need ongoing Council funds for maintenance beyond the 2008/2009 financial year.



**Risk Management & Compliance Issues**

All projects undertaken as part of the Small Town Improvement Program follow Council's Risk Management processes, including preparation of a Risk Assessment Form and a completed and signed Job Safety Analysis from suitable qualified contractors engaged to complete the work on Council's behalf. Planning requirements and Cultural Heritage issues are considered and where required, appropriate permits are sought in the implementation stage of the projects.

**Environmental Considerations**

All works to be undertaken will be completed following discussions with Council's Environment and Community Safety and Planning Departments to ensure all issues are assessed and addressed.

**Communication Strategy/Consultation**

Following adoption of the Council budget, the Small Town Improvement Program allocations will be communicated to the small town community groups via mail. In addition, press releases will be developed and issued to the relevant community newsheets detailing projects to be undertaken in their respective small towns.

The Economic Development Unit will also liaise with the individual small town community groups, in person, to discuss the projects, in particular where the proposed in-kind contribution for the project can be completed and how Council will manage the cash contribution from the community group.

**Implementation**

Following Council endorsement of the attached 2008/2009 Small Town Improvement Program allocations and subject to the approval of the 2008/2009 Council budget, the Economic Development unit will coordinate the projects in consultation with other applicable Council departments and State and Federal Government agencies.

**Conclusion**

The Small Town Improvement Program has allowed for additional projects to be completed in our smaller communities, some of which would not generally be completed via traditional Council budgets. The 2008/2009 Small Town Improvement Program projects recommended by the Small Town Improvement Program committee will assist in improving economic and community development in the respective small towns.

**Attachments**

*2008/2009 Small Town Improvement Program Allocations*

**Recommendation(s)**

***That Council approve the following 2008/2009 Small Town Improvement Program allocations recommended by the Small Town Improvement Program committee subject to the adoption of the 2008/2009 Council budget:***

- ***Barwon Downs Community Group - Old School Grounds Upgrade***
- ***Beeac & District Progress Association - Heritage Windmill Park Upgrade***



- ***Forrest & District Community Group - Seating and shelter at Hennigan Crescent***
- ***Cressy & District Action Group - Street Tree Planting***
- ***Beech Forest Progress Association - Playground redevelopment***
- ***Locality signage - to replace existing Council signage depicting small localities throughout the Shire***

~~~~~◆~~~~~





# 2008/09 STIP ALLOCATIONS

|                         |                                     |
|-------------------------|-------------------------------------|
| <b>Name of Group</b>    | <b>Barwon Downs Community Group</b> |
| <b>Project</b>          | Old School Grounds Upgrade          |
| <b>Amount allocated</b> | <b>\$15,000</b>                     |

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| <b>Name of Group</b>    | <b>Beeac &amp; District Progress Association</b> |
| <b>Project</b>          | Heritage Windmill Park Upgrade                   |
| <b>Amount allocated</b> | <b>\$25,000</b>                                  |

|                         |                                               |
|-------------------------|-----------------------------------------------|
| <b>Name of Group</b>    | <b>Forrest &amp; District Community Group</b> |
| <b>Project</b>          | Seating and shelter at Hennigan Crescent      |
| <b>Amount allocated</b> | <b>\$8,000</b>                                |

|                         |                                           |
|-------------------------|-------------------------------------------|
| <b>Name of Group</b>    | <b>Cressy &amp; District Action Group</b> |
| <b>Project</b>          | Street Tree Planting                      |
| <b>Amount allocated</b> | <b>\$2,000</b>                            |

|                         |                                          |
|-------------------------|------------------------------------------|
| <b>Name of Group</b>    | <b>Beech Forest Progress Association</b> |
| <b>Project</b>          | Playground redevelopment                 |
| <b>Amount allocated</b> | <b>\$20,000</b>                          |

|                         |                                                                                                        |
|-------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Project</b>          | Locality signage - to replace existing Council signage depicting small localities throughout the Shire |
| <b>Amount allocated</b> | <b>\$10,000</b>                                                                                        |



**OM082406-11 REVIEWED SWAN MARSH TOWNSHIP MASTER PLAN PRIORITIES**

|             |                                      |           |            |
|-------------|--------------------------------------|-----------|------------|
| AUTHOR:     | Joel Kimber                          | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | GEN01662   |

**Purpose**

This report has been prepared for Council to adopt the Reviewed Swan Marsh Township Master Plan priorities endorsed by the Swan Marsh community as an amendment to the 2001 Swan Marsh Township Master Plan.

**Background**

In March 2001, Council appointed THA Landscape Architects to undertake a Township Master Plan for Swan Marsh. During the process of developing the Master Plan, the Swan Marsh and district community were invited to attend two public meetings as well as being given the opportunity to comment on the draft Master Plan. The final Master Plan was endorsed by the Swan Marsh Community and Neighbourhood Association and subsequently by Council in November 2001.

Between 2001 and 2006, the Swan Marsh Community and Neighbourhood Association did not meet on a regular basis and were not fulfilling their status as a community group representing the Swan Marsh and district community to liaise with Council and be eligible to vie for Small Town Improvement Program (STIP) funding.

Subsequently, on 15 October 2006 at a public community meeting, the Swan Marsh community endorsed the Swan Marsh Hall Committee as the new community representative group for Swan Marsh, with a Public Officer appointed to liaise with Council on issues affecting the township.

In September 2007, the Swan Marsh Hall Committee approached Council to assist in undertaking a review of the 2001 Swan Marsh Township Master Plan Priorities. The Swan Marsh Hall Committee identified that the 2001 Township Master Plan priorities were not a true reflection of the current community's view for future public land development and were keen to develop a new list of priorities for the next five years.

The process to review the 2001 priorities and develop new priorities was coordinated by Council's Economic Development Unit in conjunction with the Swan Marsh Hall Committee. It was decided that the model utilised in developing the 2001 Swan Marsh Township Master Plan would be followed in reviewing the town's priorities. This included:

- two public community meetings
- opportunity for the community to rank community priorities via the distribution of a survey
- collation of survey results to form a ranked list of community priorities
- endorsement from the Swan Marsh Hall Committee

The first public community meeting was held on 13 November 2007. At that meeting the community undertook the following in reviewing the existing priorities:

- deleting those priorities that had been completed
- deleting those priorities which were no longer a priority
- amending priorities at the direction of the community
- suggesting new community priorities



From that meeting, the Economic Development Unit devised a new priority list (in no particular order) which was distributed to Swan Marsh and district residents for the opportunity to rank the community priorities in their order of preference.

The Economic Development Unit summarised the seventeen responses and devised a ranked list of priorities. The second public community meeting was held on 13 May 2008 where this ranked list was presented to the community for additional feedback and the opportunity to amend any priority. This led to the formation of the attached priority listing.

Following the meeting and the subsequent opportunity for community comment, the following changes to the priority listings from the 2001 Swan Marsh Township Master Plan Priorities were made:

| Ranking | 2001 Priorities                                                         | 2008 Reviewed Priorities                                                                                                                                  |
|---------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Community Notice Board                                                  | Completed, but amended priority<br>"Repair community notice board"                                                                                        |
| 2       | Improvement to town signage                                             | Amended priorities: <ul style="list-style-type: none"> <li>"Remove garden bed in front of mosaic sign"</li> <li>Install new corporate signage"</li> </ul> |
| 3       | Installation of culverts and drainage along south side of Swan Marsh Rd | Amended priority:<br>"Installation of culverts and drainage along south side of Swan Marsh Rd (150m that is unfinished)"                                  |
| 4       | Installation of barbeque                                                | Project removed (as it is no longer a community priority).                                                                                                |
| 5       | Trees                                                                   | Project complete                                                                                                                                          |
| 6       | Two lights                                                              | Project complete                                                                                                                                          |
| 7       | Kerbing along south side of Swan Marsh Rd                               | Amended priority:<br>"Defined car parking in front of the Tennis Courts"                                                                                  |
| 8       | Footpath                                                                | Amended priority:<br>"Improved gravel path from school to last house east"                                                                                |

In addition a number of new priorities were suggested to be added to the reviewed 2001 list to create the attached community priorities for the development of public land in Swan Marsh.

- New bins in town
- Construction of shelter above concrete slab at the back of the hall with a concrete path link to the toilets
- Defined crossing point on Swan Marsh Rd outside the Hall, (to provide a safe location for people to cross from the tennis courts to the Hall and the toilets)
- Reseal tennis courts
- Small playground equipment at the back corner of the tennis courts
- Toilets upgrade including improved lighting, towel railings, mirrors, shelter between hall and toilets, bins and child proof gates at both ends of toilets
- Hall upgrade including new curtain across the stage, reverse cycle air conditioning, lights at the back of the hall, storage space at the back of the hall for chairs, ramp at the front entrance and installation of piping on the left hand side of the roof connected to the big tank



The Reviewed Swan Marsh Township Master Plan Priorities were officially endorsed by the Swan Marsh Hall Committee in May 2008.

**Corporate Plan/Other Strategies/Policy**

This project aligns with the Council Plan objective CP14 to “*Continue implementation of Small Town Improvement Program in partnership with community groups*”.

**Issues/Options**

There are two options to consider:

Option 1. That Council adopt the Reviewed Swan Marsh Township Master Plan Priorities.

Option 2. That Council does not adopt the Reviewed Swan Marsh Township Master Plan Priorities.

Option one is preferred as the process of reviewing the existing Swan Marsh Township Master Plan Priorities involved significant community consultation and will assist in the community being able to prioritise future public land development in Swan Marsh for the next five years.

**Proposal**

It is proposed that Council adopt the Reviewed Swan Marsh Township Master Plan Priorities which will assist in guiding future development of public land in the township of Swan Marsh.

**Financial and other Resource Implications**

Projects from the Reviewed Swan Marsh Township Master Plan Priorities may be completed using STIP funding, from Council's Capital Works program or through other Council funding streams. Some projects will be completed in stages through a number of successive applications and the Economic Development Unit will actively seek support for matching external funds from appropriate State and Federal Government funding bodies. In addition, Council may be required to allocate resources for maintenance.

The allocation of funding for STIP projects is assessed on the following criteria

- ability to obtain external State and/or Federal Government funding;
- assessment of previous STIP funding allocated to that community;
- level of local priority based on the rankings in the individual township master plans;
- assessment against other Council priorities including the potential for funding through Council's Capital Works Program; and,
- level of community contribution (both in-kind and cash).

The Economic Development Unit will liaise with the Swan Marsh community to ascertain their potential to contribute both financially and in-kind to projects that are applied for under the STIP.

**Risk Management & Compliance Issues**

All priority projects to be completed will follow Council's risk management process including the preparation of risk assessment documentation and the completion of signed Job Safety Analysis' from suitable qualified contractors engaged by Council.



**Environmental Considerations**

There are no environmental issues in relation to this recommendation being put to Council.

**Communication Strategy/Consultation**

The Swan Marsh Hall Committee will be notified of Council's adoption of the Reviewed Township Master Plan Priorities via mail.

**Implementation**

The priorities of this plan will be implemented when funding is identified and sourced through a successful STIP application from the Swan Marsh Hall Committee or through other Council funding and when applicable external funding becomes available.

**Conclusion**

The review process that has been undertaken clearly demonstrates the success that has been achieved in implementing the identified priorities of the initial Swan Marsh Township Master Plan through a partnership between Council and the Swan Marsh and district community.

With the community's updated vision for the future of public land infrastructure in Swan Marsh documented in the process of reviewing the 2001 Swan Marsh Township Master Plan Priorities, it is recommended that Council adopt the Reviewed Swan Marsh Township Master Plan Priorities to guide future development of public land in Swan Marsh.

**Attachments**

1. Reviewed Swan Marsh Township Master Plan Priorities
2. 2001 Swan Marsh Township Master Plan

**Recommendation(s)*****That Council:***

1. ***Adopts the Reviewed Swan Marsh Township Master Plan Priorities in principle as a project initiated by the Swan Marsh community to develop a strategic plan for the future development of public land infrastructure in their township.***
2. ***Notes that significant community consultation has occurred in the development of the Reviewed Swan Marsh Township Master Plan Priorities including two public community meetings and the opportunity for community comment.***
3. ***Considers future funding applications to complete priorities identified in the Reviewed Swan Marsh Township Master Plan Priorities via STIP applications, Capital Works budget bids and through ongoing consultation with the Swan Marsh community.***

~~~~~◆~~~~~





**‘Pride of Place’**  
**Urban Design Framework Plans**  
for  
**Swan Marsh**

Prepared for each community  
on behalf of:  
**The Colac Otway Shire**

**January 2002**

**Reviewed Master Plan Priorities 2008**

*Funded by:*



*Administered by:*



*Prepared by:*





*Urban Design Framework  
Prepared by:*



202 Grant Street  
BALLARAT VIC 3350

Phone (03) 5333 5942

Fax (03) 5333 5488

Email: [thala@netconnect.com.au](mailto:thala@netconnect.com.au)

**January 8, 2002**

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# 1.0 Background

In June 2001 following funding from the Department of Infrastructure, the Colac Otway Shire engaged THA Landscape Architects to prepare Urban Design Frameworks for the following communities within the Shire:

- Beeac
- Cressy
- Lavers Hill
- Swan Marsh

Design proposals and development strategies prepared for each township are based on the project brief prepared by the Colac Otway Shire, combined with community and steering committee meetings, discussions with key community members, a comprehensive township site analysis, a review of available literature including the Colac Otway Shire Planning Scheme, analysis of aerial photography and our professional response to the visual character and community needs for each township.

This report and associated plans have been prepared as a basis for:

- identifying the existing character of the township;
- identifying problems within the structure of the township;
- establishing a framework for the future direction of urban design development in the township.
- recommended design concepts and actions to be undertaken in the short, medium and long term.

The study has been prepared with reference to the *Urban Design Planning Note 3 – Urban Design Frameworks*, published by the Victorian Government's Department of Infrastructure.

The Urban Design Framework will be an important tool for sourcing funds for implementation of specific actions. Further detailing of design concepts is required to more accurately estimate the cost of works and enable tendering and appropriate construction.

The Steering Committee met four times during the study period and was comprised of the following representatives:

- Councillor Warren Riches (Mayor - Colac Otway Shire)
- Cressi Golding (Business & Community Development Officer - Colac Otway Shire)
- Gary Dolan (Capital Works Co-ordinator - Colac Otway Shire)
- Karen Paton (Leisure & Culture Co-ordinator - Colac Otway Shire)
- Kirsty Miller – (Regional Planner – Department of Infrastructure)

Other consultants who worked in consultation with THA Landscape Architects and who assisted in the preparation of the Urban Design Framework plans included:

- Brendan Mooney – Brendan Mooney & Associates Architects (Ballarat)
- Paul McCuskey – McCuskey Consulting (Ballarat).

The background section of the report relates to the project in general, including components that are generally common to all four townships. The following sections / chapters generally relate to each specific township / community.

The structure of this report is written with chapters for individual townships to allow the report to be 'pulled apart' and stand alone reports provided for each community. This format has created some repetition throughout the report.



## 1.1 Project Scope

The following points provide a list of key issues that required specific attention as stated in the project brief developed by the Colac Otway Shire:

- Provision for a clear strategic direction for each town;
- Consideration of the physical and natural environment of each town;
- Identification and engagement with stakeholders and stakeholder issues;
- Consideration of the community and commercial infrastructure in particular community facilities, the main street and its presentation;
- Recognition of heritage assets;
- Initiatives to improve economic performance; and
- Initiative to improve the residential environment.

An additional requirement of the brief was for the Urban Design Framework to capture the essential urban design elements of each town including:

- Heritage attributes and features;
- The physical identity and the local cultural elements;
- The critical elements of community infrastructure and character; and
- The economic and social attributes of the town.

The Urban Design Framework for each town should provide and identify:

- An analysis of the towns' design elements;
- A plan indicating the concepts to be developed and actions to be taken; and
- A series of cost effective and sustainable options for action by the community and Council.

## 1.2 Community Consultation

To achieve a clear understanding of the specific needs of the community, the project brief required a high level of community consultation from the commencement of the project and in particular during the analysis stage of the project and during the community design assessment and review stage.

Consultation was also required with other key players / organisations including Vicroads, the Corangamite Catchment Management Authority, Landcare groups and relevant community groups and organisations in each town.

The methods of community consultation was intended to build on previous community liaison undertaken by the Colac Otway Shire, in particular that undertaken as part of the StreetLIFE program coordinated by Brenton Hancock. The consultants and steering committee were conscious of not excessively 'covering the same ground' as that of StreetLIFE.

The consultation program developed for the Urban Design Framework was intended to demonstrate that the Colac Otway Shire had 'moved forward' and was acting on the outcomes of previous consultation / studies.

A summary of the community consultation methodology undertaken for each town follows. Note this is a generalised description for the four towns, variations occurred for individual towns:

- Initial media release prepared for the Colac Herald and for individual; community newsletters to introduce the consultants and provide a brief summary of the urban design process and intended timelines / outcomes.
- Preliminary steering committee meeting with the specific aim of this meeting being to collect available base information and to be briefed by Council officers and Mayor Riches about each town.
- As part of the initial site inspection for each town the consultants spoke with interested locals and / or business owners in the town to outline the process and obtain direct feedback and background information about the town. This provided invaluable information regarding local issues that are of importance to the community.



