

**Colac Otway
SHIRE**

AGENDA

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

28 JANUARY 2009

at 6.00 pm

**COPACC Meeting Room
Rae Street, Colac**

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

COLAC-OTWAY SHIRE COUNCIL MEETING

28 JANUARY 2009

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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 28 January 2009 at 6.00 pm.

AGENDA

1. OPENING PRAYER

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

AMEN

2. PRESENT

3. APOLOGIES

4. MAYORAL STATEMENT

Colac Otway Shire encourages active community input and participation in Council decisions. Council meetings provide one of these opportunities as members of the community may ask questions relating to matters being considered by Council at the current meeting. Questions not related to current agenda items can be made in writing and will be addressed if received within two days of the Council meeting. Council meetings also enable Councillors to debate matters prior to decisions being taken.

I ask that we all respect each other during this process by:

- being courteous and respectful in the way in which you speak;
- not speaking unless you have been permitted to by me as chairperson;
- respecting the local laws which govern meeting procedure (copies of these are here for your information); and
- understanding that I have a responsibility to ensure proper meeting procedure and the upholding of the local law.

Thank you, now question time. 30 minutes is allowed for question time.

1. Questions received in writing prior to the meeting
2. Questions from the floor

5. QUESTION TIME

6. DECLARATION OF INTEREST

7. CONFIRMATION OF MINUTES

- Ordinary Meeting of the Colac-Otway Shire Council held on the 16/12/08.

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

- OM092801-1 CEO'S PROGRESS REPORT TO COUNCIL
OM092801-2 BARWON WATER COLAC REGION COMMUNITY ADVISORY GROUP -
MEMBERSHIP INVITATION

Corporate and Community Services

- OM092801-3 HALF YEAR PROGRESS REPORT

Infrastructure

- OM092801-4 COLAC LIVESTOCK CENTRE - CLOSURE OF TRUCK WASH
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Sustainable Planning and Development

- OM092801-7 FEES FOR RESOLUTION OF WORKS WITHOUT A BUILDING PERMIT
OM092801-8 COLAC AND APOLLO BAY CAR PARKING STUDY

GENERAL BUSINESS

OM092801-9 General Business

- OM092801-9.1 ITEM FOR SIGNING AND SEALING - SECTION 173 AGREEMENT, 185
MAIN STREET, ELLIMINYT
OM092801-9.2 ITEM FOR SIGNING AND SEALING - SECTION 173 AGREEMENT, 1105
CORANGAMITE LAKE ROAD, ALIVE

Jack Green
Acting Chief Executive Officer

CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion

W = Withdrawal

ITEM	D	W
<p><u>CHIEF EXECUTIVE OFFICER</u></p> <p><u>OM092801-1 CEO'S PROGRESS REPORT TO COUNCIL</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council receive the CEO's Progress Report to Council for information.</i></p>		
<p><u>OM092801-2 BARWON WATER COLAC REGION COMMUNITY ADVISORY GROUP - MEMBERSHIP INVITATION</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p>That Council nominates Cr.....as the Colac Otway Shire Council representative on the Barwon Water Community Advisory Committee and writes to Barwon Water to advise of this nomination.</p>		

Recommendation

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

MOVED

SECONDED

OM092801-1 CEO'S PROGRESS REPORT TO COUNCIL

AUTHOR:	Jack Green	ENDORSED:	Jack Green
DEPARTMENT:	Executive	FILE REF:	GEN00460

EXECUTIVE**2009 Australia Day Celebrations**

Australia Day Celebrations were held on Monday 26 January 2009 at the Forrest Public Hall, Forrest.

The event commenced at 10.30am with entertainment provided by the Colac City Band, formal proceedings followed at 11.30am including the flag raising ceremony, speeches, presentations to the Citizens of the Year and the citizenship ceremony.

The Australia Day Ambassador for the Forrest event was Mr Joe Cannatelli who founded JC's Quality Foods, who spoke about what being Australian means to him. Entertainment continued with country artist Leigh Moneghetti and a dance performance of "My Island Home" by the Forrest Dance Group.

A free sausage sizzle was provided by the Forrest Lions Club from 12.30-1.30pm and afternoon tea was available from the Neighbourhood House commercial kitchen. Free children's activities were also available. The event concluded at 2.30 pm.

This year 3 residents became Australian Citizens, they were Guor Gil (Sudan), David Pilley (England) and Rene Remmerswaal (Netherlands).

Colac Early Learning Centre

Mayor Brian Crook, Acting Chief Executive Officer Jack Green, General Manager Corporate and Community Services Colin Hayman, Manager Recreation, Arts & Culture, Marg Scanlon and Children and Family Services Coordinator, Christine Gurrie met with representatives of Commonwealth and State Governments and the owners of the premises and prospective licensees Marcus and Robyn Finch to resolve the Colac Early Learning Centre issue.

Since the centre's closing was announced in late December 2008, all parties have been in regular contact and working cooperatively with the key aim of transferring the licence to manage the facility to Marcus and Robyn Finch. The aim of the meeting was to gain updates from all those involved on the status of the child care centre and what actions are required to ensure that the facility remains open past 19 January 2009.

As announced publicly in recent weeks, the Centre will remain open, maintaining childcare services for 120 families and saving around 15 jobs.

This is an excellent outcome for the community, achieved in a cooperative process with the strong leadership of the Mayor Brian Crook.

Heathfield Estate Public Open Space

Approximately 11ha of public open space was donated to Council in the past as part of the Heathfield Estate residential subdivision between Apollo Bay and Marengo. This land lies immediately to the north of the subdivision and abuts the Barham River. The land would form part of the Great Ocean Green golf course/residential subdivision if it was to proceed. The planning scheme amendment to rezone this land for that purpose (C29) was adopted by Council in 2008 and is with the Planning Minister for a decision. Council passed a resolution

at its meeting on 16th December 2008 to seek community views about the interim use of this land. The public is to be given until close of business Friday 6 March 2009 to make submissions on how the land should be used in the interim until a decision on C29 is received from the Minister. An information sheet on the issue has been prepared and is available from the Council web site, or by contacting Customer Service on 5232 9400. A public meeting will be held in February 2009 at Apollo Bay which will provide an opportunity for views to be expressed. Details of the meeting will be publicised prior to the meeting. Submissions are encouraged to be made in writing and should be received by the Shire before 6 March 2009.

CORPORATE AND COMMUNITY SERVICES

Transport Connections Update

The *Transport Routes and Networks* proposal for a Transport Connection Program (TPC) Community Consultation/Asset mapping strategy for Colac Otway Shire between 2008-2010 is displayed on our website and links into the Department of Planning and Community Development (DPCD) online community. Feedback and discussion from the Joint Steering Committee meeting is sought regarding the three Community Engagement Plan samples received in January 2009.

Local Advisory Group Meeting

The first meeting for 2009 of the Local Advisory Group will be held on Tuesday 10 February 2009.

Apollo Bay-Forrest-Barwon Downs Bus Service

The draft proposal for an Apollo Bay bus service has received feedback from Department of Transport. If successful, the service will commence 1 April 2009 and finish on 30 June 2010.

Apollo Bay Summer Shuttle Bus

Thanks to the Department of Transport (DoT) for their assistance to the Apollo Bay Chamber of Commerce and Colac Otway Shire for this shuttle bus service between Marengo-Skenes Creek over summer. TCP helped to link these partners, and contributed funds for advertising.

Colac-Lorne Seasonal Bus

2000 brochure timetables have been distributed through School newsletters (Colac Secondary, Trinity College, Birregurra Primary, Otway Community College), Colac employment agencies, local businesses (all of Main Street Birregurra, several Colac businesses particularly eating places), Birregurra Community Health Centre, Neighbourhood Houses (Colac, Cressy, Gellibrand, Forrest, Apollo Bay), South West Do Care, Colac West Rotary, Colac Area Health, Youth Council, newspapers (Birregurra Mail, The Colac Herald, the Echo, The Extra – media releases and paid advertisements), Visitor Information Centres (Colac & Apollo Bay).

1500 pocket-sized timetables are being distributed over summer through Colac and Apollo Bay Visitor Information Centres, Colac Otway Shire Offices and from the bus driver.

25 posters have been displayed at V/Line stations (Colac, Birregurra & Geelong), Neighbourhood Houses and several Colac & Birregurra business organisations.

Colac-Lorne Seasonal Bus Review

Colac-Lorne Bus Service surveys were being completed during January. Surf Coast Shire, Colac Otway Shire and Department of Transport are each surveying three days during the weeks 5-23 January 2009 providing feedback for a review.

Comments collected include: 'Great opportunity to visit Lorne without hassle of driving also parking.' (51-65 years) 'All buses have been on time and has made it possible for me to work in Lorne this summer.' (19-25 years) 'It's so good for work and going to the beach. I'm sure it would be even more successful if it was a hot summer. It should run every year!' (under 18)

Recreation

Birregurra Skate Park

Council's Planning Department has officially notified the Birregurra Community Group that a planning permit for the Birregurra Skate Park has been issued. Tender proceedings for the development of the Birregurra Skate Park are expected to commence early February 2009.

Multi-purpose sports field legacy project

Three tenders were received for the redevelopment of the Central Reserve Hockey Field Redevelopment. Tenders are being considered and a contractor will be awarded the tender with on site works scheduled to commence in February 2009.

Current Funding Opportunities

Recreation Reserve Committees and Clubs are encouraged to consider the two current funding opportunities which provide funding towards drought relief through water harvesting infrastructure or sustainable surfaces and the improvement of football and netball facilities. The Sport and Recreation Victoria Drought Relief Funding and the Country Football Netball Program are currently open for applications.

Country Football Netball Program

An application to resurface one netball court and install lighting and new shelters at the Forrest Recreation Reserve netball facility is to be resubmitted to the Sport and Recreation Victoria Country Football Netball Program by 31 January 2009.

Western Eagles Netball Club has expressed interest to redevelop the netball courts located at the Irrewillipe Recreation Reserve. Council will meet with relevant groups to determine funding criteria in early February 2009.

Lease Agreements

The lease agreements between Colac Otway Shire and Colac and District Cricket Association Inc. and Colac and District Football Umpires Association Inc. have been finalised. The lease agreements have been made for a five (5) year period.

Cricket Victoria

The Cricket Victoria Grants Program – General Facilities is currently available until 11 February 2009. The program is designed to assist Victorian Clubs and Associations in providing opportunities for people to play cricket. For season 2008/09, funding is available to Clubs and Associations for the primary purpose of improving playing and practice facilities.

Bluewater Fitness Centre

Project Summary

Resealing and varnishing of the stadium floor is complete this also includes the minor aerobics hall. These works are completed over a 21 day period and are completed every two years to assist the overall longevity of the floor surfaces.

Maintenance/Minor works

3 additional ceiling fans installed in the Gymnasium improving air flow above the cardio equipment.

Programming

Term 4 Learn to Swim lessons concluded in December 2008 with all students being assessed and receiving feedback concerning skill progress and development. Program enrolments for the Learn to Swim Program scheduled for 5–23 January 2009 have commenced.

The “Go for Your Life” Seniors Strength Training Program funded by the State Government was launched in Gellibrand in December 2008.

COPACC**Meetings**

Many of the Colac Otway Shire departments commenced their wind down to the festive season including the Family Day Care Co-ordinators. Apart from the usual suspects for the month a main focus in early December was the inaugural meeting of the new Colac Otway Shire Council. The new Civica system rollout and training was also commenced and will continue for a good portion of the year.

Events

Our centre hosted a terrific variety of events across the month. The Skills Connection ‘family’ had a wonderful celebration at their All Abilities Cabaret held in the Civic Hall. Local musical talent was once again showcased with two of our teachers; Pam Radcliffe and David Stewart, holding their annual recitals also in the Civic Hall. The Year 12 students of CSC Hearn St Campus were farewelled at their annual Presentation Night. The Swearing in Ceremony for the new Councillors was conducted and congratulations were extended to our new mayor, Mr Brian Crook. The organisers of the Relay for Life also utilised our gallery space to launch their March event.

Exhibitions

The Colac Specialist School and Colac Camera Club held their annual exhibitions in the COPACC gallery drawing a great deal of interest from many members of the community.

Events**New Events Project successfully funded**

The Colac Otway Shire successfully gained approval for a new project “Events – Make them your business!” under the Rural Economic Development Opportunities Fund, a Small Towns Victoria Program initiative funded by Regional Development Victoria. This project will specifically benefit the townships of Colac, Birregurra, Forrest and Apollo Bay. The aim of the fund is to enable councils – alongside their business and community members – to deliver innovative projects, feasibility studies and economic development opportunities to benefit their municipality.

This project aims to equip business and community groups with information and skills to maximise the impact of events, including the economic, marketing, promotional and public relation advantages that they afford. This project will deliver a marketing plan equipping businesses and community groups with the capacity to positively respond in an entrepreneurial capacity to the increased number of events. Workshop based training and further information will be provided on marketing and promotional opportunities created by events and how to capitalise on the increased numbers of visitors attracted to

townships/areas due to festivals and events. The project will be delivered over a twelve month period.

E Team meetings – January/February

E Team meetings will reconvene for 2009 in the second week of February to accommodate event organisers and Council staff on holidays during the busy summer period. The purpose of the E Team (Events Team) is to certify the delivery of safe events by ensuring that event organisers understand and meet Council compliance regulations. An integrated, cross organisational approach is applied with event organisers invited to meet with Officers from eight Council departments who are responsible for the event approval process.

The February E Team meeting will comprise debriefs for events conducted in late 2008 and a review of event applications for events conducted in July/August 2009.

Third Annual Great Ocean Sports Festival 2009

Over 1000 athletes and 2500 spectators alike are expected to converge on the beachside resort town of Apollo Bay on 7 – 8 February 2009, for the third annual Great Ocean Sports Festival. This sporting spectacular will cater for a wide range of sporting enthusiasts from social weekend joggers, swimmers, cyclists, anglers and surfers, through to elite athletes.

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

Otway Odyssey 2009

The 100km "Otway Odyssey" Mountain Bike Marathon will take place in the Apollo Bay / Forrest region on Saturday, February 21, 2009, starting on the main street of Apollo Bay, passing through Forrest oval twice and finishing at Forrest oval. The event also includes a 50km beginner race that will start in Apollo Bay and finish at Forrest oval. Registration for all competitors will take place at the Forrest Recreation Reserve in 2009 instead of on the foreshore at Apollo Bay. Entries are limited to 1,000 riders in the 100km event, 500 riders in the 50km event and 250 riders in the 15km event.

With a comprehensive marketing & publicity plan, it is anticipated that the event will attract a total of 1750 competitors on race weekend. Together with family/friends and spectators, the total number of visitors to Apollo Bay & Forrest on race weekend is expected to be at least 4,000, delivering an economic benefit to the Region in excess of \$1,000,000.

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

It is hoped that this race will gain a reputation as one of the world's best 1 day mountain bike races, and that an increasing number of international participants travel to Apollo Bay & Forrest each year for training and for the race.

Event organisers have elected to scale down the Forrest Festival which has previously coincided with the running of the Otway Odyssey event. A smaller festival and entertainment point for competitors, families and visitors to the event will still be provided but at a reduced size.

Upcoming Events

Events which will be held throughout Colac Otway in February include the Hoot 'N' Nanny (14 February at Irrewillipe), the GO Sport Festival (7-8 February, Apollo Bay), and the Otway Odyssey (21 February Apollo Bay to Forrest).

INFRASTRUCTURE AND SERVICES**Extra Recycling Pickup - Apollo Bay**

Following customer complaints about the volume of waste and recycling in Apollo Bay over the Holiday period additional recycle pickups were organised for the township of Apollo Bay for 13 and 27 January. This helped with the high volume of waste created due to the influx of visitors that Apollo Bay experiences during peak seasons. The concept of an additional recycle pick up throughout the Shire following the Christmas period was highlighted in the Best Value Review as an item for consideration and will be considered in the new waste collection contract.

Waste Education

Colac Otway Shire in conjunction with the Apollo Bay and Kennett River Public Reserves Foreshore Committee has placed a trailer advertising Litter Prevention on the foreshore at Apollo Bay opposite Pisces Caravan Park for the Christmas /January period.

Waste Collection Issues

Litter pickups along the Coast continue to be a concern due to the high volume of visitors along the coastal area. This is accentuated by the high volumes of tourists visiting and/or camping at National Parks where no litter bins are supplied.

Risk Mitigation Funding – Port of Apollo Bay

Risk Mitigation funding applications were invited in August 2008 by the Department of Sustainability and Environment (DSE) for Port of Apollo Bay related works. Three funding applications were submitted as below:

1. Re-armouring of approximately 30m section of main breakwater adjoining to the groyne area
2. Sand study incorporating dredging options and clearing of groyne
3. Upgrade of slipway rails

Switchboard Upgrade Program

Council presently has an ongoing annual program to replace and upgrade existing switchboards located in its buildings. This program is based on building maintenance audit outcomes which were compiled in 2006 and seeks to improve overall electrical safety for facility users. Switchboards at the Colac Cricket Ground Clubrooms and Gellibrand depot have recently been replaced. Other buildings included on the 2008/09 Program are the Eastern Reserve Clubrooms, Colac Visitor Information Centre, and the Memorial Square Public Toilets.

COPACC Painting

Quotations are presently being sourced from suitably experienced and resourced contractors to complete painting of the external areas of the COPACC building. Any cost savings will be redirected to painting of internal finishes.

Memorial Square Upgrades

Additional picnic settings have been recently installed in Memorial Square. These settings have been provided adjacent to existing barbeque facilities located along Dennis Street and are Discrimination and Disability Act compliant.

Working from Heights Safety Improvements

There is a need for access to roofs and for working at heights in the course of the maintenance and operation of Council's various building and facility types. Common roof tasks include; installation and maintenance of air-conditioning/heating units, roof maintenance and repair, repair and cleaning of spouting, guttering, and downpipes, installation of skylights, vents, etc.

In accordance with Council's obligations under the *Occupational Health and Safety Act 2004* to provide a safe working environment, a number of fall prevention improvements have been made to Council buildings. These works included the installation of a safe roof access system to Blue Water Fitness Centre and provision of railing on the roof of the Rae Street Administration building. Further to this, fixed covers over skylights located at COPACC and the Colac Library are to be installed.

Routine Maintenance Inspections

As per the requirements of Council's Road Management Plan, routine inspections of Council's Road network are undertaken to inspect asset condition and identify defects. In accordance with the inspection requirements, Council's Link Road network has been completed, and approximately 80% of the Collector Road network is completed. Main defects identified during the inspections related to damaged or missing road signage, damaged or missing guide posts and pavement edge drop offs where shoulder material requires topping up.

Special Charge Schemes UpdatePound Road, Colac*Road Construction*

Construction of Pound Road is programmed in the 2008/2009 Capital Works Program. Tenders were advertised in August 2008, with the contract awarded following the September 2008 Council Meeting. The Contract was awarded to Lake & Land Pty Ltd. The contractor has indicated works will commence at the end of January 2009, with a construction period of 6-8 weeks.

Morrison Street*Road Shoulder Construction*

Further meetings have been held with the Residents Representative Committee, which indicated there is minimal support among the residents for the proposal to continue.

Another survey will be forwarded to all residents at the end of January to gauge support for the proposed construction of the unsealed shoulders of Morrison Street by way of a Special Charge Scheme.

The outcome of the survey will determine if further work is undertaken on the development of a Special Charge Scheme.

Sinclair Street South*Road Construction*

Following a meeting of all residents, surveys were sent seeking their feedback on whether they wish Council to further investigate the project by way of a Special Charge Scheme.

The results indicate mixed support for the further investigation of the construction of Sinclair Street by way of a Special Charge Scheme. Strong support exists for the construction of Sinclair Street between Pound Road and Aireys Street, however no support exists for the construction of Sinclair Street between Aireys Street and Irrewillipe Road.

Residents have been advised the project scope will change to reflect the survey results, with further investigation and the development of a preliminary design in progress for the construction of Sinclair Street South between Pound Road and Aireys Street.

Binns Road Bridge - Design And Construct

A contract was awarded to Van Ek Contracting Pty. Ltd. in October for the design and construction of a replacement structure for the bridge on Binns Road over the Aire River.

The new bridge will consist of a single span with concrete deck and designed with no reduction of waterway area. Currently the existing bridge is a two span, timber deck structure.

Works have been programmed to commence on site on 7 March and are expected to be completed by the end of March 2009. The road will be closed to traffic during the construction period.

Discussions have been held with Vicroads and timber industry representatives to develop a traffic management plan to be implemented on adjoining roads during the bridge closure.



View of existing timber bridge in Binn's Road

CosWorks Update

Maintenance program works are continuing, with no unusual maintenance expenditure occurring to date. The following gives a brief outline of the main maintenance programs –

- Minor Patching and Regrading ongoing and being carried out as weather permits,
- Roadside slashing commenced and being carried out as weather permits,
- Linemarking of Parking Bays and Bike lanes has begun in Colac,
- Annual Major Drainage Works programs have begun in all areas,
- Township mowing continues in all areas

Other works that have been completed include the switchboard upgrades and emergency stop devices fitted at the Apollo Bay and Colac depots.

Slip Rehabilitation

Works have commenced on the rehabilitation of the Lardner's Track Slip, located at chainage 3.1km. It is anticipated the works will be completed by mid February provided no unfavourable weather is experienced.

Asset Management and Budget Preparation

Officers have been finalising the Asset Management Plans in anticipation of presenting the findings to Council in the lead up to the Budget process. The Asset Management Plans will determine the levels of expenditure required to maintain the current assets and identify any shortfall that may exist between actual expenditure levels and required expenditure levels in relation to the various asset categories.

Officers have also been compiling potential Capital Works projects for presentation to and consideration by Council as part of the budget process.

Tenders

Tenders closed prior to Christmas for Engineering Consultants to assist with the implementation of various Capital Works Programs. The tenders will be reported to the February Council meeting.

SUSTAINABLE PLANNING AND ENVIRONMENT**Amendment C55 (Planning Scheme Review)**

Council is currently awaiting approval of Amendment C55 by the Minister for Planning. Once approval is given, Council Officers will commence the preparation of a "follow-on" amendment as recommended by the Panel report to rezone a small number of properties that were supported by the Panel following consideration of submissions. Authorisation to proceed with the amendment will be sought from the Minister early in 2009.

Amendment C12 (Update of Flood Mapping)

Amendment C12 updates the mapping of flood overlays in the Colac Otway Planning Scheme. Public exhibition of Amendment C12 finished on the 31 October 2008 with 13 submissions received. These submissions have been forwarded to the Corangamite Catchment Management Authority (CCMA) for comment prior to a report to Council on the submissions early in 2009. The report may recommend changes to the amendment that respond to submissions and/or that the submissions be referred to an independent Panel.

Beeac Broiler Farm Proposals

The VCAT hearing has been scheduled for late April 2009 and the Environment Risk Assessment (ERA) was received in December 2008 for both farms. The ERA has been referred to the Environment Protection Authority and Department of Primary Industries. No comments have been received from the referral authorities to date.

Once comments have been received from the referral authorities, Council Officers will report the matter to Council at the next available Planning Committee Meeting. This is likely to be the February or March 2009 meeting. Council Officers will be seeking resolution of Councils position on the applications so that officers can advocate that position at the VCAT hearing. Reports will be placed on the agenda of a Planning Committee meeting for that purpose, and all parties will be invited to attend in the normal fashion. As the applicant has appealed to VCAT under failure to grant provisions of the Planning and Environment Act, Council cannot make a decision on the applications but can resolve on a position for Council Officers to advocate at the hearing.

Car Parking Study for Colac and Apollo Bay

Maunsell Australia Pty Ltd has been appointed to undertake this project. The project has commenced with surveys of carparking being conducted on the 9 January 2009 in Apollo Bay. The project will assess parking needs in the two towns, and make recommendations for how parking should be managed in the future, with direction given to Council on planning policy to be applied to commercial permit applications.

Victorian Coastal Strategy 2008

The State Government released the Victorian Coastal Strategy 2008 on the 10th December 2008. The Strategy provides a framework for the planning, management and sustainable use of the Victorian coastline. The Strategy focuses on the preservation of the coastal, estuarine and marine environments and directly responds to the challenges of climate change, coastal population growth and marine ecological integrity. The Strategy has already been given legislative weight by incorporating planning provisions in the State Section of all planning schemes by the introduction of Clause 15.08. The State Government has also prepared a Ministerial Direction No. 13 and a General Practice Note to provide guidance around how planning and responsible authorities should begin to consider climate change on the coast as part of planning approval processes.

The Strategy identifies the need to plan for a sea-level rise of not less than 0.8 metres by 2100, and allows for the combined effects of tides, storm surges, coastal processes and local conditions such as topography and geology when assessing risks and impacts associated with climate change.

Fire Prevention

The major fire prevention inspection process has been completed. As part of the process over 1300 fire prevention notices were issued. Follow up inspections that are nearly complete have identified 30 properties so far that have not been managed in accordance with the requirements of the fire prevention notice. Contractors have been organised to clean up these properties. Accordingly Infringement notices will be sent to the owners of these properties and a bill for the cost of the clean-up operations will be added to their rates notice.

Once the inspections process is complete the Municipal Fire Prevention Officer and Local Laws Officers will continue to monitor fire prevention activities and issue fire prevention notices where breeches are observed during their standard patrols across the Shire.

Although it is disappointing that infringements need to be issued it is encouraging that only a small proportion of the properties issued with fire prevention notices did not comply with the requirements. It is important to note that inspections are being conducted on the Shire's own land and where necessary notices will be issued to ensure that the appropriate works are carried out by COSworks. Once the fire season is over a meeting of the Municipal Fire Prevention Committee will be organised to examine how the fire prevention process may be further improved for the next fire season.

Fairy Grass Management on Lake Colac

Colac Otway Shire, Colac Fire Brigade (CFA) and Department of Sustainability and Environment (DSE) are intending to burn the Fairy Grass on the bare areas of Lake Colac, subject to weather conditions. Fairy Grass, which is a native species of grass, has grown on the exposed lake bed resulting in a prolific number of grass heads. The heads pose a significant fire hazard when they blow around and accumulate against buildings and fences. Fairy Grass has created major problems in Ballarat where the grass was allowed to first grow around the exposed edges of Lake Wendouree and then spread across the lake bed once it was completely dry. This made management of the Fairy Grass very difficult.