- The first of two public meetings was held in the evenings at each township. These meetings were attended by Cressi Golding, Mayor Riches and occasionally the local Riding Councillor. The primary aim of the initial public meetings was to receive feedback from the community with regard to the way the community felt about their community, the community aims for the future development of their township, likes and dislikes about the township, visions for the future development of the township and specific issues local relating to the community / township development plans.
- The secondary aim of the initial public meeting was to explain the project to the community, and present an outline of the design and consultation process and timelines for the project. Mayor Warren Riches chaired the majority of all public meetings.
- Follow-up media release to the Colac Herald and individual community newsletters to outline the key issues raised at the initial public meeting and to inform the broader community of the issues of importance to each community. This media release also stressed the importance of all community members being involved in the design and consultation process as a means of 'having a say' in the future development of their community.
- Presentations to the Cressy and Swan Marsh Primary School children about the role of landscape architects and the importance of urban design for the future development of towns in a planned and co-ordinated manner. A simple survey was prepared to obtain views from school children regarding their town and in particular their likes, dislikes, preferred after school activities and ways of getting to school. This process provided useful feedback to assist in the development of recommendations for each community and hopefully the involvement of the youth of the town in the design and consultation stage of the Urban Design Framework will reap benefits to each community in the future.
- Following display of the preliminary Urban Design Frameworks for a minimum period of 7 days to enable the community to become fully familiar with all Urban Design Framework recommendations, the second public meeting was held in each town and chaired by Mayor Riches. The format of this meeting included an introduction by Mayor Riches, a short presentation by the consultants to outline the key features of the Urban Design Framework, with the majority of the meeting dedicated to feedback from the community and associated discussion. This approach enabled direct discussion of relevant issues by the community in the forum of a public meeting. These meetings were generally structured in the form of a typical public meeting with the exception of Swan Marsh that, due to the smaller numbers, was conducted in the forum of a workshop. (Note: It was generally felt by each community and the Colac Otway Shire that attendance numbers for each community meeting were good).
- A community survey sheet was also developed to obtain specific feedback regarding the preliminary Urban Design Framework. Survey sheets were made available at the start of the concept plan review stage to enable the consultants to obtain a clear indication of the community's perceptions in relation to the Urban Design Framework. The survey response sheets also provided an opportunity for individuals to respond to the framework by a method other than a public meeting. The community response sheets prepared for each township are tabled later in this report.
- The response sheets also provided the consultants with the opportunity to review and assess the projects deemed by the community as being important – therefore rating the projects from highest to lowest priority, based on community feedback. Based on the survey results, the key projects proposed for each township were rated based on community feedback to determine the highest to lowest priority.
- Rating of each project into an order of priority provides important information for the Colac Otway Shire for long-term capital works budgeting, and sourcing of funds from external organisations.

THA Landscape Architects would like to acknowledge the coverage provided for the project by the Colac Herald. The paper was very generous in the amount space it allocated to the project, thus increasing exposure and community understanding of the project.



## 5.0 Swan Marsh Urban Design Framework

### 5.1 Township Overview

The township of Swan Marsh is located on Swan Marsh Road, approximately 17 kilometres west of Colac. The town is accessed by local roads only including the Swan Marsh - Stoneyford Road and the Swan Marsh - Irrewillipe Road. The town is not located along a route to a major town or other destination. It is likely that most traffic through the town will consist of 'local' traffic, including residents of the town and surrounding district and 'locals' to the Colac district who know the district well and use Swan Marsh Road as an alternative route to the major roads in the area.

The population of the Swan Marsh township is low and is restricted to approximately 14 residences within the town. A larger surrounding farming population contributes additional numbers to the districts population.

With the exception of the Swan Marsh Primary School and a small pallet mill currently operating in the former dairy factory, Swan Marsh is a residential community only. The Swan Marsh General Store, formerly located in the main street closed in early – mid 2001.

The extent of community facilities available within Swan Marsh are limited and include:

- The Swan Marsh Hall incorporating the Maternal & Child Health Centre run by the Colac Otway Shire
- The tennis courts
- Country Fire Authority shed.

It appears that since the Swan Marsh & District Township Plan has been prepared in May 2001 by Change Concepts P/L. that the Swan Marsh community has strengthened, is meeting more regularly to discuss future directions for the community and the physical infrastructure for the town. This is an excellent outcome of the township planning process and further strengthens the most important asset Swan Marsh has – its community.

### 5.2 Township Character

Swan Marsh is a small rural community consisting of approximately 14 residences adjoining Swan Marsh Road over a distance of 400 metres. Generally, buildings have been constructed either on the roadside property boundary, or close to this boundary, therefore contributing to the closely settled township character. Swan Marsh Road is the single road within the town and is located within a 20 metre wide road reserve.

The township is relatively closely settled but all properties have views over and direct access to adjoining rural land. The streetscape of Swan Marsh is dominated by the former Colac Dairying Co. Factory, a significant red-brick building within the town. Other buildings that contribute to the character of the town include a mix of former commercial buildings, residential dwellings and existing and former 'public' buildings including the Swan Marsh Public Hall and former Church of England. Building ages vary considerably and materials range from weatherboard, aluminium cladding to old and modern bricks.

Street planting within the township is limited to the northern side of Swan Marsh Road (beneath the powerlines) and consists of alternating *Photinia* and *Callistemon sp.*



### 5.3 Historical Significance

The district between Colac, Camperdown and Timboon, of which Swan Marsh is part, is comprised of intensively developed farmland resulting in many small settlements within close proximity to each other. The relevance of these communities has declined throughout the 1900's as transport methods have improved and rural employment opportunities have declined. Many towns / communities have declined to a point that they now exist in name alone.

Whilst the Swan Marsh township has undoubtedly declined in terms of population, diversity of business and extent of community services, as a town it still has relevance to a small number of families.

During the consultation meetings held with the Swan Marsh community it became clear that a number of buildings within the town had particular historical and sentimental relevance to the community including:

- The former Church of England;
- Former Colac Dairying Co. factory
- The former butchers shop;
- The Swan Marsh Public Hall;
- The Swan Marsh Primary School; and
- The former Swan Marsh General Store.

Sites of potential cultural heritage significance within the Swan Marsh township, as identified in the Colac Otway Heritage Study – Stage One (October 1998) include:

- Former Colac Dairying Co. Factory (Swan Marsh Road)

All other buildings within the Swan Marsh streetscape regardless of their building style or condition are important in this community due to the limited number of buildings in the town and the importance of maintaining the appearance of a township streetscape and therefore an enhanced sense of community.

### 5.4 Setting and Landuse

Swan Marsh is situated within a district of reliable rainfall and is surrounded by high quality, gently undulating, intensively developed farmland. The predominant agricultural landuse surrounding the town is dairy farming. A peat mine is also established to the south of the town which also includes a pallet mill, currently operating in the former Colac Dairy Co. factory in Swan Marsh Road. The pallet mill appears to utilise predominately local farm grown Cypress and Pine trees to supply pallets for transport of peat products.

Swan Marsh is a single street town with limited services including:

- A Primary School (currently teaching 7 students)
- Public Hall
- A Maternal & Child Health Centre operating in the Swan Marsh Hall
- Tennis courts
- CFA shed

The above facilities available within Swan Marsh are very limited however the Hall, Primary School and tennis courts provide the Swan Marsh township residents and surrounding families with sufficient infrastructure to maintain a strong sense of community. The Swan Marsh Hall in particular was identified as the key community facility.

An outcome of the streetscape consultation process suggested that the community importance of the Hall be further strengthened by the construction of the external facilities at the rear of the Hall and seating, paving and a community noticeboard at the front of the Hall.

### 5.5 Infrastructure

Swan Marsh is not serviced by sewerage treatment facilities, a reticulated water supply or gas supply. These constraints are unlikely to restrict development in the town – based on recent levels of development.



## 5.6 Planning Zones



Swan Marsh is entirely surrounded by rural zoned (RUZ) land. With the exception of small specific zones throughout the township the planning zones within Swan Marsh are comprised of Township Zone (TZ).

Specific planning zones have been developed for landuses including:

- Swan Marsh Primary School
- Swan Marsh Hall
- Country Fire Authority purposes
- Public Park & Recreation Zone - tennis courts.

The Swan Marsh township is not affected by any Planning Overlays:

## 5.7 Recommended Planning Controls

There is unlikely to be significant development pressure on Swan Marsh to require significant modifications to the existing planning controls for the township. The existing Township Zone is appropriate for the town.

The following recommendation relates to the former Colac Dairy Factory Co. building and is not necessarily a planning related issue, but more of a community development issue. The former dairy factory is on freehold land and is subject to landowner consent. The aim of the recommendation is to maximise opportunities for the appropriate development / use of this building.

- Review the Swan Marsh Local Policy to encourage alternative uses for the former Colac Dairy Factory Co. (subject to owner consent) including use as a gallery, artist studio etc. Any future use of this building should also be subject to preservation of the amenity of surrounding residents.

## 5.8 Tourism Potential

Realistically the tourism potential of Swan Marsh is extremely limited due to a lack of suitable features of interest to the broader population.

The former Colac Dairy Factory on the Swan Marsh Road is privately owned and possibly has the most potential for development for tourism purposes as a studio, gallery or workshop. The building and surrounding land is currently used for saw milling purposes for pallets for the nearby peat mine. The fact that Swan Marsh is not located along a main road adds to the difficulty of the town having significant tourism potential.

Outcomes of the community consultation meetings held with the Swan Marsh community indicated that proposed development within the township should primarily be for the benefit of the surrounding local community. As a first priority, provision of services and township improvements should be primarily for the benefit of locals. The Swan Marsh community supports the use of the limited township facilities including the Hall, toilets or tennis courts by 'non locals'.

## 5.9 Future Development – An Assumption

The single most important aim of the Swan Marsh Urban Design Framework is to ensure the town and closer surrounding district is attractive enough for young families to live in and therefore ensure the Swan Marsh Primary School remains open.

Physical improvements to the township will assist in Swan Marsh being seen in a more positive light by prospective families considering settling in the district. The development of the town known for the creative use of buildings, colours, the use of artwork or sculpture etc. may also attract like-minded people. Therefore the culture of the town and the way this culture is perceived by 'outsiders' is also likely to be an important drawcard to attract new residents into the district.

Swan Marsh has limited features (i.e. historical buildings, mature trees, tourism infrastructure etc.) to build on as a means of developing a theme for the future township development. The community appears to have established a theme for the town that includes the creative use of colour on buildings throughout the town.

The residents who attended the community consultation meetings appeared to be generally supportive of the continued use of bright colours throughout the township to build on interesting colours of recently painted buildings. The general feeling amongst the community who attended the public meetings was that the use of bright colours is a small price to pay to maintain a strong community and importantly attract young families to the town that will assist in retaining the Primary School.



## 5.10 Summary of Swan Marsh Urban Design Framework Recommendations

The following recommendations have been based on community feedback, detailed site analysis and the professional response to the site by the consultants. The consultation process has provided for a review opportunity by the Swan Marsh community. In a letter to the Colac Otway Shire dated December 12, 2001, the Swan Marsh Community and Neighborhood endorsed the Swan Marsh Urban Design Framework Plans and Community Development priorities (see section 5.11).

The following points provide a summary of the key Urban Design Framework recommendations for Swan Marsh. Refer to the attached reduced plan (Drawing No. 0171-1) for full framework and streetscape details.

### Entry Signage

- *Subject to the Colac Otway Shire signage policy, develop entry signs for installation at either end of the township. The form and materials selection could reflect the developing, (and potential further development) of public artistic expression throughout Swan Marsh.*

### Proposed Streetscape Improvements

- *Construct a 1.50 metre wide asphalt sealed pedestrian footpath along the north side of Swan Marsh Road to link the bus stop to the west of Swan Marsh Primary School and the eastern-most house in Swan Marsh.*
- *Liaise with the Colac Otway Shire to install additional street light(s) mounted to existing poles between the Primary School and the eastern-most house in the 'closer' town centre.*
- *Install selected signs throughout the township providing interpretive heritage information including descriptive text and photos.*
- *Install a covered / weather protected community noticeboard near the Public Hall. The location of this structure further increases the importance of the Hall as a community resource.*

### Swan Marsh Road Street Treatment (south side)

- *Proposed planting of medium sized selected native feature trees at approximately 12.50 metre centres.*
- *Trees to extend through the full length of the township with the exception of in front of the tennis courts to improve parking for CFA and Hall use purposes.*
- *Install concrete kerbing around the two trees in the vicinity of the tennis courts. Underplant with selected low growing, hardy native species.*
- *Provide gravel parking bays in vicinity of tennis court and former dairy factory.*
- *Undertake drainage works including re-profiling the spoon drain to a more shallow profile to allow for easier management and installation of a covered culvert with grated stormwater pits in the vicinity of the tennis courts, CFA and former dairy factory.*

### Existing Streetscape Planting

- *Retain the existing Callistemon sp. (Bottlebrush) and Photinia sp. within the naturestrip to preserve the vegetated character of the north side of Swan Marsh Road.*
- *Proposed maintenance of this vegetation to include:*
  - *Proposed maintenance of existing (and planted vegetation) to include regular trimming and maintenance to maintain visibility for pedestrian and vehicle safety throughout the town.*
  - *Infill planting of alternate species using advanced stock to strengthen the existing planting theme.*



### Former Swan Marsh General Store

- *Liaise with the current owner of the general store to preserve the opportunity of re-opening the store in the future if sufficient demand exists.*
- *Investigate the opportunity / feasibility of developing the store as a community co-operative which may open on a part-time basis for postage, selected food items, an outlet for local produce (food / art etc.), EFTPOS facilities, a community noticeboard etc.*

### Swan Marsh Tennis Courts

- *Liaise with the Colac Otway Shire, with assistance from the Swan Marsh community, to undertake regular maintenance to the tennis courts, fences, and pavilion to preserve this important community asset.*
- *Development works within the tennis court area to include provision of a safe children's play area within the fenced corner to the south of the pavilion. Improvements may include trees (for shade), installation of a small sandpit and a level grassed area. No fixed play equipment to be provided within the site.*
- *To improve the multifunction use of the site erect a basketball ring and line marking at a point on the perimeter of the courts that will not effect tennis.*

### Swan Marsh Public Hall

*Ensure regular ongoing maintenance of the Hall is undertaken to preserve this valuable community asset. Based on community consultation the Hall should become the community focus of the town. Proposed facilities at hall (rear) to include:*

- *Construction of a BBQ & picnic pavilion with external pavement*
- *Enclosed children's play area*
- *Planting of selected deciduous shade trees*
- *Establishment of an open lawn area*
- *Retain attractive rural outlook to north.*

*Proposed Hall facilities (at front) to include:*

- *Feature paving to create a forecourt at the entry to the Hall*
- *Relocated fence nearer to toilets to create a public space accessible from the footpath*
- *Park style seating (2 seats)*
- *Enclosed and covered community noticeboard*
- *Deciduous feature tree.*

### Pedestrian Footpath

- *Proposed 1.50 metre wide asphalt sealed pedestrian footpath along property boundary on north side of road. Footpath to be installed from the bus stop, west of the Primary School and 'eastern most' house on Swan Marsh Road.*
- *Liaise with owners of old butchers shop to sensitively & safely treat / retain attractive naturestrip planting as part of the footpath construction.*



**Former Colac Dairy Company Building (Freehold Land)**

- *This building has the potential for significant value to the Swan Marsh community - even as a privately owned commercial building.*
- *Preservation of the building now may allow a greater opportunity in the future for an increased variety of possible uses of this building. As a community, consider assisting the owner of the Colac Dairy Company building to obtain the necessary grants or tradesman to undertake the maintenance work on the building to halt further decline and deterioration of the physical structure of the building. Council to assist with resources, sourcing heritage grants etc.*

**Traffic Speed**

- *Liase with the Colac Otway Shire to lobby VICROADS to reduce the traffic speed through the town, in particular in the vicinity of the Primary School to a maximum of 50 km/hour.*
- *Liase with VICROADS to relocate the 60 km/hour signs (or a lesser speed if possible) closer to the 'town centre'.*



## 5.11 Swan Marsh Community Development Priorities

The following table provides a summary of the Swan Marsh township development priorities as identified by the Swan Marsh Community and Neighborhood.

The prioritised project list will assist the Colac Otway Shire in understanding the Swan Marsh community's expectations for the implementation of the streetscape works and also assist in budgeting for capital works and for applying for capital works funding to assist in the implementation of the streetscape plan.

| Ranking        | Key Framework Elements as defined by the Swan Marsh community                  |
|----------------|--|
| 1<br>(highest) | Community Notice Board   |
| 2              | Improvement to town signage  |
| 3              | Installation of culverts and drainage along the south side of Swan Marsh Road. |
| 4              | Installation of a BBQ (BBQ only to begin with)                                 |
| 5              | Trees  |
| 6              | Lights (2 of three poles require lights to be erected)                         |
| 7              | Kerbing along south side of Swan Marsh Road                                    |
| 8              | Footpath (central area to start with)  |
| 9<br>(lowest)  | Others (to be prioritised at a later date)                                     |



## 5.12 Swan Marsh Streetscape Materials & Species Palette

The following provides a summary, including indicative costs of the streetscape paving, furniture, signage and species recommended to be considered as part of the future development of the Swan Marsh township. Further design development, documentation and community consultation is required to finalise this palette and associated costings.

| Materials & Species Palette   | Unit cost<br>(* denotes material cost only). |
|---|--|
| <p><b>Proposed Tree &amp; Shrub Species</b></p> <p><i>Establish one of the following tree species at 12.50 metre centres along Swan Marsh Road (southern side). Final species selection to be by community:</i></p> <ul style="list-style-type: none"> <li>• <i>Eucalyptus leucoxylon</i> (Yellow Gum)</li> <li>• <i>Eucalyptus pauciflora</i> (Snow Gum)</li> <li>• <i>Eucalyptus sideroxylon</i> (Red Iron-bark)</li> <li>• <i>Grevillea robusta</i> (Silky Oak)</li> </ul> | <p>\$20.00*<br/>(25 cm pot)</p>              |
| <p><i>Infill planting with shrub species in layout that is consistent with the existing trees on the northern side of Swan Marsh Road:</i></p> <ul style="list-style-type: none"> <li>• <i>Callistemon</i> sp. (Bottlebrush)</li> <li>• <i>Photinia robusta</i> (Photinia)</li> </ul>   | <p>\$80.00*<br/>(40 cm pot)</p>              |
| <p><i>Establish one of the following tree species at the rear of the Hall and around the southern edge of the Swan Marsh Tennis Courts:</i></p> <ul style="list-style-type: none"> <li>• <i>Fraxinus oxycarpa</i> 'Raywood' (Claret Ash)</li> <li>• <i>Gleditsia tricanthos</i> 'Sunburst' (Honey Locust)</li> <li>• <i>Pyrus calleryana</i> 'Glensform Chanticleer' (Ornamental Pear)</li> </ul>   | <p>\$100.00*<br/>(45 litre pot)</p>          |
| <p><b>Paving</b></p> <p><i>Construct 1.50 metre wide gravel footpath along northern side of Swan Marsh Road using one of the following materials:</i></p> <ul style="list-style-type: none"> <li>• <i>Crushed aggregate (allowing for full reconstruction)</i></li> </ul>   | <p>\$15.00 sq m</p>                          |
| <p><i>Construct paved area within the Swan Marsh Hall forecourt, as shown on Plan using one of the following materials:</i></p> <ul style="list-style-type: none"> <li>• <i>Brick paving on a crushed rock base.</i></li> <li>• <i>Concrete pavement.</i></li> </ul>  | <p>\$65.00 sq m<br/>\$40.00 sq m</p>         |



|   |  |
|---|--|
| <b>Lighting</b><br><i>Erect lighting where required on existing power poles.</i> <ul style="list-style-type: none"> <li>• Standard street lighting</li> </ul>                           | Consult with Powercor                  |
| <b>Signage</b><br><i>Historical interpretation / community noticeboards /township entry signage.</i>  | \$250.00-<br>\$2,500.00<br>(allowance) |
| <b>Other structures</b><br><i>Install new BBQ pavilion / shelter behind the Swan Marsh Hall with feature pavement and picnic setting and bench seats.</i>                               | \$10,000.00 to<br>\$15,000.00          |
| <i>Install new single hotplate electric BBQ with the new pavilion / shelter behind the Swan Marsh Hall</i>  | \$3,000.00                             |
| <i>Installation of proposed soft-fall playground surfacing and associated drainage.</i>   | \$35.00 sq m.                          |
| <b>Infrastructure</b><br><i>Tree planter bays in Swan Marsh Road including excavation, construction of concrete kerbing around tree bays and the addition of topsoil for new trees.</i> | \$2,000.00 ea                          |
| <i>Installation of culverts and drainage improvements along the southern side of Swan Marsh Road.</i>   | To be confirmed with COSWorks.         |



### **5.13 Swan Marsh Urban Design Framework Plans**

Existing Town Plan  
Streetscape Master Plan



## 6.0 Implementation - The 'Next Step' in the Project

Whilst community interest in the urban design frameworks has generally been high, implementation works should commence as soon as possible to harness this community interest / enthusiasm including labour, materials and equipment resources.

The Colac Otway Shire should be fully informed of all intended projects to maximise potential greater outcomes from funds contributed by the Shire or external funding organisations.

The implementation of each project will need to be 'driven' by each community. Council will not force communities to implement projects, however they will provide significant support to communities who demonstrate they want, and are willing to contribute to urban design / streetscape projects. The communities who formally endorse the Urban Design Framework, and notify the Colac Otway Shire of this endorsement and advise Council of their development priorities will be in the best position to source available funds.

The level of detail provided in the Urban Design Framework plans is not suitable for construction purposes. As part of the planning for the project an allowance should be made for further design development and project documentation to ensure suitable detail is available for contractors to quote and build from.

## 7.0 Funding Opportunities

The proposed recommendations for the development of the Urban Design Framework Plans for the communities of Beeac, Cressy, Lavers Hill and Swan Marsh are diverse and will require a diverse range of skills to complete.

The advantages of having a diverse range of implementation strategies include:

- allowing a greater number of people with a broader range of skills to be involved in the project;
- the opportunity of funding the project from a broader funding base;
- allowing separate community groups the opportunity of working on quite separate projects with the common aim of implementing the plan – thus creating a greater sense of community ownership of both the plan and the on-ground works.

It is important that communities understand that the successful implementation of the framework plans will be based on a partnership between:

- The community including individuals and community groups;
- The Colac Otway Shire;
- External funding organisations including State and Federal Government Departments; and
- LandCare and Catchment Management Authorities.

Organisations who may fund parts of the Urban Design Framework Plans include:

- Natural Heritage Trust
- Greening Australia
- Colac Otway Shire funding
- VICROADS
- Corporate sponsorship
- Federation Community Projects Program
- Sports and Recreation Victoria
- Department of Infrastructure – Pride of Place Funding
- Tourism Victoria
- Regional Infrastructure Development Fund  
(Department of State and Regional Development) contact Rob Jones - telephone: (03) 5320 5999

For LandCare related funding applications the Colac Otway Shire should contact the Corangamite Catchment Management Authority to ensure the proposed projects are linked to projects with regional priorities, thus ensuring a higher project priority and improving funding opportunity.



## Bibliography

- Beeac Progress Association Inc. (September 2000) Priority Assessment Submission.
- Beeac Progress Association Inc. (undated) Living In Colac Otway Beeac Heritage Town (draft brochure).
- Change Concepts Pty. Ltd. (May 2001) Swan Marsh & District Township Plan.
- Change Concepts Pty. Ltd. (November 2000) Lavers Hill Progress Association Township Plan.
- Change Concepts Pty. Ltd. (October 2000) Beeac Progress Association Township Plan.
- Change Concepts Pty. Ltd. (October 2000) Cressy Community Action Group Township Plan.
- Department of Infrastructure (1999). Urban Design Planning Note 3 - Urban Design Frameworks.
- Department of Infrastructure / Planning & Environment Act 1987 (March 29, 2001) Colac Otway Planning Scheme.
- Land Conservation Council, Victoria (May 1976) Report on the Corangamite Study Area.
- Mary Sheehan & Associates (1998) 'Pride of Place' Colac Otway Heritage Study Stage One (Draft).
- Parklinks Pty. Ltd. *et.al.* (June 2000) Old Beechy Line Rail Trail Concept Report.



## **Appendix One – Community Response Sheets:**

**Community Response Sheets for:**

**Swan Marsh**



# Swan Marsh Urban Design Framework

## Draft Concept Plan

### Community Response Sheet

The Swan Marsh Urban Design Framework is in the community review stage.

**A public meeting will be held at the  
Swan Marsh Hall at  
8.00pm on Monday September 3, 2001.**

The purpose of the public meeting will be to receive responses from the community in relation to the streetscape / public land proposals for Swan Marsh.

For those people that cannot attend the public meeting this Community Response Sheet allows you to formally respond to the proposed development strategies and also assist as a community in prioritising the key elements of the plan.

#### **Positive Aspects of the Swan Marsh Urban Design Framework:**

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#### **Negative Aspects of the Swan Marsh Urban Design Framework:**

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#### **Any other Suggestions?**

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.....

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## Priorities for the Development of the Swan Marsh Urban Design Framework:

Please insert a number from highest (1) to lowest (9) priority for the implementation of key elements of the plan:

- ☐ The development of external community facilities at the rear of the Swan Marsh Public Hall. Proposed facilities include a fenced children's playground, BBQ pavilion and picnic tables.
- ☐ Development of a paved forecourt at the entry to the Public Hall including park seats, a covered community signboard and a shade tree.
- ☐ Improved lighting along Swan Marsh Road.
- ☐ Native tree planting on the south side of Swan Marsh Road throughout the entire length of the township.
- ☐ Formalised kerbing in the form of planting beds in the vicinity of the tennis courts and former Colac Dairy Factory.
- ☐ A small paved 'square' adjoining the former Colac Dairy Factory to include a picnic table setting and historical interpretive signage.
- ☐ An asphalt footpath on the north side of Swan Marsh Road linking to the Primary School from the east.
- ☐ Development of a '3-D' mural on the corrugated iron fence surrounding the yard to the dairy factory.
- ☐ Development of strong town entry signs / structures / treatments to develop a clear sense of entry into the town.
- ☐ (Other).....
- ☐ (Other).....

For further information regarding this plan please contact Cressi Golding at the Colac Otway Shire or David Hay or Jenni Stewart at THA Landscape Architects.

Please return this sheet to:

THA Landscape Architects  
 202 Grant Street,  
 BALLARAT VIC 3350  
 Telephone: 5333 5942  
 Fax: 5333 5488  
 Email: [thala@netconnect.com.au](mailto:thala@netconnect.com.au)



# 2008 Reviewed Swan Marsh Township Master Plan Priorities

|    |  |
|----|--|
| 1  | Toilet upgrades including Improved lighting, towel railings, mirrors, shelter between hall and toilets, bins and child proof gates at both ends of toilets   |
| 2  | Installation of culverts and drainage along south side of Swan Marsh Rd (150m that is unfinished)  |
| 3  | Defined car parking in front of the Tennis Courts  |
| 4  | Reseal tennis courts   |
| 5  | Hall upgrade including new curtain across the stage, reverse cycle air conditioning, lights at the back of the hall, storage space at the back of the hall for chairs, ramp at the front entrance and installation of piping on the left hand side of the roof connected to the big tank |
| 6  | Improved gravel path from school to last house east  |
| 7  | Construction of shelter at the back of the hall with a concrete path link to the toilets   |
| 8  | Small playground equipment at the back corner of the tennis courts   |
| 9  | Repair community notice board  |
| 10 | New bins in town   |
| 11 | Install new corporate entrance signage   |
| 12 | Remove garden bed in front of mosaic sign  |
| 13 | Defined crossing point on Swan Marsh Rd outside the Hall with a traffic island   |



# **SWAN MARSH**

## **Swan Marsh & District Township Plan**

**May 2001**

**Change Concepts Pty. Ltd.  
35 Johns Crescent  
Mount Evelyn Vic. 3796  
Ph: 03-9736 2616  
Email:commcons@ozemail.com.au**



**THE SWAN MARSH TOWNSHIP PLAN HAS BEEN MADE POSSIBLE WITH  
FUNDING FROM THE VICTORIAN STATE GOVERNMENT  
AND THE COLAC-OTWAY SHIRE**

May 2001



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Appendice:

Notes from the meeting of Thursday September 14/2000  
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## 1.0. Executive Summary

### 1.1. Objectives

To position Swan Marsh and the surrounding District to adapt to the on-going process of “community change”; and importantly, continue to offer the community a number of alternative solutions to the issues being faced.

To create a TOWNSHIP PLAN that can be embraced by community members; all levels of government; and the private sector alike, as the “way forward” for the township.

### 1.2. Positioning Statement

***“Swan Marsh – a rural community at peace with itself”***

### 1.3. Keys to Success

The following attributes need to be in place for our position to be successful –

- Community Commitment To The Vision;
- Effective Partnerships With Government;
- Effective Community Management Of Our Assets; *and*
- Flexibility & Adaptability.

### 1.4. Actions and Desired Outcomes

The desired outcome of the Plan, is the development of a “picturesque” Township –a place that is desirable to reside in; whilst those who “pass through” can enjoy and appreciate the charm and heritage of the main-street.

*“The main street has a distinctive character consistent with its long history. Swan Marsh is a township of high townscape quality, deserving recognition”.*



## 2.0. “Then to Now” – a brief history

Swan Marsh was settled by Europeans in the mid 1800's around the same time as the other areas in the Colac District.

The area from Corangamite Lake right through to south-west of what is now known as Swan Marsh, was called Pirron Yallock. Swan Marsh was originally known as Pirron Yallock West.

William Winter Irving bought up several farms to the south-west of Swan Marsh (then Pirron Yallock West) to finally have almost 10,000 acres of land. It was described as “wet, marshy land, forest and some beautiful cleared rich gently sloping high land” (Winter-Irving, 1971, p26.).

This area was called “Tirrengower”. Winter-Irving used bullock teams, hand labor and heavy ploughs to put in large drains and today we have that legacy of the Tirrengower Drainage Scheme, which services the Swan Marsh District.

On Tirrengower the trees were used for fence posts, fire wood and some was sold. Potatoes were planted on the high ground. Young lines of elms and oaks were planted giving the area the appearance of the English countryside. A manager ran the holding as Winter-Irving had several holdings all over Victoria and wasn't at Tirrengower very often. Several cottages were built for workers and by the 1920's eight [8] dairies were built to [hand] milk the 1000 Ayershire cows.

In the early days the lower of the district area was called Swan marsh Lake and hundreds of wild black swans nested there and these provided eggs to eat for the township people.

It had been recorded that Winter-Irving wished to build a palace on this property but the soil was not able to support such a proposal so the present day weather-board homestead was built.

Over the years the peat that is around Swan Marsh has been an asset as it allows a good base so on many farms it can still be driven over even when flooded. However, when it dries out, it can burn and several times over the years fires have started in this peat and continue to burn underground for several months until the winter floods put them out. At present one area of peat is being commercially mined.

In 1907 land around Settlement Road was acquired, divided into blocks around 60 acres and used as settlements allocated mainly to young married men with a family.

The township itself has always been the centre of the district and has had a great community spirit. The hall was built around the turn of the century (1900's) and was rebuilt to its present plan in 1937. Early years saw cards [played] and dances, as the main form of entertainment held there. These days it is still in constant use by a variety of organizations and over the last twenty [20] years has been upgraded due to the combined efforts of the committee and general community who raise money each year by catering for three [3] days for the official luncheon at the Colac Show.



The Swan Marsh Health Centre has been [and still is] held at the hall twice a month and over the years has been of a great help for parents and their young babies. Badminton was played in the hall from the 1950's –1970's and Swan Marsh won four (4) consecutive A grade premiership from 1973-1976.

The Swan Marsh School was originally held in the hall from 1903 to 1911 and was known as Pirron Yallock West School. In 1911 a large one main roomed building was constructed with a porch for the children's bags and books, and a horse paddock on the western side of the grounds. Two shelter sheds were built and are still in use today. The old building was replaced by the present building in the 1950's, and over the years the number of children attending the school has, like so many rural schools fluctuated greatly from twelve [12] to just under one hundred [100] - and at present, [year 2000], there are eighteen [18] children and two [2] teachers.

In 1933 a school residence was built on the eastern side and it has only recently been removed. One teacher was a Miss Hanrahan who came in 1931 and later married the local Mike Walsh - their son Mike Walsh became a top television personality.

The district land has been mainly used for dairying since settlement. Blythe's built a cheese factory around 1934/35, "Cora Lea", which was about 2km east of the township.

Blythe operated it for around six [6] or seven [7] years and it was the first factory in Victoria to have suppliers milk picked up by a truck.

The Colac and District Company (CDC) then bought it and operated it for a couple more years before they transferred operations to the existing Swan Marsh factory which was built in 1901 [and operated in the Swan Marsh township opposite the general store]. In the 1930's to 50's casein was made at the factory until it's closure in 1956. The first manager of the factory was Howard Fisher whose brother Andrew was Australian Prime Minister in 1914.

Swan Marsh had three (3) stores around the 1930's- the present store was a general store and hardware. There was the Shaw's butchers and small store and the third store was a lolly and biscuit outlet at the Post Office. Shaws sold the butcher shop to Claude Hislop (which is now the house owned by Chris Smith in the town between the hall and store). In 1937 Claude had five [5] full time butchers working there and supported nearly as far as Pomborneit through to Irrewillippe.

The first Post Office operated in the milk factory moving to the front of the house next to the tennis courts where it continued later with the telephone exchange and then to the general store. The Post office closed in November 2000. There was a blacksmith's shop built in 1910 and operated next door to the store on the East Side.

The Church of England Church was built in the late 1800's over at Tomahawk Creek. It had been closed for a couple of years when in 1918 it was skidded overland on logs pulled by horses to the present site. It was closed mid 1990's and is now used as a home. The church had a tennis court built in 1927 to the west of the church. The two public tennis courts were soon built to cater for an increase in players. The land was initially leased to the committee but in 1950 the CDC sold it to them.



In the 1930's Swan Marsh had a Junior Young Farmers, and during World War II, Swan Marsh established the Senior Young Farmers catering for the young people from school leavers to about 25 years of age - it was the 2<sup>nd</sup> senior club to be established in Victoria.

Swan Marsh had a football team in the Farmers Association in 1934/37 and played on a ground where M & H Armistead now have their house. A cow shed was used as a changing room. In 1937 the Colac & District League was formed and Swan Marsh won the first C.D.F.L. Premiership. During WWII football was suspended. A year after the War finished, Swan Marsh seniors again played and a Junior U18's side was established. They played on a different ground which was north west of the school ground.

In 1929 Swan Marsh entered a team and won the premiership in the newly established Stoneyford Cricket Association. They played on a dirt pitch in a paddock north of the school, and later this was formed with concrete and matted. Cricket was played here for about thirty [30] years.

The Swan Marsh Bush Fire Brigade was formed in 1936 and continues to be an active brigade today.

This is only a brief history of the town of Swan Marsh but it shows the community minded spirit that has always existed in the Swan Marsh District.

#### References

Winter-Irving W A ; 1971; "Beyond the Bitumen" Seal Books Sydney  
Devine Bob ; 1991; "Memories of Swan Marsh"

Thank-you to:

Judy Melville, Stan Price, Neil Mathieson, Len & Lyn Armistead, Mick Melville for compilation of the history, Edna Devine for permission to use Bob's book and Suzanne Curtis for typing.



### 3.0. “About Us”

Swan Marsh is located fifteen [15] minutes from Colac, [off the Colac-Camperdown Road]. The township is a small, picturesque town situated on volcanic plain and surrounded by farms. We are close to two [2] major regional centres, Geelong and Ballarat, both being only one-and-a-half [1.5] hours away, and also only one [1] hour away from both Lorne and Apollo Bay, and in close proximity to the South-West Lakes District.

Swan Marsh is set within a basically flat, but sometimes slightly undulating landscape. It is fairly sparse but attractive, punctuated by trees, and the “blue hills” of the Otway Ranges in the distance.