The key learning from the Ballarat experience is to burn the grass along the edges before it starts spreading across the lake. Accordingly, CFA and DSE crews will conduct a burn when the grass heads are sufficiently dry and as soon as weather conditions are favourable to do so. This burn has been delayed on a number of occasions due to inappropriate weather conditions.

Measures will be taken to ensure that the fire does not spread and that adjoining landholders are protected. In addition the burn will be carried out in a manner that will protect the reed beds and other environmentally sensitive areas around the Lake's perimeter. A media release has been issued and notices delivered to adjoining landholders making them aware that a burn will be carried out and asking that the community avoid the area during the burn for safety reasons.

Signs have been recently installed around the northern edge of the lake to warn the public of the dangers of accessing the dry lake bed due to public safety concerns.

Visitor Information Centres

Both centres are experiencing their busiest time of the year. Visitor enquiry numbers are consistent with previous years, if not up slightly. Colac Visitor Information Centre has a new publicly accessible computer for visitors to use, and it is proving to be a valuable resource. Great Ocean Road Visitor Information Centre now has a WiFi Hot Spot, which allows owners of laptops to log into the internet in or around the centre using their own computers. Both the Hot Spot and the new computer are generating income for the centres.

Small Towns Improvement Program

Applications for the 2009/10 program are now being assessed. The State funding for Barwon Downs has been approved and announced and works have commenced on the redevelopment of the Old School Grounds. Other projects that are also seeking State Funding are the Birregurra Park Upgrade and the Beeac Windmill Park and History Walk.

Federal Funding for Community Infrastructure

A submission regarding Council's allocation of projects under the Regional and Local Community Infrastructure Program has been submitted to the Department of Infrastructure, Transport, Regional Development and Local Government in accordance with the resolution of Council at the 16 December 2008 meeting. Submissions have been lodged for expenditure under both the \$2m and \$525,000 programs.

Colac Turf Club

The Economic Development Unit is working with the Colac Turf Club to develop a proposal to submit to Racing Victoria Ltd (RVL) to challenge RVL's decision to downgrade the facility. The impact of the downgrade would be to withdraw training facility funding and strip the club of two of its annual meetings. The decision from RVL will have wide-spread ramifications across the community. A report will be submitted to the February Council meeting that indicates the nature of the proposed submission.

Recommendation(s)

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

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**OM092801-2 BARWON WATER COLAC REGION COMMUNITY ADVISORY GROUP -
MEMBERSHIP INVITATION**

AUTHOR:	Jack Green	ENDORSED:	Jack Green
DEPARTMENT:	Executive	FILE REF:	GEN 00460

Purpose

To seek a Councillor nomination, to fill a vacancy on a Community Advisory Group (CAG) to be established by Barwon Water for the Colac region.

Background

Following discussions at a Colac Otway Shire/Barwon Water meeting in September 2008, the Barwon Water Board agreed at its meeting of 23 October 2008, to create a CAG in the Colac region to work in conjunction with the existing Barwon Water Customer Consultative Committee (CCC) as part of the ongoing consultation and feedback framework which assists Barwon Water to meet its strategic objectives.

Council has subsequently received a letter dated 23 December 2008, and a copy of the CAG Charter (attached), from Barwon Water inviting Council to nominate a Councillor to fill one of the vacancies on the CAG.

Corporate Plan/Other Strategies/Policy

This proposal is consistent with the Council Plan Strategy of strong leadership, in that being a part of this committee is part of Council's Governance advocacy services to the community.

Strong Leadership Objective – Council Plan “providing strong community leadership, governance and advocacy services which will benefit the community now and into the future.”

Issues/Options

This invitation provides an opportunity for Council to have representation on this advisory committee and to have input into the strategic direction taken by Barwon Water in relation to two of the emerging key issues facing today's communities, including water service provision and environmental sustainability.

Option 1 To accept the invitation and take up the opportunity to participate as a member of the CAG, providing community input into Barwon Water's decision making processes.

Option 2 To decline the invitation and not participate.

The recommended option is Option1.

Proposal

The primary role of the CAG is to:-

- Provide a direct link between Barwon Water and its customer base, thus allowing Barwon Water to remain responsive to customer needs and concerns;
- Provide a mechanism by which Barwon Water can understand problems, issues and possible solutions from the perspective of the various interest groups;
- Allow customers to become involved at the beginning of a project to ensure their views are considered before any strategy is set in place;
- Provide Barwon Water with access to valuable community/local knowledge;

- Give feedback on community satisfaction with Barwon Water's current level of service performance;
- Advise on possible new or modified services.

This region's specific input is then fed up to the CCC for further information and discussion. Minutes will be taken of each meeting and Board Member Mr John Bugg will act as Board representative on the group.

Barwon Water believes that it is extremely important to develop a strong understanding and ongoing working relationship with Councils within the region and for this reason requests that consideration be given to nominating a Councillor from Colac Otway Shire to fill one of the vacancies on the CAG.

Financial and other Resource Implications

This initiative will not have any direct financial or resource implications on Council apart from the Council representative attendance at, and participation in, 3 meetings per year.

Risk Management & Compliance Issues

There are no additional risk management or compliance issues involved.

Environmental Considerations

This will provide an opportunity for Council to have a direct input into decisions related to water harvesting and other strategic directions undertaken by Barwon Water which have the potential to have environmental impacts on this region and to ensure that community concerns and issues are appropriately considered.

Communication Strategy/Consultation

Council will issue a press release advising the community of Council's representative on the CAG.

Implementation

If Council nominates a representative to the CAG, the appointed Councillor representative will attend the first meeting of the CAG in early March 2009.

Conclusion

Barwon Water has invited Council to nominate a representative on a CAG, which is being established following discussion between Council and the Authority in September 2008. This presents an opportunity for Council to work closer with Barwon Water to provide a direct link between Barwon Water and its customer base to ensure that the views/local knowledge and interests of its community are represented in Barwon Water's decision making processes.

Attachments

1. *Letter from Barwon Water dated 23 December 2008.*
2. *Barwon Water Community Advisory Group Charter – January 2009.*

Recommendation(s)