We have an old main street, typical of country towns, and there are also a number of original shop-fronts still in place.



## 4.0. Key Issues

### Level One Issues:

#### 4.1. “Creating Our Own Future”

Swan Marsh is typical of small rural communities throughout Australia, in that the past three [3] decades have seen a decline in both public sector and private sector activity within the township –

Specifically, the following businesses and/or services are no longer represented within the township:

- Banking
- Butcher
- Mechanic
- Church
- Steel Fabrication
- Produce Store
- Hardware Store
- Train Station
- Petrol Station
- Tennis Club / Courts
- Dairy Company

Again – typically, the impact of this decline is made more difficult due to a lack of a clear community vision being created [either before the commencement of this decline, or once it was recognised what was happening] by the community. The task of creating a “clear community vision” is not an easy one, nor more importantly – getting the community as a whole to accept it, and work with it.

The “history” of the township has developed around agriculture – with dairying dominating as the traditional “economic driver” for the district for well over a century.

While this traditional forms of farming has been the “backbone” of the local economy for many years, the profitability of such markets is declining, and as such there is a need to pursue additional [economic] activities.

This *TOWNSHIP PLAN* is a key step for Swan Marsh to “create its’ own future”. One which will position it [the township] to adapt to the on-going process of “community change”, and importantly continue to offer the community a number of alternative solutions to the issues being faced.

The community has come to recognise that they must “*design their own way forward – no one else will do it for them*”.

*Note of Caution: Not all will “see” the future or indeed “like it”*

#### 4.2. Maintaining The Primary School

The “life” and future of a township and its community is often measured by its’ “ownership” of an education facility. The Township Plan must be such that it creates an on-going requirement for the Primary School – this will happen when an “environment” is



created that makes it desirable for new families to re-locate in Swan Marsh and/or the District.

These new families will probably either work in the tourism and hospitality sector; or be in a position to “tele-commute” [eg; work from home] with regard their particular occupation / profession; or indeed physically “commute” to work in either Colac, Geelong or even Camperdown.

### **Level Two Issues:**

#### **4.3. Township Character And Heritage**

Swan Marsh still retains a representative collection of buildings typical of its formative historic era – substantial houses from mid-Victorian age to Californian bungalows of the 1920's.

#### **4.4. The Old Dairy Factory**

The Old Dairy Factory has many positive features, given its central location, it deserves to provide a more positive and inviting image, through better integration of its' historic context.

#### **4.5. Streetscaping**

In line with 4.4. [above] the appropriate streetscaping of the main street is seen as an enhancement to the character and heritage of the township.

#### **4.6. Development Of Public Transport**

A key theme within the overall Township Plan is the development of a “desirable place to reside”. For this theme to be exploited fully, public transport to Colac, Geelong, and Lorne needs to be developed.

#### **4.7. Ensuring The On-Going Viability Of -**

- The Post Office – and mail delivery
- The General Store
- The Primary School
- CFA
- Dairying Industry



## 5.0. Community Assets Assessment

### 5.1. Location

Swan Marsh is located fifteen [15] minutes from Colac, [off the Colac-Camperdown Road]. The township is a small town, amongst a picturesque countryside situated on volcanic plain and surrounded by farms. We are between three [3] major regional centres, Geelong and Ballarat, both being one-and-a-half hours [1.5] away, and Warnambool being one-hour [1] away.

The main town for most services is Colac, a drive of fifteen [15] minutes [20km]. Swan Marsh is also central to seaside townships, being only one-hour [1] from both Lorne and Apollo Bay, and in close proximity to Port Campbell and the South-West Lakes District.

Swan Marsh is set within a basically flat, but sometimes slightly undulating landscape. It is fairly sparse but attractive, punctuated by trees, and the “blue hills” of the Otway Ranges in the distance.

We have an old main street, typical of country towns, and there are also a number of original shop-fronts still in place.

### 5.2. Industry – Business Profile

The existing *business mix* within the township area is as follows —

Total No: four [4]

- Post Office [1]
- General Store/Take Away Food [1]
- Peat Mine [1]
- Water Cartage [1]

The “narrow” economic base of the township will not generate a more diverse range of commodities and services; and people will continue to gravitate to major centres in the region such as Colac and Geelong and beyond to Melbourne for more durable household and non-food merchandise.

### 5.3. Community Services

- State Primary School
- Landcare
- CFA
- Playgroup
- Maternal & Child Health Centre



#### 5.4. Leisure & Recreation

The town is served by a number of leisure and recreational pursuits, all of which are actively utilised by the community and surrounding district –

- Football Oval/Reserve
- Community Hall
- Tennis Courts
- Simpson Speedway

#### 5.5. Service Clubs & Groups

- Community Hall Committee
- Drainage Committee
- UDV Committee
- CFA
- Landcare
- School Council
- Swan Marsh Progress Association [to be formed]

#### 5.6. Recent Improvements Completed / Business Established

- Swan Marsh Milk Bar / Takeaway Improvements
- Landscaping of entry to the Fire Brigade Garage

#### 5.7. Improvements In Progress / Business Development

- Peat Mine
- Swan Marsh Timber Products

#### 5.8. Improvements “Under Threat” / Business “Under Threat”

- Footpaths along the Main Street need improving
- The Tennis Courts are in disrepair
- The township in general needs a “face-lift”

All of the above provide a focus for the community and contribute to the “fabric” of the township, generating social activities and maintaining community spirit, pride, interest and association.



## 6.0. Opportunity Assessment

There are a number of clearly identified “opportunities” for the local community to consider, namely –

- 6.1. Improvement of Road Signs – lower the speed limit in the township’s main street and residential area – school crossing signs moved and made more visible. The CFA sign to be moved nearer to the CFA Shed – improved signage of the Public Toilets, and
- 6.2. Protect and enhance the character of the township’s main street – more shade trees, seating and development of a “garden theme” in the main street
- 6.3. Township Entrance Signage enhanced
- 6.4. Enhance the street lighting along the main street
- 6.5. Establishment and improvement of Footpaths in the main street, and enhancement of the street with Historic Plaques and Heritage signage [where appropriate] along the main street
- 6.6. B-B-Q facilities / Playground area developed [see 6.7 below]
- 6.7. Improvements made to the Tennis Courts [may co-ordinate with 6.6]
- 6.8. Hold a Community Function for locals
- 6.9. Plan, develop and hold an annual “Swan Marsh Concert / Festival”
- 6.10. Make the space in front of the old Dairy Factory the township “meeting place” – ie; The Village Green, including a mural on two [2] sides of the old dairy, seats and shade, rubbish bin and community information board
- 6.11. Development of a “Township Web-Page” and Internet Cafe
- 6.12. Work with students from the Primary School to develop an “oral history project” for the township and district
- 6.13. Development of a Rural Transaction Centre

*Consider the following:*

*“It’s a nice drive to SWAN MARSH - what do people look for at the end of a drive – shelter; seating; cooking facilities; toilet facilities; access to water; food; etc. We have a very pretty township and our main street is such an asset; with many lovely gardens – perhaps we could make these a feature – a reason to come here.*

*A suggestion of low maintenance flower-beds around a sign at the entrance to town has been made. Memorial seats in memory of significant people in our history or in our war services. Getting the school children to develop an “oral history” of our community before it is lost.*



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*Our main street – an asset as it is – but it could be made better. What we have – we have community caring – we have the desire to do something. Remembering that you don't need to be big straight off. As the tennis club is not being used perhaps basketball rings or something similar could be erected. These are all ideas that have come from local people – let's have yours.*



## **7.0. Financial Considerations**

Outlined below, is the suggested development framework for the township plan, together with the key group to take responsibility for “making it happen” –

### **7.1. Funding Source - The Local Community**

Method

#### **7.1.1. Community Activity – Swan Marsh Progress Association**

Nominated Project[s]

- Protect and enhance the character of the township’s main street
- Historic plaques and Heritage signage
- Hold a Community Function for locals

### **7.2. Funding Source - Federal Government**

Method

#### **7.2.1. Festival Australia Program**

Nominated Project[s]

- Hold an annual “Swan Marsh Concert / Festival”

#### **7.2.2. Rural Transaction Centres Program**

Nominated Project[s]

- Establishment of a Rural Transaction Centre

#### **7.2.3. Local Solutions To Local Problems**

Nominated Project[s]

- Development of a “Township Web-Page” – Internet Cafe
- Make the old Dairy Factory the township “meeting place” – ie; The Village Green

#### **7.2.4. Potential Leadership In Local Communities**

Nominated Project[s]

- Organise and set up the “Swan Marsh Progress Association”



**7.2.5. National Skills Development Program For Volunteers**

Nominated Project[s]

- Organise and set up the “Swan Marsh Progress Association”

**7.2.6. “Can Do Community”**

Nominated Project[s]

- Not applicable at this time

**7.3. Funding Source – State Government**

Method

**7.3.1. Regional Infrastructure Development Fund**

Nominated Project[s]

- Not applicable at this time

**7.3.2. Local History Grants Program**

Nominated Project[s]

- Preparation of an “oral history” – The Story of Swan Marsh
- Historic plaques and Heritage signage

**7.3.3. Arts Victoria – Festival & Event Program**

Nominated Project[s]

- Hold an annual “Swan Marsh Concert / Festival”

**7.3.4. Living Regional, Living Suburbs Support Fund**

Nominated Project[s]

- Make the old Dairy Factory the township “meeting place” – ie; The Village Green
- Enhance the street lighting along the main street

**7.3.5. Community Infrastructure Jobs Program**

Nominated Project[s]

- Make the old Dairy Factory the township “meeting place” – ie; The Village Green



**7.3.6. “Pride of Place”**

Nominated Project[s]

- Protect and enhance the character of the township’s main street
- Development of a “garden theme” in the main street
- Make the old Dairy Factory the township “meeting place” – ie; The Village Green

**7.4. Funding Source – Local Government**

Method

**7.4.1. Local Township Development Fund**

Nominated Project[s]

- Township Entrance Signage / Flower Beds
- Improvement of road signs – school-crossing signage – CFA signage – Public Toilets signage
- Establishment and improvement of footpaths in the main street

**7.4.2. Community Projects Fund**

Nominated Project[s]

- B-B-Q facilities / Playground area in front of the old Dairy Factory and Tennis Courts

**7.4.3. Recreation Facilities Fund**

Nominated Project[s]

- Tennis Club / Courts improvement
- Purchase of tennis racquets for hire

**7.4.4. StreetLIFE Initiative Fund**

Nominated Project[s]

- Support for the printing of the Community Newsletter



**Appendice:****Notes from the Meeting of Thursday September 14/2000****Q: What makes SWAN MARSH a “likeable place to live” –**

- Friendly people
- The sense of “a rural community”
- It’s a good environment [in which] to bring up “kids” – a safe place
- The sense of “peace & quiet”
- Location – accessibility to the Coast; the Otways; the major townships

**Q: What makes SWAN MARSH “not so likeable”-**

- The lack of [public] transport for older people
- The [state of] footpaths around the township
- The [state of] street-lighting in the main street
- The visual “look” of the main street

**QUOTES FROM THE FACILITATOR:**

*“Never doubt that a small group of committed citizens can change the world; indeed it is the only thing that ever has”*

Margaret Mead

Global Emerging Trends –

*“Growth of self-sufficient communities”*

Edward De Bono – The Textbook Of Wisdom p.214

*“If you do not design your own life – then someone else will do it for you”*

Dr. Robert Manley –

*“It isn’t enough for a town to have good leadership. Communities also must have people – “community builders” – who vigorously encourage and support a wide range of activities which benefit the community. These ‘builders’ aren’t self-serving. They’re interested in improving their communities. Find a community with both leaders and ‘builders’ and you find a community that works.”*

**KEY DOCUMENTS:**

‘Pride Of Place’ – Colac-Otway Heritage Study Stage One October 1998 [Mark Sheehan & Associates]



#### ENTRY SIGNAGE

Subject to the Colac Otway Shire signage policy, develop entry signs for installation at either end of the township. The form and materials selection could reflect the developing, (and potential further development) of public artistic expression throughout Swan Marsh.

The location of these signs is not shown on this plan.

#### EXISTING STREETScape PLANTING

Retain the existing Callistemon sp. (Bottlebrush) and Phodion sp. within the streetscape to preserve the vegetated character of the north side of Swan Marsh Road.

Proposed maintenance of this vegetation to include:  
— regular trimming and maintenance to maintain visibility for pedestrian and vehicle safety throughout the town;  
— initial planting of alternate species using advanced stock to strengthen the planting theme.

#### FORMER SWAN MARSH GENERAL STORE

Liaise with the current owner of the general store to preserve the opportunity of re-opening the store in the future if sufficient demand exists.

Investigate the opportunity / feasibility of developing the store as a community co-operative which may open on a part-time basis for postage, selected food items, an outlet for local produce (food / art etc.), ETPPOS facilities, a community noticeboard etc.

#### TENNIS COURTS

Liaise with the Colac Otway Shire, with assistance from the Swan Marsh community, to undertake regular maintenance to the tennis courts, fences, and pavilion to preserve these important community assets.

Development works within the tennis court area to include provision of a safe childrens play area within the fenced corner to the south of the pavilion. Improvements may include trees (for shade), installation of a small sandpit and a level grassed area. No play equipment to be provided within the site — parents to bring toys.

To improve the multifunction use of the site, erect a basketball ring and line marking of a point on the perimeter of the courts that will not effect tennis.

#### SWAN MARSH PUBLIC HALL

Ensure regular ongoing maintenance of the Hall is undertaken to preserve this valuable community asset. The external weatherboards require washing to remove mould. This simple task would improve the visual appearance of the Hall.

Based on community consultation the Hall should become the community focus of the town.

Proposed development works within the Hall property to include:  
— a community noticeboard  
— a small enclosed childrens playground for use both by the community and by the childrens playgroup.  
— a covered BBQ pavilion / shelter for community gatherings.

#### SWAN MARSH ROAD PROPOSED SPECIES

Establish one of the following species at 12.50 metre centres along Swan Marsh Road:  
— Eucalyptus leucopycnus (Yellow Gum)  
— Eucalyptus pseudoregina (Snow Gum)  
— Eucalyptus sideroxylon (Ironbark)  
— Grevillea robusta (Silky Oak)

For purposes of clarity and to enable a higher degree of detail, only the main features of the proposed streetscape plan. Treatments outside the plan area have been discussed in the notes.

Swan Marsh Primary School

Swan Marsh Public Hall

Former Store

Street Tree Treatment (North)

Proposed in-fill planting of advanced Callistemon and Phodion so as required to complete the avenue planting on the north side of Swan Marsh Road

Swan Marsh Road

Proposed 1.50 metre wide asphalt sealed pedestrian footpath along property boundary on north side of road. Primary School and Western most house on Swan Marsh Road.

Former Church of England (privately owned)

Swan Marsh Tennis Courts

Former Colac Dairy Company

Street Treatment (south side)

Proposed 1.50 metre wide asphalt pathway along north side of Swan Marsh Road to link the bus stop to the west of Swan Marsh Primary School and the eastern-most house in Swan Marsh.

#### PROPOSED STREETSCAPE IMPROVEMENTS

Proposed 1.50 metre wide asphalt pathway along north side of Swan Marsh Road to link the bus stop to the west of Swan Marsh Primary School and the eastern-most house in Swan Marsh.

**FORMER COLAC DAIRY COMPANY (FREEHOLD LAND)**  
This building has the potential for significant value to the Swan Marsh community — even as a privately owned commercial building.  
As a community, consider assisting the owner of the Colac Dairy Company building to obtain the necessary grants or tradesman to undertake the maintenance work on the building to halt further decline and deterioration of the physical structure of the building.  
Preservation of the building now may allow a greater opportunity in the future for an increased variety of possible uses of this building.

**TRAFFIC SPEED**  
Liaise with the Colac Otway Shire to lobby VICROADS to reduce the traffic speed through the town, in particular in the vicinity of the Primary School to a maximum of 50 km/hour.  
Liaise with VICROADS to relocate the 60 km/hour signs (or a lesser speed if possible) closer to the town centre.

Proposed selected native specimen trees at 12.50 metre centres along Swan Marsh Road:  
— Selected low growing / low water use / low maintenance undulatory planting within planter beds (if no) in vicinity of tennis courts and former dairy factory.  
Existing roadside drain on south side of Swan Marsh Road (either side of tennis courts) to be replaced with a new re-profiled to create shallower sides and allow for easier management.

Proposed concrete culvert and drainage pits to be installed in front of tennis court and former dairy factory to maximise use opportunities of site.

#### Typical Section - Swan Marsh Road

(Not to Scale)

Selected evergreen feature tree with a 4.0 X 4.0 metre planter bed with concrete bollards with traffic reflectors located within bed.

**FORMER COLAC DAIRY COMPANY**

**SWAN MARSH PUBLIC HALL**

Selected deciduous feature trees to be selected from:  
— Fraxinus oxyphylla (Wayward (Claret Ash))  
— Fraxinus excelsior (Common Ash)  
— Quercus coccinea (Scarlet Oak)

Proposed 1.50 metre wide asphalt pathway along north side of Swan Marsh Road.

Proposed play equipment to be installed in the SWAN MARSH PLAYGROUND including one of:  
— DTS-137 (freestanding double swing).  
— DTS-137 (freestanding double swing).  
— DTS-137 (freestanding double swing).  
— DTS-137 (freestanding double swing).

BBQ & picnic pavilion & feature pavement.

Open lawn area.

Render and paint south wall of toilets to improve visual appearance.

Recreate fences to create a Hall entrance with small decorative feature tree and selected underplanting.

Proposed selected park seats and a covered (loose) playground along footpath (double sided).

Maintain vehicle access to back of hall along eastern boundary.

#### LEGEND

- Existing building
- Property boundary
- Existing vegetation (mixed)
- Proposed native tree
- Proposed exotic tree
- Existing powerlines
- Proposed interpretive signage / furniture

Selected picnic table & seating

2,000mm long bench seat to be piped to existing table behind hall.

Electric BBQ with double hot plates.

Rainwater from roof to be piped to existing table & seating.

Galvalined corrugated iron roof.

Pavilion roofline profile to match hall.

Heritage sign boards with interpretive panels located on front corners of site.

Selected feature pavement and picnic table with bollards / chain to define space.

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**OM082406-12 COLAC OTWAY PLANNING SCHEME AMENDMENT C49  
(DEPARTMENT OF EDUCATION SCHOOL SITES)**

|             |                                      |           |               |
|-------------|--------------------------------------|-----------|---------------|
| AUTHOR:     | Yash Bonno                           | ENDORSED: | Jack Green    |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | Amendment C49 |

**Purpose**

To recommend adoption of Amendment C49 to the Colac Otway Planning Scheme.

**Background**

Amendment C49 was requested by the former Department of Education to facilitate the sale of two sites identified as being surplus to educational requirements. The Amendment was exhibited from 29 March 2007 to 30 April 2007.

The Amendment affects two parcels of land:

- The former Gerangamete Primary School site located on the Colac Forest Road, Gerangamete (closed in 2001).
- The former Irrewillipe East Primary School site located on McNabbs Road, Irrewillipe East (closed in 2000).

The Amendment proposes to:

- Rezone the former Gerangamete Primary School site from the current and anomalous Public Use Zone - Schedule 5 (PUZ5) to the Farming Zone (FZ).
- Rezone the former Irrewillipe East Primary School site from the current Public Conservation and Resource Zone (PCRZ) to the Farming Zone (FZ).

In accordance with the VPP Practice Note *Applying the Public Land Zones* (Department of Sustainability and Environment, February 1999), which has a key direction that “*Public land zones can only be applied to public land*”, the rezoning is required prior to the sale of land.

A report for information was provided to Council's Planning Committee on 11 July 2007, which informed the Committee of the referral of submissions to Amendment C49 to a panel hearing. Council's Planning Committee resolved to:

*‘..receive for information the report on the referral of submissions to Amendment C49 to a Panel hearing.’*

During preparations to request a panel hearing, officers from the Department of Education and Early Childhood Development (DEECD) requested that Council facilitate mediation with submitters to discuss their concerns. The meeting was delayed for a number of reasons, but was eventually held on Wednesday 14 May 2008 with all public submitters invited to attend. The one submitter requesting changes to the amendment withdrew the submission following this meeting.



**Corporate Plan/Other Strategies/Policy**

The Amendment contributes to the current strategic planning initiatives that are being undertaken to amend and ultimately improve the Colac Otway Planning Scheme, as part of the 2005-2009 Council Plan.

**Issues/Options**

A total of 5 submissions were received during exhibition:

- CFA, DSE and VicRoads had no objection to the Amendment.
- The submission from Submitter 1 expressed an interest in the building of a dwelling on the site and suggests that the Department of Education and Early Childhood Development be required to make a permit application for a dwelling prior to selling the land. It is noted that the family own property abutting the site and have expressed an interest in acquiring a permit for a dwelling for their 4 hectare allotment, which was not supported by Council.

This submission neither requests a change nor objects to the Amendment. Its concerns relating to a permit application for a dwelling cannot be included as part of the Amendment. The Department of Education and Early Childhood Development is under no obligations to submit a permit application and Council cannot compel them to do so as part of the Amendment. However, the Department of Education and Early Childhood Development has indicated that they may consider undertaking a Planning Permit application for a dwelling on both sites so as to provide transparency during the sale of the sites. Officers have indicated to the Department that Council would need to assess any applications against the provisions of the Farming Zone and that there is no guarantee that permit applications would be supported.

- Submitter 2 objected to the Amendment on the following grounds
  1. *This parcel of Crown Land was in the past (sic) assigned to the Department of Education and Training for the specific purpose of providing a school for Gerangamete, and as a school is now no longer required for the locality, the parcel of land should be returned to natural vegetation state and to public ownership, possibly under the administration of the DSE.*

**Comment**

The Department of Education and Early Childhood Development has offered the sale of the site to Council and other public departments prior to undertaking the Amendment. There was no interest in purchasing the property for public ownership, and thus the Department has undertaken the Amendment to facilitate the sale of the sites into private ownership.

2. *The lot should not be designated Farming Zone, because the Colac Otway Planning Scheme, at this point in time, does not precisely define what can or cannot be done on small lots, of about 5 acres or less, within a Farming Zone.*

**Comment**

The Victorian Planning Provisions and Practice Notes clearly state that public zones should only apply to public land. In order to facilitate the sale of the sites, an appropriate non-public zone should be applied. The Farming Zone reflects the zone controls for surrounding properties and is considered to be the most appropriate zone for each site.



The purpose of the Farming Zone is to provide for the use of land for agriculture, the Planning Scheme provides clear direction as to what land may be used for within the zone. The Planning Scheme provides decision guidelines to address other discretionary uses on small lots within the Farming Zone.

3. *should this lot be designated Farming Zone and subsequently sold privately, (with or without a Planning Permit to erect a dwelling) the private owner may have the expectation that the granting of a Planning Permit is likely. Needless to say this will have significant influence on the market value of this lot.*

**Comment**

The Department of Education and Early Childhood Development has indicated to Council that it will undertake a Planning Permit application process should the Amendment and subsequent rezoning be adopted. This undertaking will provide a measure of transparency before the sale of the sites; a prospective purchaser will be able to ascertain, from the results of the permit application, whether a dwelling can be built on the sites.

4. *The Otway environs have over the past eight years, since the start of the current housing boom, come under considerable pressure, this pressure will only increase in the future with the completion of the Geelong bypass, making the area more readily accessible to Melbourne. The area has numerous small lots, and the rezoning of the Gerangamete School site could set precedence for the area, with potential for the proliferation of dwellings, and change it (sic) character of the Otway environs.*

**Comment**

The rezoning of the sites does not mean that the construction of a dwelling is as of right. The Department of Education and Early Childhood Development must still go through a Planning Permit application process and address the relevant decision guidelines in the Farming Zone. The development of small lots currently within the Farming Zone must address the decision guidelines within the zone. The rezoning of these sites does not set a precedent, as all applications are assessed against the decision guidelines irrespective of ownership. If dwellings are not supported on the land, the properties can be purchased for use as part of adjoining farms.

Discussions held with Submitter 2 regarding the concerns raised in his submission and the process undertaken by Department of Education and Early Childhood Development in the disposal of the sites was explained in detail. For example, the submitter was made aware that other public authorities including Department of Sustainability and Environment had declined an offer to purchase the land. The discussion was constructive, in that Submitter 2 raised a number of issues larger than the Amendment, such as Council's policy regarding house lot excision and dwellings in the Farming Zone. Whilst not all the concerns could be immediately addressed, the submitter was informed of current strategic projects addressing these issues such as the Rural Living Strategy and the Planning Scheme Review.

As a result of discussions at the meeting, Submitter 2 elected not to have his submission referred to a panel and the submission was withdrawn.

Section 23 of the *Planning and Environment Act 1987* states:



1. After considering a submission which requests a change to the amendment, the planning authority must—
  - (a) change the amendment in the manner requested; or
  - (b) refer the submission to a panel appointed under Part 8; or
  - (c) abandon the amendment or part of the amendment.
2. A planning authority may refer to the panel submissions which do not require a change to the amendment.

As noted previously, Submitter 1 neither requested a change nor objected to the Amendment and, as submitter 2 has withdrawn his submission, there are no submissions requesting a change to the Amendment. Consequently, submissions are not required to be referred to a panel and Council is able to make a decision on whether to adopt or abandon the Amendment.

In accordance with section 29(1) of the *Planning and Environment Act 1987*, after complying with Divisions 1 and 2 in respect of an amendment or any part of it, Council (the planning authority) may adopt the amendment or that part with or without changes. Note that Divisions 1 and 2 have been complied with.

### **Proposal**

It is proposed that Council adopt Amendment C49 to the Colac Otway Planning Scheme.

### **Financial and other Resource Implications**

None identified. Fees associated with the amendment are payable by the proponent.

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

In accordance with section 29(1) of the *Planning and Environment Act 1987*, after complying with Divisions 1 and 2 in respect of an amendment or any part of it, Council (the planning authority) may adopt the amendment or that part with or without changes. Divisions 1 and 2 have now been complied with and it is now recommended that Council adopts the amendment.

### **Environmental Considerations**

During preparation of the Amendment, the Department of Planning and Community Development (DPCD) requested that Department of Education and Early Childhood Development provide consideration as to the suitability of the site for rezoning to a sensitive use (ie agriculture or residential). In this regard, Ministerial Direction 1 (potentially contaminated land) is relevant in the consideration of the Amendment. The purpose of this Direction is to ensure that potentially contaminated land is suitable for a use which is proposed to be allowed under an amendment to a planning scheme and which could be significantly adversely affected by any contamination.

Preliminary site history assessments for the properties were conducted prior to exhibition and concluded further assessment was required. Consequently, the Department engaged a qualified environmental professional to conduct Phase 2 soil investigations in July/ August 2007 on both sites with the following conclusions:



*Gerangamete Site:*

"Overall, the soil is not considered a risk to human health and meets other beneficial uses for sensitive use sites making it suitable for rezoning to residential use and for potential development as a sensitive use site, however, some soil (as identified at TPI and TP16) may require handling/disposal as a Prescribed Waste if removed from the site in the future."

*Irrewillipe Site*

"The soil investigation has found no contamination present on site above HIL 'A' settings or clean fill limits, with only one location slightly above EILs; making it suitable for rezoning to residential use and for potential development as a sensitive use site."

As a result of the recommendations and conclusions of the above reports, the Amendment satisfies the requirements of Ministerial Direction 1. The conclusions of both reports are attached (Attachment 3)

**Communication Strategy/Consultation**

Consultation on Amendment C49 has been in accordance with the requirements of the *Planning and Environment Act 1987* and Council's Community Consultation and Engagement Policy.

Should Council adopt the Amendment and the Minister subsequently approves the Amendment, all submitters will be notified.

**Implementation**

If Council resolves to adopt the Amendment, the resolution will be implemented by submitting the adopted Amendment to the Minister for Planning, in accordance with Section 31 of the *Planning and Environment Act 1987*.

**Conclusion**

Proposed Amendment C49 was requested by the former Department of Education to facilitate the sale of two sites identified as being surplus to educational requirements. A total of 5 submissions were received, with only one submitter objecting or requesting a change to the Amendment. A meeting with this submitter along with Department of Education and Early Childhood Development and Council Officers was held and, as a result of these discussions, the submission was withdrawn. Consequently, there are no submissions requesting a change to the Amendment and it is now recommended that Council adopts Amendment C49.

**Attachment:**

**Attachment 1:** Conclusions of the Phase 2 Soil Assessment report

**Recommendation(s)**

***That Council adopts Amendment C49 to the Colac Otway Planning Scheme***

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## 5 FINDINGS AND CONCLUSIONS

The natural soil horizon consisted of brown to grey, fine to medium grained, loose sand. A clayey sand and silty clay was encountered at TP39, at the edge of the dam. Fill material was found at three locations across the site to a maximum depth of 0.7 m at TP20. The fill material consisted of a sandy matrix similar to the natural soil with some charcoal discovered at TP40. No aesthetic issues were noted with the fill material or the land generally.

The soil sample results suggest that there is no organic contamination present on site. The further sample analysis of primary samples from three composites, identified one location (TP36/0.1) which marginally exceeded EILs and clean fill criteria for arsenic but was significantly below HILs and within background levels for this substance. The result of 22 mg/kg for arsenic is not considered significant. No further investigation or remediation is recommended. However the soil at this location, if removed, may require handling as Category C contaminated soil and disposal of as prescribed waste at a licensed facility.

All other results for heavy metals were below comparative soil criteria, while MAHs, TRHs, PAHs, OCPs, CHCs, PCBs, phenols and cyanide results were all non-detectable. pH and sulphate analysis also returned acceptable results.

The soil investigation has found no contamination present on site above HIL 'A' settings or clean fill limits, with only one location slightly above EILs; making it suitable for rezoning to residential use and for potential development as a sensitive use site.

## 6 REFERENCES

- Australian Standard AS 4482.1 - 2005, *"Guide to the sampling and investigation of potentially contaminated soil, Part 1: Non-volatile and semi-volatile compounds"*, 2005.
- Beveridge Williams and Co Pty Ltd, *"Site History Assessment, Former Irrewillipe Primary School, McNabbs Road, Irrewillipe"*, September 2006.
- National Environment Protection Council (NEPC), *"National Environment Protection (Assessment of Site Contamination) Measure"*, 1999 [ISBN 0-642-32312-7].
- National Environmental Health Forum (NEHF), *"Health-based Soil Investigation Levels, / Soil Series No.1."* 1996.
- New South Wales Environmental Protection Authority, *"Contaminated Sites (Sampling Design Guidelines)"*, September 1995.
- Victorian Environmental Protection Authority, *"Classification of Wastes"*, EPA Victoria Publication 448.3, May 2007.





oratory internal method of QA; that suggests that where the samples are less than 10 times the limit of reporting, there is no limit on the permitted range for RPD results.

All split samples analysed returned acceptable RPDs. The RPDs are shown in Table 4.2.

The laboratory's internal QA duplicates had acceptable RPDs and spike recoveries were acceptable across all parameters (range 73-127%). The laboratory also performed "method blanks" on clean matrices and found no detectable contaminants.

Atma Environmental logged all samples on a Sample Master List as they were collected. In this fashion, any suspected incidence of cross contamination could be tracked down by looking at the order in which samples had been collected. Since there are no elevated levels of contamination in two sets of consecutive samples relative to the sampling order we can conclude that there is no suspected incident of cross contamination in this batch of soil sample data.

## **5 FINDINGS AND CONCLUSIONS**

Fill material consisting of a medium grained, dark brown/grey sand, was found to a maximum depth of 0.2 m at three locations across the site. Disturbed natural soil consisting of a medium grained, brown/dark grey sand with minor clay was encountered at several locations around the school buildings. The natural soil horizon consisted of brown to grey, fine grained, loose sand/sandy loam, underlain by an orange to light brown, stiff sandy clay, with a low plasticity. No aesthetic issues or odorous or stained soils were noted.

The soil sample results suggest that there is no organic contamination present on site. Results for MAHs, TRHs, PAHs, OCPs, CHCs, PCBs, phenols and cyanide were all non-detectable. pH and sulphate analysis also returned acceptable results which satisfies the beneficial use of buildings and structures for sensitive use sites.

The further analysis of primary samples, due to the exceedance of five composite samples for inorganic contaminants, returned two results which exceeded clean fill criteria and EILs, one of which also exceeded HILs for lead (TP1/0.1).

TP16/0.1 returned a concentration of 220 mg/kg for zinc, which slightly exceeds the Category C threshold and EILs, however it is less than 5% of HIL (7000 mg/kg Zn). This marginal exceedance of the EILs does not pose a threat to human health and is not considered significant enough to affect the maintenance of ecosystems or the production of food, flora or fibre. No further investigation or remediation is recommended. However the soil at this location, if removed, may require handling as Category C contaminated soil and disposal of as prescribed waste at a licensed facility.





An exceedance of the 'A' Setting Health Investigation Levels was recorded at TP1/0.1 (650 mg/kg for lead) therefore a basic assessment of the potential for health risks arising from the lead was carried out. Further testing of all 0.1 m samples allowed an average lead concentration for the entire site to be calculated. The mean result is 29 mg/kg and the standard deviation of the results is 117.

The average lead concentration is below the criteria, the standard deviation is less than 50% of the HIL and the exceedance at TP1/0.1 is not more than 250% of the HIL, therefore it is safe to say that the result of 650 mg/kg at TP1/0.1, is not representative of the entire site and that a further investigation of human health effects is not considered warranted.

Overall, the soil is not considered a risk to human health and meets other beneficial uses for sensitive use sites making it suitable for rezoning to residential use and for potential development as a sensitive use site, however, some soil (as identified at TP1 and TP16) may require handling/disposal as a Prescribed Waste if removed from the site in the future.

## 6 REFERENCES

- Australian Standard AS 4482.1 - 2005, "*Guide to the sampling and investigation of potentially contaminated soil, Part 1: Non-volatile and semi-volatile compounds*", 2005.
- Beveridge Williams and Co Pty Ltd, "*Site History Assessment, Gerangamete Primary School, Gerangamete*", September 2006.
- National Environment Protection Council (NEPC), "*National Environment Protection (Assessment of Site Contamination) Measure*", 1999 [ISBN 0-642-32312-7].
- National Environmental Health Forum (NEHF), "*Health-based Soil Investigation Levels, / Soil Series No.1.*" 1996.
- New South Wales Environmental Protection Authority, "*Contaminated Sites (Sampling Design Guidelines)*", September 1995.
- Victorian Environmental Protection Authority, "*Classification of Wastes*", EPA Victoria Publication 448.3, May 2007.



**OM082406-13 COLAC OTWAY SHIRE SUBMISSION ON THE GREEN PAPER - LAND AND BIODIVERSITY AT A TIME OF CLIMATE CHANGE**

|             |                                      |           |                                                        |
|-------------|--------------------------------------|-----------|--------------------------------------------------------|
| AUTHOR:     | Stewart Anderson                     | ENDORSED: | Jack Green                                             |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | Environment<br>GEN00127/General/<br>Policies and Plans |

**Purpose**

To seek endorsement for a Colac Otway Shire submission on the Victorian State Government's Green Paper for Land and Biodiversity at a time of Climate Change.

**Background**

The Victorian State Government's Department of Sustainability and Environment have invited comment on the Green Paper for Land and Biodiversity at a time of Climate Change.