That Council nominates Cr.....as the Colac Otway Shire Council representative on the Barwon Water Community Advisory Committee and writes to Barwon Water to advise of this nomination.



~~~~~U~~~~~

Our Ref: CMcL  
Your Ref:  
Enquiries To: Chris. McLeod



1908 - 2008

December 23, 2008

Mr. J. Green  
Acting Chief Executive Officer  
Colac-Otway Shire  
PO Box 283  
COLAC VIC 3250

Dear Jack

**Re: Membership – Colac Region Community Advisory Group (CAG)**

At the October 23, 2008 Board Meeting and following input to this initiative from Councillors at the joint Colac-Otway Shire/Barwon Water meeting in September, 2008, the Board of Barwon Water agreed to create a Community Advisory Group (CAG) in the Colac region to work in conjunction with the existing Barwon Water Customer Consultative Committee (CCC) as part of the ongoing consultation and feedback framework which assists Barwon Water to meet its strategic objectives.

The primary role of the CAG is to seek advice from Barwon Water's customers on community issues and to provide input to major initiatives. This region specific input is then fed up to the CCC for further discussion and consideration. Minutes will be taken of each meeting and Board Member John Bugg will act as Board representative on the Group.

Barwon Water believes that it is extremely important to develop a strong understanding and ongoing working relationship with Councils and Shires within our region. For this reason, Barwon Water requests that consideration be given to nominating a Councillor from your Shire to fill one of the vacancies on the CAG.

There will be ten members on the CAG, including a Chairperson drawn from the CCC. The CAG will be supported by the General Manager, Customers & Communication, Mike Paine, Department Manager, Marketing and Communications, Graeme Vincent, Darren Milverton, Co-Ordinator, Colac office and other Barwon Water personnel, as required. Minutes will be taken at each meeting, circulated to CAG members with copies provided to CCC members, Barwon Water General Managers and the Board of Barwon Water.

Barwon Water requires members of the CAG to have an active interest in the community and to have resided within the area or operated a business in the Colac region for at least two years.

Primarily, the role of the CAG is to :-

- Provide a direct link between Barwon Water and its customer base, thus allowing Barwon Water to remain responsive to customer needs and concerns;
- Provide a mechanism by which Barwon Water can understand problems, issues and possible solutions from the perspectives of the various interest groups;
- Allow customers to become involved at the beginning of a project to ensure their views are considered before any strategy is set in place;
- Provide Barwon Water with access to valuable community/local knowledge;
- Give feedback on community satisfaction with Barwon Water's current level of service performance;
- Advise on possible new or modified services.

I have enclosed for your interest a copy of the Charter for the CCC and CAG, which sets out the role of both groups. This document provides more details on the respective roles of the CAG and CCC, frequency of meetings, etc.

It is proposed that the first meeting of the CAG will be held in Colac in early March 2009. I would be grateful if you could provide advice as to which Councillor will be attending the CAG meetings on behalf of the Colac-Otway Shire.

If you would like more information on the CAG, please contact Chris McLeod, Customer Liaison on 5226 2376.

Yours faithfully,



Mike Paine  
General Manager  
Customers & Communication

Encl.



**BARWON REGION WATER CORPORATION**

**CUSTOMER CONSULTATIVE COMMITTEE / COMMUNITY ADVISORY  
GROUP**

**CHARTER**

**January, 2009**

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## **Purpose**

Barwon Water has an advisory network to provide ongoing advice to the Board of Barwon Water on issues that are important to our customers and to the achievement of Barwon Water's vision.

## **Policy**

In 1995, the Board established a Customer Consultative Committee (CCC) that is responsible for advising the Board on issues that impact on customer service.

In October, 2008, the Board approved the establishment of a Community Advisory Group (CAG) for the Colac region. The CAG will provide advice on issues that are particular to that region.

The Charter for the operations of both the CCC and the CAG is attached.

## **Related Policies and Procedures**

Customer Charters

Billing and Collection Policy

## **Accountability for Implementation**

General Manager, Customers & Communication

Customer Liaison

## **Review Date**

November, 2009

## **CUSTOMER CONSULTATIVE COMMITTEE**

### **Introduction**

Barwon Water's Promise is to provide sustainable water and sewerage management to our community through innovation, leadership, real community relationships and a high performance workforce.

One way of ensuring that decision-making processes are consistent both with community requirements and trends in customer service in other utility businesses is to ask customers and consumer advocates for ongoing input on relevant issues. It is not always possible to meet community expectations and a method of identifying realistic expectations is required.

The CCC and CAG framework is one means by which Barwon Water consults with the community. Barwon Water also has a number of special purpose and ongoing consultations with specific customer groups.

### **Role**

The CCC and CAG are advisory groups drawn together from various sectors of Barwon Water's customer base to provide customer feedback to Barwon Water. The CCC and CAG will be asked for input on relevant issues and, in doing so, will help Barwon Water to be responsive to the changing needs and concerns of the community.

### **Responsibilities of the CCC and CAG**

The CCC and CAG will :

- Provide a direct link between Barwon Water and its customer base and community members thus allowing Barwon Water to remain responsive to customer needs and concerns.
- Provide a mechanism by which Barwon Water can understand problems, issues and possible solutions from the perspectives of the various interest groups and to identify trends in customer service.
- Allow representatives and thus the community to become involved at the beginning of a project to ensure their views are considered before any strategy is set in place.
- Provide Barwon Water with access to valuable community/local knowledge and consumer perceptions.
- Give feedback on community satisfaction with Barwon Water's current level of service performance.
- Advise on possible new or modified services.
- CCC and CAG members may be invited to attend Barwon Water functions, information sessions and special events.

## **Aims**

The CCC and CAG are vital if Barwon Water is to achieve its Corporate Vision.

The CCC and CAG will greatly assist Barwon Water to :

- Become a more customer-focused organisation
- Achieve higher levels of customer satisfaction
- Provide customers with better value for money
- Operate a business that is responsive to the changing needs and expectations of all its customers.

## **Committee Member Term of Membership**

Membership will be initially for a three year period, but may be extended for further terms subject to assessment of each member's performance by the General Manager, Customers and Communication and Chairperson of the CCC and CAG.

## **CCC Membership**

The Customer Consultative Committee will consist of at least ten members including an independent Chairperson.

Membership of the Committee will be drawn from any of the following groups :

- Board Member of Barwon Water
- Independent Chairperson
- Community representatives
- Welfare agency representatives
- Australian Chamber of Manufacturers
- Victorian Employers Chamber of Commerce and Industry
- Victorian Farmers Federation
- Community-based organisations

## **CAG Membership**

There may be up to ten members of a Community Advisory Group. The membership of each CAG may include representatives of the smaller geographic regions and customer categories.

The CAG will be chaired by a member of the CCC.

## **Selection Criteria of Members**

CCC and CAG members must have :

- An active interest in the community and/or a particular customer segment;



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- The ability to portray the community or a particular customer segment's views and be able to provide two way communication for that segment group;
  - A preparedness to work as part of a team and to be willing to share their knowledge base and experience;
  - Resided within the area or operated a business in Barwon Water's district for at least two years;
  - A commitment to work within the Committee's framework.

Vacancies for residential customers and community representatives will be advertised externally in newspapers circulating in the relevant Barwon Water region.

Upon receipt of an Expression of Interest, Barwon Water will undertake a fair process which will ensure, as far as practicable, that membership of the CCC and CAG is representative of the community and non-gender biased.

Such process may, in certain circumstances, include an interview with the Chairperson of the CCC or CAG and the Managing Director or General Manager, Customers & Communication or another Barwon Water officer delegated to conduct those interviews on behalf of the Managing Director and the Board.

Appointment of other members may be made following consultation with relevant stakeholder groups and identification of any gap between the profile of the Committee and the profile of Barwon Water's customer base (as far as practicable).

Members of the CCC and CAG will be appointed by Barwon Water on the basis of their ability to meet the selection criteria.

### **Chairperson - CCC**

The Customer Consultative Committee will be chaired by an independent Chairperson appointed by the Board initially for a three year period, but may be extended for further terms subject to a performance assessment by the General Manager, Customers & Communication and the Managing Director of Barwon Water.

A Deputy Chairperson will be appointed by the Board for a 12-month period on a rotational basis.

In the absence of the Chairperson and Deputy Chairperson, the Customer Consultative Committee will be chaired by a Committee Member nominated by those members who are in attendance.

### **Chairperson – CAG**

The Community Advisory Group will be Chaired by a Member of the Customer Consultative Committee residing in the Colac/Apollo Bay region.

### **Quorum**

The quorum for a meeting of the CCC and CAG is five committee members.

### **Process for Decision Making**

- Different views of members will be acknowledged.
- The extent of the different views of members will be clarified.

- As the CCC and CAG consist of a very diversified group of people representing many different interest groups, it is not necessary that consensus be reached by members on issues of discussion.
- members will have the option to cast a dissenting vote and have that vote recorded in the Minutes.
- The CCC and CAG have the ability to request further information in relation to specific issues, should the need be identified.
- The CCC and CAG Chairpersons will be the spokesperson for the groups when providing Barwon Water with formal feedback on operation of the Committee.
- The CCC and CAG will prepare an annual Calendar of Events, Works Program and report for presentation to the Board of Barwon Water.

### **Meeting Frequency**

The CCC will meet every two months while the CAG will meet every four months. Additional meetings may be convened as required with members being provided with at least two weeks notification of meetings.

### **Agenda Items**

Agenda items may be nominated by Barwon Water or members. Members will be required to forward agenda items in writing to the nominated Barwon Water officer fourteen days prior to the scheduled meeting. The agenda will then be compiled and forwarded to members one week before the meeting.

The opportunity to raise general business will be made available at each meeting.

### **Minutes**

Minutes will be taken at each meeting and consist of a record of resolutions arising from each meeting and a statement of actions and accountabilities arising.

A full copy of the Minutes of both the CCC and the CAG will be presented to the Board of Barwon Water at the next Board Meeting.

A copy of the Minutes will be distributed to all members within two weeks of a meeting taking place.

### **Attendance**

Members unable to attend a meeting of the Committee should notify the Customer Liaison Co-ordinator in writing or by telephone or e-mail prior to the meeting.

If a member is absent from a meeting without an apology for three consecutive meetings his/her membership will lapse.

### **Conflict of Interest**

If a member believes that he/she may have a conflict of interest in relation to a particular agenda item or general business item, that member must notify the Chairperson and fellow members of the said conflict of interest. This will not pre-empt the member

concerned joining in discussion on the subject issue, but does preclude the member from any voting rights.

### **Advice and Feedback**

One of the key functions of the CCC and CAG is to provide advice and feedback on a variety of issues to Barwon Water.

Committee members will be encouraged to feedback items raised to members of their represented interest groups or general community.

Any queries that may be forthcoming as a result of a particular meeting, or any information requests by members, should be directed to the Customer Liaison Co-ordinator at any time.

### **Confidentiality**

From time to time members may be requested by the Chairperson to maintain confidentiality, particularly when Barwon Water is seeking the Committee members' views on policy options prior to forwarding submissions to the Board of Barwon Water for endorsement.

### **Remuneration of Members**

Service on the CCC and CAG will be on an honorary basis.

Members will be entitled to reimbursement of reasonable travelling and other expenses incurred by them in attending meetings relating to the business of the groups.

### **Evaluation/Feedback**

A process of monitoring and evaluating the performance of the CCC and CAG will be implemented including self-assessment to be undertaken by members.

An annual review of the makeup of the groups will be conducted by the General Manager, Customers and Communication and the Chairperson to ensure that membership reflects the profile of the customer base, as far as practicable.

Self assessment evaluation of the collective performance of the groups will be undertaken using the criteria set out in Attachment 'A'.

### **Ongoing Eligibility**

A member's position will become vacant if one of the following scenarios apply:

- a. A member completes a term of office, and is not reappointed;
- b. A member is absent from three consecutive meetings without an apology;
- c. A member resigns in writing to the Managing Director;
- d. A member becomes an employee of Barwon Water;

- e. A member becomes bankrupt, applies to take benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit;
- f. A member is convicted in Victoria of an offence which is punishable by penal servitude or imprisonment for 12 months or more, or is convicted elsewhere than Victoria of an offence that, if committed in Victoria, would be an offence so punishable;
- g. A member releases confidential information pertinent to the CCC or CAG without first obtaining permission to do so from the Chairperson of the group;
- h. An unworkable relationship develops between a member and the CCC or CAG, and the group is of the opinion that the member should be asked to resign. The reason must be based on poor performance or conduct .

## **Resourcing**

### **CCC/CAG**

- Support for the CCC/CAG will be provided by the General Manager, Customers and Communication, Marketing and Communications, Customer Liaison., and Darren Milverton, Co-Ordinator, Colac Office.
- The CCC/CAG will have access to Barwon Water experts to fully explain a particular issue as required.

### **Committee Members**

- Committee members shall have access to research and/or further information on a particular subject, upon request.
- Barwon Water will establish a central web/email contact point for the Committee on its web page – [ccc@barwonwater.vic.gov.au](mailto:ccc@barwonwater.vic.gov.au). E-mail received through this contact point will be reviewed by Customer Liaison and forwarded to the relevant Member or Members.

## Customer Consultative Committee Evaluation

### **1. Individual Assessment of Own Performance**

**1.1 To what extent did you feel that your input to discussion and debate at CCC/CAG meetings was considered by Barwon Water?**

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**1.2 What was your attendance at Meetings**

out of

**1.3 Is there any aspect of Barwon Water's business and the water industry in which it operates that you would like information?**

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**1.4 Did you receive enough information on new issues that may affect the future operations of Barwon Water and the water industry?**

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**1.5 What Community of Interest do you bring to the Committee? E.g. Community welfare, community networks, hardship, business, industry.**

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**1.6 Do you consider your skills are being fully utilised by the Committee?**

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**1.7 Is your preparation for the meetings adequate? If not, please comment on ways in which Barwon Water can assist.**

**1.8 What elements do you consider important in the development of an agreed committee workplan for 2009/10?**

**1.9 Do you consider that the frequency of meetings is adequate?**

## **2. Individual Evaluation of the CCC/CAG's Performance**

**2.1 How do you rate the input of the CCC/CAG into Barwon Water strategies and Strategic Plan.**

**2.2 What do you think would assist the CCC/CAG in keeping abreast of current issues and trends that affect Barwon Water? E.g. Is information adequate; Sufficient time to provide input; Agenda clear and Reports concise.**

**2.3 How do you rate the relevance of the meeting agendas, composition and layout?**

**2.4 How do you rate the relevance and content of material presented to the CCC/CAG?**

**2.5 How do you rate the feedback provided to the CCC/CAG in relation to the Customer Satisfaction Survey and other surveys conducted?**

**2.6 Is the feedback provided by the CCC/CAG constructive for Barwon Water.**

**2.7 Do you consider the Community of Interest of members to be adequate coverage of the Barwon Water community?**

**2.9 Is Barwon Water addressing succession planning for the members adequately, or at all?**

**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>OM092801-3 HALF YEAR PROGRESS REPORT</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council receives the Half Year Progress Report for the period 1 July 2008 – 31 December 2008.</i></p> |   |   |

**Recommendation**

*That recommendations to items listed in the Consent Calendar be adopted.*

**MOVED** .....

**SECONDED** .....



**OM092801-3 HALF YEAR PROGRESS REPORT**

|             |                                  |           |                           |
|-------------|----------------------------------|-----------|---------------------------|
| AUTHOR:     | Anne-Maree Neal                  | ENDORSED: | Colin Hayman              |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN00392 Annual Statement |

**Purpose**

The purpose of this report is to provide a half year progress report against the Annual Business Plan activities and initiatives as approved in the 2008-2009 Annual Budget and 2005-2009 Council Plan.

**Background**

The Annual Business Plan identifies the specific activities funded in the current financial year which, in the longer term, contribute to the achievement of the 4 year 2005-2009 Council Plan. Annual Business Plan activities and initiatives are based on priorities established by Council early in the Council Plan planning cycle. They are incorporated into the annual budget document, which was approved by Council in July 2008.

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

- Delivery of a strong capital works programme of approximately \$9.66 million across the Shire, including such projects as:
  - Alvie Recreation Reserve Redevelopment;
  - Binns Road and bridge renewal; and
  - Swan Marsh-Irrewillipie Road renewal
- Continuing to fully fund Council's infrastructure renewal requirements, so eliminating the renewal gap;
- Numerous projects designed to enhance the community such as:
  - Continuation of Apollo Bay footpath programme;
  - Development of Apollo Bay Transfer Station and continued rehabilitation of former shire landfills to EPA standards;
  - Contribution to community facilities at the Education, Recreation and Community Precinct; and
  - Structure Plans development for Birregurra and Forrest.
- An improved positive financial position, with 2008-09 budgeting for a \$0.2 million operating surplus; and
- The delivery of affordable rates – with an average rate increase of 5.8%.

The report provides information to Council and the community on the progress of achieving Council Plan priorities, Capital Works Program and key operational areas for the half year period from 1 July to the end of December 2008.

**Corporate Plan/Other Strategies/Policy**

The Council Plan provides the elected Council and the organisation with its aims, goals and strategic objectives for the period 2005 – 2009.

**Issues/Options**

Details on programs and projects either completed or progressing well in the first six months of 2008/09 are included in the body of the report. A number of key projects which warrant highlighting include:

## KEY PERFORMANCE HIGHLIGHTS

### ***Strong Leadership***

- Commenced the implementation of the 2008/09 initiatives and action detailed in the Information Communication and Technology Strategic Plan.
- Graphical Information Systems funding achieved for an Erosion Mapping and Fire Notice Improvement Projects.
- Commenced development of the 2009-2013 Council Plan
- Final report completed and forwarded to the Department of Planning & Community Development regarding the Apollo Bay Library & Facility Development Project.
- A number of Corporate policies and processes reviewed including the Pre-Election Caretaker Policy, Council Committee and Customer Services Policy.

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

- Roof replacement over the verandah and provision of fire escape doors at the Birregurra Hall completed.
- Supply and install new cisterns and basin taps at the Beech Forest Public Toilets completed.
- Replacement of roof on the Hesse Street Comfort Station completed
- Painting of internal and external surfaces of the Irrewarra Aerodrome Office completed.
- Installed a pre cooler unit to the COPACC air-conditioning system to prevent shutdown due to overheating.
- Ongoing implementation of the switchboard replacement program. Facilities completed so far include the Colac Cricket Ground Clubrooms.
- Funding received from the State Government's Local Roads to Market Program to widen the section of Larpent Road extending between the Princes Highway and Underwoods Road (Colac Carlisle Road) with construction works completed in early December.
- Construction of Slater Street was completed with the final seal being applied in December 2008.
- A number of guard rail installations have been completed in line with Council's ongoing commitment to improving road safety guard rail across the local road network.
- The installation of 10 new bus shelters around Colac completed.
- Footpath construction and intersection works in McLachlan Street, Apollo Bay completed.
- Road construction works commenced with tender preparation and a contract awarded to replace the timber bridge in Binns Road.
- A contract awarded for footpath works in Pound Road, Elliminyt.
- The 2008/2009 annual bituminous sealing contract awarded with works commencing in November, 2008.
- Tender preparation commenced on redevelopment of the hockey fields at Central Reserve.
- Installation of a safe work on roofs access system at Blue Water Fitness Centre and Rae Street Council Offices.
- A new road maintenance unit (Flocon) was supplied and delivered to Council's Works Depot.

**Planning & Development**

- Tender processes completed for Colac and Apollo Bay Carparking Study, with work to commence on this project in January 2009.
- Planning Scheme Review Amendment C55 was adopted by Council in October 2008 and is currently waiting on Ministerial approval.
- Heritage Study recommendations have now been included into the Shire's Planning Scheme (Amendment C27).
- Funding has been received for the development of a Rural Living Strategy to commence in early 2009.

**Health, Recreation and Community Services**

- The Aged & Disability Unit is now the Designated Home & Community Care (HACC) "In Home Comprehensive Assessment" Agency for Colac and surrounding area.
- The Out & About Day program continues to be extremely popular with more than 80 people taking the opportunity to participate.
- Seniors Week was a great success, highlights of the program included a tour of the National Sports Museum, and the M.C.G, as well as an evening at the Ballarat Trots.
- Funding of \$35,000 was received from the Department of Planning and Community Development in partnership with the Department of Human Services for Internet Training for People with a Disability Pilot Project.
- The Transport Connections Project *Bringing Communities Together* (a three year project funded by the Victorian Government) first new transport service commenced with the Colac-Lorne seasonal bus. The service provides affordable travel over summer between Colac, Birregurra, Deans Marsh and Lorne.
- \$70,000 contributed towards \$190,000 of Recreation Facility Improvement projects through the 2008/2009 Council Community Grants Program. Also \$40,000 contributed to \$132,000 Community Projects, \$11,000 towards Community Events and \$7,500 contributed towards COPACC Hire Assistance.
- Further development of the Beechy Precinct planning with progression on the Bluewater Fitness Centre Stadium Feasibility and concept plans and the redevelopment of the Central Reserve Master Plan.
- Improvement works completed to the Colac Central Reserve Cricket Wickets in partnership with the Colac and District Cricket Association.
- Facility improvements to the spa, sauna and filtration system completed at Bluewater Fitness Centre.

**Financial Sustainability**

- 2007-08 Annual Financial Statements and Performance Statement received an unqualified audit opinion from the Victorian Auditor General.
- Commenced planning on the development of a Long term financial plan and implementation of new financial management software.

**Economic Development**

- Completed Colac Otway Shire Business Week including the ANZ Business Breakfast, sponsorship of the Otway Business Inc Business Awards and the Annual Economic Development Unit report to community.
- Completed 'Under New Management Business' training and development programs for new and developing businesses.
- Implemented a number of Revenue Strategies at Visitor Information Centres.
- Initiated tourism information and local interpretation signage at Kennett River, Cape Otway and Barwon Downs.
- Completed Apollo Bay Harbour Precinct Master Plan.

- Completed draft Aboriginal Cultural Heritage Management Plan for the southern foreshore of Lake Colac and Meredith Park .
- Facilitated the development of infrastructure in the Shire's Small Towns as a part of the Small Towns Improvement Program, including the installation of street lighting in Gellibrand and new playgrounds in Carlisle River and Beech Forest.

### ***Environmental Sustainability***

- Successful with an application to Sustainability Victoria for funding the development of an Environment Strategy to be completed by the end of 2009.
- Achieved Milestone 4 of the Cities for Climate Protection Program.
- Commenced random audits of forestry operation on private land across the Shire in accordance with the Code of Practice for Timber Production.
- 3 year Domestic Animal Management Plan adopted by Council.
- Continued implementation of the Sustainable Water Use and Greenhouse Action Plans.
- Undertaken wetland maintenance at Kennett River.
- Developed a Lake Colac Revegetation and Weed Control Plan.
- Achieved accreditation with EcoBuy and Waste Wise.
- Municipal Fire Prevention Plan completed and endorsed by the CFA.
- Design and tender work has been completed for the Gellibrand landfill rehabilitation project.
- Work continues on the Apollo Bay Transfer Station project including land purchase and planning approval processes.
- Successful in achieving Safety and Environment Management audit accreditation for the Apollo Bay Harbour.
- A litter trap has been installed on the stormwater outfall to Lake Colac located at Stoddart Street.

### **Financial Implications**

In undertaking the mid-year review of the 2008-09 budget a conscious decision was made to discourage additional projects and funding requests. This decision was in recognition of previously identified potential issues, so allowing Council a greater capacity to cope with changes that may occur both in the local environment and nationally.

This has as a result of the half-year revised forecasting activity, meant that there are no additional requirements for funding adjustments requested of Council. There are however, adjustments within the existing budget to meet changes required as a result of Council decisions and unanticipated events, for example, costs associated with rectification works of Cressy-Shelford Road, however these changes do not create any current financial implications for this report.

There may be potential implications to the end of year position, as a result of Council decisions and unanticipated events which cannot at this stage be quantified. Council and Officers need to be mindful that the 2008-09 budget was adopted as a tight budget and any decisions of Council have the potential to have financial implications which may adversely affect the budget position.

Further details relating to the financial performance of Council can be found within the body to the Half Year Progress Report.

**Risk Management & Compliance Issues**

There are no statutory requirements for this reporting to take place, but it is considered good practice to undertake this reporting to the community. Colac Otway Shire's integrated planning framework includes a regime of quarterly reporting to Council to monitor the implementation of the Shire's Annual Business Plan's activities.

**Environmental Considerations**

There are no environmental implications.

**Communication Strategy/Consultation**

Colac Otway Shire's integrated planning framework includes a reporting regime of quarterly reporting to Council to monitor the implementation of Annual Business Plan activities and initiatives as approved in the 2008-2009 Annual Budget and 2005-2009 Council Plan.

**Implementation**

Not applicable

**Conclusion**

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

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

**Attachments**

1. Half Year Progress Report
2. Appendix A – Council Plan Progress Report
3. Appendix B – Capital Works Progress Report

**Recommendation(s)**

***That Council receives the Half Year Progress Report for the period 1 July 2008 – 31 December 2008.***

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Colac Otway
SHIRE

'Naturally Progressive'

HALF YEAR PROGRESS REPORT

1st July 2008 to 31st December 2008

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1. EXECUTIVE SUMMARY

This report provides a half year progress report against the Annual Business Plan activities and initiatives as approved in the 2008-2009 Annual Budget and 2005-2009 Council Plan.

The Annual Business Plan identifies the specific activities funded in the current financial year which, in the longer term, contribute to the achievement of the 4 year 2005-2009 Council Plan. Annual Business Plan activities and initiatives are based on priorities established by Council early in the Council Plan planning cycle. They are incorporated into the annual budget document, which was approved by Council in July 2008.

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

- Delivery of a strong capital works programme of approximately \$9.66 million across the Shire, including such projects as:
 - Alvie Recreation Reserve Redevelopment;
 - Binn's Road and bridge renewal; and
 - Swan Marsh-Irrewillipie Road renewal
- Continuing to fully fund Council's infrastructure renewal requirements, so eliminating the renewal gap;
- Numerous projects designed to enhance the community such as:
 - Continuation of Apollo Bay footpath programme;
 - Development of Apollo Bay Transfer Station and continued rehabilitation of former shire landfills to EPA standards;
 - Contribution to community facilities at the Education, Recreation and Community Precinct; and
 - Structure Plans development for Birregurra and Forrest.
- An improved positive financial position, with 2008-09 budgeting for a \$0.2 million operating surplus; and
- The delivery of affordable rates – with an average rate increase of 5.8%.