The Green Paper:

- Outlines the nature and extent of the ecological problems and the policy issues we are facing;
- Outlines the role of Government and partners in dealing with the issues;  
and
- Discusses suggested approaches for feedback that seek to address these issues.

Substantial consultation was conducted to develop the Green Paper. The feedback and discussion generated by the Green Paper will be used to develop a White Paper that is expected to be released in the first half of 2009. The White Paper will identify ways to respond to the decline of Victoria's land and aquatic ecosystems and the biodiversity that supports them. Written submissions on the Green Paper are due by 30 June 2008.

**Corporate Plan/Other Strategies/Policy**

The Green Paper relates directly to the Colac Otway Shire's 2004-2008 Corporate Plan which proposes to achieve the strategic objective of 'enhanced environmental management practices'. The Green Paper also has implications for a number of priority environmental sustainability programs and projects identified within existing endorsed Council strategies and plans. These include the Lake Colac Management Plan and the Roadside Vegetation Management Plan. In addition the Green Paper has implications for planning tools such as the Vegetation Protection Overlays.

**Issues/Options**

Colac Otway Shire recognises the importance of protecting our land and biodiversity assets. Sustainable development and addressing major environmental issues in partnership with State and Federal Government bodies are key objectives in the Colac Otway Shire Council Plan.

Comment has been sought from across a number of departments within the organisation on key areas of the Green Paper. The departments included Environment and Community Safety, Planning and Information Services. The attached submission provides an integration of the comments received from these areas.



The attached submission was discussed with Councillor's in a Councillor Workshop held on 10 June 2008 prior to being sent to the Department of Sustainability and Environment.

In general terms the document is to be applauded for its broad approach and its heavy emphasis on climate change. A review process should be incorporated to allow the document to react to new knowledge and changes in climate change modelling.

It is important to highlight that good land management programs leading to positive natural resource management outcomes require:

- Strong long term funding and resourcing commitments from Government that where possible should be supplemented by private investment;
- Strong legislative and regulatory frameworks; and
- Strong behavioural change programs.

Many programs and initiatives have failed because they lacked one or more of the fundamental principles above. Therefore, the White Paper needs to recommend specific actions and facilitate implementation through commitment to long term funding agreements. In addition, the White Paper needs to recommend how key government and statutory agencies will work more effectively together through better network and partnership arrangements to achieve the core objectives of the Green Paper.

The attached submission provides further detailed comments on specific sections of the Green Paper. The comments are focused on areas where Council felt that there were matters that needed careful consideration in the development of the White Paper. Where no comments were made on a specific section Council was satisfied with the content and the suggested management approaches.

### **Proposal**

Council endorse the attached submission to be sent to the Department of Sustainability and Environment by 30 June 2008.

### **Financial Implications**

There are no immediate financial implications that will result from making a submission. However, it is important to note that the Green Paper will influence the development of a White Paper that will direct changes in legislation, policy and funding arrangements and opportunities into the future. These changes could have significant financial implications for Local Government Authorities including Colac Otway Shire.

### **Risk Management Implications**

There is significant risk associated with a decline in biodiversity in addition to the threat posed by climate change for the Colac Otway community. The risk associated with the specific sections in the Green Paper needs to be assessed and managed on a case by case basis. However, it is widely accepted that if biodiversity is allowed to be continually degraded, that the community will face significant economic and social hardship through the breakdown of natural systems that help clean our air and water.



**Environmental Considerations**

The environmental benefits of implementing the approaches suggested in the Green Paper are diverse and substantial. The Council submission demonstrates its commitment and leadership in biodiversity conservation to the community and the State Government and identifies ways to improve environmental management through Council operations.

**Communication Strategy/Consultation**

There has been considerable public consultation in the development of the Green Paper. There will be further consultation carried out by the State Government when the White Paper is released.

**Implementation**

The Green Paper does not provide details on how the suggested approaches will be implemented. The release of the White Paper will allow for an examination of how the suggested approaches will be implemented.

**Conclusion**

Council has a responsibility to take a lead in combating against the possible impacts of climate change, particularly in relation to the protection of biodiversity. Many activities have already been undertaken by Council that demonstrate how biodiversity protection can be achieved. These activities demonstrate to the wider community that Council is taking biodiversity protection seriously and also that measures can be taken without significantly impeding our normal functions. The opportunity now exists through contributing to the Green Paper / White Paper process to improve management of biodiversity into the future.

**Attachment(s)**

Attachment 1: Colac Otway Shire Submission on the Victorian State Government's Green Paper for Land and Biodiversity at a time of Climate Change.

**Recommendation(s)**

***That Council endorse the submission on the Victorian State Government's Green Paper for Land and Biodiversity at a time of Climate Change.***

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## ATTACHMENT 1

### **Colac Otway Shire's Submission on the Victorian State Government's Green Paper for Land and Biodiversity at a time of Climate Change.**

#### **General Comments**

The document is to be applauded for its broad approach and its heavy emphasis on climate change. A review process should be incorporated to allow the document to react to new knowledge and changes in climate change modelling.

It is important to highlight that good land management programs leading to positive natural resource management outcomes require:

- Strong long term funding and resourcing commitments from Government that where possible should be supplemented by private investment;
- Strong legislative and regulatory frameworks; and
- Strong behavioural change programs.

Many programs and initiatives have failed because they lacked one or more of the fundamental principles above. Therefore, the White Paper needs to recommend specific actions and facilitate implementation through commitment to long term funding agreements. In addition, the White Paper needs to recommend how key government and statutory agencies will work more effectively together through better network and partnership arrangements to achieve the core objectives of the Green Paper.

#### **Section Specific Comments**

##### **6.1 – Working with private sector to encourage investment in our natural assets**

More information needs to be disseminated to the private sector on the benefits of protecting biodiversity and how they can improve their management practices. This section focuses on investment by larger organisations. However, individual farming enterprises could also be encouraged to invest more in the management of natural resources.

For example standard farming practices in Western Victoria use fire as a tool for cleanup, crop preparation and in a minority of cases asset protection. This section could include revision of cropping practices to retain stubble and grasses rather than using fire which produces copious quantities of CO and CO<sup>2</sup> as a by product. It could also talk about educating the rural community on smoke management practices as a minimum and eliminating use of fire for any purpose other than for ecological reasons or asset protection. This may cost individual farmers through a moderate reduction in yield but would be a significant benefit for the broader community through reduced emissions.

##### **6.3 Improving Catchment Management**

A significant amount of investment has been put into the development of Victoria's catchment management framework. The true value of this approach is beginning to be realised after twenty years of commitment. Improving natural resource condition requires long term commitment far beyond the usual timeframes required for societal change because the environment can be degraded very quickly and conversely takes a very long time to rectify. The sound rationale behind the catchment management framework needs to be given another 20-30 years of strong support before the appropriateness can be effectively evaluated. Therefore, a strong long term commitment should be provided to maintain this strategic approach.



#### **6.4 Managing water for multiple objectives**

Special mention should be made in relation to the suggested approach for managing groundwater systems. Groundwater management will become more prominent as surface water supplies are reduced due to climate change. Special attention should be placed on the management of systems that have not been heavily used previously to ensure that the competing uses can be effectively balanced to ensure both the protection of the environment and an adequate water supply for the community.

#### **6.5 Managing aquatic systems**

Responsibility for waterway management is currently spread across a broad range of land managers, including both private individuals, organisations and government agencies. This is an on-going problem for strategic management of land adjoining waterways. An overarching review of these arrangements and a vision for an arrangement that would improve waterway management is a crucial step toward a consistent and strategic approach to improving the health of our waterways. The current arrangements make the implementation of long term strategic initiatives very difficult because too many stakeholders are involved; some of which will change periodically, further complicating effective management.

#### **6.6 – Building ecological connectivity:**

We need a strategic approach to ecological corridors which is linked to the planning scheme. We also need more information to the community about why ecological communities are important. Although the logic of Biolink Zones is sound there are a number of issues with how to proceed that need to be considered in the development of the White Paper:

- Quality research and knowledge does not exist on how to implement Biolink Zones effectively;
- Climate change factors and modelling are not clearly understood.
- Conflict between climate change models leads to confusion.
- The State Government should adopt a specific climate change model as its stated position;
- The scales of connectivity are not clearly defined;
- Local Government is not adequately resourced to carry out additional functions (e.g. enhancement of roadsides for biolinks);
- Landholders may not be 'on board' and a behavioural change program needs to be implemented;
- More research is required into the interaction between Ecological Vegetation Communities and climate change;
- Clarification of the roles and responsibilities of Local Government; and
- Capacity building and resourcing of Local Government needs to be undertaken to achieve the outcomes proposed.

#### **6.7 – Enhancing public land values**

Public Land Managers need to explore all options available to adequately resource the maintenance and enhancement of public land. If government cannot provide sufficient funds then other approaches, including a user pays approach need to be considered to ensure that the values that people are attracted to are protected for future generations.



**6.8 – Supporting species and ecosystems to adapt to a changing climate**

A suggested approach is the development of information to better allow protection of threatened species under climate change scenarios. This approach needs to be broadened to include other natural systems such as erosion and wildfire. The information needs to be used to regularly update planning overlays based on the latest climate change modelling. This will help Local Government make the best planning decisions possible in a time of climate change. This process would be resource intensive and beyond the capacity of any individual Council.

**6.9 – Working towards a net gain in native vegetation**

A register of offset sites is required to enable the areas for an off-set to be identified efficiently. Once offsets are planted, better tracking and monitoring systems are required to ensure off-sets are maintained over the long term. There also needs to be more awareness raising activities to the general public in relation to the native vegetation framework.

Many sites of high biodiversity significance are not covered by Vegetation Protection Overlays (VPO) or are zoned inappropriately. Improved mapping is required to amend VPO's to ensure significant sites are covered.

To enable better net gain in native vegetation we require:

- Better resources;
- Better mapping;
- Mechanisms for enforcement of illegal clearing
- Offset registers; and
- Off set tracking systems.

**6.10 – Using and Managing Fire**

Colac Otway Shire recommends including reduction of smoke production by regulating what materials can be burnt (e.g. no green vegetation only dry or fully cured vegetation) and limiting times available for burning to reduce broad scale burning creating smoke nuisance and production of greenhouse gases.

Private burning should be eliminated for purposes other than cooking or personal comfort, removing any grey areas about prohibited burning and reducing production of greenhouse gases. It would also be more enforceable as identifying prohibited substance burning is always difficult to prove.

This section could go further in recognising waterways as a specific asset at risk. The Eastern ranges fires have caused silt wash into rivers like the Latrobe, causing significant waterway pollution and soil erosion in upstream areas. Identifying rivers and catchment flows as assets requisite of fire protection may be worth consideration in this part of the paper.

**6.11 – Improving the management of pests and weeds**

Suggested additional approaches:

- Maintain long term and fully resourced programs for control of legislated and non-legislated weeds across private and public land backed by strong regulatory control and legislation;



- Undertake a thorough review of the existing legislation (*Catchment and Land Protection Act*) to clarify responsibilities across tenures and weed classifications and to ensure weed listing captures all environmental, existing declared and agricultural weeds; and
- Undertake a thorough review of how Department of Primary Industries establishes its focus areas for compliance, including changing from single species to integrated pest control.

### **7.3 – Community Expectations and the responsibilities of land managers**

This section could include a recommendation to prepare the community for abolition of use of fire for agricultural management and waste management purposes (e.g. the education of environmental impacts of fire and the community's ability to contribute to a cleaner environment by finding alternatives to fire usage).

### **7.4 – Improving consistency in planning processes**

There are problems with the information Council bases decisions on (e.g. mapping accuracy). We need to improve the tools and identify where new tools are necessary. In addition, this needs to be done in a consistent manner across the State.

Catchment Management Authorities (CMA), the Department of Sustainability and Environment (DSE) and water authorities should provide Local Government with adequate advice, support and information to assist Local Government Officers in pre-application advice and supporting information (this relates to pg62 Q. 'as planners, what information do you need that is not currently available?').

The statement in paragraph two says that 'Many submissions to the Consultation Paper called for better interaction between CMA's and Local Governments and their respective planning frameworks. While the planning system can support regional strategy implementation, it is just one of the range of tools available. This is a very important statement as presently there is very little interaction between Colac Otway Shire and the CCMA on planning matters.

The CMA's have the skills and knowledge on a range of waterway management issues, but their input into planning applications is limited to building on floodplains. There are excellent opportunities for CMA's to provide advice on Water Sensitive Urban Design (WSUD), planning in subdivisions and industrial developments and larger planning applications. This would also facilitate the Regional Catchment Strategies (RCS) having greater influence on planning frameworks when they are amended. The RCS's are rarely used by Planning Officers. There needs to be a greater understanding by Planning and Environment Officers on how it should be interpreted and used in the planning process. This also applies to the CMA's Native Vegetation Plan and the other strategies that support the RCS.

### **7.6 – Towards best practice legislation and regulation**

There is a need to ensure that the relevant pieces of legislation such as the Catchment and Land Protection Act (CaLP Act), the Forestry Act and the Roads Act are not unintentionally influencing interpretations of individual sections of each Act. For example, the confusion associated with management of Regionally Controlled weeds on roadsides through the CaLP Act is partially caused by definitions of 'land management' in other pieces of legislation. Development of new legislation needs to ensure that the intent of the Act can be applied and that unforeseen interpretations do not occur. Where they do the legislation should be re-drafted to reflect the original intent.



## **8.2 - Better systems to share knowledge**

The important message is that the preferred method to exchange knowledge is via the internet. Colac Otway Shire has established a website in collaboration with Corangamite CMA to do this. Most of Councils internal collection of data is done via small Personal Digital Assistants (PDA's) but most of the information coming in from other organisations is web-based, either onto Council's website or from the State using Spatial Datamart.

There needs to be a standard, consistent approach to data sharing across the State. Information sharing and updates should be done at no cost. Providing information and data on its own will not necessarily result in improved land health and biodiversity outcomes. What is needed is good mapping at an appropriate scale backed by a rigorous assessment and renewal process that is translated into appropriate controls.

## **9.3 Local Government**

The functional relationship between the requirements of the Planning and Environment Act 1987 and the CaLP Act highlight that there is an opportunity to better align catchment planning and land use planning. At present the two Acts don't communicate yet both are aimed at better/improved land use and management. Clearly the CMA and Local Government are key players however; the role of State Government needs to be clarified in any new approach.

Perhaps some land management decisions should move from Council to CMAs, but this creates many questions and issues. Conversely, perhaps if Councils are properly resourced then decentralisation of skills and resources into Local Government could occur. Firstly, it is essential for there to be an extensive engagement of key CMA and Local Government personnel to identify how this could be done. CMAs and Local Government have skills and skill sets that complement each other. However, each CMA and Local Government has different capabilities and the suitable arrangements would virtually need to be determined on a case by case basis.



## CONSENT CALENDAR

### OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM   | D | W |
|--|---|---|
| <b><u>GENERAL BUSINESS</u></b><br><br><b><u>OM082406-14.1      Item for Signing and Sealing -</u></b><br><b><u>Instrument of Agreement Contract 0802 -</u></b><br><b><u>Property Valuation Services</u></b><br><br><b><u>Recommendation</u></b><br><br><i>That Council sign and seal the Instrument of Agreement between the Colac Otway Shire and Southern Cross Property Services.</i>   |   |   |
| <b><u>OM082406-14.2      Item for Signing and Sealing - Section</u></b><br><b><u>173 Agreement, 750 Colac Lorne Road,</u></b><br><b><u>Birrequorra</u></b><br><br><b><u>Recommendation</u></b><br><br><i>That Council sign and seal the Section 173 Agreement between Colac Otway Shire and D F Phillips covenanting Certificate of Title Volume 7902 Folio 160 that no further subdivision of either lot hereby approved will occur so as to create any additional lots and that no dwelling shall be constructed on lot 2.</i> |   |   |
| <b><u>OM082406-14.3      Item for Signing and Sealing - Section</u></b><br><b><u>173 Agreement, 735 Warrowie Road Irrewarra</u></b><br><br><b><u>Recommendation</u></b><br><br><i>That Council sign and seal the Section 173 Agreement between Colac Otway Shire and Devrome &amp; Martin covenanting Certificate of Titles - Volume 8901 Folio 595; Volume 9287 Folio 978; Volume 9500 Folio 741 and Volume 9795 Folio 345 that the land may not be further subdivided so as to increase the number of lots.</i>                |   |   |



|   |  |  |
|---|--|--|
| <p><b><u>OM082406-14.4</u></b>      <b><u>Item for Signing &amp; Sealing Section</u></b><br/> <b><u>173 Agreement, 120 Bungador School Road</u></b><br/> <b><u>Bungador</u></b></p> <p><b><u>Recommendation</u></b></p> <p><i>That Council sign and seal the Section 173 Agreement between Colac Otway Shire and Great Southern Property Managers Limited covenanting Certificate of Title Volume 3703 Folio 531 that no further subdivision of either lot hereby approved.</i></p> |  |  |
|---|--|--|

### **Recommendation**

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

***MOVED*** .....

**SECONDED** .....



**OM082406-14 GENERAL BUSINESS*****OM082406-14.1 Item for Signing and Sealing - Instrument of Agreement Contract  
0802 - Property Valuation Services***

Council awarded the contract for property valuation services to Southern Cross Property Services at the April, 2008, Council meeting. The Contract complies with legislative obligations for the provision of property valuation services to Colac Otway Shire for 2010 and 2012 with a Council approved option for an additional service for 2014. 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 Southern Cross Property Services.***

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**OM082406-14.2      *Item for Signing and Sealing - Section 173 Agreement, 750 Colac Lorne Road, Birregurra***

The applicant agreed to enter into a Section 173 Agreement as per condition 1 of Planning Permit PP54/08 that allowed for a 2 lot re-subdivision.

Condition 1 reads

1. Prior to a statement of compliance being issued, the owner/applicant must enter into an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987 stating that
  - i. No further subdivision of either lot hereby approved will occur so as to create any additional lots
  - ii. No dwelling shall be constructed on Lot 2.