The report provides information to Council and the community on the progress of achieving Council Plan priorities, Capital Works Program and key operational areas for the half year period from 1 July to the end of December 2008

Key Performance Highlights

Details on programs and projects either completed or progressing well in the first six months of the 2008/09 are included in the body of the report. A number of key projects which warrant highlighting include:

Strong Leadership

- Commenced the implementation of the 2008/09 initiatives and action detailed in the Information Communication and Technology Strategic Plan.
- Graphical Information Systems funding achieved for an Erosion Mapping and Fire Notice Improvement Projects.
- Commenced development of the 2009-2013 Council Plan
- Final report completed and forwarded to the Department of Planning & Community Development regarding the Apollo Bay Library & Facility Development Project.

- A number of Corporate policies and processes reviewed including the Pre-Election Caretaker Policy, Council Committee and Customer Services Policy.

Roads and Infrastructure

- Roof replacement over the veranda and provision of fire escape doors at the Birregurra Hall completed.
- Supply and install new cisterns and basin taps at the Beech Forest Public Toilets completed.
- Replacement of roof on the Hesse Street Comfort Station completed
- Painting of internal and external surfaces of the Irrewarra Aerodrome Office completed
- Installed a pre cooler unit to the COPACC air-conditioning system to prevent shutdown due to overheating.
- Ongoing implementation of the switchboard replacement program. Facilities completed so far include the Colac Cricket Ground Clubrooms.
- Funding received from the State Government's Local Roads to Market Program to widen the section of Larpent Road extending between the Princes Highway and Underwoods Road (Colac Carlisle Road) with construction works completed in early December.
- Construction of Slater Street was completed with the final seal being applied in December 2008.
- A number of guard rail installations have been completed in line with Council's ongoing commitment to improving road safety guard rail across the local road network.
- The installation of 10 new bus shelters around Colac completed.
- Footpath construction and intersection works in McLachlan Street, Apollo Bay completed.
- Road construction works commenced with tender preparation and a contract awarded to replace the timber bridge in Binns Road.
- A contract awarded for footpath works in Pound Road, Elliminyt.
- The 2008/2009 annual bituminous sealing contract awarded with works commencing in November, 2008.
- Tender preparation commenced on redevelopment of the hockey fields at Central reserve
- Installation of a safe work on roofs access system at Blue Water Fitness Centre and Rae Street Council Offices.
- A new road maintenance unit (Flocon) was supplied and delivered to Council's Works Depot.

Planning & Development

- Tender processes completed for Colac and Apollo Bay Carparking Study, with work to commence on this project in January 2009.
- Planning Scheme Review Amendment C55 was adopted by Council in October 2008 and is currently waiting on Ministerial approval.
- Heritage Study recommendations have now been included into the Shire's Planning Scheme (Amendment C27).
- Funding has been received for the development of a Rural Living Strategy to commence in early 2009.

Health, Recreation and Community Services

- The Aged & Disability Unit is now the Designated Home & Community Care (HACC) "In Home Comprehensive Assessment" Agency for Colac and surrounding area.
- The Out & About Day program continues to be extremely popular with more than 80 people taking the opportunity to participate.
- Seniors Week was a great success, highlights of the program included a tour of the National Sports Museum, and the M.C.G, as well as an evening at the Ballarat Trots.
- Funding of \$35,000 was received from the Department of Planning and Community Development in partnership with the Department of Human Services for Internet Training for People with a Disability Pilot Project.
- The Transport Connections Project *Bringing Communities Together* (a three year project funded by the Victorian Government) first's new transport service commenced with the

Colac-Lorne seasonal bus. The service provides affordable travel over summer between Colac, Birregurra, Deans Marsh and Lorne.

- \$70,000 contributed towards \$190,000 of Recreation Facility Improvement projects through the 2008/2009 Council Community Grants Program. Also \$40,000 contributed to \$132,000 Community Projects, \$11,000 towards Community Events and \$7,500 contributed towards COPACC Hire Assistance.
- Further development of the Beechy Precinct planning with progression on the Bluewater Fitness Centre Stadium Feasibility and concept plans and the redevelopment of the Central Reserve Master Plan.
- Improvement works completed to the Colac Central Reserve Cricket Wickets in partnership with the Colac and District Cricket Association.
- Facility improvements to the spa, sauna and filtration system completed at Bluewater Fitness Centre.

Financial Sustainability

- 2007-08 Annual Financial Statements and Performance Statement received an unqualified audit opinion from the Victorian Auditor General.
- Commenced planning on the development of a Long term financial plan and implementation of new financial management software.

Economic Development

- Completed Colac Otway Shire Business Week including the ANZ Business Breakfast, sponsorship of the Otway Business Inc Business Awards and the Annual Economic Development Unit report to community.
- Completed 'Under New Management Business' training and development programs for new and developing businesses.
- Implemented a number of Revenue Strategies at Visitor Information Centres.
- Initiated tourism information and local interpretation signage at Kennett River, Cape Otway and Barwon Downs.
- Completed Apollo Bay Harbour Precinct Master Plan.
- Completed a draft Aboriginal Cultural Heritage Management Plan for the southern foreshore of Lake Colac and Meredith Park .
- Facilitated the development of infrastructure in the Shire's Small Towns as a part of the Small Towns Improvement Program, including the installation of street lighting in Gellibrand and new playgrounds in Carlisle River and Beech Forest.

Environmental Sustainability

- Successful with an application to Sustainability Victoria for funding the development of an Environment Strategy to be completed by the end of 2009.
- Achieved Milestone 4 of the Cities for Climate Protection Program.
- Commenced random audits of forestry operation on private land across the Shire in accordance with the Code of Practice for Timber Production.
- 3 year Domestic Animal Management Plan adopted by Council.
- Continued implementation of the Sustainable Water Use and Greenhouse Action Plans.
- Undertaken wetland maintenance at Kennett River.
- Developed a Lake Colac Revegetation and Weed Control Plan.
- Achieved accreditation with EcoBuy and Waste Wise.
- Municipal Fire Prevention Plan completed and endorsed by the CFA.
- Design and tender work has been completed for the Gellibrand landfill rehabilitation project.
- Work continues on the Apollo Bay Transfer Station project including land and planning approval processes.
- Successful in achieving Safety and Environment Management audit accreditation for the Apollo Bay Harbour.
- A litter trap has been installed on the stormwater outfall to Lake Colac located at Stodart Street.

2. INTRODUCTION

The purpose of this report is to provide a half year progress report against the 2008-2009 Annual Business Plan. This represents the fourth and final year of implementation of 2005-2009 Council Plan and progress is reported against the activities and initiatives as approved in the 2008-2009 Annual Budget. Council has commenced preparation on the draft 2009-2013 Council Plan.

Annual Business Plan activities and initiatives are based on priorities established by Council early in the planning cycle. They are incorporated into the annual budget document, which was approved by Council in July 2008.

The Annual Business Plan identifies the specific activities funded in the current financial year which, in the longer term, contribute to the achievement of the 4 year Council Plan.

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

The Annual Budget and the Council Plan are two important platforms in the Council's communication to the community. Both the Council Plan and the Annual Budget are prepared in accordance with Council priorities and government legislation.

Council's final progress against its Annual Budget is audited by the Auditor General's Office at the end of the year in the form of a Performance Statement which is published in the Annual Report.

The report provides information to Council and the community on the progress of achieving Council Priority Issues, Capital Works Program and key operational areas for the half year period from 1 July to the end of December 2008 and is set out in the following sections:

Financial Performance: Summary reports outlining Financial Performance against 2008/09 Budget as at 31 December 2008. The financial summary provides a snapshot of budget for 2008/09 vs. forecast for both total expenditure and revenue. 'Total Expenditure' includes capital works.

Council Plan: A summary of Half Year Progress against 2005-2009 Council Plan for 2008/09 Key Results Areas as at 31 December 2008.

Capital Work Program: A summary of Half Year Progress on 2008/09 Capital Works projects as at 31 December 2008.

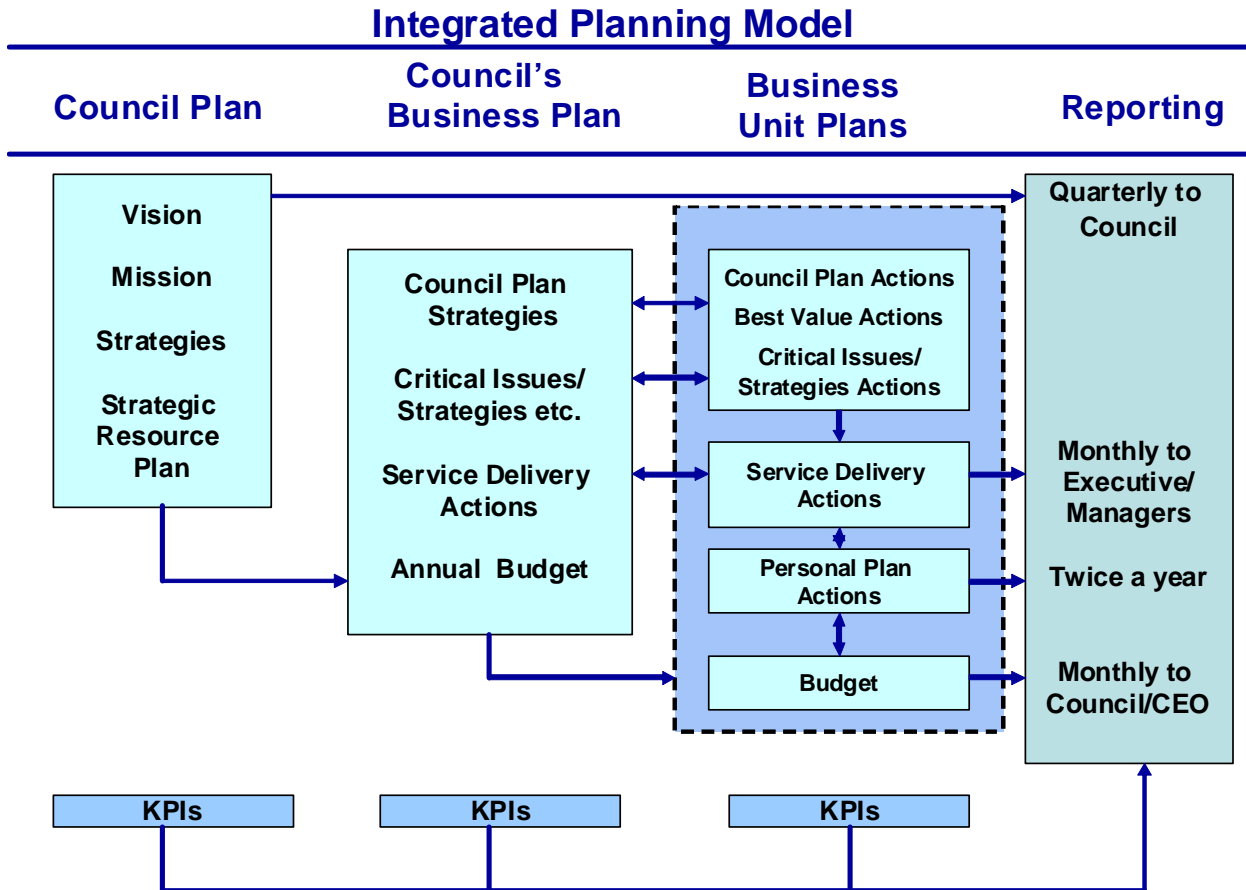
Business Units - Activities and Initiatives: Each Business Unit manager's performance reports on 'Half Year Activities and Initiatives' as at 31 December 2008. Activities and initiatives include all significant and high priority actions funded in the budget, across the range of services provided by Council.

How is this report developed?

The Annual Report is the principal means by which Council is required to report on its performance to the community, however quarterly and half year reports are prepared for Council as an additional means to monitor and report performance This is done in accordance with Council's Integrated Business Planning framework(see Fig. 1).

The Integrated Planning Framework includes a reporting regime to monitor the implementation of our plans, with the Annual Business Plan being an important and is developed based on priorities and intentions linked to the four year Council Plan.

Figure 1:



The Half-year Progress Report draws on the information provided by Council Officers, through Council's monthly reporting cycle and the quarterly progress reporting process via Council's interplan® reporting software. Service highlights are drawn from the key achievements highlighted in each Business Unit's Annual Business Plan.

2. FINANCIAL PERFORMANCE

As at the 31st December 2008 it is forecast that the cash deficit for the 2008/2009 year will be approximately \$0.02 million. It is worth noting that the budget expectations were for a cash deficit of approximately \$1.1 million over the year, so although the forecast result is only marginally on a positive footing, the forecast surplus is a substantial improvement on the budget.

Additionally, based upon current forecasts, an operating surplus of approximately \$0.95 million is predicted for the year. This is approximately \$0.73 million more than the budget result expected for the year and can be attributed in part to the additional Commonwealth funding provided. The difference between budget and forecast is a positive result; especially considering that at the time the budget was prepared Council was unaware of the need to undertake rectification works on the Cressy-Shelford Road.

It continues to be a priority of Council to achieve an operating surplus for the 2008/2009 year and that we will continue to refine our forecasts and adjust our activities to ensure that, insofar as it is possible, Council is in the position to report an operating surplus for the 2008/2009 financial year.

Council has operating cash at bank balance of \$1.21 million, which is marginally lower than for the same time in 2007/2008. Rates notices were issued to rate payers in September and reminders for instalments are being sent as required in each quarter. To date we have received 29.0% of the rates and charges which is a slightly higher proportion than for the same period last year of 28.1%. Council has also received \$0.107 million in investment interest for the year to 31st December 2008 which is slightly lower than for the same period last year due to a reduction in the available interest rates and slightly lower level of cash held.

Council's financial position will continue to be monitored with the following aims in mind:

- An operating surplus achieved for the second consecutive year;
- Council continuing to meet the Infrastructure Renewal Gap;
- Delivery of projects designed to enhance the community;
- Delivery of a strong capital works programme; and
- An improved positive financial position.

The following outlines budget performance for key operational areas:

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

Colac Livestock Selling Centre: The Colac Livestock Selling Centre is currently on track to meet the budget expectations for the 2008-09 financial year.

Planning: Strategic planning is currently unlikely to reach the budgeted expenditure due to the struggle to obtain staff for the vacant positions in this area. Statutory planning however, for both revenue and expenses, continues tracking to budgeted levels.

Building: The budget position for Building Services revenue and expenses continue tracking to budgeted levels.

Colac Otways Performing Arts & Cultural Centre (COPACC): The funding agreement with Arts Victoria was finalised in December 2008 and hiring and participation numbers are consistent. The current available data indicates that the Colac Otways Performing Arts & Cultural Centre is forecast have a minimal variation from the budget.

Half Year Financial Reporting

OPERATING STATEMENT

| | Annual
Budget
2008-09 | Annual
Forecast
31-Dec-08 | Note |
|---|-----------------------------|---------------------------------|------|
| OPERATING REVENUE | | | |
| Rates | \$13,454,089 | \$13,622,939 | |
| Garbage Charge | \$2,143,599 | \$2,156,000 | |
| Municipal Charge | \$2,003,850 | \$2,009,000 | |
| Grants Commission | \$4,950,351 | \$4,989,873 | |
| Recurrent Grants & Subsidies | \$2,525,619 | \$2,562,279 | |
| Non-recurrent Grants & Subsidies | \$3,095,871 | \$3,964,916 | 1 |
| Charges Fees & Fines | \$3,862,919 | \$3,861,054 | 2 |
| Reimbursements & Contribution | \$442,923 | \$732,980 | 3 |
| Interest Revenue | \$420,000 | \$480,000 | |
| Donated assets | \$139,000 | \$139,000 | |
| TOTAL OPERATING REVENUE | \$33,038,221 | \$34,518,041 | |
| OPERATING EXPENDITURE | | | |
| Employee Costs | \$10,875,000 | \$10,719,589 | |
| Materials & Services | \$11,671,000 | \$12,711,933 | 4 |
| Plant Costs | \$427,000 | \$548,955 | |
| Loan Interest | \$190,500 | \$190,600 | |
| Grants & Donations | \$140,900 | \$151,900 | |
| Other | \$936,883 | \$978,114 | |
| Depreciation | \$8,430,000 | \$8,130,000 | |
| Written Down Value - Assets Sold | \$550,000 | \$550,000 | 5 |
| TOTAL OPERATING EXPENDITURE | \$33,221,283 | \$33,981,091 | |
| Net Surplus/(Deficit) from Operations | (\$183,062) | \$536,950 | |
| Proceeds from Sales
Property, Plant & Equipment Write
Off | \$550,000
(\$150,000) | \$563,000
(\$150,000) | |
| RESULTING FROM OPERATIONS | \$216,938 | \$949,950 | |

Notes

- | | | |
|---|-------------------------------------|--|
| 1 | Non-Recurrent Grants & Subsidies | - Living Libraries grant \$0.1m received
- Joint Use Sports Facilities Grant \$0.2m received
- Additional funding sourced Beechy Centre \$0.4m; Landfill Rehabs \$0.2m |
| 2 | Charges, Fees & Fines | - Council Property rentals raised |
| 3 | Reimbursements and Contributions | - Increased Private Scheme charges (Marks St) |
| 4 | Materials & Services | - Additional \$0.5m contingency for roadworks |
| 5 | Written Down - Value of Assets Sold | - Slight gain expected on Sale of Land |

Variance Summary

| | Annual
Budget
2008-09 | Annual
Forecast
31-Dec-08 | Variance
from Budget
\$ | Variance from
Budget
% |
|--------------------------------|-----------------------------|---------------------------------|-------------------------------|------------------------------|
| GOVERNANCE | \$4,160,126 | \$4,725,513 | 565,387 | 14% |
| INFRASTRUCTURE | \$5,573,556 | \$5,316,259 | (257,297) | -5% |
| STRATEGIC DEVELOPMENT | \$5,143,800 | \$5,419,807 | 276,007 | 5% |
| DEBT SERVICES | \$682,700 | \$682,700 | 0 | 0% |
| CAPITAL WORKS | \$6,014,029 | \$6,093,606 | 79,577 | 1% |
| RATES | (\$15,542,939) | (\$15,716,939) | (174,000) | 1% |
| OTHER INCOME | (\$4,950,351) | (\$4,989,873) | (39,522) | 1% |
| Net from Revenue | \$1,080,921 | \$1,531,073 | 450,152 | 42% |
| APPROPRIATION | (\$1,551,009) | (\$1,551,009) | 0 | 0% |
| (SURPLUS)/DEFICIT C/FWD | (\$470,088) | (\$19,936) | 450,152 | -96% |

Variance Summary by Programme

| Council Programme | Annual
Budget
2008-09 | Annual
Forecast
31-Dec-08 | Variance
from Budget
\$ | Variance from
Budget
% | |
|-----------------------------------|-----------------------------|---------------------------------|-------------------------------|------------------------------|----|
| Governance | | | | | |
| Executive | 344,050 | 342,550 | (1,500) | 0% | |
| Human Resources | 168,700 | 374,580 | 205,880 | 122% | 6 |
| Organisation Development | 68,500 | 66,910 | (1,590) | -2% | |
| Risk Management | 22,500 | 539,000 | 516,500 | 2296% | 7 |
| Insurance | (62,500) | (135,664) | (73,164) | 117% | 8 |
| General | (29,550) | (29,250) | 300 | -1% | |
| Corporate Development | 263,400 | 263,400 | 0 | 0% | |
| Vicroads Agency | 0 | 0 | 0 | 0% | |
| Office Accommodation - Rae Street | (5,500) | (5,500) | 0 | 0% | |
| Office Accommodation - Apollo Bay | 12,450 | 11,950 | (500) | -4% | |
| Grants and Donations | 117,083 | 130,333 | 13,250 | 11% | |
| Elections | 113,000 | 111,500 | (1,500) | -1% | |
| Civic & Ceremonial | 32,400 | 32,400 | 0 | 0% | |
| Councillors | 403,400 | 425,900 | 22,500 | 6% | |
| Pre-Schools | 14,300 | 14,300 | 0 | 0% | |
| Libraries | 397,900 | 400,771 | 2,871 | 1% | |
| Community Information | 112,600 | 115,100 | 2,500 | 2% | |
| Finance | 414,000 | 405,000 | (9,000) | -2% | |
| Interest | (335,000) | (395,000) | (60,000) | 18% | |
| Overheads | 247,100 | 195,600 | (51,500) | -21% | 9 |
| DMS | 5,700 | 5,700 | 0 | 0% | |
| Information Technology | 125,500 | 142,594 | 17,094 | 14% | |
| Customer Services | 96,250 | 95,250 | (1,000) | -1% | |
| Rates Administration | 322,650 | 317,150 | (5,500) | -2% | |
| Local Laws | 225,273 | 210,573 | (14,700) | -7% | |
| Municipal Pound | 2,350 | 3,850 | 1,500 | 64% | 10 |
| Animal Control | 30,300 | 25,200 | (5,100) | -17% | |
| Parking | 55,450 | 52,450 | (3,000) | -5% | |

| | | | | | |
|---------------------------------|------------------|------------------|----------------|------------|---|
| School Crossings | 50,800 | 58,000 | 7,200 | 14% | |
| Family Day Care | 77,900 | 78,900 | 1,000 | 1% | |
| Maternal and Child Health | 134,400 | 131,700 | (2,700) | -2% | |
| | | | | | 1 |
| Senior Citizens Centres | 12,100 | 16,500 | 4,400 | 36% | 1 |
| Delivered Meals | 54,850 | 52,990 | (1,860) | -3% | |
| Home Care Aged | (113,000) | (110,000) | 3,000 | -3% | |
| | | | | | 1 |
| Home Maintenance | 4,000 | (11,000) | (15,000) | -375% | 2 |
| Home Care Sub Program | (159,500) | (147,500) | 12,000 | -8% | |
| Home Care Admin | 421,000 | 420,786 | (214) | 0% | |
| Community Services | 170,200 | 166,200 | (4,000) | -2% | |
| | | | | | 1 |
| Sewerage | 11,000 | 40,000 | 29,000 | 264% | 3 |
| Health Admin | 229,450 | 229,950 | 500 | 0% | |
| Rural Access Disability Project | 6,250 | 6,250 | 0 | 0% | |
| Community Transport | 0 | 0 | 0 | 0% | |
| Transport Connections | 75,220 | 70,940 | (4,280) | -6% | |
| | | | | | 1 |
| Community Drop in Ctr | 23,150 | 35,150 | 12,000 | 52% | 4 |
| Volunteer Project | 0 | 0 | 0 | 0% | |
| Governance Total | 4,160,126 | 4,755,513 | 595,387 | 14% | |

Infrastructure

| | | | | | |
|--------------------------------|------------------|------------------|------------------|------------|---|
| Asset Management | 986,700 | 1,075,794 | 89,094 | 9% | |
| Street Lighting | 142,000 | 136,600 | (5,400) | -4% | |
| | | | | | 1 |
| Emergency Services | 18,900 | 28,520 | 9,620 | 51% | 5 |
| Council Properties | 37,300 | 44,700 | 7,400 | 20% | |
| Public Conveniences | 120,700 | 120,700 | 0 | 0% | |
| Contract Management | 224,400 | 216,500 | (7,900) | -4% | |
| Waste Disposal | (753,949) | (724,810) | 29,139 | -4% | |
| Waste Collection | 1,426,455 | 1,509,055 | 82,600 | 6% | |
| Local Roads Maintenance | 1,336,000 | 1,158,000 | (178,000) | -13% | |
| Drainage Maintenance | 318,550 | 275,400 | (43,150) | -14% | |
| Footpaths Kerb and Channel | | | | | |
| Maintenance | 31,500 | 25,000 | (6,500) | -21% | |
| Road Signs and Marking | 305,000 | 253,000 | (52,000) | -17% | |
| Street Sweeping | 163,000 | 140,000 | (23,000) | -14% | |
| Street Beautification | 333,750 | 282,750 | (51,000) | -15% | |
| Recreation Reserve Maintenance | 164,400 | 148,500 | (15,900) | -10% | |
| Other Parks | 280,000 | 246,000 | (34,000) | -12% | |
| Botanic Gardens | 237,500 | 189,500 | (48,000) | -20% | |
| Memorial Square | 82,200 | 72,300 | (9,900) | -12% | |
| Lakes and Beaches | 86,000 | 102,000 | 16,000 | 19% | |
| Cemeteries | 17,000 | 16,000 | (1,000) | -6% | |
| Cosworks Administration | 151,250 | 141,350 | (9,900) | -7% | |
| Private Works | (22,000) | (22,000) | 0 | 0% | |
| Saleyards | (113,900) | (114,400) | (500) | 0% | |
| | | | | | 1 |
| Plant | 800 | (4,200) | (5,000) | -625% | 6 |
| Infrastructure Total | 5,573,556 | 5,316,259 | (257,297) | -5% | |

Strategic Development

| | | | | | |
|-------------|---------|---------|--------|----|--|
| Environment | 473,950 | 485,285 | 11,335 | 2% | |
|-------------|---------|---------|--------|----|--|

| | | | | | |
|---|---------------------|---------------------|------------------|------------|---|
| Fire Prevention | 143,200 | 143,200 | 0 | 0% | |
| Building | 217,200 | 199,100 | (18,100) | -8% | |
| Strategic Planning | 496,100 | 480,200 | (15,900) | -3% | |
| Statutory Planning | 951,650 | 973,750 | 22,100 | 2% | |
| Economic Development | 371,100 | 411,100 | 40,000 | 11% | |
| Tourism | 306,500 | 337,320 | 30,820 | 10% | |
| Colac Visitor Information Centre | 146,700 | 148,100 | 1,400 | 1% | |
| Great Ocean Road Visitor Information Centre | 291,500 | 272,000 | (19,500) | -7% | |
| Arts & Culture | 156,350 | 144,040 | (12,310) | -8% | |
| COPACC | 243,850 | 259,050 | 15,200 | 6% | |
| Recreation | 795,200 | 874,562 | 79,362 | 10% | |
| Events | 233,400 | 237,000 | 3,600 | 2% | |
| Bluewater Fitness Centre | 317,100 | 423,100 | 106,000 | 33% | 1 |
| Apollo Bay Leisure Centre | 0 | 32,000 | 32,000 | 0% | 7 |
| Strategic Development Total | 5,143,800 | 5,419,807 | 276,007 | 5% | |
| Debt Services | | | | | |
| Principal | 493,620 | 493,620 | 0 | 0% | |
| Interest | 189,080 | 189,080 | 0 | 0% | |
| Debt Services Total | 682,700 | 682,700 | 0 | 0% | |
| Capital Works | | | | | |
| Corporate and Administrative | 350,000 | 468,000 | 118,000 | 34% | 1 |
| Community and Human | 35,072 | 78,000 | 42,928 | 122% | 8 |
| Local Roads | 3,484,517 | 2,989,340 | (495,177) | -14% | 1 |
| Roads to Recovery | 0 | 29,369 | 29,369 | 0% | 9 |
| Other Physical Works | 292,540 | 560,586 | 268,046 | 92% | 2 |
| Recreation and Culture | 641,900 | 465,123 | (176,777) | -28% | 1 |
| Health and Environment | 1,020,000 | 1,128,188 | 108,188 | 11% | 2 |
| Planning and Development | 190,000 | 375,000 | 185,000 | 97% | 2 |
| Capital Works Total | 6,014,029 | 6,093,606 | 79,577 | 1% | 4 |
| Rates | | | | | |
| Rates | (15,542,939) | (15,716,939) | (174,000) | 1% | |
| Rates Total | (15,542,939) | (15,716,939) | (174,000) | 1% | |
| Other Income | | | | | |
| Other Income | (4,950,351) | (4,989,873) | (39,522) | 1% | |
| Other Income Total | (4,950,351) | (4,989,873) | (39,522) | 1% | |
| Appropriation | | | | | |
| Appropriation | (\$1,551,009) | (\$1,551,009) | 0 | 0% | |
| Appropriation Total | (1,551,009) | (1,551,009) | 0 | 0% | |
| Grand Total | 1,080,921 | 1,561,073 | 480,152 | 44% | |

Notes

| | | |
|----|------------------------------|--|
| 6 | Human Resources | Major change due to all recruitment costs are now centrally collected in Human Resources rather than being spread across the organisation. |
| 7 | Risk Management | All Cressy Shelford Roads Rectification Works costs have been re-allocated into this area. |
| 8 | Insurance | Premiums much lower than anticipated |
| 9 | Overheads | Revised modelling has provided a more accurate expectation |
| 10 | Municipal Pound | Unexpected Air-conditioning repairs required to Municipal Pound |
| 11 | Senior Citizens Centres | Emergency repair work required on a brick fence at Apollo Bay |
| 12 | Home Maintenance | Additional Grant expected related to Climate change |
| 13 | Sewerage | Funds re-allocated from Planning to undertake Wye River Separation Creek Septic Inspection programme. |
| 14 | Community Drop in Ctr | Additional project - Office of Disability performance |
| 15 | Emergency Services | Operational funding provided to Otway's SES for three years prior, not previously claimed. |
| 16 | Plant | Reduced Cosworks maintenance due to variety of vehicles requiring specialist maintenance |
| 17 | Bluewater Fitness Centre | Major items include: higher than anticipated salary costs; higher than anticipated equipment replacement charges; and a reduced level of programmed activities undertaken. |
| 18 | Corporate and Administrative | Major items include: Landslide Mapping; Replacement of Airconditioning unit at Rae St; and an increase in plant acquisition costs. |
| 19 | Community and Human | Additional HACC minor capital works |
| 20 | Local Roads | Funds re-allocated to Cressy Shelford Road Rectification. |
| 21 | Other Physical Works | Major items include: Bus Shelter works carried forward into the 2008-09 year; Footpath works in Birregurra; and Drainage works in Bromfield St. |
| 22 | Recreation and Culture | Additional grant for Joint Use Hockey facility. |
| 23 | Health and Environment | Major items include: Stormwater management plan implementation; Beeac Landfill rehabilitation; and Kennett River Wetlands. |
| 24 | Planning and Development | Major items include: Lake Colac Fishing Platform; Barwon Downs Old School Grounds Upgrade; and Lake Colac - Stoddart St Pathway carried forward into the 2008-09 year. |

3. COUNCIL PLAN PROGRESS

The attached report (Appendix A) provides Council with the second quarter progress report as at December 2008 for the 2008/09 financial year against the Council Plan 2005-2009.

The Council Plan consists of seven themes or "Community Priorities", for the Shire during the four year Council Plan period.

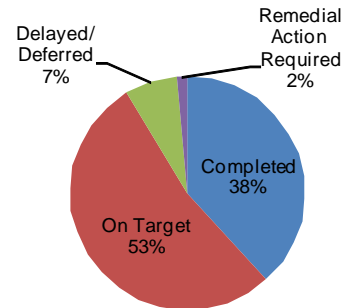
- Strong Leadership;
- Roads and Infrastructure;
- Planning and Development;
- Health, Recreation and Community Services;
- Economic Development;
- Environment Sustainability; and

- Financial Sustainability.

Each Community Priority incorporates a number of Council Plan Objectives (what we want to achieve) and Strategies (how we will approach it). The Strategies are reviewed and updated every 12 months and form the basis of Annual Business Plans (what we will do) and Budgets for each Business Unit of Council.

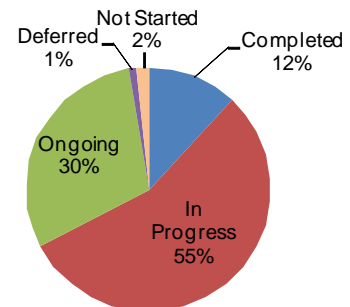
The Council Plan contains 68 strategies. Of these, 26 are completed, 36 are on target, 5 have been delayed or deferred and 1 requires remedial action. NB: Council Plan strategies and actions cannot be deferred unless this course of action is endorsed by Council.

Council Plan Strategies



Progress against the strategies and Annual Business Plan actions are routinely updated in the Interplan® business software performance system. Along with progress comments, responsible officers are required to indicate the current status and the percentage of achievement.

Progress of Council Plan Actions



Annual Business Plans contain a total of 116 Council Plan actions for the 2008/09 financial year. Of these 64 Actions are 'In Progress', 35 are Ongoing, 14 are completed, 5 are deferred or delayed and 1 requires remedial action.

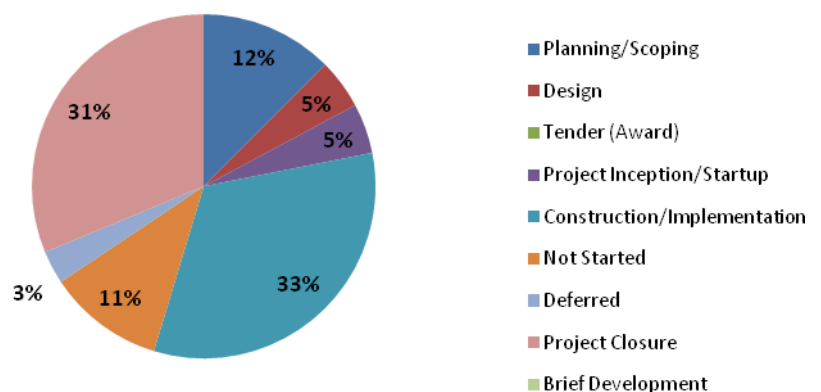
As at 31st December 2008, the end of the second quarter, the organisation is on track to achieve a successful outcome for this financial year.

4. CAPITAL WORKS PROGRAM

The capital works budget for the year in 2008/09 is \$10.114 million of which \$9.664 million relates to capital asset works and \$450,000 to major operational projects.

Implementation of the 2008/09 Capital Works Program is proceeding well, with 31% of infrastructure projects completed to half year. Of the remaining projects, 38% are either ready for construction or handover, of which are generally programmed for completion by CosWorks within the summer construction period.

Infrastructure & Services Project Status Report - Half Year



While the progression of project delivery from first quarter results (5% project completion) is encouraging, it is still anticipated that there will be delays to the delivery of some items in this year's Capital Works Program due to the significant changes being made to existing systems for the planning and execution of projects.

Some challenges that have impacted on the delivery of projects to date include internal resourcing and the implementation of a new project management process. The improvements made to existing project management processes have been essential in order to minimise levels of risk to Council and increase the levels of accountability on individual project managers while providing a documented history for each project. These project management processes are also supported by the Project Review Group, which has been established to provide a forum for a review of project design and development from a broad range of internal stakeholders. The aim of this group is to ensure risks associated with a particular projects design and delivery are identified early in the development phase to ensure effective and timely management of such issues.

An analysis of the projects being directly managed by the Infrastructure and Services Department indicates that 31% of projects have been completed, 33% of projects are in the construction/implementation phase, 5% have reached start-up or ready for handover. Of concern is the number of projects that are still within the planning cycle (12%), and the number of projects which have yet to start (12%).

It is not clear at this stage as to the number of projects which may be delayed, as this will become more apparent following the summer construction period. It is anticipated a more realistic estimate for project completion, and potential carry over projects will be known by March 2009. This will allow for a better analysis of project completion rates and whether relevant KPI's will be achieved for 2008/09.

Full details of the progress of each individual capital works project contained in the 2008/09 program are presented in the attached 'Interplan' Council Plan Capital Works Progress Report.

5. BUSINESS UNITS - ACTIVITIES AND INITIATIVES

5.1 CORPORATE & COMMUNITY SERVICES DEPARTMENT

5.1.1 Business Unit: CORPORATE SERVICES

The Corporate Services area of Council undertakes a number of miscellaneous projects that provide benefits to different sectors of the community.

| Major Projects | Comments |
|-------------------------|--|
| Youth Ambassador Awards | The Youth Ambassador Awards were held in October. This was a great night of celebrating the achievements of young people in the community |
| Home & Garden Awards | The Home & Garden Awards were held in December and were a recognition for the efforts of residents. Entries were sought and awarded under the following categories: <ul style="list-style-type: none"> • Gardener of the year • Street of the year |

| Major Projects | Comments |
|---|--|
| | <ul style="list-style-type: none"> • Home and Garden of the year • Coastal Home and Garden of the year • Most Water Efficient Garden • Judges Award |
| Apollo Bay Library & Facility Development Project | <p>A final report has been prepared and forwarded to the Department of Planning & Community Development. An update report was presented to the November Council meeting indicating that the preferred site is on Otway Health and Community Services land at 7 Ramsden Avenue. This is a significant contribution towards the project by Otway Health and Community Services.</p> <p>The Design of the facility has been based on this land. The design includes a library area that has been developed to provide space for 6,000 books and easy circulation for the community as well as a community facility area.</p> <p>The project will need to be considered with other projects and priorities for the Shire, Apollo Bay and surrounding areas.</p> <p>The funding for the project will be considered as part of the development of the new Strategic Resource Plan.</p> |
| Corporate Policies/Processes | <p>Review and implementation of Council Policies:</p> <ul style="list-style-type: none"> - Pre-Election Caretaker Policy (Reviewed) - Council Committees (New) - Customer Service Policy/Guidelines (New) - Service Charter (Revised) |
| Election | <p>The election was run by the Victorian Electoral Commission. The election process commenced in August 2008. The Declaration of Election Results occurred on Monday 1st December 2008.</p> <p>Failure-to-vote proceedings will take place in February 2009. An Election report will be prepared by the VEC and forwarded to Council by the end of February 2008.</p> |
| New Local Government Act Provisions | <p>New sections of the Local Government Act came into operation on 18th November and others on 1 December 2008.</p> <p>The Bill amended a number of matters in addition to the main issues of Councillor conduct and conflict of interest.</p> |

Projects planned for the next 6 months:

- Review of Delegations
- Review of Council Policies
- Other documents eg. Local Law No. 4 may also need to be reviewed in light of the changes to the Local Government Act.
- Development of the Strategic Resource Plan (Council Plan 2009-2013) and a Long Term Financial Plan.

5.1.2 Business Unit: FINANCE & CUSTOMER SERVICE

The Finance & Customer Service business unit has two distinct sections, Finance and Property & Customer Service. The Finance Section is responsible for providing all financial services such as: financial reporting and management; strategic financial planning and advice; management reporting; budget preparation and monitoring; accounts payable and accounts receivable functions; and payroll services. The Property & Customer Service Section is responsible for the advocacy of customer service across council, the customer service centres operation, and the property and rating functions of Council.

The Finance & Customer Service unit has pulled together over the last six months in response to the challenges posed by: recruiting in the tight labour market; commencement of the Civica project (new financial software); and greater demand placed upon the services provided by the unit. The future holds similar challenges but with the expectation that all vacant positions will be filled, the implementation of the CIVICA project will be successful and the review of the services provided and processes undertaken will result in efficiencies and greater effectiveness of the unit. During the first six months of the 2008-09 financial year the following outcomes have been achieved:

Summary of Major Projects:

Service: Financial Services

- 2007-08 Annual Financial Statements and Performance Statement have received an unqualified audit opinion from the Victorian Auditor General.
- The Audit Committee has met twice in the first six (6) months of the 2008-09 financial year.
- The processing of monthly accounts payable and accounts receivable continues.
- Monthly Business Activity Statements have been completed.
- Acquittal and reconciliation of various government grants.
- Completion of 2007-08 Grants Commission Return.
- Financial monitoring of the Apollo Bay Harbour and Corangamite Regional Library Corporation.
- Monthly reconciliation and payment of superannuation contributions.
- Fortnightly processing and payment of payroll.
- Commenced project planning on the introduction of new Financial Management Software (Civica)

Service: Property and Customer Service

- VicRoads has assumed control of the VicRoads Agency for Colac.
- Appointment of Customer Service Coordinator.
- Revision of the Customer Service Policies.
- Rates have been issued based upon the current valuations.

5.1.3 Business Unit: HEALTH & COMMUNITY SERVICES

Service: Aged and Disability Services (A&DS)

In the first 6 months of the 2008/09 financial year the following HACC services have been provided.

HACC Only

| Service | Units 2007-2008
Half year Actual | Unit 2008-2009
Half Yearly Actual |
|------------------------------------|-------------------------------------|--------------------------------------|
| All Delivered & Centre Based Meals | 11,043 | 9,275 |
| Home Care | 5,169 | 5,729 |
| Personal Care | 2,673 | 2,891 |
| Property Maintenance | 511 | 525 |
| Respite Care | 528 | 573 |
| Assessment/ Care Coordination | 870 hrs | 954 hrs |

All Services including HACC

| Service | Units 2007-2008
Half year Actual | Unit 2008-2009
Half Yearly Actual |
|------------------------------------|-------------------------------------|--------------------------------------|
| All Delivered & Centre Based Meals | 11,043 | 9,275 |
| Home Care | 7,241 | 7,739 |
| Personal Care | 4,085 | 3,919 |
| Property Maintenance | 565 | 564 |
| Respite Care | 1,007 | 1,030 |
| Transport | *Not Available | 2344 trips |

In Home Assessment

The Aged & Disability Unit is now the Designated Home & Community Care (HACC) "In Home Comprehensive Assessment" Agency for Colac and surrounding area excluding Apollo Bay. Apollo Bay Otway Health cover their immediate assessment area. As the designated HACC agency, the A&DS unit will establish partnerships with other Allied Professionals that will include Colac Area Health Acute Services, Home Nursing, Social Worker Department, Occupational Therapy, Mental Health Services, Disability Services and Otway Health Services.

Out and About Program

The Out & About Day program that occurs monthly continues to be extremely popular with more than 80 people taking the opportunity to participate. This has caused some waiting lists as our bus capacity is 50 plus an indoor staff member.

The trips are usually held on the third Sunday of each month, between 10 am and 4 pm and includes a meal. Most trips are planned within a 2 hour radius allowing time for lunch and activities. The Out & About Group are now taking some ownership and are putting forward their idea's of new destinations, and continues to be a highlight for many of our seniors.

Community Transport

Transport service requests continue to be in high demand from older residents across the Shire, which has resulted in an increase in transports to major centres for specialist care. This is mainly due to the personalised one on one services offered. For complex specialized care, trained staff from the A&DS unit accompany the recipient to their appointment.

The bus and transport vehicle in addition to the Meals on Wheels vehicle that becomes available in the afternoon, continue to provide affordable transport to clients. Clients are attending Colac Area Health Adult Day program, Do-Care Shopping, Aged & Disability Weights program at Forrest and Kanyana, Colac Rehabilitation Centre, the Community Hub and The Meeting Place. The bus is also hired out to non-profit groups.

The continued program to recruit volunteers from Apollo Bay has borne fruit with one more driver available to assist with transport.

Recognition of Volunteers

For the second year running, Colac Otway Shire has recognised its volunteers with a breakfast and prizes. In early December, some 75 volunteers from Meals on Wheels, Community Transport and the Visitors Information Centre were thanked for their dedicated services by Greg Fletcher, Health & Community Services Manager. Two speakers from Colac Area Health, Anne Hennessy and Chris Towers spoke about their services and projects. The breakfast and the speakers were well received by all who attended.

Community Care Workers Training

This year, 8 of our Community Care Workers Graduated in Certificate 1V Aged Care & Disabilities with a Medication Component. Over the past five years, 30 Community Care Workers have successfully graduated in Certificate 1V Aged Care & Disabilities.

Seniors Week

As always, Seniors Week was a great success, with our unit having to extend this year's Festival over 2 weeks due to community demand. Highlights included a tour of the National Sports Museum, and the M.C.G, as well as an evening at the Ballarat Trots. An Arts & Crafts day at Kanyana was most successful in promoting this activity, and is likely to become an annual part of our Festival. We have also received suggestions from the community for next year's agenda demonstrating consultation, and partnership with our clientele.

Gentle Exercise/ Well Being Program

This Program continues to attract great numbers, and more importantly, participants report the benefits of the weight and balance component of the exercises which are most beneficial in retaining optimum mobility. Our numbers remain consistent with approx. 22 people attending our Forrest Program, and 22 people attending our Colac Program at the Kanyana Centre. This Program is also a good example of Internal partnerships with Bluewater Fitness Centre who facilitate the Exercise component of this program, and Aged & Disability Services supplying a Community Care Worker, meals for participants and administration support.

Community Aged Care Reports

Aged & Disability Services Unit has fifteen Community Aged Care Packages that are assigned to High Complex clients that require a high level of care and complex care management. This half year, 18 clients have been in the program. 2,398 hours of services have occurred with 1,034 meals supplied and 500 hours of Case Management personalised support including the Carer and family members.

Care management/care coordination continues to grow and requires an increasing time component in welfare care that includes the complexity of family work and medical care planning.

Service: *Maternal & Child Health*

Maternal & Child Health Nurses have continued to have a busy time. For the first half of 2008 there were 125 birth notifications which would indicate maintaining the increased rate of the past year. We are awaiting the roll out of the new key ages and stages packages from the Department of Education and Early Childhood Development (DEECD). The service continues to provide support to the clients one to one or in groups.

Service: *Rural Access*

Colac Disability Network Healthy Lifestyles Project

"Step into Summer" Pedometer Challenge. The aim of this project partnership was to encourage people with a disability to participate in regular activity such as walking. Twelve teams of six entered the pedometer challenge. A tally board was located at the Bluewater Fitness Centre featuring the

Great Ocean Road, this encouraged links with the community and the potential to seek out further information about healthy lifestyles and exercise programs. A presentation evening was held on December 1st 2008 and refreshments were provided by the local Centrelink office.

Internet Training for People with a Disability Pilot Project

Funding of \$35,000 has been received from the Department of Planning and Community Development in partnership with the Department of Human Services and the project has been managed by Vicnet (State Library). Local partners include The Meeting Place Colac Otway Disability Accommodation Inc. and the Neighbourhood House. This project will commence in early 2009.

International Day of People with Disability 2008

A week of Events coordinated by Rural Access in partnership with the Colac Disability Network. A Good Access Business Award was presented to the Austral Hotel and five personal achievement awards were presented. Presentations were made at a Celebration of Abilities cabaret on the 5th December to recognise the International Day of People with a Disability which is celebrated worldwide on December 3rd. The cabaret was held at Copacc and was attended by over 150 people.

The Meeting Place

The Meeting Place continues to operate from the Kanyana building with steady attendances. Participants have been involved in a wide range of activities some of which include, a visit to the Bendigo planetarium, an intercity bowling competition with a team visiting from Thomastown, a Christmas in July event with staff and clients from Coinda Terang as well as regular activities based at the Kanyana Club.

The Meeting Place provides opportunities for people with a disability to be involved in the planning and development of the monthly calendar of activities, and there are two participant representatives now involved in the monthly reference group meetings.

The Antz Pantz Arts drama troupe is currently developing a play which has been funded by the Office of the Disability Services Commissioner. The play "It's ok to complain" will aim to promote the complaints process which is available to people with a disability. The troupe will perform at the national "Having a Say" conference in Geelong next February.

The process for developing the performance is also being filmed as a documentary. Base Slappers performed at the Spirit of Christmas event held in December 08, and Thumbs Up performed at COPACC for Colac Otway Shire Staff during November.

Service: *Transport Connections Project*

In 2008 the Colac Otway Shire started a 3 year Transport Connections Project *Bringing Communities Together* funded by the Victorian Government. The project coordinator, Trina Ebeling, works with local communities to set up transport trials that link them to a public transport network. *Transport Connections* on the COS website provides links to other Council services (Community transport and Walking paths and Bicycle Tracks) as well as external service providers (V/Line, Department of Transport).

A brochure, *Transport Options - How Do I Get There?*, outlines various services currently operating to assist a person with transport needs and gives follow-up contact details.

Two Ministerial launches were organised in 2008. MP Gayle Tierney launched the 10 new bus shelters in September and Minister Batchelor launched the Colac-Lorne seasonal bus in November.

The project's first successful NEW transport service started operation in December with 28 bookings on the first two services. The Colac-Lorne seasonal bus provides affordable travel over summer between Colac, Birregurra, Deans Marsh and Lorne. It is supported by a range of Colac employment

agencies and Lorne employers as well as the general community. 3000 Pocket-sized timetables and 4000 brochure sized timetables have been distributed.

Five Community forums and workshops have also been held in Apollo Bay and Forrest during September-December to identify transport needs of the local communities. A service proposal is being drafted with the Department of Transport to establish a longer term transport connection between these communities.

5.1.4 Business Unit: INFORMATION SERVICES

Service: Information Communications and Technology (ICT)

Activities undertaken in the first 6 months:

- Commenced the implementation of the 2008/09 initiatives and actions detailed in the Information Communications and Technology Strategic Plan (ICT SP).
- Replacement of 42 desktop workstations, 6 notebooks, a number of printers and other peripheral equipment in accordance with our equipment replacement program.
- Upgraded the communications link from the Pound at Rossmoyne Road to the Rae Street office from a slow ADSL link to a high speed wireless connection.
- Implemented a production Storage Area Network (SAN) hardware platform overlaid with Virtual Server Technology providing a more reliable Information Technology platform.
- Replaced three new physical production servers which were commissioned as part of the transition to virtual technology.
- Implemented phase 1 of the Council's Disaster Recovery (DR) capability. A DR SAN using virtual technology has been implemented providing a mirror system to the production platform at Rae Street. The DR site has been temporarily located at the Pound.
- Upgraded the Council's Microsoft Office suite to the current 2007 version including providing training for all Council staff.
- Replaced the old e-mail and calendar system with Microsoft Exchange Server 2007 and the Outlook client including providing training for all Council staff.
- Commenced the initial project management actions required for the implementation of the new Finance, Rating, Property and other core services application. The new product is the Civica Authority application.
- Upgraded the Council's Customer Request System to the latest fully redeveloped application including providing training for all staff.
- Managed the maintenance, installation and upgrades of the Council's other multitude of applications.
- Managed and maintained the Council's Wide Area Network including server, switch and desktop equipment, to 12 remote office locations.
- Maintained the Council's Information Systems applications, data, backup regime, communications links, mobile phones and desk phone systems.
- Managed the formal Helpdesk system to service all ICT related requests.
- Reviewed and amended the ICT SP to reflect current and future opportunities and technology advancements that were unknown when the plan was endorsed by Executive.

Projects planned for the next 6 months:

- Continue the planning and project development activities to undertake the 2009/10 initiatives outlined in the ICT Strategic Plan.
- Enhance the Council's ICT Disaster Recovery Capability.
- Implement the new Council Agenda system.
- Undertake a Wide Area Network (WAN) review.
- Undertake a Multi Function Centre (MFC) and Printer Review.
- Project Manage the Civica Authority system implementation, which replaces the old generation Fujitsu 2000Plus system.

- Server replacement at the Great Ocean Road Visitor Information Centre.

Service: *Geographic Information Systems (GIS)*

Activities undertaken in the first 6 months:

- Enhanced the Council's interim mobile Fire Notice GIS capability which enabled over 8000 property inspections to be completed in accordance with the scheduled time frames.
- Increased the Council's Web based GIS capability and grew the user base by 10%.
- Over the last six months we have completed a major matching project between Vicmap and our revenue system. This has allowed the completion of cadastral maps for our shire to a very high standard (in fact the best in the state).
- Developed a Business Case regarding the development and implementation of a Web Based GIS capability for external users (customer, resident and ratepayer). The business case was successful in obtaining external grant funding. A breakup of the grants funding are detailed below.
- Council has received three grants to carry out two GIS specific projects.
 1. The Erosion Mapping Project to help with a review of the Erosion Management Overlay for the Planning Scheme. This is being funded by the Natural Disaster Mitigation Program (NDMP) \$80,000 and the Municipal Association of Victoria (MAV) \$60,000.
 2. The Fire Notice project will develop both a technical and procedural system to improve the efficiency of delivering fire prevention notices. This is being funded by the Office of the Emergency Services Commissioner. The funding for this project is \$30,000.

Projects planned for the next 6 months:

- Coordinate the GIS Web enabled project detailed above.
- Cadastral Matching and Property Data Project.
- Implement a Mobile GIS system for Local Laws - Animal Capability, Environment - Road Sides, Planning - Enforcements, Health - Septic Tanks and Asset - Roads.

Service: *Document Management Services (DMS)*

Activities undertaken in the first 6 months:

- 24,320 items of incoming mail have been received and processed through DMS, of these 7,252 were formal requests for Council action; these requests were entered into the Council's Customer Request system for officer action.
- 54,725 items of outgoing mail were processed by DMS.
- Staff members have undertaken training at the Public Records Office Victoria (PROV).
- Annual document disposal activities have been completed with all 2008 eligible documents being disposed of in accordance with the PROV disposal schedule.
- Teamware Library, the Council Electronic Document Management System, underwent quarterly audits in accordance with the defined audit scope.
- Provided a range of DMS services to Council staff, in a professional and diligent manner. DMS was a winner of an internal "Service" award for the work they undertake.
- Provided a courier service to Colac remote offices twice a day.

Projects planned for the next 6 months:

- Development of a new indexing regime in preparation for the replacement of the current Electronic Document Management System (EDMS), Teamware Library.
- Facilitate the Archive of documentation in accordance with disposal guidelines in preparation for transfer to the PROV.
- The MAV have formed an Electronic Communications Management (ECM) shared service group, Council are involved with this group and will be considering any opportunities.

5.1.5 Business Unit: ORGANISATIONAL SUPPORT & DEVELOPMENT

The Organisational Support and Development Unit administers organisational policies, procedures and programs and provides advice, coordination and support to management and staff on a wide range of issues including:

- Industrial relations, Enterprise Bargaining, personnel practice administration and management
- Recruitment, selection and induction
- Workers compensation administration and claims management
- Employee relations including policy development employee assistance, equal opportunity, reward & recognition programs
- Performance Management
- Organisational Training & Development
- Occupational Health & Safety compliance, audit and reporting
- Risk Management compliance, audit and reporting
- Public Liability, Professional Indemnity & General Insurance administration and claims management
- Corporate & Business planning and reporting
- Legislative Compliance and Annual reporting
- Best Value and Continual Improvement programs and reporting

Major Achievements/Highlights for the first 6 months of the year

| Major Projects | Comments |
|---|---|
| Staff Reward & Recognition Program | At this year's Staff Christmas BBQ 41 staff received service awards for 5, 10, 15, 20 and 40 years service to the Colac Otway community. "Values in Action" Awards were presented to staff who their peers believed had demonstrated in the course of their work how the organisation's values of 'Partnership', 'Consultation' & 'Service' are put into action. |
| Recruitment & Selection | Since July 2008, 34 staff vacancies/positions have been recruited for, and in excess of 281 applications processed. |
| Organisational Development & Training | Staff training and information session delivered on-site to date this year have included Trade Practices Awareness Training, Microsoft Office Word, Excel, Powerpoint and general overview sessions for all staff, First Aid Training and Occupational Health & Safety Refresher Training for OH&S Representatives |
| Performance Management System (Personnel Evaluation System Software (PES®)) | PES® was rolled out for the second year in July 2008 in line with our Enterprise Agreement commitment to ensure that all staff participated in an Annual Review to be conducted during July-Sept. A compliance rate of 95% was achieved. |
| Employment Advertising Strategy – South West Regional Councils | In collaboration with five other South West Councils, Colac Otway Shire committed to taking part in a joint project to raise the profile of the SW region and the employment opportunities Local Government provides. The program has included 6 full-page branding ads to appear in The Age and provision of Shire/Job profile information for job expo in the UK. |
| Health & Wellbeing Program | The Staff Health & Wellbeing program for the first six months |

| Major Projects | Comments |
|--|--|
| | has included a bi-monthly newsletter distributed to all staff, and the development of Health & Wellbeing calendar for the second half of the year which will include information sessions on Backcare/Posture, Beyond Blue, Sun Smart Education and Work/Life Balance. |
| Safety Map Accreditation | Participation in Worksafe's SafetyMAP requires that a reaccreditation surveillance audit is conducted annually. SafetyMAP certification is the key driver of OH&S performance at Colac Otway Shire and ensures that our systems are assessed against best practice. This year's audit was conducted in October 2008 with an action plan developed to address any issues within the accreditation timeframe. |
| Risk Profiling Project | An organisational and strategic review of the Council's systems management process conducted by Global Risk Solutions commended in Oct'08. The project aims to identify gaps in existing risk management practices, and systems management and make recommendations for improvement and integration of the systems for current and future organisational needs. To date the review process has included a detailed examination of existing policies, procedures and records and interviews key officers across the organisation. |
| Council Plan 2009-2013 | Preparation has commenced on the development of the next Council Plan (to be submitted to the minister by 30 th June 2009). A draft framework document has been developed, and in-house staff and councillor induction/workshop sessions completed. |
| Legislative Compliance and Annual Report | The organisation has met all legislative compliance and reporting requirements and deadlines. The 2007/08 Annual report was produced and available to the public by October 2008; and final printed document available by November 2008. |

Projects planned for the next 6 months:

- Delivery of Health & Wellbeing Information Sessions and second half of the organisational staff training and performance management program.
- Commence preparation and negotiations on the fifth Enterprise Agreement for Colac Otway Shire.
- Community consultation on the 2009-2013 Council Plan and finalisation of the Plan for submission to the minister.
- Completion of the Risk Profiling Project and implementation of new Risk Register software across all business units.

5.1.6 Business Unit: RECREATION, ARTS & CULTURE

The Recreation Arts and Culture Unit has had a productive six months with an estimated 73,000 people attending various performances and functions at COPACC, \$112,500 allocated to community projects through Council's Community Funding Program and thirteen community events held throughout the Shire. Nine playgrounds have been significantly redeveloped and reserve masterplans have been developed to assist with future facility improvement works. Strategic planning continues to guide the Unit. Both the Cricket and Netball Facilities Strategies completed over the past months will assist with future project development.

Major Achievements/Highlights for the first 6 months of the year

- Continued implementation of the Recreation, Arts and Culture and Events and Festivals Strategies.
- Further development of the Guidelines for considering the closure of the Great Ocean Road to conduct events across the municipalities of Surfcoast and Colac Otway Shires in partnership with VicRoads, Surfcoast and Colac Otway Shires and Victorian Police.
- \$70,000 contributed towards \$190,000 of Recreation Facility Improvement projects through the 2008/2009 Council Community Grants Program. Also \$40,000 contributed to \$132,000 Community Projects, \$11,000 towards Community Events and \$7,500 contributed towards COPACC Hire Assistance.
- COPACC has averaged 92 events per month over the past five months which includes performances, meetings and other activities.
- 584 children registered in the Bluewater Fitness Centre Learn to Swim Program and 1,033 Centre members.
- Further development of the Beechy Precinct planning with progression on the Bluewater Fitness Centre Stadium Feasibility and concept plans and the redevelopment of the Central Reserve Master Plan.
- Improvement works completed to the Colac Central Reserve Cricket Wickets in partnership with the Colac and District Cricket Association.
- Implementation of the Recreation Live it Up Week with many clubs opening their doors and activities to the community for free.
- Operation of the Apollo Bay Community Pool for the 2008/2009 Summer Season by Bluewater Fitness Centre.
- Go For Your Life Funding secured to conduct a Seniors Strength Training Program.
- Facility improvements to the spa, sauna and filtration system completed at Bluewater Fitness Centre.

Projects planned for the next 6 months:

- Development of a Fees and Charges Policy specifically for Recreation Reserves used for the purposes of community sport and recreation.
- Development of a five year plan for the Old Beechy Rail Trail to assist the Committee of Management and Council in the future planning, maintenance, further development and marketing of the Rail Trail.
- Completion of the Regional Trails Master Plan Project with presentations made to the Regional Managers Forum and respective Councils by June 2009.
- Implementation of a Wildfire Risk Management Approach to Community events in collaboration with the Country Fire Authority, Victorian Police and other representatives from Emergency Management.
- Implementation of facility improvement works to the Bluewater Fitness Centre through Federal Funding allocations to be completed by the end of 2009.
- A dedicated Youth Audience Development program for COPACC to encourage children and youth participation in the arts.
- Facility improvements to the Central Reserve Multi-purpose fields to be completed by May 2009.

5.2 INFRASTRUCTURE & SERVICES DEPARTMENT

5.2.3 Business Unit: ASSET DEVELOPMENT

Major Achievements for first 6 months

Building Maintenance Program

Significant maintenance work has been undertaken on the following facilities to date:

- Birregurra Hall – Replacement of the roof over the veranda and provision of fire escape doors and locks.
- Beech Forest Public Toilets – Supply and install new cisterns and basin taps to male and female toilets.
- COPACC – Weather proofing of upper west wall above meeting rooms
- Larpent Hall – Repair to internal lights throughout facility

Council's building maintenance program is delivered through a combination of reactive works (e.g. customer enquiries, etc) and programmed works which are developed and prioritised based on performance and condition information obtained from inspections.

Building Renewal Program

This program provides for major refurbishment and structural repairs and represents a significant investment by Council in the renewal of its building assets.

Major achievements to date include:

- Replacement of roof on the Hesse Street Comfort Station
- Painting of internal and external surfaces of the Irrewarra Aerodrome Office. This included sundry repairs and bird proofing of the external toilet block.
- Installation of a pre cooler unit to the COPACC air-conditioning system to prevent shutdown due to overheating
- Ongoing implementation of the switchboard replacement program. Facilities completed so far include the Colac Cricket Ground Clubrooms.

Other Works Items

Other projects completed so far include installation of safe roof access systems to Blue Water Fitness Centre and Rae Street Administration Office Building, installation of additional picnic table settings at Memorial Square; and replacement/repainting of stonework to the Memorial Square Shrine garden beds.

Road Management Plan

In order to carry out effective maintenance across Council's road and footpath networks on an equitable basis, the Shire is divided into 24 maintenance zones. Each zone is proactively inspected for routine maintenance requirements following the frequencies required by Council's Road Management Plan (RMP).

These inspections are carried out by Council's Asset Inspection Officer, who records any defects or safety concerns which are measured against the standard of Council's RMP. A listing of works is then generated from these inspections to enable appropriate remedial works to be programmed.

All inspections programmed for the first half of 2008/09 have been completed on time and maintenance works responding to defects or hazards identified through this process have, in general terms, been completed to meet the required timeframes. RMP compliance is monitored on an ongoing basis.

Local Roads to Markets Program

Funding was received from the State Government's Local Roads to Market Program to widen the section of Larpent Road extending between the Princes Highway and Underwoods Road (Colac Carlisle Road). Construction works were completed in early December providing improved safety and efficiency outcomes for users of this section of road. Final seal will follow in 2010 as part of Council's annual sealing program.

Slater Street, Elliminyt

Construction of Slater Street was programmed in the 2007/2008 Capital Works Program, and is a carryover project as the construction was not completed by the end of June 2008.

The works commenced at the end of May 2008. All works have now been completed with the final seal being applied in December 2008. This project has been delivered as a Special Charge Scheme.

Guard Rail

As part of Council's ongoing commitment to improving road safety a guard rail has been installed at a number of locations across the local road network. These include:

- Mitchell Grove
- Christies Road
- Swan Marsh Road, and
- Red Johanna Road

This program aims to improve motorist safety at sites with a high risk profile and includes unprotected stream crossings (e.g. major culverts, bridges) and steep road edge drop offs.

Stodart Street Litter Trap

A litter trap has been installed on the stormwater outfall to Lake Colac located at Stodart Street. This involved the installation of a mesh basket to an existing junction pit with the aim of catching gross pollutants (e.g. general rubbish, etc) improving the quality of stormwater entering Lake Colac.

Birregurra Footpath Renewal

Works have been completed to relay the existing pavers along the main shopping precinct in Birregurra. This included replacement of a small number of broken pavers and sealing to provide protection against general wear and tear.