Evidence of lodging of this agreement in accordance within Section 181 of the Planning and Environment Act 1987 must 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 D F Phillips covenantee Certificate of Title Volume 7902 Folio 160 that no further subdivision of either lot hereby approved will occur so as to create any additional lots and that no dwelling shall be constructed on lot 2.***

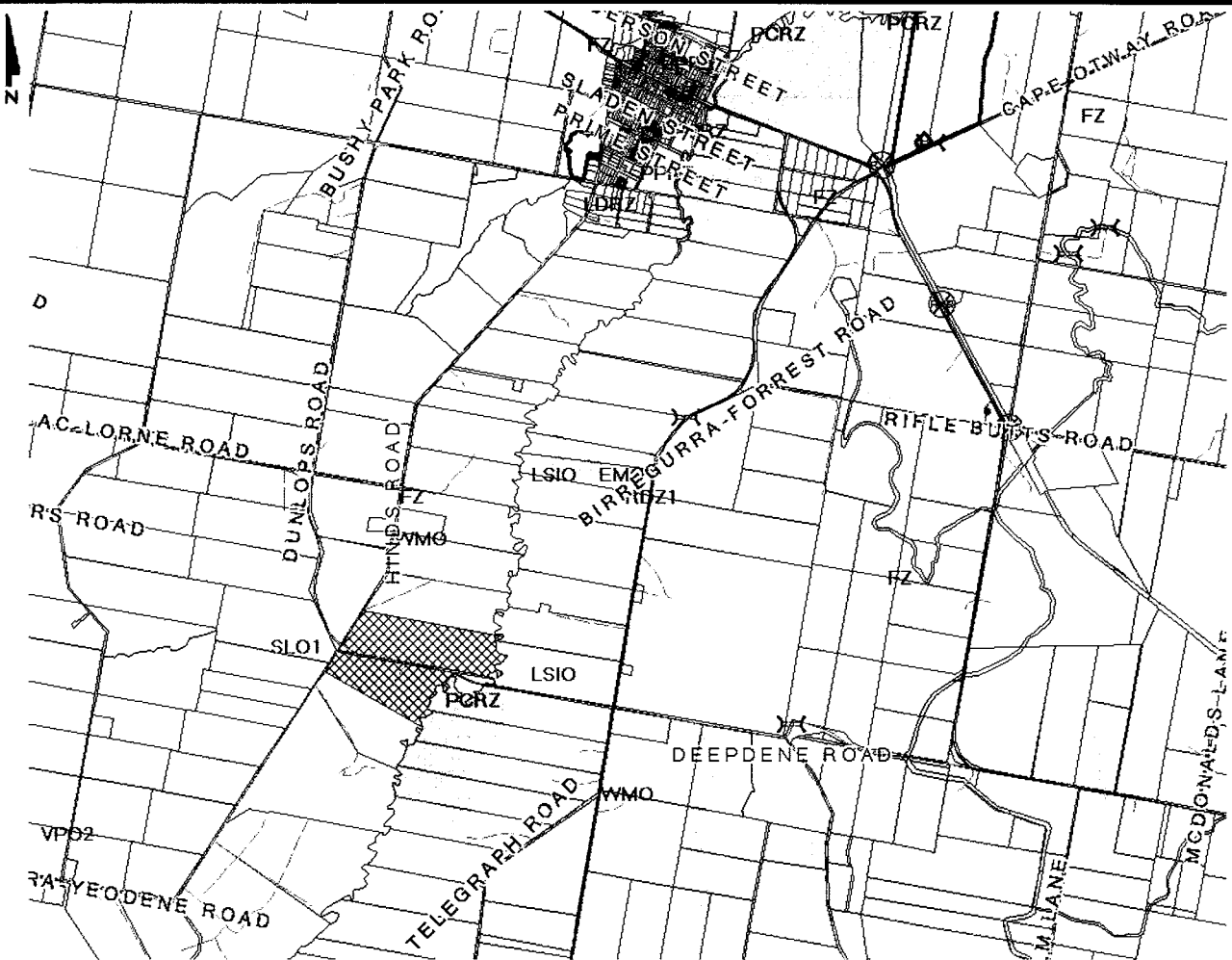


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# PLANNING DEPARTMENT Admin Map

Title :



Map Zoom: 11380 m

## Advertising (2)(Parcel)

| MI_Key | assessnum | prop_address         | ratepayer                     | owner_add1 | owner_add2           | owner_add3 | owner_add4 | owner_add5 |
|--------|-----------|----------------------|-------------------------------|------------|----------------------|------------|------------|------------|
| 2289   | 226275000 | 750 COLAC LORNE ROAD | D F PHILLIPS and J M PHILLIPS |            | 750 COLAC LORNE ROAD | BIRREGURRA | VIC        | 3242       |
| 19083  | 226275000 | 750 COLAC LORNE ROAD | D F PHILLIPS and J M PHILLIPS |            | 750 COLAC LORNE ROAD | BIRREGURRA | VIC        | 3242       |

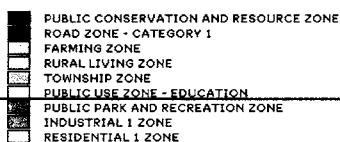
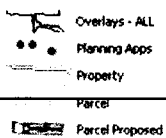
## Advertising-Zones (2)(Parcel)

| MI_Key | title description | address              | Zone | Schedule | Name         | Parcel overlap |
|--------|-------------------|----------------------|------|----------|--------------|----------------|
| 2289   | LOT 1 TP803472    | 750 COLAC LORNE ROAD | FZ   |          | FARMING ZONE | 100%           |
| 19083  | CA 37             | 750 COLAC LORNE ROAD | FZ   |          | FARMING ZONE | 100%           |

## Advertising-Overlays (7)(Parcel)

| MI_Key | title description | address              | Overlay(s) | Schedule(s) | Name                                       | Parcel overlap |
|--------|-------------------|----------------------|------------|-------------|--|----------------|
| 2289   | LOT 1 TP803472    | 750 COLAC LORNE ROAD | EMO        | EMO1        | EROSION MANAGEMENT OVERLAY - SCHEDULE 1    | 100%           |
| 2289   | LOT 1 TP803472    | 750 COLAC LORNE ROAD | WMO        |             | WILDFIRE MANAGEMENT OVERLAY                | 100%           |
| 2289   | LOT 1 TP803472    | 750 COLAC LORNE ROAD | SLO        | SLO1        | SIGNIFICANT LANDSCAPE OVERLAY - SCHEDULE 1 | 100%           |
| 2289   | LOT 1 TP803472    | 750 COLAC LORNE ROAD | LSIO       |             | LAND SUBJECT TO INUNDATION OVERLAY         | 17%            |
| 19083  | CA 37             | 750 COLAC LORNE ROAD | EMO        | EMO1        | EROSION MANAGEMENT OVERLAY - SCHEDULE 1    | 100%           |
| 19083  | CA 37             | 750 COLAC LORNE ROAD | SLO        | SLO1        | SIGNIFICANT LANDSCAPE OVERLAY - SCHEDULE 1 | 100%           |
| 19083  | CA 37             | 750 COLAC LORNE ROAD | LSIO       |             | LAND SUBJECT TO INUNDATION OVERLAY         | 46%            |

## Legend

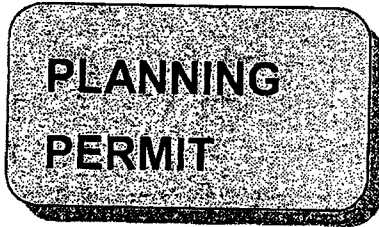


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TO:  
ROD BRIGHT & ASSOCIATES  
ATT: KATY BRIGHT  
PO BOX 371  
COLAC 3250

Assessment No - 226275000  
Permit No - PP54/08  
Planning Scheme - Colac-Otway Scheme  
Responsible Authority - COLAC OTWAY SHIRE

**ADDRESS OF THE LAND:**

750 COLAC LORNE ROAD, BIRREGURRA  
C/A 37 & PT.38B & GL0413/130 UR56910, PARISH OF YEO

**THE PERMIT ALLOWS:**

Two Lot Subdivision In Accordance With The Endorsed Plans.

**THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT**

1. Prior to a statement of compliance being issued, the owner/applicant must enter into an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987 stating that
  - i. No further subdivision of either lot hereby approved will occur so as to create any additional lots
  - ii. No dwelling shall be constructed on Lot 2.

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

2. Plans submitted for certification must meet the requirements of the Subdivision Act 1988, as amended.
3. The Statement of Compliance will not be issued prior to all conditions in relation to subdivision on the subject Planning Permit being complied with to the satisfaction of the Responsible Authority.
4. The subdivision as shown on the endorsed plan must not be altered save, with the written consent of the Responsible Authority.

Date Issued 06/05/2008

Signature for the  
Responsible Authority

  
Council/Delegate

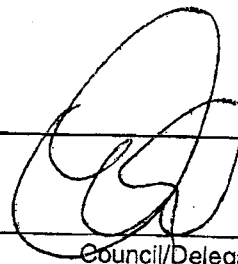


**CONDITIONS CONTINUED FOR PERMIT NO. PP54/08**

5. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas, and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
6. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
7. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the Relevant Authority in accordance with Section 8 of that Act.
8. This permit will expire after two (2) years if the relevant plan of subdivision is not certified by the Responsible Authority, unless an extension of time is approved by the Responsible Authority. The written request for extension of time must be received before 3 months have elapsed after the date of expiry.

**Date Issued 06/05/2008**

**Signature for the  
Responsible Authority**



Council/Delegate



# PLAN SHOWING PROPOSED SUBDIVISION

PART OF CROWN ALLOTMENT 37

C/G. VOL. 7902 FOL. 160

PARISH OF YEO

RE: D. F. PHILLIPS

METRIC SCALE 1:5000 - Original Sheet Size A3

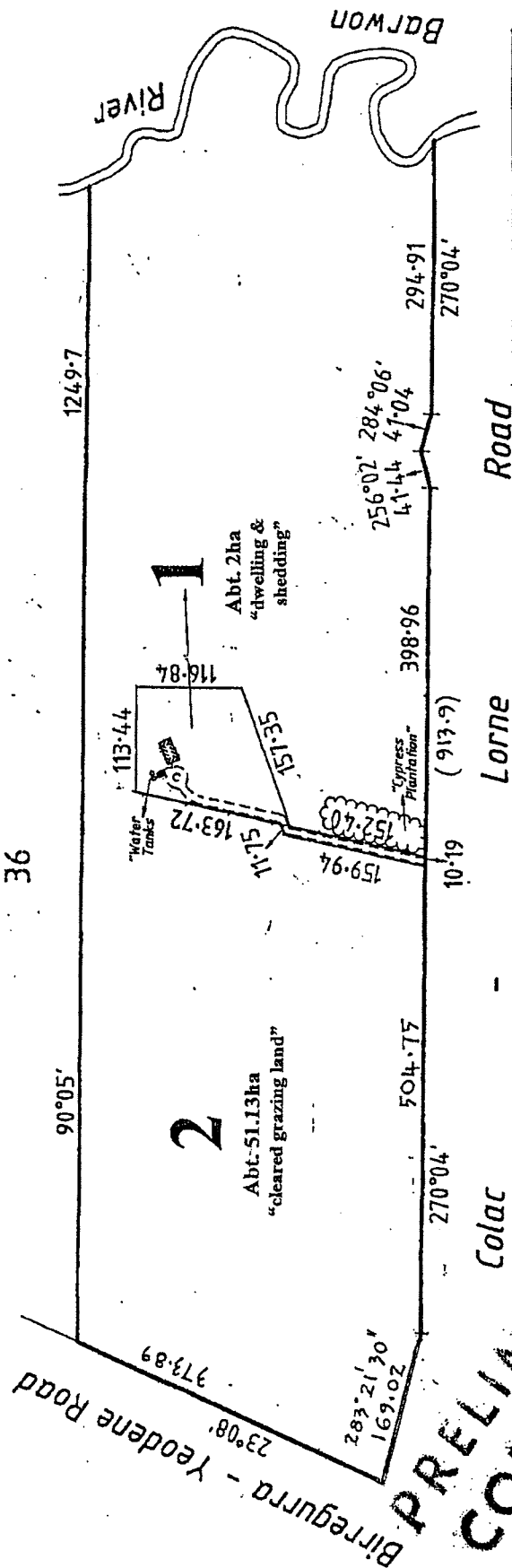
ROD BRIGHT & ASSOCIATES PTY LTD

LICENSED SURVEYORS

26 MURRAY STREET COLAC 3250

TEL 5231 4883 ACN 007 286 975

NOTE: Certain dimensions shown hereon are subject to survey.



|                               |                  |
|-------------------------------|------------------|
| COLAC-OTWAY SHIRE             |                  |
| ENDORSED PLAN FORMING PART OF |                  |
| PLANNING PERMIT No. 1         | 0151108          |
| ISSUED DATE                   | 6/11/08          |
| SHEET 1 of 1                  | PLANNING OFFICER |

**PRELIMINARY  
COPY ONLY**



**OM082406-14.3      *Item for Signing and Sealing - Section 173 Agreement, 735  
Warrowie Road Irrewarra***

The applicant agreed to enter into a Section 173 Agreement as per condition 10 of Planning Permit PP296/06C that allowed for a Three (3) Lot Re-Subdivision.

Condition 10 reads:

10. An Agreement under Section 173 of the Act must be entered into with the owner of each lot created which ensures that the land may not be further subdivided so as to increase the number of lots. The Agreement must be registered on Title.

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 Devrome & Martin covenanting Certificate of Titles - Volume 8901 Folio 595; Volume 9287 Folio 978; Volume 9500 Folio 741 and Volume 9795 Folio 345 that the land may not be further subdivided so as to increase the number of lots.***

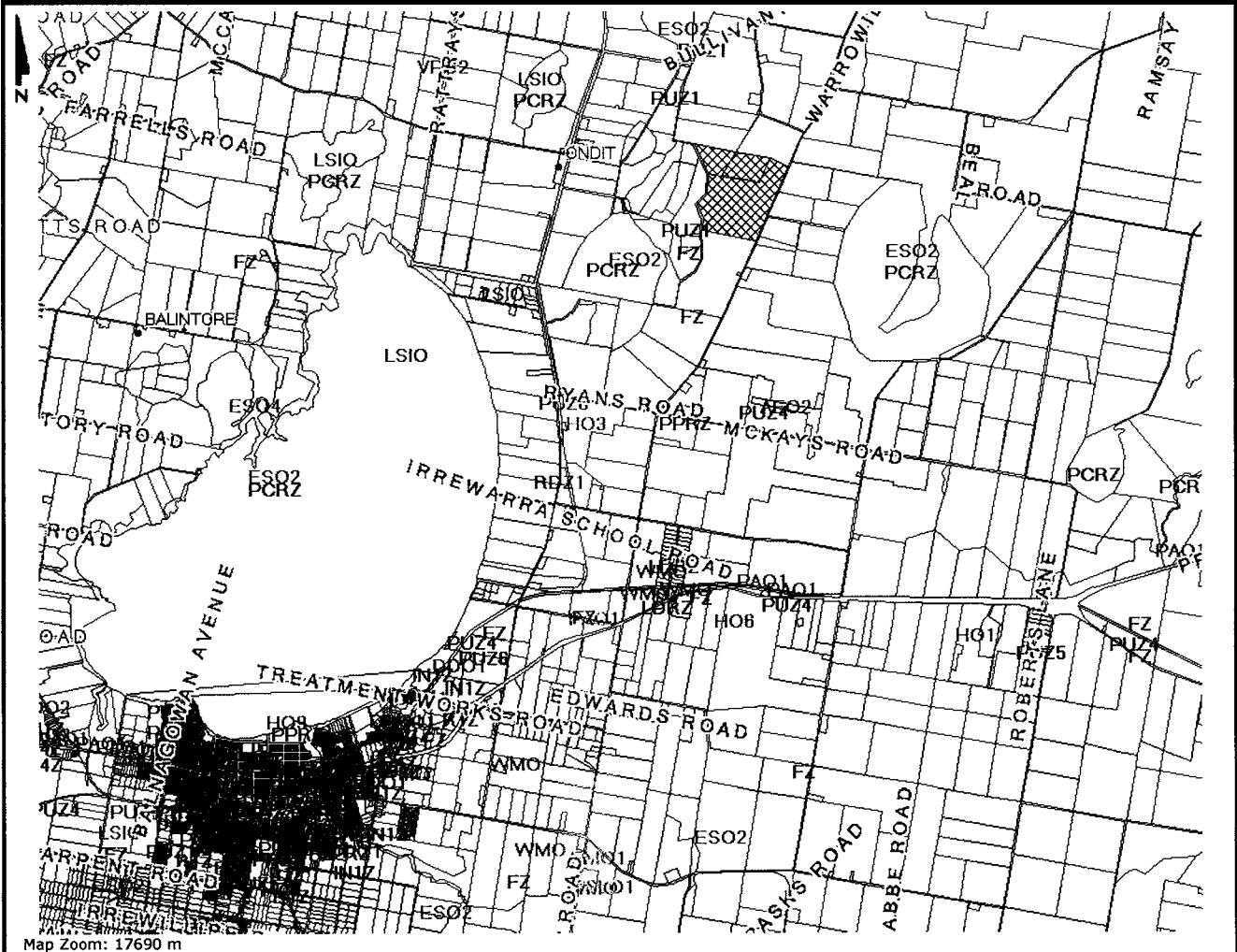
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# PLANNING DEPARTMENT Admin Map