Bus Shelter Installation Program

The installation of 10 new bus shelters around Colac has been completed. This project was made possible through funding received from the Department of Transport. Member for Western Victoria Gayle Tierney officially opened the shelters on 29 September 2008.

The shelters were manufactured and installed by local contractors to meet the requirements of the *Disability Discrimination Act 1992* (DDA). Along with the shelter, additional works were also completed in order to ensure that the stops were compliant with DDA requirements. This will include the construction of a concrete hardstand area and installation of tactile ground surface indicators.

Projects planned for the next 6 months

Auslink Regional Strategic Regional Roads Program

Two (2) projects within the Colac Otway Shire have been funded under the Federal Government's Strategic Regional Roads Program. these being the widening of Poorneet Road and the upgrade of a section of Swan Marsh Irrewillipe Road.

The widening of Poorneet Road has been completed. The construction of the unsealed section of Swan Marsh Irrewillipe Road is due to commence in early 2009 with design and project planning requirements now largely being finalised.

Better Roads Program – Local Timber Roads

Council has included two projects on its 2008/09 Capital Works Program primarily aimed at supporting the timber industry. These projects are the replacement of the Binns Road Bridge over the Aire River and other upgrades to Binns Road extending from the bridge to Beech Forest Road. These improvements include gravel resheeting, drainage and signage upgrades..

Tenders for the replacement of the bridge have been evaluated and the contract was awarded to Van Ek Pty Ltd to in October 2008. Draft design plans for the new bridge are presently being reviewed by various stakeholders including VicRoads. It is intended that onsite works will commence in March 2009.

The road upgrade works are to be delivered by COSworks and will commence in early 2009 to coincide with the bridge replacement to take advantage of the road closure to be implemented during this time in order to minimise inconvenience to road users.

Pound Road, Colac

The construction of the unsealed section of Pound Road is programmed to commence early in 2009. Tenders were advertised in August 2008, with the contract awarded following the September 2008 Council Meeting. The Contract was awarded to Lake & Land Pty Ltd.

Building Asset Management Plan

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

This plan focuses on the management of Council's wide ranging building and facility types. The plan's specific purpose is to:

- Improve the understanding of service level standards and options
- Identify minimum long term life cycle costs to provide an agreed level of service
- Better understand and forecast asset related management options and costs, and the ability to balance out peak funding demands
- Clearly justify forward works programs and expenditure
- Manage risk associated with asset failure
- Improve decision making based on costs and benefits of alternatives

The draft Building Asset Management Plan is presently being revised with further financial modelling and will be placed on public exhibition following endorsement by Council in 2009.

Road Safety Strategy

Council's existing Road Safety Strategy is presently being reviewed and updated. This is being undertaken in conjunction with the Corangamite Shire. Both municipalities have committed funding to the project.

The aim of the Road Safety Strategy is to integrate road safety with the various services that Council provides to the community.

Various stakeholder meetings have been conducted involving VicRoads, Victoria Police, Corangamite Shire, RoadSafe Colac, and Council officers in order to provide input into the strategy. A revised draft has recently been received with a presentation to Council and formal adoption of the document to follow.

5.2.2 Business Unit: MAJOR PROJECTS

Service: Waste Management

Major Achievements for first 6 months

Service Performance

The various components of Council's waste management contract have been performing satisfactorily with most of the contract components expiring on 5 September 2009. The performance measurements for various waste management contracts is indicated in the waste management report below.

Council has obtained the Ministerial approval for extension of the Wheelie Waste Pty Ltd and Barton Waste collection Pty Ltd contracts for a period of 12 Months in order to align the new contracts with the Barwon Regional Waste Management Contract that is expected to commence from 1 July 2010.

A Budget Review undertaken as at 31 December 2008 indicates that some additional costs are likely to be incurred due to increase in volume of waste received at the Apollo Bay Transfer Station and its cartage to Corio, landfill monitoring requirements including gaseous emission tests, mattress recycling initiatives and a diesel fee surcharge. The extra expenditure will be partly balanced with savings elsewhere within the waste management budget.

Drop-Off Facilities

The Drop off Facility contract comes to an end on 5 September 2009 however Ministerial approval could not be obtained for extension of this contract possibly due to the reason that it is a relatively small contract for which tendering process could be undertaken without much difficulty. Currently the tender is being reviewed for undertaking the tendering process early in 2009.

Organics Contamination Education Campaign

Focus was put on households with a habitual bin contamination record with a likely penalty of up to 4 weeks bin non-collection.

An educational Campaign was launched in Colac West area and upon successful completion of the campaign it became evident that certain people may not be reading and utilizing the information contained in the educational material and direct interaction is required for explaining the waste management issues at a personal level.

Year 3 - 6 school children of Colac West Primary School were given the opportunity to visit the BRWMG centre, Geelong developing awareness with latest waste management issues.

Beeac and Cressy Landfill Monitoring

In accordance to the requirements of Environment Protection Agency (EPA) bore holes were installed for groundwater quality monitoring. URS Australia Pty Ltd (URS) has been commissioned by Council to undertake groundwater and surface water monitoring and provide a report to EPA and Council outlining findings of the monitoring event with recommendations for future monitoring. Provision has been made for monitoring of gaseous emissions as well as one of the new requirements of EPA.

Gellibrand Landfill Rehabilitation

Design and Tender has been developed for the Gellibrand landfill rehabilitation and a planning application lodged. Consultation is taking place with Parks Victoria for obtaining site access approval because the landfill site is a part of the Great Otway National Park. Most of the planning

permit conditions have been fulfilled and it is expected that tenders will be called soon in order to commence the construction by March 09.

Apollo Bay Transfer Station

A number of aspects relating to Apollo Bay Transfer Station project are currently under active consideration as briefly discussed below:-

- Land Purchase A land purchase contract agreement is being prepared by Council's legal solicitors for signing by the land owner and the Council containing terms and conditions and respective responsibilities.
- Cultural and Heritage Management Plan (CHMP) The CHMP prepared for the site has been submitted to Aboriginal Affairs Victoria (AAV) for approval. This is expected by February 2009.
- Extension of time for closure of Marengo Transfer Station Verbal advice has been received from EPA advising that the Council's request for extension of time has been considered favourably and an extension likely to be granted. EPA will soon be advising Council of the extension of time in a written response.
- Sustainability Victoria (SV) Grant – A grant of \$200,000 was committed by SV for this project for the year 07/08. Council has successfully sought approval for carryover of this grant to the 08/09 financial year. SV is kept informed of the project status so that grant monies can be secured.

Barwon Regional Waste Management Group (BRWMG) - Solid Waste Material - Receiving and Processing

Colac Otway Shire is working with Barwon Regional Waste Management Group to developing regional waste management strategies and future contracts for regional waste disposal.

With the Corio landfill due for closure at the end of 2009 the tendering process has been initiated early, inviting tenders from competent contractors capable of receiving and processing various types of waste streams such as recyclables, green waste, food organics and other mixed waste.

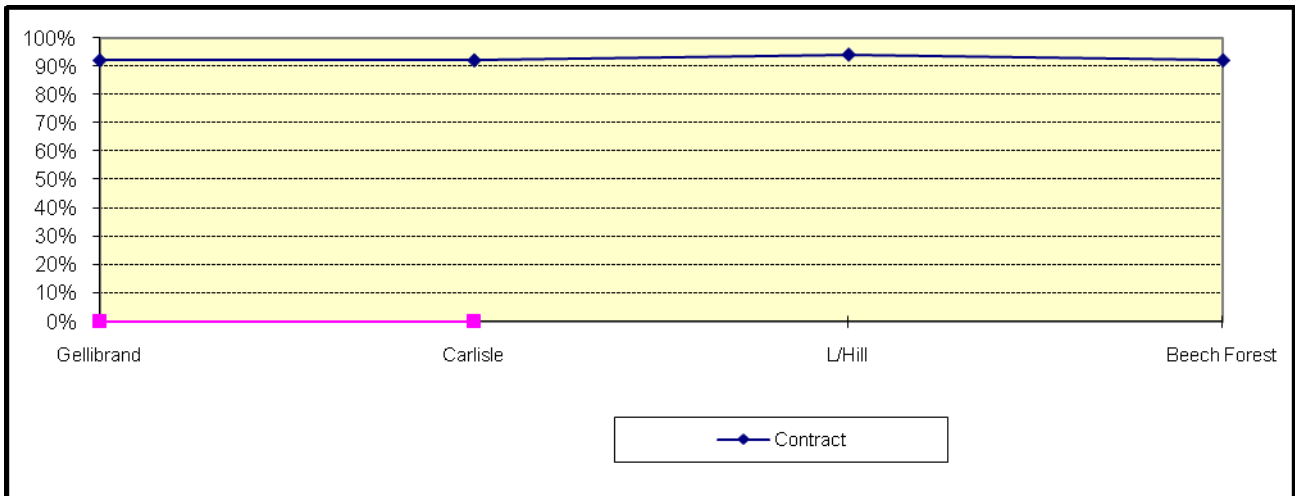
The tendering process has been completed and Visy Paper Pty Ltd and Dicom AWT Operations Pty Ltd selected as successful tenderers for processing of recyclables and of mixed solid waste respectively. Both the regional contracts are likely to commence from July 2010. Currently the contract agreements are being developed by BRWMG for individual member Council's consideration and signing.

Projects planned for the next six months

- Undertake the best value review for waste management
- Review the waste management contract and develop the new tender and specification
- Continue to participate at the Barwon Regional Waste Management Forum to achieve the regional waste management objectives of "Total Waste Management" and linking with Council's plan and objectives
- Undertake the tendering process for the Apollo Bay Transfer Station project and commence construction

Contractors Performance Measurement

R & J Spence



Overall rating for July to December 2008 was 93%.

December 2008

- One complaint was recorded for this reporting period.
- All management aspects of contract continue to operate in line with expectations.
- Administration and reporting submitted on time.
- Receival of material was of good standard.
- OH&S issues in regard to safety clothing were addressed immediately.

Barton Bros

| REQUIREMENT | SCORE |
|-------------------------------|-------|
| Litter Bin Collection | 84% |
| Garbage Collection | 85% |
| Recycled Materials Collection | 85% |
| Landfill Management | 81% |
| Average Transfer Station | 87% |
| Marengo Transfer Station | 83% |
| Birregurra Transfer Station | 96% |
| Alvie Transfer Station | 94% |

Overall rating for July to December 2008 was 87%

Limitations of the Marengo Transfer Station site and an increase in use make the site inadequate and create difficulties for the site operator to keep clean and tidy at all times which has impacted on their overall score.

Alvie landfill had not been compacted as frequently as required - this has now been addressed. Problems with breakdown of trucks led to more complaints of bins not being collected on time - however in all cases routine pickups were carried out on the specified days with missed bins being collected in a timely fashion

High volumes at peak periods and accessibility to litter bins are creating difficulties. Litter bins had not been cleaned frequently but this has been rectified upon request

Service: *Apollo Bay Harbour*

Safety and Environment Management Plan (SEMP)- External Audit

As a part of Committee of Management Agreement with DSE an external audit of Port of Apollo Bay Safety and Environment Management Plan was undertaken in July 2008. After the audit process it was ascertained that Council is complying with the SEMP action plan. The following recommendations relate to issues considered to be of high to very high risk and should be considered urgently:

- Slipway procedures should be revised
- It is considered important the Job Safety Assessment be carried for all works, including all individual tasks associated with slipping and working on boats.
- Upgrade of safe boating brochure with updated locations of navigational aids
- include maximum draft for boats allowed and minimum depth within the harbour
- Berthing ladders at the side of jetty to have chains in accordance to AS 1657 Ladders and Platform
- A hazardous materials audit to be conducted for the Fishermen's Cooperative Building including lead, asbestos, biphenyls etc.
- Provision of Hazchem signage at the depot fence in accordance with Occupational Health & Safety regulations.
- Waterway Management Plan to be revised to include the prevention of tri-butyl tin and lead paints.

The above recommendations are to be implemented before the next internal review of the SEMP in July 2009.

Risk Mitigation Funding Application

Risk Mitigation funding applications were lodged with Department of Environment and Sustainability (DSE) to seek funds for three projects namely (1) Sand and Long Term Dredging Options Study, (2) Re-armouring of approximately 30m of main breakwater and (3) Replacement of Slipway Rails. Advice has been received from DSE that our funding application the first two project has been successful and the third project has been accepted in principle however further information has been requested with reference to the Port of Apollo bay Master Plan.

Projects planned for the next six months

- Undertake the Risk Mitigation measures utilising allocated funds
- Ongoing implementation of the Safety and Environment Management Plan (SEMP)

Service: *Contract Management*

From July to December, 2008, nine tenders were prepared and advertised and four contracts were awarded over this period. Additionally, a number of quotations were sought for infrastructure works.

Contract management has been undertaken across a range of project areas including:-

Construction and Civil Works

- Footpath construction and intersection works in McLachlan Street, Apollo Bay;
- Birregurra Main Street footpath works - replacement of pavers;
- Road construction works including tenders preparation and a contract awarded to replace the timber bridge in Binns Road;
- Street construction works as a part of a Special Charge Scheme for Slater Street, Colac;
- A contract was also prepared and awarded for footpath works in Pound Road, Elliminyt;
- The 2008/2009 annual bituminous sealing tender was prepared and a contract awarded, with works commencing in November, 2008;

- A tender was prepared to redevelop the hockey fields at Central reserve.

Works undertaken by quotation included :-

- Alvie weighbridge servicing;
- Replacement of an airconditioning unit at Council's Rae St offices;
- Upgrade airconditioning for Colac Otway Performing Arts & Culture Centre
- Replacement of the roof at Hesse St Comfort Station;
- Installation of a roof access system at Blue Water Fitness Centre;
- Installation of a litter trap in Stodart Street, Colac.

Consultants engaged to:-

- Elliminyt Drainage Study
- A feasibility study for the Pascoe St Carpark in Apollo Bay;
- Consultants were engaged to produce a regional trails masterplan;
- A contract to provide a Living At Home Assessment Practice Manual;
- Tenders were invited for the provision of Engineering Consultancy Services and Town; Planning, Building & Heritage Advisory Services;
- A tender was prepared and advertised for the Colac and Apollo Bay Carparking Study;
- Electoral Services were undertaken by contract.

Major Plant & Equipment

A new road maintenance unit (Flocon) was supplied and delivered to Council's Works Depot.

Waste Management

A contract for the installation of monitoring bores at Cressy and Beeac landfills was expedited.

Service Contracts

- Tenders were prepared and invited for the Aged & Disabilities Food Services (Meals on Wheels), Colac.

The following service contracts continued :-

- Property maintenance services contract for the frail, aged and disabled;
- Cleaning services for municipal buildings and public conveniences;
- Council's photocopier service;
- Property valuation services.

Projects planned for the next six months

- Continuous improvement to tender preparation and contract administration processes;
- Continued implementation of Occupational Health & Safety, Environmental and Risk Management priorities;
- Completion of a number of important projects including:-
 - Rehabilitation of Gellibrand landfill site
 - Construction of Binns Road Bridge
 - Annual bituminous sealing of Council's roads
 - Pound Road construction

5.2.3 Business Unit: COS WORKS

Service: Construction and Maintenance

Minor Patching

| | |
|-------------|-----------|
| Budget | \$253,000 |
| Expenditure | \$110,000 |

In line with Budget estimates. March – April stabilisation program starts.

Regrading

Budget \$413,000

Expenditure \$195,000

In line with Budget estimates

Resheeting

Budget \$1,084,000

Expenditure \$ 480,000

Approx 50 kms completed. See attached sheet

Vegetation Control

Budget \$350,000

Expenditure \$120,000

Roadside slashing started November. Reach Arm and Tree trimming has been delayed due to the time taken to reach agreement with the Department of Sustainability and Environment on Permit exemptions under the Planning Scheme.

Streetsweeping

Budget \$135,000

Expenditure \$ 72,000

In line with Budget estimates.

Road Signs

Budget \$184,000

Expenditure \$ 70,000

In line with Budget estimates.

Linemarking

Budget \$69,000

Expenditure \$ 1,000

Linemarking to start in Jan 09.

Drainage (Maintenance)

Budget \$257,000

Expenditure \$120,000

In line with Budget estimates.

Drainage (Capital)

Budget \$253,000

Expenditure \$ 50,000

14 Km completed. Expenditure to increase in Jan – Feb to align with Annual Resheet Program.

Bridges

Budget \$142,000

Expenditure \$ 43,000

Increase in expenditure with lower water levels allowing works to increase.

Footpath & Kerb Maintenance

Budget \$20,000

Expenditure \$ 5,000

Feb - March will see an increase in expenditure.

Footpath (Capital)

Budget \$137,000

Expenditure \$ 44,000

500 l/ metres completed. Increase in expenditure in line with summer period.

Reseal Preparations (Capital)

Budget \$207,000

Expenditure \$135,000

All Reseal Preparations completed. Major patching program to start Mar 09.

Reseal Aggregate Supply (Capital)

Budget \$105,000

Expenditure \$ 88,000

All Sealing Aggregate completed.

Memorial Square

Budget \$53,000

Expenditure \$12,000

Slightly lower in expenditure due to lack of grass growth.

Other Parks

Budget \$206,000

Expenditure \$ 85,000

Slightly lower in expenditure due to lack of grass growth.

Foreshore

Budget \$51,000

Expenditure \$22,000

Slightly lower in expenditure due to lack of grass growth.

Sporting Reserves

Budget \$75,000

Expenditure \$38,000

In line with Budget estimates

Street Beautification

Budget \$230,000

Expenditure \$136,000

In line with Budget estimates.

Botanic Gardens

Budget \$130,000

Expenditure \$ 64,000

In line with Budget estimates.

Cemetries

Budget \$5,000

Expenditure \$3,400

In line with Budget estimates.

Tree Trimming (Powercor)

Budget \$55,000

Expenditure \$53,000

In line with Budget estimates.

Callouts

Budget \$70,000

Expenditure \$46,000

In line with Budget estimates.

Customer Requests

| | 08/09 | 07/08 |
|----------------------------|--------------|------------------|
| Unsealed Pavement | 83 | 127 |
| Sealed Pavement | 19 | 37 |
| Signage / Guide Posts | 53 | 59 |
| Vegetation | 31 | 71 |
| Tree Maintenance | 92 | 111 |
| Linemarking | 2 | 1 |
| Drainage | 46 | 54 |
| Bridges | 1 | 8 |
| Footpaths / Kerb & Channel | 7 | 14 |
| Streetscapes | 3 | 7 |
| Sports Fields | 1 | 5 |
| Parks | 12 | 6 |
| Foreshore | 2 | 2 |
| Cemetries | 1 | 6 |
| Miiscellaneous | 46 | 52 |
| Private Works | 2 | |
| Total | 403 | Total 560 |

Capital Works

| | |
|---------------------------|-----------|
| Lardeners Rd Slip repairs | Completed |
| Mitchell Grove Guard rail | Completed |
| Swan Marsh Rd Guard rail | Completed |
| Red Johanna Rd Guard rail | Completed |
| Larpent rd Widening works | Completed |

Future Works

| | |
|---------------------------------------|---------------|
| Swan Marsh – Irrewillipe Construction | Jan – March |
| Christies rd Guard rail | Jan - Feb |
| Hiders Rd Slip repairs | Jan – Feb |
| Alexander St Rehabilitation | Feb - March |
| Gallop st Rehabilitation | Feb - March |
| Hamilton St Drainage | Feb – March |
| South Colac Drainage | Feb – March |
| Binns rd Resheet | Feb - April |
| Cressy Drainage | March – April |
| Montrose St Drainage | March – April |

| | |
|------------------------------|---------------|
| Costin St Drainage | March – April |
| Division Rd Bridge | March - April |
| Footpath Replacement Program | Feb – May |
| Annual Resheeting Program | Jan – June |
| Annual MDW Program | Jan – May |
| Annual Tree Trimming Program | Jan – June |

Plant Utilisation Report July 08 – December 08

The following tables set out the Major plant utilisation rates for the period 1 July 08 to 31 Dec 08. (maximum ordinary = 988 hours)

Graders

| Plant No | Description | % Usage |
|---------------------|-------------------|---------|
| G111 (Colac) | Caterpillar 12G | 71% |
| G121 (Gellibrand) | Mitsubishi MG 430 | 76% |
| G201 (Colac) | Mitsubishi MG 430 | 58% |
| G211 (Colac) | Caterpillar 140G | 76% |
| G221 (Apollo Bay) | Mitsubishi MG 430 | 29% |
| | Average | 62% |

Utilisation rates for graders are down on last years figure of 72% due to increased winter rainfall, There will be an increase in MDW programs in the next ½ year.

Loaders/Backhoes

| Plant No | Description | % Usage |
|---------------------|-------------|---------|
| L221 (Gellibrand) | JCB 4CX | 56% |
| L241 (Colac) | JCB 3CX | 42% |
| L250 (Apollo Bay) | JCB 4CX | 52% |
| L301 (Colac) | Volvo L90 | 35% |
| | Average | 58% |

Utilisation rates for this plant is in line to last year, with increased effort in MDW in next ½ year

9M3 Tipping Trucks

| Plant No | Description | % Usage |
|---------------------|-------------|---------|
| T911 (Gellibrand) | Hino | 86% |
| T932 (Colac) | Mack | 100% |
| T942 (Colac) | Isuzu | 88% |
| T952 (Apollo Bay) | Mitsubishi | 45% |
| T962 (Colac) | Mack | 83% |
| T981 (Colac) | Mack | 82% |
| | Average | 80.6% |

Utilisation rates are in line last year's usage at the ½ year.

Tractors

| Plant No | Description | % Usage |
|---------------------|-------------|---------|
| A112 (Colac) | John Deere | 35% |
| A222 (Colac) | John Deere | 32% |
| A231 (Gellibrand) | John Deere | 45% |
| A241 (Colac) | John Deere | 72% |
| | Average | 46% |

Utilisation rates are similar to last year with slashing works only starting in November.

Other Major Plant Items

| Plant No | Description | % Usage |
|--------------------|---------------|---------|
| F101 (Colac) | Flocon | 50% |
| F111 (Gellibrand) | Flocon | 31% |
| S101 (Colac) | Streetsweeper | 97% |
| | Average | 66% |

Plant Utilisation rates for our larger fleet is very good. There may be fluctuations in use due to changes in climatic conditions (drought) for an extended period.

Service: Colac Livestock Selling Centre

Throughput figures (half year comparisons)

| | 2007/08 | 2008/09 |
|---------------|---------|---------|
| Fat Cattle | 10,080 | 16,278 |
| Store Cattle | 5,553 | 5,690 |
| Sheep & Lambs | 153 | 96 |
| Bobby Calves | 840 | 875 |
| Weightings | 9,631 | 15,749 |

As indicated by the above figures, in comparison to the same time last year there has been a significant increase in the usage at the facility during the first 6 months 2008/09.

Mayor maintenance works undertaken in the first six months

- 12 Selling pens timbers replaced

5.3 SUSTAINABLE PLANNING & DEVELOPMENT DEPARTMENT

5.3.1. Business Unit: PLANNING & BUILDING SERVICES

Under the new structure, the Planning and Building Services Unity has continued to improve levels of customer service, improve on the day to day operational requirements of each unit and explore opportunities for the introduction of 'best practice' initiatives to enable continued improvement of delivery of services and sound decision making.

Like most rural councils, recruitment and retention of highly experienced professional staff is one of the major challenges for both the Planning and Building Units. Over the last twelve months there have been a number of vacancies in key professional roles, resulting in significant workload pressures on remaining staff. To ensure that Council's obligations continue to be met appropriately, a number of contract staff have been engaged to provide backup resources in the Department.

It is pleasing to report that most of the vacant positions in the Planning and Building Units have now been filled, with the only exception being the Strategic Planning Coordinator. With the appointment of a new Statutory Planning Coordinator, who has extensive experience in both strategic and statutory planning matters, an Enforcement Officer and new Municipal Building Surveyor, the depth and breadth of the experience in both units has been enhanced considerably, enabling a strong level of mentoring to continue and development of a cohesive team.

The introduction of an integrated global software package by Council in 2009 creates further opportunities for continuous improvement. It is envisaged that the new software will enable improved reporting of a range of statistics, improved management practices for building permit,

planning permit and subdivision applications, recording and registration of all building permits issued (both externally and internally) and the keeping of ancillary information associated with these activities.

Teething issues associated with the State Government reporting of planning permit statistics have been resolved, with twelve months worth of data being successfully uploaded onto the Planning Permit Activity Reporting (PPAR) reporting system. This is a state wide reporting system for local government which allows comparison between councils of planning permit statistics.

Although there has been some staff vacancies, the number of planning permit applications determined within 60 days has generally remained between 60 and 70%, and whilst the average number of days to process applications has increased from 51 to 75 over the period, this should start to reduce now that staff vacancies have been filled. It is noted that most planning permit applications require further information to be submitted to enable Planning Officers to make a proper assessment of the proposal. Renewed emphasis will be placed on encouraging prospective applicants to engage in pre-application meetings with Officers with the view of increasing the standard of applications submitted to Council and avoiding delays in the processing of the application. With the engagement of a dedicated Enforcement Officer, greater emphasis has been able to be placed on the enforcement of the Planning Scheme. The role of the Enforcement Officer is largely an investigative one that involves auditing and monitoring compliance with the planning scheme, and responding to complaints. A recent proactive enforcement initiative introduced has been the random auditing of planning permits to determine compliance with conditions and assist in the education of permit holders.

Council has a very extensive but important strategic program for a small team. A key strategic initiative, the review of the Colac Otway Planning Scheme, Amendment C55 now awaits Ministerial approval. A Panel Hearing was held for two weeks in June 2008 to hear public submissions. The Panel Report supported the major strategic initiatives underpinning the amendment which adopted by Council in October and subsequently sent to the Minister for Planning for approval. Once implemented, this amendment will greatly enhance the delivery of statutory initiatives within the framework of the planning scheme. The planning scheme will be in a format that is user friendly and outcome driven.

The Heritage Study has now been implemented into the planning scheme by the approval of Amendment C27 in June/July 2008. Controls now cover individually listed heritage buildings and places as well as heritage precincts throughout the municipality, and officers have been working with prospective applicants to address heritage issues, and to educate land owners about their responsibilities and the planning process.

Good progress continues on other strategic projects, including the finalisation of the review of the Erosion Management Overlay (Amendment C54) and mapping of flood prone areas (Amendment C12). A Consultancy has been appointed to undertake a Car Parking Study for Colac and Apollo Bay which is due to commence in January 2009.

The Building Services section has experienced a continued low number of building permit applications, partly due to slowing building construction in the Shire and due to a drop in market share resulting from higher external competition. A new Municipal Building Surveyor was appointed in June 2008 reducing the need for contract staff, although the immediate challenge is to review the service and determine ways in which Council's regulatory obligations can more adequately be met – this will be undertaken and completed early in 2009. With the new role of Enforcement Officer comes the ability for greater integration of our building and planning functions. The Enforcement Officer will be undertaking a diploma course which will enable enforcement of building and planning matters. In the short term, to enable more effective compliance with a range of legislative requirements, a contract Building Surveyor will be employed on a part time basis.

Service: Statutory and Strategic Planning

Major Achievements for first 6 months

| Major Projects | Comments |
|---|--|
| <p>Planning Scheme Review – Amendment C55</p> <p>(implements outcomes of the adopted Rural Land Strategy, Colac Structure Plan, Apollo Bay Structure Plan, Planning Scheme Review and Great Ocean Road Region Landscape Assessment Study)</p> | <p>A Panel Hearing was held in June 08 with the panel report being received in September 08. Council adopted the amendment in October 08 and is currently awaiting Ministerial approval. The amendment proposes a new Municipal Strategic Statement and Local Policy Framework, redrafting of overlays and schedules and a range of rezonings and new overlays for specific sites.</p> |
| <p>Include the recommendations of the Heritage Study into the planning scheme (Amendment C27).</p> | <p>The amendment was approved by the Minister in two parts in June/July 08. Controls have now been introduced into the planning scheme for individual heritage buildings and places and heritage precincts.</p> |
| <p>Undertake Planning Scheme Amendment to revise the mapping of the Erosion Mapping Overlay (EMO) into the Planning Scheme (ie rationalise).</p> | <p>Revised EMO mapping prepared that reduces the extent of the overlay based on more detailed assessment of risk, particularly within townships. Work continuing on the EMO schedule. Amendment to commence early in 2009.</p> |
| <p>Undertake Planning Scheme Amendment to include regional Salinity Management Overlay (SMO) into the Planning Scheme.</p> | <p>Discussions to occur with the CCMA early in 2009 to determine how best to implement the outcomes of this project.</p> |
| <p>Undertake Planning Scheme Amendment to include updated Land Subject to Inundation Overlay (LSIO) mapping into the Planning Scheme.</p> | <p>Amendment C12 placed on exhibition in September 08. Submissions currently being considered by CCMA, with a Panel hearing if necessary early in 2009.</p> |
| <p>Undertake a Car Parking Study for Apollo Bay and Colac.</p> | <p>Having completed a tendering process in December 08, the successful consultancy, Maunsells Aus. P/L will commence work on this project early in January 09.</p> |
| <p>Rural Living Strategy</p> | <p>The need to develop a Rural Living Strategy was recommended in the Rural Land Strategy. Funding has been received through the <i>State Government's Rural land-Use Planning Program</i>, and the project is expected to commence early in 2009.</p> |
| <p>Birregurra & Forrest Structure Plans.</p> | <p>Work on these Structure Plans is forecasted to commence in early 2009. There exists the potential to incorporate common elements with the Rural Living Strategy.</p> |
| <p>Development of plans for Pascoe Street off-street car park</p> | <p>Consultants were engaged in the latter part of 2008 to prepare design and drainage options for the off-street car park planned for the rear of commercial properties fronting Pascoe Street south of Moore Street. This has involved liaison with land owners to enter agreements with Council to facilitate the car park, and further consultation is planned early in 2009, prior to development of detailed designs.</p> |
| <p>Finalise the development of the Planning Process Map.</p> | <p>A number of planning processes have been mapped. With the introduction of a new software package, a review and refinements will be required. This will occur mid 2009.</p> |
| <p>% of applications under 60 days</p> | <p>Has been in the range of increased to 60-70%. Will continue to aim for improvement in the second half of the financial year.</p> |

Service: Building

Major Achievements for first 6 months

| Major Projects | Comments |
|---|---|
| Building Services Review | A review of the building services will be undertaken early in 2009, with recommendations for the way in which the service is resourced in the future. |
| Increased inspections for compliance with Essential Safety legislation requirements | Contract staff being used to assist undertaking inspections, and more effectively meet Council's obligations in this area. |

5.3.2 Business Unit: ENVIRONMENT & COMMUNITY SAFETY

The Environment and Community Safety Unit is comprised of two sections, Environment and Local Laws.

Environment roles and functions:

- Environmental Protection - Council aims to carry out strategic on-ground works that will help protect environmental values. The focus of the program is to protect valuable environmental assets managed by Council from significant threats.
- Environmental Planning - Council is the authority responsible for managing strategic and statutory planning processes to ensure sustainable development. This may require working with third parties to decide the appropriate response. Where breeches occur it may be necessary to enforce compliance orders. This program also monitors private forestry compliance with the Forestry Code of Practice.
- Environmental Sustainability - Council has endorsed a Sustainable Water Use Action Plan and a Greenhouse Action Plan. These plans aim to ensure that all Council activities are carried out in an environmentally sustainable fashion. This programs aims to ensure that Council demonstrates environmental best management practices that encourage sustainability improvements for the wider community.
- Environmental Community Engagement - Council will increase community involvement in environmental projects and raise awareness of environmental issues. The focus will be the protection of significant environmental assets.
- Fire Prevention – Council implements the Municipal Fire Prevention Plan in order to help the community reduce the risk of fire damaging environmental and built assets within the region.

Local Laws role and functions:

- Council's local laws unit is concerned with delivering local law services which improve the overall safety and well-being of residents through effective enforcement and pro-active regulatory services involving education, information provision and increasing community awareness of civic responsibilities

Service: Environment

Major Projects for 2008/09:

- Forestry Auditing
- Implementation of the Sustainable Water Use Plan
- Implementation of the Greenhouse Action Plan
- Weed management and revegetation works
- Development of the Colac Otway Shire Environment Strategy
- Biodiversity mapping
- Gross pollutant trap maintenance

- Kennett River wetland maintenance
- Community environment events and awareness raising activities
- Implementation of the Municipal Fire Prevention Plan
- Standpipe Upgrades
- Development of the Lake Colac Revegetation and Weed Control Plan
- Social Justice Program

Major Achievements for first 6 months

- Achievement of Milestone 4 of the Cities for Climate Protection Program
- Accreditation with EcoBuy and Waste Wise
- Received a \$30,000 grant to develop an Environment Strategy
- Weed management carried out on Council managed land
- Significant revegetation works carried out around Lake Colac
- Forestry Auditing process developed and implemented
- Community events carried out with over five hundred people involved
- Planning referrals completed in a timely and professional manner
- Planning procedures reviewed and improved
- Municipal Fire Prevention Plan completed and successfully endorsed by the CFA

Service: Local Laws

Local Laws provides the following services to the community:

- Enforcement of Local Laws, statutory regulations and relevant acts
- Registration and impoundment of domestic animals
- Management of the Municipal Pound facility
- Impoundment of livestock
- Parking enforcement and signage
- Provision of school crossing monitoring services
- Impoundment of abandoned vehicles and disposal
- Assessment of applications and issue of relevant permits
- Fire prevention duties

Major Achievements for first 6 months

- Issued over 1,500 permits (e.g. registration of domestic animals) and licences in line with statutory obligations of the Shire
- Impounded and re-housed over 180 animals
- Managed over 100 cases of livestock being loose on the road
- Provision of school crossing monitoring without incident
- Three year Domestic Animal Management Plan completed.

5.3.3 Business Unit: ECONOMIC DEVELOPMENT & TOURISM

Continued implementation of the Economic Development and Tourism Strategy including: Business Development, Tourism Services, Capital Works Projects and Community Development.

Major Achievements for first 6 months

Business Development

- Completed Colac Otway Shire Business Week including the ANZ Business Breakfast, sponsorship of the Otway Business Inc Business Awards and the Annual Economic Development Unit report to the community in a four page colour brochure distributed at the Awards and printed in the Colac Herald.

- Completed 'Under New Management Business' training and development programs for new and developing businesses.
- Initiated cooperative relationship between Otway Business Inc, Otways Tourism and the Apollo Bay Chamber of Commerce and Tourism resulting in TV commercials promoting Colac as a great place to live work and invest and a commitment to ongoing cooperative activities.
- Coordinated an Economic Development Forum with Member for Corangamite Darren Cheeseman.
- Coordinated a local Business Forum with Federal Minister for Finance Lindsay Tanner.
- Coordinated delivery of "Life's Good on the Farm" – dairy industry promotion training program for young people with curriculum resources and DVD for ongoing use in Colac Secondary College.
- Contributed to regional projects:
 - G21 Securing Water for Industry
 - G21 Affordable Housing Taskforce
 - G21 Agribusiness Forum
 - Great South Coast Marketing
 - Great South Coast Farmers Markets feasibility Study
- Initiated and assisted with 18 individual government grants totalling \$820,000.

Tourism Services

- Implemented Revenue Strategies at Visitor Information Centres (VIC)s.
 - Completed review of Retail Sections of Visitor Information Centres with a focus on coordinated systems and increased profits. Both aims have been achieved.
 - Internet use of pcs at VICs increased and revenue more than doubled.
 - Light box display advertising revenue stream established.
 - Web based booking system still in early stages of development but expected to increase in use over 2009 and return increased revenue.
- Serviced approximately 90,000 walk in enquiries at the VICs.
- Implemented the 'Welcomer' volunteers program at the Great Ocean Road VIC Apollo Bay resulting in recruitment of four volunteer to assist paid staff.
- Initiated tourism information and local interpretation signage at Kennett River, Cape Otway and Barwon Downs.
- Monitored Tourism Industry Development and Marketing through:
 - Attendance at Otways Tourism Board Meetings and regular liaison with Executive Officer.
 - Regular liaison with Geelong Otway Tourism Executive Director.

Capital Works Projects

- Completed the Apollo Bay Harbour Precinct Master Plan.
- Completed a draft Aboriginal Cultural Heritage Management Plan for the southern foreshore of Lake Colac and Meredith Park to enable pathway works to continue and construction of a new fishing platform at the boat ramp.

Community Development

- Formed a partnership with Colac Community Hub Inc. to provide community engagement and consultation on:
 - Proposed development of Lake Colac Southern Foreshore.
 - Action Agenda for the Economic Development Plan 2009 – 2013.
- Initiated a local Affordable Housing Community Advisory Group.
- Facilitated the development of infrastructure in the Shire's Small Towns as a part of the Small Towns Improvement Program, including the installation of street lighting in Gellibrand and new playgrounds in Carlisle River and Beech Forrest.

Projects planned for the next six months

Business Development

- Development of the Action Agenda for Economic Development 2009 – 2013 Council's Economic Development Strategy to coincide with the Council Plan 2009 - 2013.
- Implementation of a new program of business engagement, networking and liaison.
- Establishment of a Business Womens Leadership Group.
- Completion of 'Down the Track Dairy 2020- the South West Dairy Industry Strategic Plan'.
- Completion of the transfer of Colac Otway Shire Business database to a web based system linked to the Shire web site.

Tourism Services

- Implement actions to improve the uptake of the Book Victoria web based accommodation booking service through the VICs.

Capital Works Projects

- Continuation of the process to seek State Government funding support for the Apollo Bay Harbour Master Plan Planning Scheme amendment and development of a Business Case for private investment and a major Government contribution.
- Implementation of the Key Recommendation from the Lake Colac Commercial Feasibility Study proposed development of Lake Colac Southern Foreshore.

Community Development

- New township and locality signage at nine different locations across the Shire.
- Implementation of Small Town Improvement Program projects across the Shire.
- Implementation of the Key Recommendations from the Colac Otway Shire Affordable Housing Strategy to participate in the G21 Affordable Housing Task Group, to establish a Regional Housing Association and to develop affordable options in the G21 region.

Appendix A – Council Plan Progress Report

Appendix B – Capital Works Progress Report

✓ Completed * On Target () Delayed/Deferred

Priority 1 Roads and Infrastructure

Objective 1.1 Increased State and Federal Government funding for infrastructure projects

| Strategy | Status | Comments |
|---|--------|---|
| Advocate for the upgrade of Turtons Track as a major sealed 2WD Touring route. | ✓ | Strategy completed – Turtons Track upgraded |
| Advocate for improved infrastructure services – telecommunications | ✓ | Telstra planning to install a Mobile tower at Beech Forrest in early 2009. Optus planning to install Mobile towers in Lavers Hill and Forrest. |
| Advocate for the upgrade of the main access roads between Princes Hwy and the Great Ocean Road including the Colac/Forrest Road, Birregurra/Forrest Road, Forrest/Skenes Creek Road and Forrest/Apollo Bay Road and the Colac/Lavers Hill Road consistent with actions contained in the Great Ocean Road Regional Strategy. | ✓ | |
| Advocate for the location of the Geelong By-Pass connection with the Princes Highway to enable a continuous 100kmh speed zone. | ✓ | |
| Advocate for the Construction of a dual carriageway Princes Highway from Geelong to Colac and then beyond to the South Australian border. | ✓ | Funding commitment achieved from both State & Federal Governments for duplication to Winchelsea. |
| Advocate for the development of an alternative heavy vehicle route for the City of Colac. | ✓ | |
| Advocate for the identification of a designated route for the future location of a Colac By-Pass for the Princes Highway. | ✓ | Colac Structure Plan adopted by Council at the March 2007 Meeting. The Plan recommends that origin - destination surveys be undertaken following completion of the Geelong Bypass, and after allowing sufficient time for traffic patterns to settle. This will enable data and needs to be properly assessed. No further work is to be undertaken until that time. |
| Continue increased funding of infrastructure asset renewal, particularly on rural road resheeting, drainage, timber bridges and footpaths. | * | Ongoing. Projects funded under Roads to Recovery, Auslink and Better Roads are included in the 08/09 Capital Works program. Project planning nearing completion. |

✓ Completed * On Target () Delayed/Deferred

Objective 1.2 Improved and renewed infrastructure

| Strategy | Status | Comments |
|--|--------|---|
| Investigate the feasibility of a Regional Saleyards complex with other municipalities in the G21 Region. | ✓ | Strategy completed. Reported to Council September 2005. |
| Develop and implement the Asset Management Plans and Asset Management System for all infrastructure categories. | () | Building Asset Management Plan prepared and reviewed. Detailed Building Register updated and rationalised including ownership details and land status. Further refinement of financial data currently being undertaken. Outcomes for sustainability will drive the final acquisition and disposal strategy which once completed will be incorporated into the Asset Management Plan.

The Parks & Gardens best Value review deferred due to resourcing constraints. Expected to recommence in early 2009. The information from the Best Value review of Parks and Gardens review, when completed, will assist the overall review of maintenance, renewal expenditure and service levels which in turn will be documented into the formal Asset Management Plan for Parks & Gardens. |
| Implement the Road Safety Plan and Council approved road safety initiatives in partnership with VicRoads and other agencies. | * | Draft Road Safety Strategy has been prepared in conjunction with Corangamite Shire and other key stakeholders. A revised draft has been submitted by the consultant to Council and other stakeholders for consideration. The revised strategy will be presented to Council prior to adoption. |
| Manage our roads consistent with Council's Road Management Plan. | * | Compliance with Council's Road Management Plan. Reports provided to Roads Committee. |
| Strategically manage the impacts on Council's local road network giving consideration to emerging industries and changes in transport demands. | * | Transport Strategy being prepared associated with the Education Recreation Precinct traffic impacts; G21 Strategic Transport plan adopted complimenting South West Regional Transport Plans and application made for the upgrade of Irrewillipe Rd under the Local Roads to Market Program |
| Provide appropriate Waste Management facilities in accordance with Best Practice. | * | Rehabilitation program ongoing as per the Regional Waste Management Group Plan. Planning Permit in progress for Gellibrand Landfill rehabilitation. Vegetation plan developed for Beeac with works planned for Autumn 2009. |



Completed



On Target



Delayed/Deferred

Priority 2 Planning and Development

Objective 2.1 Sustainable development of the Colac Otway Municipality

| Strategy | Status | Comments |
|---|--------|---|
| Develop and implement a Sustainability Action Plan for the organisation and the Community. | * | Council successful in achieving a \$30,000 grant to develop an Environment Strategy. A meeting was held with key stakeholders in December to develop terms of reference for a steering committee and to develop a detailed project plan. The first milestone was submitted on 19 December 08. The Strategy is expected to be completed by November 2009. Implementing actions in the Greenhouse Action Plan and Sustainable Water Use Plan. |
| Continue to implement the Lake Colac Master Plan and Management Plan, including advocating for funding contributions from the State Government, relevant Authorities and the community. | * | The draft Cultural Heritage Management Plan has been passed to Aboriginal Affairs Victoria and the local Registered Aboriginal Parties for comment. Awaiting response. Once agreed upon, works will commence.

All planting for the 2008 calendar year for Lake Colac and Barongarook Creek has been completed. Future works will be directed through the Lake Colac and Barongarook Creek Weed Control and Revegetation Plan. |
| Continue the redevelopment of the Apollo Bay Harbour, including the development of a Concept Plan specific to the Apollo Bay Harbour precinct, which will form an important component of the Apollo Bay Structure Plan. | * | Master Plan Project completed and adopted by Council in October 2008. Further feasibility work to be completed as part of a Business Case associated with the bid for State Government funds to implement the Master Plan. |

✓ Completed * On Target () Delayed/Deferred

Objective 2.2 *Well planned and developed municipality*

| Strategy | Status | Comments |
|--|--------|---|
| Continue the development of the Colac Botanic Gardens. | ✓ | |
| Develop a Colac Structure Plan that provides a long term vision for Colac, by setting a planning and development framework that will provide for the orderly sequencing of development. This will ensure that community and infrastructure servicing, open space, industrial and commercial facilities are provided in a staged and efficient manner. | ✓ | Colac Structure Plan developed.

Advocacy continues with VicRoads with a view to them completing an Integrated Traffic Management Plan to deal with the implications of the Princes Highway upgrade project on traffic flow within Colac and its environs. |
| Undertake a comprehensive review of the Colac Otway Planning Scheme and prepare an updated Municipal Strategic Statement and Local Planning Policy Framework to address the recommendations arising from the planning scheme review. | * | Planning Scheme review completed. Amendment C55 adopted by Council in October 2008 and forwarded to the Planning Minister for approval. |
| Prepare a Developer Contributions Plan which will facilitate developer contributions towards the provision of social and physical infrastructure. | () | Deferred – awaiting State Government “off-the-Shelf” levies. To be reviewed in 2009. |
| Improve the Eastern Entrance to Colac. | () | Not yet funded due to other higher funding priorities of Council. Improved town entrance signage to be investigated as an interim approach. This project will be reviewed as part of the Budget process for 2009/10. |
| Complete the Apollo Bay Structure Plan incorporating the results of the Apollo Bay character Study to provide guidance and direction for the future development of Apollo Bay, including the identification of car parking needs, a continuation of the streetscape development program, and the development of a Concept Plan for the future development of the Apollo Bay Harbour. | * | Apollo Bay Structure Plan and Character Study completed. Apollo Bay Harbour Master Plan adopted. Consultants appointed to undertake car parking study. |
| Complete a Neighbourhood Character Study and Structure Plan which will provide guidelines and a policy basis for determining development applications in the towns of Kennett River, Wye River, Skenes Creek and Separation Creek. | * | Structure plans adopted by Council in February 2008. A planning scheme amendment to implement the Structure Plan is currently being prepared. The Minister’s authorisation to proceed will then be sought. Amendment expected to be placed on exhibition early in 2009. |
| Prepare Structure Plans that provide long-term vision and planning and development framework for the townships of Birregurra and Forrest. | * | Draft project brief finalised. Tenders for Consultants to undertake the project will be called in February 2009. |
| Through effective community engagement, develop a Colac Otway 2030 Vision, with a view to developing a long-term strategic vision for the municipality around a number of key themes including: Quality of Life, Environmental Stewardship, Built Environment, Local Economy, Tourism and Culture, and Living and Learning. | ✓ | At the December 2008 Council Meeting, Council took the decision to cease this strategy due to the potential costs of the project going forward. |
| Priorities identified for the Hinterland are incorporated into the review of the Colac Otway Planning Scheme and the Economic Development and Environment Priority areas. These include the completion of the Neighbourhood Character Studies, Structure Plans, policy development and a review of the impact of the transfer of agricultural land to forestry use. | ✓ | Structure Plan, Neighbourhood Character Study, Planning Scheme review and Rural Land Strategy completed. Upon approval from the Planning Minister Amendment C55 will be incorporated into the Planning Scheme. |

✓ Completed * On Target () Delayed/Deferred

Priority 3 Financial Sustainability

Objective 3.1 Financial sustainability of the Colac Otway Shire Council

| Strategy | Status | Comments |
|---|--------|---|
| Advocate for increased State Government recognition and funding as compensation for the Shire's larger than average area of non-rateable land. | ✓ | |
| Undertake a review of rating which includes: - Council Pensioner Rate Concessions - Other concessions and rental waivers - Special rates and charges schemes - An assessment of the impact of increased forestry use of land. | ✓ | Rating Strategy completed and implemented. |
| Maintain internal audit program based on the outcomes of the Risk Assessment Audit. | * | Internal auditor appointed to commence the new schedule in the 2009. |
| Optimise the effectiveness and work towards the minimisation of the Council subsidy for the Bluewater Fitness Centre, Colac Otway Performing Arts and Cultural Centre and Visitor Information Centres. | * | Community survey and business review for Blue Water Fitness Centre proposed for inclusion in the 2009/10 budget.

COPACC Civic Hall Scoping to be discussed with the new CEO and Council to determine future support for the project.

Ongoing discussions and promotional campaigns with Book Victoria V3 online fee for service booking system has continued to bring more operators into the system. |
| Ensure our debt is managed and levels are maintained below prudential guidelines. | * | Forecast data is being compiled to create a starting point and project briefs are being completed. |
| Ensure our Financial Plan is sustainable. | ✓ | |

✓ Completed * On Target () Delayed/Deferred

Priority 4 Health Recreation and Community Services

Objective 4.1 Quality health and community services that promote community wellbeing

| Strategy | Status | Comments |
|--|--------|---|
| Develop, implement and review Council's Festival and Events Strategy. | * | Implementation of the Festival and Events Strategy: FReeZA event program for calendar year 2008 successfully completed. Five applications funded through Community Grants (Events). The Encore Event Evaluation System being implemented, with Birregurra Festival organisers currently compiling the results of their completed surveys. Partnerships fostered with Otways Tourism to explore co-funding opportunities for the 2009 Great Victoria Bike Ride have been successful, with the program confirmed. |
| Ensure that Health and Wellbeing programs are available and accessible to all residents. | ✓ | |
| Continue to support strong integration between the Colac Otway Shire and Health Services within the Shire. | ✓ | The Municipal Public Health Plan adopted in October 2007. |
| Review and implement the recommendations of the Colac Otway Shire Arts and Culture Strategy. | * | Implementation of the strategy continuing through COPACC and Recreation. |
| Assess the impact and demand implications of an ageing population. | * | Implementation of the recommendations of the Positive Aging Strategy will commence early in 2009. |
| Implement the signage recommendations from the Colac Municipal Precinct Signage Access report. | * | \$10,000 allocated for locality signage. New signs to be installed in nine localities around the Shire. |
| Coordinate, implement and support youth initiatives across the Shire. | ✓ | |

✓ Completed * On Target () Delayed/Deferred

Objective 4.2 *Recreation facilities that support community participation and wellbeing*

| Strategy | Status | Comments |
|---|--------|---|
| Develop a sustainable approach for our sporting grounds. | * | Draft agreements presented to all City Reserve User Groups. Final agreements to be rolled out with the new Fees and Charges Policy, to be considered by Council in March 2009. |
| Investigate strategies to fund and develop Central Reserve and Bluewater Fitness Centre Precinct. | * | Council reconsidering the Global Connector commitment. Blue Water Fitness Centre Feasibility to be presented to Council in March 2009. Federal Grant Expression of Interest lodged for Stadium Redevelopment. Central Reserve Masterplan draft currently being updated. |
| Develop, implement and review Council's Recreation Strategy. | * | Recreation Strategy adopted in August 2006. Business Case to include a Tennis Audit and new works program to be developed. Regional Trails Masterplan - consultants engaged, community consultation completed and draft report due in February 2009. |
| Continue the renewal of Council's Playground Program. | * | Ongoing improvements further to the independent audits and community engagement. |
| Advocate for the development of a Hydrotherapy Pool located at the Bluewater Fitness Centre. | ✓ | Detailed advocacy undertaken. Resulted in Council decision not to proceed. |

✓ Completed * On Target () Delayed/Deferred

Priority 5 Economic Development

Objective 5.1 Regeneration of our small towns

| Strategy | Status | Comments |
|---|--------|---|
| Review the impacts of population growth and the need for workforce planning. | 0 | Deferred – low priority for the business community. |
| Continue Implementation of Small Town Improvement Program in partnership with community groups. | * | Applications received from nine community groups for the 2008/09 Small Towns Improvement Program. These will be assessed and adopted in the 2009/10 budget. Small Town visitor information signs – discussions have been initiated with the Birregurra, Barwon Downs and Cape Otway community groups about signs for their areas. |

Objective 5.2 Promotion of our local business and attraction of new business

| Strategy | Status | Comments |
|--|--------|--|
| Continue to implement the Economic Development and Tourism Strategy. | * | Annual Economic Development Report to the community printed and distributed, also published in the Colac Herald. Business Awards held on 25 October 08. Business Mentoring session held on 22 October with Katherine Sampson, CEO of Healthy Habits, for 6 local businesses. Women's Leadership program launched. Completed 'Life's Good on the Farm' and continue involvement in the Dairy Industry Strategic Plan. Draft report completed on skills quantification and labour deficiencies in industry sectors. Interviews held for the Business Expansion and Retention program, Steering Group meeting to be held in January 2009. |
| Continue support for and attract additional Major Events to be held within the Municipality. | * | Funding and resource support provided for Event development and delivery. |
| Undertake a review of Council funding of tourism activities. | ✓ | Completed and recommendations implemented. |
| Advocate for the provision of a natural gas supply for Birregurra and extension of coverage for the whole of the Colac urban area. | ✓ | Birregurra and whole of Colac urban area is a longer term objective. Works commenced in February to connect Elliminyt and were completed in December 2008. |
| Work with the State Government to explore the possible co-uses of the Colanda site. | * | Colanda future needs consultation project completed in the last half of 2008. The Department of Human Services will continue to plan and consult with residents and their families. |

✓ Completed * On Target () Delayed/Deferred

| Strategy | Status | Comments |
|--|--------|---|
| Support an increase in nature based tourism opportunities across the Shire. | ✓ | Will be supported through the development of the Regional Trails Strategy. |
| Complete implementation of Old Beechy Rail Trail and undertake promotion of the Trail. | * | Ongoing requirement to continue work with the Beechy Committee of Management. |

Objective 5.3 *Tertiary education opportunities and attraction of skilled and unskilled employees to our Shire*

| Strategy | Status | Comments |
|--|--------|--|
| Implement the recommendations of the Tertiary Feasibility Study by advocating and lobbying the State Government for additional training hours to be provided within the Shire. | ✓ | The Beechy Centre Global Connector will include a TAFE 'one stop shop' to coordinate TAFE training in Colac. |

Priority 6 Environmental Sustainability

Objective 6.1 *Best practice environmental management*

| Strategy | Status | Comments |
|--|--------|--|
| Establish environmental best practice as a benchmark for managing natural resources in relation to Council assets (including storm water management, energy use and water use). | * | Kennett River wetland water levels being routinely measured against levels set in original plan. Once determined, the wetland will be cleaned out and the levels re-set, with a final report to the Corangamite Catchment Management Authority when completed. A de-lamping program in the Rae St office has halved the energy used in lighting. A Sustainable Living Guide has been developed to go on Council's website. Project plans for environmentally sensitive reserves have been completed for the 2008/09 financial year and weed control works are currently taking place. Discussions being held with the CFA to undertake ecological burning operations where possible. |
| Implementing environmental best practice through planning conditions in line with regional, state-wide and national legislation and established procedures in regard to land use management. | * | Consultants have undertaken six forestry audits within the Shire, showing good results within the industry. A web-based database has been developed to capture Timber Harvesting Plans and Plantation Development Notices. This will guide how the audit process is undertaken and help identify where forestry activities will place pressure on public infrastructure such as roads and bridges. |

✓ Completed * On Target () Delayed/Deferred

Objective 6.2 *Local communities addressing local environment priorities*

| Strategy | Status | Comments |
|--|--------|---|
| Implementation of approved recommendations from the three Towns Stormwater Management Strategy (concept Study). | 0 | Actions not programmed for 2008/09. A gap analysis and engagement strategy has been prepared to refocus this project for 2009/10 and beyond. |
| Focus on the control of weeds on both Council and privately owned properties. | * | Weed control works on Council managed land are currently taking place with a number of reserves and weed species being addressed. |
| Pursue waste water issues in the towns of, Colac East, Birregurra, Cressy, Beeac, Forrest, Gellibrand, Kennett River, Separation Creek, Wye River. | * | All septic systems in the Wye River and Separation Creek hamlets are being inspected, with over 85% completed. Results will inform assessments on whether a property can treat and retain effluent on site or needs to be connected to a reticulated sewerage system. Barwon Water will prepare a functional design for other hamlets. Barwon Water has received funding from DSE to implement water initiatives, with Colac Otway Shire working with Barwon Water on these. |
| Determine a location for the development of an Apollo Bay Transfer Station. | * | Site selected and contract agreement for purchase of land being developed. Design nearly completed. Tendering process to commence upon issue of Planning Permit. |
| Raise awareness of environmental issues through increased community engagement and improved access to information. | * | The Social Justice Program was involved with a number of community days organised with schools. A day at Cressy school and environmental tours with Colac South West and Colac West primary schools were well received. Native bats on the Beechy Rail Trail were examined through workshops, concluding the environmental workshops for the 2008 calendar year. A funding submission will be developed for Council to run these events in 2009 as the Corangamite Catchment Management Authority can no longer support the workshops. A Colac newspaper column is submitted each month. Issues covered between October and December included knowledge transfer, fire ecology and littering. A web-based Sustainable Living Guide has been installed on the COS Internet and Intranet sites. |

✓ Completed * On Target () Delayed/Deferred

Objective 6.3 Addressing major environmental issues in partnership with State and Federal Government bodies

| Strategy | Status | Comments |
|--|--------|--|
| Investigate options for a future waste management system to be implemented following completion of the existing contracts in September 2009. | * | Commenced – part of Best Value review process. Will be completed in January 2009. |
| Develop a strategy for the provision of a hard waste collection throughout the municipality and options for a green waste collection for non resident property owners. | ✓ | Strategy developed and implemented. |
| Working in partnership with other responsible authorities and environmental groups to improve facilitation of environmental projects. | * | Seed collection sourced from the local area and planting at Barwon Nursery will take place in early January by the Social Justice Program with Landcare groups for revegetation works. Roadside vegetation surveys of the south eastern area of the Shire have been completed, with data currently being processed. It is anticipated that a complete dataset of 70% of the Shire's roads will soon be available. A funding submission will be developed for Council to continue to run environmental works with the public in 2009 as the Corangamite Catchment Management Authority can no longer support the workshops. |

✓ Completed * On Target () Delayed/Deferred

Priority 7 Strong Leadership

Objective 7.1 Strong community leadership, governance and advocacy

| Strategy | Status | Comments |
|--|--------|---|
| Councillors and Council Officers to advocate strongly to other levels of government on issues of importance to the Shire's communities. | ✓ | Strong advocacy has occurred on projects that are key to the Shire including the Education, Recreation and Community Precinct, Princes Highway West, Apollo Bay Harbour, Roadside Weeds, Roadside Grazing, Lake Colac and Otway Trails. |