Title : 735 Warrowie Road, Irrewarra



## Advertising (3)(Parcel)

| MI Key | assessnum | prop_address      | ratepayer                    | owner_add1 | owner_add2   | owner_add3 | owner_add4 | owner_add5 |
|--------|-----------|-------------------|------------------------------|------------|--------------|------------|------------|------------|
| 4825   | 810073500 | 735 WARROWIE ROAD | B P T MARTIN and J N DEVROME | 'SOHO'     | 15 SOHO ROAD | DRYSDALE   | VIC        | 3222       |
| 4892   | 810073500 | 735 WARROWIE ROAD | B P T MARTIN and J N DEVROME | 'SOHO'     | 15 SOHO ROAD | DRYSDALE   | VIC        | 3222       |
| 4893   | 810073500 | 735 WARROWIE ROAD | B P T MARTIN and J N DEVROME | 'SOHO'     | 15 SOHO ROAD | DRYSDALE   | VIC        | 3222       |

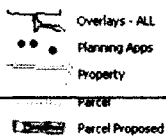
## Advertising-Zones (3)(Parcel)

| MI Key | title description | address           | Zone | Schedule | Name         | Parcel overlap |
|--------|-------------------|-------------------|------|----------|--------------|----------------|
| 4825   | CA 162            | 735 WARROWIE ROAD | FZ   |          | FARMING ZONE | 100%           |
| 4892   | LOT 1 TP243516    | 735 WARROWIE ROAD | FZ   |          | FARMING ZONE | 100%           |
| 4893   | LOT 1 TP401517    | 735 WARROWIE ROAD | FZ   |          | FARMING ZONE | 100%           |

## Advertising-Overlays (4)(Parcel)

| MI Key | title description | address           | Overlay(s) | Schedule(s) | Name                                            | Parcel overlap |
|--------|-------------------|-------------------|------------|-------------|-------------------------------------------------|----------------|
| 4825   | CA 162            | 735 WARROWIE ROAD | ESO        | ES02        | ENVIRONMENTAL SIGNIFICANCE OVERLAY - SCHEDULE 2 | 2%             |
| 4825   | CA 162            | 735 WARROWIE ROAD | LSIO       |             | LAND SUBJECT TO INUNDATION OVERLAY              | 30%            |
| 4892   | LOT 1 TP243516    | 735 WARROWIE ROAD | LSIO       |             | LAND SUBJECT TO INUNDATION OVERLAY              | 14%            |
| 4893   | LOT 1 TP401517    | 735 WARROWIE ROAD | LSIO       |             | LAND SUBJECT TO INUNDATION OVERLAY              | 63%            |

## Legend



PUBLIC CONSERVATION AND RESOURCE ZONE  
ROAD ZONE - CATEGORY 1  
FARMING ZONE  
RURAL LIVING ZONE  
TOWNSHIP ZONE  
PUBLIC USE ZONE - EDUCATION  
PUBLIC PARK AND RECREATION ZONE  
INDUSTRIAL 1 ZONE  
RESIDENTIAL 1 ZONE

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# PLANNING PERMIT

TO:  
BERES MARTIN / JO  
DEUROME  
15 SOHO ROAD  
DRYSDALE 3222

**Assessment No -** 8100 735 00  
**Permit No -** PP296/06C  
**Planning Scheme -** Colac-Otway Scheme  
**Responsible Authority -** COLAC OTWAY SHIRE

## ADDRESS OF THE LAND:

735 WARROWIE ROAD, IRREWARRA

## THE PERMIT ALLOWS:

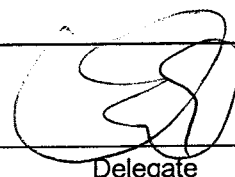
THREE (3) LOT RE-SUBDIVISION IN ACCORDANCE WITH THE ENDORSED PLANS.

## THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT

1. This permit will expire after two (2) years if the relevant plan of subdivision is not certified by the Responsible Authority, unless an extension of time is approved by the Responsible Authority. The written request for extension of time must be received before 3 months have elapsed after the date of expiry.
2. The subdivision layout as shown on the endorsed plan shall not be altered or modified without the written consent of the Responsible Authority.
3. No additional access points to any allotment, other than those which exist at the date of this permit, shall be provided to Warrowie Road or to Bullivant Road unless with the written consent of the Responsible Authority.
4. Access onto and within the property shall be constructed to the satisfaction of the Responsible Authority.
5. Any driveway must be constructed to an all weather surface to the satisfaction of the responsible Authority with a crossfall of 0.03m/m for sealed driveways and 0.06m/m for unsealed driveways. Where a concrete driveway is proposed the construction requirements shall be in accordance with the Colac-Otway Shire's Standard Vehicle Crossing drawing.

Date Issued 16.02.2007  
Date Amended 28.08.2007  
Date Amended 29.02.2007  
Date Amended 09.05.2008  
Date Amended 12.06.2008

Signature for the  
Responsible Authority



Delegate



**CONDITIONS CONTINUED FOR PERMIT NO. PP296/06C**

6. The driveway must enter the roadway perpendicular to the roads centre line and be in a safe location for users, pedestrians, cyclists and motorists by consideration of both vertical and horizontal sight distance to the satisfaction of the Responsible Authority.
7. Individual access must be provided onto each lot created and the subject access shall be constructed to the satisfaction of the Responsible Authority.
8. All run off from stormwater, including overflow from water storage and waste water, shall be taken to a legal point of discharge to the satisfaction of the Responsible Authority.
9. A minimum of a two row plantation shall be established along the western boundary of lot 3 within two years of the issue of this permit to the satisfaction of the Responsible Authority and then maintained to the satisfaction of the Responsible Authority.
10. An Agreement under Section 173 of the Act must be entered into with the owner of each lot created which ensures that the land may not be further subdivided so as to increase the number of lots. The Agreement must be registered on Title.
11. The owner of the land must enter into agreements with the relevant authorities (as appropriate) for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
12. All existing and proposed easements and sites for existing and required utility services and roads on the land must be set aside on the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
13. The plan of subdivision submitted for Certification under the subdivision Act 1988 must be referred to the relevant authority in accordance with section 8 of the Act.
14. Each dwelling shall be set back at least 4 metres and shed shall be at least 3 metres, from the proposed boundaries and the septic tank system for each dwelling shall be contained within each lot.

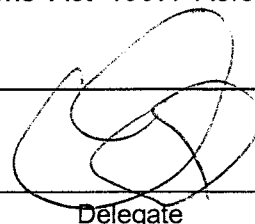
**Conditions Required by Telstra**

15. That the plan of subdivision for certification be referred to Telstra in accordance with Section 8 of the Subdivision Act 1988.
16. That the applicant pay to Telstra, the reasonable cost of any works necessary, as a result of the subdivision, to remove, or alter the position of any existing facility on the subdivision, or on any adjacent land or Government Road, pursuant to Clause 53 of Schedule 3 of the Telecommunications Act 1997. Refer – Dial Before You Dig process – Ph. 1100.

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**Date Issued 16.02.2007**  
**Date Amended 28.08.2007**  
**Date Amended 29.02.2007**  
**Date Amended 09.05.2008**  
**Date Amended 12.06.2008**

**Signature for the  
Responsible Authority**



Delegate



## CONDITIONS CONTINUED FOR PERMIT NO. PP296/06C

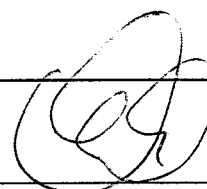
### Conditions Required by Powercor

17. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.
18. The applicant shall:
- Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards (A payment to cover the cost of such work will be required). In the event that a supply is not provided the applicant shall provide a written undertaking to Powercor Australia Ltd that prospective purchasers will be so informed.
  - Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issues by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor.
  - Set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision.
  - Alternatively, at the discretion of Powercor Australia Ltd a lease(s) of the site(s) and for easements for associated powerlines, cables and access ways shall be provided. Such a lease shall be for a period of 30 years at a nominal rental with a right to extend the lease for a further 30 years. Powercor Australia Ltd will register such leases on the title by way of a caveat prior to the registration of the plan of subdivision.
  - Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall be for the purpose of "Power Line" in favour of Powercor Australia Ltd.
  - Obtain for the use of Powercor Australia Ltd any other easement external to the subdivision required to service the lots.
  - Adjust the position of any existing easement(s) for powerlines to accord with the position of the lines(s) as determined by survey.
  - Obtain Powercor Australia Ltd's approval for lot boundaries within any area affected by an easement for a powerline and for the construction of any works in such an area.

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**Date Issued 16.02.2007**  
**Date Amended 28.08.2007**  
**Date Amended 29.02.2007**  
**Date Amended 09.05.2008**  
**Date Amended 12.06.2008**

**Signature for the  
Responsible Authority**



Delegate



## CONDITIONS CONTINUED FOR PERMIT NO. PP296/06C

- Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

### Conditions Required by Barwon Water

#### General

19. The creation of easements over all existing and proposed assets located within the subdivision in favour of the Barwon Region Water Corporation. The width of the easement is to be 10m.
20. Any plan submitted under the Subdivision Act 1988 must be forwarded to Barwon Water under Section 8 of the Act.

#### Water

21. The payment of New Customer Contributions for each additional lot created and/or each additional metered connection for water supply within the subdivision.
22. An additional tapping(s) is to be supplied to service the proposed development. A dimensioned plan showing location of all new tapplings relative to the allotment boundaries, and its number(s), is to be submitted, where a meter is not being fitted. Note that tapplings and services are not to be located under existing or proposed driveways.
23. Barwon Water's records indicate that an existing water service and meter is located on this property. A dimensioned plan showing the location of existing meters, and the location of the meter relative to the existing boundaries, and its number, is to be submitted. Private water service pipes are not permitted to cross allotment boundaries and must be plugged and abandoned at the boundaries of such allotments

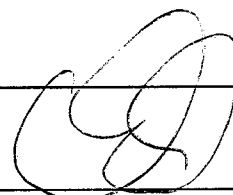
#### NOTES:

- a. Telstra will not consent to the issue of a Statement of Compliance until such time as the applicant provides satisfactory evidence of compliance with the above conditions.
- b. The developer is to apply to Barwon Water for details relating to costs and conditions required for the provision of water supply and sewerage services to the subdivision.

It would be appreciated if all communication between the developer/agent and Barwon Water quote Barwon Water reference number 60-066-08018.

Date Issued 16.02.2007  
Date Amended 28.08.2007  
Date Amended 29.02.2007  
Date Amended 09.05.2008  
Date Amended 12.06.2008

Signature for the  
Responsible Authority

  
Delegate



**OM082406-14.4      *Item for Signing & Sealing Section 173 Agreement, 120 Bungador School Road Bungador***

The applicant agreed to enter into a Section 173 Agreement as per condition 12 of Planning Permit PP176/08 that allowed for a 2 lot subdivision. The application was approved by VCAT.

Condition 12 reads

12. Prior to a statement of compliance being issued, the owner/applicant shall enter into an agreement with the Responsible Authority under Section S173 the Planning and Environment Act 1987 stating that:

- No further subdivision of either lot hereby approved.

Evidence of lodging of this agreement in accordance within Section 181 of 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 Great Southern Property Managers Limited covenanting Certificate of Title Volume 3703 Folio 531 that no further subdivision of either lot hereby approved.***

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**PLANNING  
PERMIT**

TO:  
TREVOR MCDOWELL  
TREVOR MCDOWELL  
LICENSED SURVEYOR  
PO BOX 2764  
ALLANSFORD 3277

**Assessment No -** 5265-120-00  
**Permit No -** PP176/07  
**Planning Scheme -** Colac-Otway Scheme  
**Responsible Authority -** COLAC OTWAY SHIRE

**ADDRESS OF THE LAND:**

120 BUNGADOR SCHOOL ROAD, BUNGADOR  
C/A 63, PARISH OF CARPENDAIT

**THE PERMIT ALLOWS:**

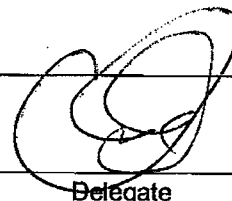
TWO (2) LOT SUBDIVISION IN ACCORDANCE WITH THE ENDORSED PLANS.

**THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT**

1. This permit will expire after two (2) years if the relevant plan of subdivision is not certified by the Responsible Authority, unless an extension of time is approved by the Responsible Authority. The written request for extension of time must be received before 3 months have elapsed after the date of expiry.
2. The plan submitted for certification must meet the requirements of the Subdivision Act 1988, as amended.
3. The Statement of Compliance will not be issued prior to all conditions in relation to subdivision on the subject Planning Permit being complied with to the satisfaction of the Responsible Authority.
4. The subdivision as shown on the endorsed plan must not be altered save, with the written consent of the Responsible Authority.
5. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.

**Date Issued 01.04.2008**

**Signature for the  
Responsible Authority**



Delegate



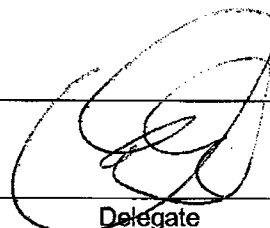
**CONDITIONS CONTINUED FOR PERMIT NO. PP176/07**

6. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
7. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the Relevant Authority in accordance with Section 8 of that Act.
8. Access onto and within the property must be constructed to the satisfaction of the Responsible Authority.
9. The driveway for Lot 2 should enter the roadway perpendicular to the roads centre line and be in a safe location for users, pedestrians, cyclists and motorists by consideration of both vertical and horizontal sight distances to the satisfaction of the Responsible Authority.
10. The driveway for Lot 2 must be constructed to an all weather surface to the satisfaction of the Responsible Authority.
11. Individual access must be provided onto each lot created and the subject access must be constructed to the satisfaction of the Responsible Authority.
12. Prior to a statement of compliance being issued, the owner/applicant shall enter into an agreement with the Responsible Authority under Section S173 the Planning and Environment Act 1987 stating that:
  - No further subdivision of either lot hereby approved.

Evidence of lodging of this agreement in accordance within Section 181 of 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.

**Date Issued 01.04.2008**

**Signature for the  
Responsible Authority**



Delegate



# PLANNING DEPARTMENT Admin Map

Title :



## Advertising (1)(Parcel)

| MI_Key | assessnum | prop_address             | ratepayer                                | owner_add1 | owner_add2   | owner_add3 | owner_add4 | owner_add5 |
|--------|-----------|--------------------------|--|------------|--------------|------------|------------|------------|
| 235    | 526512000 | 120 BUNGADOR SCHOOL ROAD | GREAT SOUTHERN PROPERTY MANAGERS LIMITED |            | P O BOX 5363 | ALBANY     | WA         | 6331       |



























## Advertising-Zones (1)(Parcel)

| MI_Key | title description | address                  | Zone | Schedule | Name         | Parcel overlap |
|--------|-------------------|--------------------------|------|----------|--------------|----------------|
| 235    | CA 63             | 120 BUNGADOR SCHOOL ROAD | FZ   |          | FARMING ZONE | 100%           |

## Advertising-Overlays (1)(Parcel)

| MI_Key | title description | address                  | Overlay(s) | Schedule(s) | Name                               | Parcel overlap |
|--------|-------------------|--------------------------|------------|-------------|------------------------------------|----------------|
| 235    | CA 63             | 120 BUNGADOR SCHOOL ROAD | LSIO       |             | LAND SUBJECT TO INUNDATION OVERLAY | 19%            |

## Legend

|   |                  |   |                                       |
|---|------------------|---|---------------------------------------|
|  | Overlays - ALL   |  | PUBLIC CONSERVATION AND RESOURCE ZONE |
|  | Planning Apps    |  | ROAD ZONE - CATEGORY 1                |
|  | Property         |  | FARMING ZONE                          |
|  | Parcel           |  | RURAL LIVING ZONE                     |
|  | Parcel Proposed  |  | TOWNSHIP ZONE                         |
|  | Crown Land       |  | PUBLIC USE ZONE - EDUCATION           |
|  | Easement         |  | PUBLIC PARK AND RECREATION ZONE       |
|  | Watercourse      |  | INDUSTRIAL 1 ZONE                     |
|  | Floodway (CMA)   |  | RESIDENTIAL 1 ZONE                    |
|  | Floodplain (CMA) |  | BUSINESS 1 ZONE                       |
|   |                  |  | BUSINESS 4 ZONE                       |
|   |                  |  | LOW DENSITY RESIDENTIAL ZONE          |
|   |                  |  | PUBLIC USE ZONE - TRANSPORT           |
|   |                  |  | INDUSTRIAL 3 ZONE                     |
|   |                  |  | RURAL CONSERVATION ZONE - SCHEDULE 2  |
|   |                  |  | INDUSTRIAL 2 ZONE                     |
|   |                  |  | SPECIAL USE ZONE - SCHEDULE 1         |
|   |                  |  | URBAN FLOODWAY ZONE                   |

\*\* Not all layers depicted here are necessarily shown on map \*\*

## Disclaimer

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**Colac Otway Shire**  
2-6 Rae Street.  
COLAC, VIC. 3250  
Ph: 03 5232 9400  
Fax: 03 5232 1046  
Email:  
[info@colacotway.vic.gov.au](mailto:info@colacotway.vic.gov.au)  
Web:  
[www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)



This map is produced on the Geocentric Datum of Australia (GDA94). GDA94 supersedes the Australian Geodetic Datum 1966 (AGD66). Colac-Otway Shire Council uses the Map Grid of Australia (MGA94) Zone 54 projection.



**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>SUBJECT</b>                      | <b>REASON</b>  | <b>SECTION OF ACT</b>          |
|-------------------------------------|--|--------------------------------|
| <b><i>Licencing Issue</i></b>       | <b><i>Matter may prejudice Council or any person</i></b> | <b><i>Section 89(2)(h)</i></b> |
| <b><i>Road Management Issue</i></b> | <b><i>Matter may prejudice Council or any person</i></b> | <b><i>Section 89(2)(h)</i></b> |
|                                     | <b><i>Legal Advice</i></b>                               | <b><i>Section 89(2)(f)</i></b> |
|                                     | <b><i>Personnel Matter</i></b>                           | <b><i>Section 89(2)(a)</i></b> |
|                                     |  |                                |