| Continue the (Best Value) business planning process of organisational review: <ul style="list-style-type: none"> Annually identify potential savings and efficiencies that can be redirected by Council to higher priorities Work towards improved Community Satisfaction Survey results Assess the impact on the Council's reliance on grants Assess the level of community demand for services Undertake a review of the development and implementation of Council's major projects process | () | Waste Management draft report completed. To go to Council in early 2009. Asset Development report being prepared. Reviews of Parks & Gardens and the Saleyards are in preliminary stages. A review team is working on processes across the organisation regarding projects. |
| Develop, implement and review Council's Volunteer Strategy. | ✓ | 5 Year Strategic Plan endorsed by Council in January 2008. |



Capital Works Progress Report

Period: 08/09



Capital Works Progress Report

Council Plan 1 Roads and Infrastructure
Priority:

Council Plan 1.2 Improved and renewed infrastructure
Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|-------------|--------|--|--------------------------|-----------------------|------------|
| Strategy: 1.2.1 Investigate the feasibility of a Regional Saleyards complex with other municipalities in the G21 Region | | | | | | |
| 1.2.1.4 Colac Saleyards - Achieve compliance with Worksafe Saleyards Project | Completed | 100% | Water metre installed. Data being collected. 20.12.06. Data being collected expect collation in July 07.4.5.07

5.10.07 Cattle unloading ramps and Loading ramps to be completed by Nov 30 2007.No Change 10 Nov 07. July 08 Compliance achieved. Sep 08
No outstanding issues. Dec 08
No outstanding issues | | Manager Cosworks | 30/06/2009 |
| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
| Strategy: 1.2.2 Develop and implement the Asset Management Plans and Asset Management Systems for all infrastructure categories | | | | | | |
| 1.2.2.2 Ensure timely preparation of tender documents and undertaking tendering process for capital works in conjunction with Asset Development Services. | In Progress | 50% | Sep 08:
Maintaining performance in this area.

Dec 2008 : All tendering currently complete. Several contracts to be evaluated and awarded. | | Contracts Coordinator | 30/06/2009 |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|-------------|--------|--|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.5 Birregurra Footpath rehab | Completed | 100% | Dec 08:
Construction works completed. Paver sealing included in the scope of works as extra.

Sept 08 - Construction work well underway and expected to be completed by end of September | | Capital Works Coordinator | 31/08/2008 |
| 1.2.4.6 Bromfield St GPT | Completed | 100% | Sept 08 - Works completed mid September | | Capital Works Coordinator | 31/08/2008 |
| 1.2.4.7 Carpendeit-Bungador Rd (Dairy Industry Road Program) - Carry over project. Includes the upgrade of the Speedway Road Intersection | In Progress | 90% | Sept 08 - Works complete with the exception of the works on Speedway Rd corner

Dec 08:
Road upgrade works completed. Culvert upgrade at intersection with Speedway Road still to be completed. | | Capital Works Coordinator | 31/12/2008 |
| | | | | | | |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|--|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.8 Lighting Improvements - Forest Street, Colac East | In Progress | 80% | <p>Sept 08 - Powercor have provided quotation for initial proposal of \$30,000. Currently reviewing scope to undertake works within budget of \$10,000</p> <p>Dec 08:
Scope revised. Powercor engaged to complete street lighting upgrade with installation programmed for completion by the end of January 09</p> | | Capital Works Coordinator | 31/08/2008 |
| 1.2.4.9 McLachlan St Footpath | In Progress | 95% | <p>Sept 08 - Works complete with the exception of the returns into Thomson St and minor clean up works. These works expected to be completed by early October</p> <p>Dec 08:
Construction works complete - only outstanding is minor sealing at the intersection of McLachlan Street and Thomson Street.</p> | | Capital Works Coordinator | 31/07/2008 |
| 1.2.4.10 Old Beechy Rail Trail Maintenance/Upgrades | In Progress | 50% | <p>Sept 08:- Maintenance work proceeding as required.</p> <p>Dec 08:
Maintenance work proceeding as required.</p> | | Capital Works Coordinator | 30/09/2008 |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|-------------|--------|--|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.13 Slater St - Construction of bike lanes and additional car parking spaces for the school. Manage project concurrent with Special Charge Scheme. | Completed | 100% | Sept 08 - Works completed in early September | | Capital Works Coordinator | 31/08/2008 |
| 1.2.4.14 Storm Water Management Study Colac | In Progress | 20% | Sept 08 - Project Brief prepared. Quotes to be sought in October

Dec 08: Quotes received and consultant appointed | | Capital Works Coordinator | 30/09/2008 |
| 1.2.4.15 Wye R TV Tower upgrade | In Progress | 90% | Sept 08 - Electronics upgrade works completed by Broadcast Australia in July. Security fence yet to be erected - expected in Nov/Dec when access is more reliable.

Dec 08: Security fence yet to be erected | | Capital Works Coordinator | 31/07/2008 |
| 1.2.4.17 Marks St - Special Charge Scheme. Construct unsealed shoulders | Completed | 100% | Oct 08: Works completed and final notices issued | | Capital Works Officer | 30/12/2008 |
| 1.2.4.18 Slater Street, Special Charge Scheme - Construction of unsealed section of Slater St | In Progress | 95% | Dec 08: Works completed. Finalisation of costs reported to Council's October 08 meeting. Second notices to be sent out in January 09. | | Capital Works Officer | 30/05/2009 |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|-------------|--------|--|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.30 Swan Marsh-Irrewillipe Rd - Construction
3.3-5.1km (Unsealed section to Timboon -Colac Rd) | In Progress | 30% | Oct 08: - Design complete. Works to be undertaken by Cosworks. Currently finalising environmental assessment. Construction likely to occur in Feb/Mar 2009

Dec 08:
Currently finalising the environmental requirements and planning permit. Construction likely to occur in Feb/March 2009 | | Capital Works Coordinator | 30/03/2009 |
| 1.2.4.31 Larpent Road, Larpent - Pavement Widening & Sealing
0.6-4.1km Sth of Hwy (2 Narrow seal sections between Back Larpent Rd and Underwoods Rd) | In Progress | 95% | Oct 08: design 90% complete - completion expected by mid Oct. Environmental assessment complete. Cosworks to expecting to undertake work in Jan / Feb 2009

Dec 08:
Practical completion of works, only outstanding works to be completed is the installation of a culvert endwall. | | Capital Works Coordinator | 30/03/2009 |
| 1.2.4.32 Poorneet Rd Final Seal
5.3km to 9.8km | Completed | 100% | Oct 08 : Works planned to be undertaken in conjunction with reseal program (Dec 08 - Feb 09)

Dec 08:
Completed as part of reseal program | | Capital Works Coordinator | 30/03/2009 |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|--|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.33 Marks St - Special Charge Scheme - Final Seal | Completed | 100% | Oct 08 : Works planned to be undertaken in conjunction with reseal program (Dec 08 - Feb 09)

Dec 08:
Completed as part of reseal program | | Capital Works Coordinator | 30/03/2009 |
| 1.2.4.34 Slater St - Special Charge Scheme - Final Seal | Completed | 100% | Oct 08 : Works planned to be undertaken in conjunction with reseal program (Dec 08 - Feb 09)

Dec 08:
Completed as part of reseal program | | Capital Works Coordinator | 30/03/2009 |
| 1.2.4.35 Pound Rd - Special Charge Scheme - Construction | In Progress | 20% | Dec 08: Contract awarded for works. Works programmed for summer construction period | | Capital Works Officer | 30/05/2009 |
| 1.2.4.36 Binns Rd - Rehabilitation 13km - 19km (Aire R. to Beech Forest Rd) | In Progress | 25% | Oct 08: Scope complete, environmental assessment complete. Cosworks expect to undertake works in Apr/May 2009

Dec 08:
Project planning completed, Cosworks expect to undertake works in April May 09 | | Capital Works Coordinator | 30/05/2009 |
| | | | | | | |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|---|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.37 Cape Otway Rd - Final Seal | Completed | 100% | Oct 08 : Works planned to be undertaken in conjunction with reseal program (Dec 08 - Feb 09)

Dec 08:
Completed as part of reseal program | | Capital Works Coordinator | 30/03/2009 |
| 1.2.4.38 Carpendeit-Bungador Rd - Final seal
Bungador School Rd to Speedway Rd | Completed | 100% | Oct 08 : Works planned to be undertaken in conjunction with reseal program (Dec 08 - Feb 09)

Dec 08:
Completed as part of reseal program | | Capital Works Coordinator | 30/03/2009 |
| 1.2.4.39 Conns Lane - Final Seal | Completed | 100% | Oct 08 : Works planned to be undertaken in conjunction with reseal program (Dec 08 - Feb 09)

Dec 08:
Completed as part of reseal program | | Capital Works Coordinator | 30/03/2009 |
| 1.2.4.40 Hiders Access - Slip Rehabilitation at 0.3km | In Progress | 50% | Oct 08: Scope of works complete, environmental assessments complete. Cosworks expect to undertake works in Apr/May 2009.

Dec 08:
Project planning completed, Cosworks expect to undertake works in April May 09 | | Capital Works Coordinator | 30/04/2009 |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|---|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.41 Division Rd - Bridge Rehabilitation | In Progress | 25% | Oct 08: Scope finalised. Cosworks to do works in Apr/May 2009

Dec 08: Environmental assessments and referrals to be completed | | Capital Works Coordinator | 30/04/2009 |
| 1.2.4.42 Lardners Tk - Slip Rehabilitation 3.1km | In Progress | 50% | Oct 08: Scope of works complete, environmental assessments being finalised. Cosworks expect to undertake works in Apr/May 2009.

Dec 08: Project planning completed, Cosworks expect to undertake works in April May 09 | | Capital Works Coordinator | 30/04/2009 |
| 1.2.4.43 Alexander St - Pavement Rehabilitation | In Progress | 50% | Oct 08: Scope of works complete, pavement investigations underway, environmental assessments complete. Cosworks expect to undertake works in Nov/Dec.

Dec 08: Project planning completed, Cosworks expect to undertake works | | Capital Works Coordinator | 30/03/2009 |
| | | | | | | |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|---|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.44 Gallop St Rehabilitation 0 to 0.2km | In Progress | 50% | Oct 08: Scope of works complete, pavement investigation underway, environmental assessment complete. Cosworks expect to undertake works in Nov/Dec.

Dec 08: Project planning completed, Cosworks expect to undertake works | | Capital Works Coordinator | 30/04/2009 |
| 1.2.4.45 Irrewillipe Rd - Final Seal 9.4 - 12.0 | Completed | 100% | Oct 08 : Works planned to be undertaken in conjunction with reseal program (Dec 08 - Feb 09)

Dec 08: Completed as part of reseal program | | Capital Works Coordinator | 30/03/2009 |
| 1.2.4.46 Cressy-Shelford Rd - Final Seal - 3km to 6km | Deferred | 0% | Oct 08 : This project has been deferred based on advice from external design consultant

Dec 08: Intended to be completed within the 2009/10 cap works program | | Capital Works Coordinator | 30/03/2009 |
| 1.2.4.47 Footpaths - Apollo Bay | Not Started | 0% | Oct 08: Not yet started

Dec 08: Not yet started | | Capital Works Coordinator | 30/05/2009 |
| 1.2.4.48 Regent Place - Lighting Improvements | Not Started | 0% | Oct 08: Not yet started

Dec 08: Not yet started | | Capital Works Coordinator | 30/04/2009 |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|--|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.49 Road Furniture Upgrade | In Progress | 50% | Oct 08: Cosworks have commenced work

Dec 08: Cosworks have commenced work on the program | | Capital Works Coordinator | 30/06/2009 |
| 1.2.4.50 Mitchell Grove - Guardrail | In Progress | 75% | Dec 08 - Project referrals completed. Installation to be undertaken by Cosworks | | Capital Works Officer | 30/06/2009 |
| 1.2.4.51 Christies Rd - Guardrail | In Progress | 75% | Dec 08 - Project referrals completed. Installation to be undertaken by Cosworks | | Capital Works Officer | 30/06/2009 |
| 1.2.4.52 Swan Marsh Rd - Guardrail 0.7km | In Progress | 75% | Dec 08 - Project referrals completed. Planning permit issued for works. Installation to be undertaken by Cosworks. | | Capital Works Officer | 30/06/2009 |
| 1.2.4.53 Red Johanna - Guardrail 2.6km & 3.6km | Completed | 100% | Dec 08: Project referrals completed. Installation completed by Cosworks | | Capital Works Officer | 30/06/2009 |
| 1.2.4.54 Hamilton St Drainage | In Progress | 75% | Dec 08 - Project referrals completed. Works to be done by CosWorks | | Capital Works Officer | 30/11/2008 |
| 1.2.4.56 Local Roads - Resealing Program (Capital). Annual reseal program (Budget \$790,000) | In Progress | 90% | Oct 08: Tendered awarded to Boral. Sealing program to commence November/December 2008
Dec 08: Sealing program for 2008/09 largely complete. Will be finalised early 2009. | | Asset Management Officer | 30/06/2009 |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|-------------|--------|--|--------------------------|--------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.57 Local Roads - Cosworks Supply/Cart Aggregate (Capital). Supply and cartage of aggregate to support reseal program (budget \$120,000) | In Progress | 90% | Oct 08: Sealing works to commence during November/December 2008.
Dec 08: Sealing works largely complete. Programs finalisation early 2009. | | Asset Management Officer | 30/06/2009 |
| 1.2.4.59 Binns Road Bridge. Replacement of existing bridge (budget \$450,000) | In Progress | 25% | Oct 08: Tenders currently being evaluated. Contract to be awarded at October 2008 Council meeting. All project planning completed (e.g. planning permit, etc)
Dec 08: Tender awarded to Van Ek. Preplacement bridge presently being designed. Anticipate onsite works to commence Feb/Mar 09. | | Asset Management Officer | 30/06/2009 |
| 1.2.4.60 Pedestrian Area - Rae Street. Works to replace pavers and areas of concrete footpath with poor condition in front of Rae Street Customer Service Centre. (budget \$25,000) | In Progress | 10% | Oct 08: Project planning commenced. Quotations currently being sourced to undertake works.
Dec 08: Quotations from asphalt contractors presently being sourced. | | Asset Management Officer | 30/06/2009 |
| 1.2.4.61 Armstrong Street Drainage | Not Started | 0% | Dec 08 - Project referrals to be completed | | Capital Works Officer | 30/06/2009 |
| 1.2.4.62 South Colac Recreation Reserve Drainage | In Progress | 50% | Dec 08 - Project referrals completed. Works to be done by Cosworks | | Capital Works Officer | 30/06/2009 |
| | | | | | | |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|---|--------------------------|---------------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.63 Montrose Ave - Drainage | Not Started | 0% | Oct 08: Not yet started

Dec 08:
Not yet started | | Capital Works Coordinator | 30/06/2009 |
| 1.2.4.64 Costin Street - Drainage | Not Started | 0% | Oct 08: Not yet Started

Dec 08:
Not yet started | | Capital Works Coordinator | 30/06/2009 |
| 1.2.4.65 Cressy Township Drainage Improvements | In Progress | 25% | Oct 08: Stage 2 of those works commenced last year. Scope of works complete. Cosworks anticipate undertaking works in Apr/May 2009.

Dec 08:
Cosworks plan to undertake works in April 09 | | Capital Works Coordinator | 30/06/2009 |
| 1.2.4.66 Birregurra Footpath | Not Started | 0% | Oct 08: Not yet started

Dec 08:
Not yet started | | Capital Works Coordinator | 30/06/2009 |
| 1.2.4.67 Old Beechy Line Rail Trail | In Progress | 5% | Oct 08: Yet to be formally advised about declaration of a piece of Crown land as a road. Awaiting results of Cultural Heritage Management Plan and environmental assessment.

Dec 08:
As above | | Capital Works Coordinator | 30/06/2009 |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|--|--------------------------|------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.7 Unsealed Roads - Capital.
Report monthly on progress. | In Progress | 100% | Annual Resheeting program is on target with works been completed in Carlisle, Beech Forest, Kawarren, Alvie, Eurack Yeodene , Forrest, and Hordern Vale areas. Birregurra areas planned prior to New Year. 20.12.06 Angelsea gravel to be completed March 07 Rest of works completed by June 07. 4.5 07
5.10.07 Annual Resheet Program is on target with annual Program \$365,000 spent. 10.11.07 \$400,000 spent.
July 08 Report and Works Completed.
Sep 08
Works ahead of schedule
Expenditure \$420,000
Dec 08
Works on schedule. Expenditure \$500,000 | | Manager Cosworks | 30/06/2009 |
| | | | | | | |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|--|--------------------------|------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.8 Drainage - Capital. Report monthly on progress. | In Progress | 100% | Works planned to coincide Annual Resheet program.4.5 07

5.10.07. MDW is on target with Works Program. \$65,000 spent.
10.11.07 \$70,000 spent.
July 08 Report and Works Completed.
Sep 08
Works just started expect increase in expenditure as weather improves
Expenditure \$25,000.
Dec 08
Works to increase with improved weather. Expenditure \$50,000 | | Manager Cosworks | 30/06/2009 |
| 1.2.4.9 Footpath - Capital. Report monthly on progress. | In Progress | 100% | Works to restart in March 07
Completion by June 07. 4.5.07

5.10.07 Works has started \$20,000 spent.10.11.07 \$20,000 spent.
July 08 Report and Works completed
.
Sep 08
Works started Expenditure \$15,000
Dec 08
Works ongoing. Expenditure \$44,000 | | Manager Cosworks | 30/06/2009 |
| | | | | | | |

Capital Works Progress Report

Council Plan 1.2 Improved and renewed infrastructure

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|-------------|--------|--|--------------------------|------------------|------------|
| Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan | | | | | | |
| 1.2.4.10 Sealed Roads - Rehab.
Report monthly on Progress. | In Progress | 100% | Asphalt at lake corangamite rd completed in Mar awaiting accounts 4.5.07.

5.10.07 Works about to start in Oct
07.10.11.07 \$60,000 spent.
July 08 Works completed .
Sep 08
Reseal prep works started 8.9.08
Dec 08
Works in progress. Expenditure \$140,000 | | Manager Cosworks | 30/06/2009 |
| 1.2.4.12 Sealed Roads Aggregate Capital - Supply & Delivery of aggregate for Capital Road Reseal program
Report monthly on Progress. | In Progress | 100% | Works completed 4.3..07.

5.10.07 Works to start in Oct 07.
10.11.07 Works 90% complete \$84,000 spent.
July 08 Completed.
Sep 08
Works started 6.9.08
Dec 08
Aggregate supply completed.
Stacksites to be cleaned up at completion of Reseal program | | Manager Cosworks | 30/06/2009 |

Capital Works Progress Report

Council Plan **2 Planning and Development**
Priority:

Council Plan **2.1 Sustainable development of the Colac Otway Municipality**
Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|---|--------------------------|---|------------|
| Strategy: 2.1.1 Develop and implement a Sustainability Action Plan for the organisation and community | | | | | | |
| 2.1.1.1 Complete the Office Accommodation Review for the municipal technical and administration offices within Colac and manage the communication and consultation process including Council, community and staff to ensure a smooth decision making and implementation process. | In Progress | 70% | Dec 08:
Report to In Committee Council Meeting on 16 December 2008 which recommended that a short term option be investigated with the long term investigation be referred to the 2009/10 Capital Works Program. Negotiations are currently being undertaken into short term options.

Office Accommodation review is progressing with progress report provided to Council at the December Council meeting. A further report is required for the January Council Briefing session. | | General Manager - Infrastructure & Services | 30/06/2009 |

Capital Works Progress Report

Council Plan 2.1 Sustainable development of the Colac Otway Municipality

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|---------|--------|--|--------------------------|------------------------------|------------|
| Strategy: 2.1.2 Implement the Lake Colac Master Plan and Management Plan | | | | | | |
| 2.1.2.1 Implemetation of Lake Colac Management Plan and Foreshore Master Plan:
Lake Colac Fishing Platform
Lake Colac Stodart Street Pathway
Colac Secondary College Leadership Project
Lake Colac Pathway Interpretive Signage
Botanic Gardens & Family Recreation Area
Meredith Park Upgrade
Lake Colac Environmental Projects
Cultural Heritage Management Plan | Ongoing | 0% | Sep 08:
Works deferred until the Cultural Heritage Management Plan is produced. Site inspections and research for this have been completed, with a draft report expected mid October. Once this is complete and agreed upon by Aboriginal Affairs Victoria, works will commence.

Dec 08
Draft report has been passed to Aboriginal Affairs Victoria and the local Registered Aboriginal Parties for comment. Awaiting response. | | Economic Development Officer | 30/06/2009 |

Council Plan 2.2 Well planned and developed municipality

Plan

Objective:

Capital Works Progress Report

Council Plan 2.2 Well planned and developed municipality

Objective:

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|----------|--------|--|--------------------------|------------------|------------|
| Strategy: 2.2.1 Continue development of the Colac Botanic Gardens | | | | | | |
| 2.2.1.2 Complete upgrades of the Botanic Gardens. | Deferred | 100% | Ongoing improvements in conjunction with friends of botanic gardens.20.12.06
Tree planting to start in June 07.
4.5.07

5.10.07 Ongoing improvements in conjunction with friends of Botanic Gardens.No change 10.11.07.
July 08 Tree climbing works completed.
Sep 08
Ongoing Improvements in conjunction friends of Botanic Gardens
Dec 08
No budget allocation 2008/9 | | Manager Cosworks | 30/06/2009 |

Capital Works Progress Report

Council Plan Objective: 2.2 Well planned and developed municipality

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|--------|--------|-------------------|--------------------------|---------------|-----------|
| Strategy: 2.2.5 Improve the Eastern entrance to Colac | | | | | | |
| | | | | | | |

Capital Works Progress Report

Council Plan 2.2 Well planned and developed municipality

Objective:

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|--|--------------------------|--|------------|
| Strategy: 2.2.5 Improve the Eastern entrance to Colac | | | | | | |
| 2.2.5.1 Develop and implement Colac Entrance Improvements Design project | In Progress | 10% | <p>Oct 2006: This proposal is part of the draft structure plan which is incomplete.</p> <p>Dec 2006: Community consultation undertaken and submissions forwarded to consultants for consideration. Workshop conducted with Council November 22, 2006. Further meetings with relevant Authorities conducted. Consultants currently redrafting plan. Programmed for Council workshop in February 2007 to consider final draft.</p> <p>Feb 2007: The Colac Structure Plan was adopted by Council on February 28, 2007. While this plan addresses the issue of Colac entrances in Section 6 under the Heading Urban Design Framework, it does not and was never intended to, provide a detailed Design Framework for the Colac Entrances. This needs to be undertaken through a separate Design Project and the brief now needs to be prepared and consultants engaged to complete this aspect of the project.</p> | | General Manager - Sustainable Planning and Development | 30/06/2009 |

Capital Works Progress Report

Council Plan **2.2 Well planned and developed municipality**

Objective:

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|--------|--------|--|--------------------------|---------------|-----------|
| Strategy: 2.2.5 Improve the Eastern entrance to Colac | | | | | | |
| | | | <p>April 2007: Initial discussion with consultant undertaken. Further meeting between consultant, GM's Infrastructure and Sustainable Planning and Development to be scheduled.</p> <p>June 2007: Consultants, Planning by Design, have been engaged to review the history of the project, including the 2000 Colac City Entrance Strategy and a subsequent proposal put to Council in 2004 which was not supported by certain elements in the community and subsequently was not implemented by Council. The consultants brief is to:</p> <ul style="list-style-type: none"> - prepare a brief to take the project forward; - prepare an information report for Council; - research opportunities for funding the project; and, - develop a consultation process for the project and implement the initial stages of this process. <p>An initial meeting was held on June 29, 2007, with community representatives with a prior involvement in the project. The</p> | | | |

Capital Works Progress Report

Council Plan 2.2 Well planned and developed municipality

Objective:

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|--------|--------|--|--------------------------|---------------|-----------|
| Strategy: 2.2.5 Improve the Eastern entrance to Colac | | | | | | |
| | | | <p>meeting was also attended by Crs Stuart Hart, Geoff Higgins, Chris Smith, Peter Mercer and the Mayor, Cr Warren Riches. A process was established for seeking expressions of interest for the Committee, identified key elements of the project to be driven by the Committee and identified elements for inclusion in Terms of Reference for the committee and the appropriate committee structure/representation. It was resolved to conduct a workshop with Council to consider the outcomes of this meeting and determine the future directions for this project. The consultant is to prepare a scoping document for the project</p> <p>September 30, 2007: Meeting scheduled for Tuesday October 8 with Planning by Design to refocus project.</p> <p>December 2007: Meeting conducted with consultant to refocus project. Further meeting held with Jack Barclay (CRF) to discuss level of interest in participating in project. Issues remain around best</p> | | | |

Capital Works Progress Report

Council Plan 2.2 Well planned and developed municipality

Objective:

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|--------|--------|---|--------------------------|---------------|-----------|
| Strategy: 2.2.5 Improve the Eastern entrance to Colac | | | | | | |
| | | | <p>process to progress project and provide a positive outcome given different perceptions and expectations of community against the reality of the need to ensure proper good design principles are utilised to provide long term benefits to the community. Lack of available funding opportunities are also a serious limiting factor for this project proposal to be effectively implemented. As an example the seven leafs project on the Princes Highway at Werribee cost around \$250,000 which was fully funded by that Council. Little progress to date - will re-examine early in 2008 as a priority with a view to either advance or abandon the project at this time.</p> <p>April 2008: Project to be reviewed and considered as part of Community Planning proposal in 2008/09 budget process.</p> <p>June 2008: Project to be reviewed and considered as part of Community Planning proposal in 2008/09.</p> <p>Sept 2008: No further update as per</p> | | | |

Capital Works Progress Report

Council Plan **2.2 Well planned and developed municipality**

Objective:

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|--------|--------|--|--------------------------|---------------|-----------|
| Strategy: 2.2.5 Improve the Eastern entrance to Colac | | | | | | |
| | | | June 2008 progress.

Dec 2008: Was to be investigated through the Community Planning Proposal which Council has now resolved to discontinue. | | | |

Capital Works Progress Report

Council Plan **3 Financial Sustainability**
Priority:

Council Plan **3.1 Financial sustainability of the Colac Otway Shire Council**
Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|--|--------------------------|---------------------------------|------------|
| Strategy: 3.1.4 Optimise the effectiveness and work towards the minimisation of the Council subsidy for the Bluewater Fitness Centre, Colac Otway Performing Arts and Cultural Centre and Visitor Information Centres | | | | | | |
| 3.1.4.9 Implement and review the Council Community Grants Program | Completed | 100% | <p>Oct 08:
New timelines and guidelines developed for the 2009/2010 have been developed in consultation across the organisation. These will be presented to Council for consideration by the new Recreation and Events Coordinator.</p> <p>January 2009
Propose Council report early 2009 detailing changes and timelines for 2009/2010 program.</p> | | Recreation and Arts Coordinator | 31/12/2009 |
| 3.1.4.10 Project development, management and implementation for the Country Football Netball Program | In Progress | 95% | <p>Oct 08:
Gellibrand Football Netball Club application has been resubmitted. West Oval Netball Court redevelopment is currently being acquitted.</p> <p>January 2009
West Oval works completed. Forrest to be submitted in next intake (likely February 2009)</p> | | Recreation and Arts Coordinator | 30/09/2009 |

Capital Works Progress Report

Council Plan Priority: 4 Health, Recreation and Community Services

Council Plan Objective: 4.1 Quality health and community services that promote community wellbeing

Capital Works Progress Report

Council Plan Objective: 4.1 Quality health and community services that promote community wellbeing

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|--------|--------|-------------------|--------------------------|---------------|-----------|
| Strategy: 4.1.2 Ensure that health and wellbeing programs are available and accessible to all residents | | | | | | |
| | | | | | | |

Capital Works Progress Report

Council Plan 4.1 Quality health and community services that promote community wellbeing

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|---|--------------------------|---------------------------------------|------------|
| Strategy: 4.1.2 Ensure that health and wellbeing programs are available and accessible to all residents | | | | | | |
| 4.1.2.4 HACC Minor Works Program to continue with the extension to the Kanyana building and a potential store room for the Apollo Bay Senior Citizen Centre. | In Progress | 15% | <p>December 2008
Kanyana Planning Approval adopted. No further work at this stage. Further investigations to be undertaken on quotations for works.</p> <p>11/10/2008
Planning application for the extension to be determined by Planning Committee on 14/10/08. Builders EOI's have been put on hold until Council decision.</p> <p>18/12/2007
Quotes have been obtained from Westvic Kitchens for the replacement of kitchen cabinets and stove. Discussions with user's of Kanyana have required changes. These have been discussed with cabinet maker. Works to commence in new year.</p> <p>Plan for extension to Kanyana have been discussed with user's. Problem with sewerage pipes from neighbouring property. After discussions with Barwon Water our plans will need to allow for access to these pipes as they cannot be re-laid due to concrete floor. Amended plans</p> | | Manager Health and Community Services | 30/06/2009 |

Capital Works Progress Report

Council Plan Objective: 4.1 Quality health and community services that promote community wellbeing

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|--------|--------|--|--------------------------|---------------|-----------|
| Strategy: 4.1.2 Ensure that health and wellbeing programs are available and accessible to all residents | | | | | | |
| | | | sent to Toronga Drafting for redesign. | | | |

Council Plan Objective: 4.2 Recreation facilities that support community participation and wellbeing

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|-------------|--------|--|--------------------------|--------------------------------------|------------|
| Strategy: 4.2.2 Investigate strategies to fund and develop Central Reserve and Bluewater Fitness Centre Precinct | | | | | | |
| 4.2.2.2 Project Manage the Beechy Centre development project. | In Progress | 75% | Oct 08:
MOU completed and endorsed.
Currently working through final stages of the Development and Joint Use Agreement.

January 2009
DJUA completed and endorsed.
Council currently investigating options to reconsider agreement. | | Manager Recreation, Arts and Culture | 30/06/2009 |

Capital Works Progress Report

Council Plan **4.2 Recreation facilities that support community participation and wellbeing**

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-----------|--------|---|--------------------------|--------------------------------------|------------|
| Strategy: 4.2.3 Develop, implement and review Council's recreation Strategy | | | | | | |
| 4.2.3.1 Implement the 3 Year Tennis Facilities Program | Completed | 100% | Oct 08:
Review of the Tennis Audit and consideration of a new audit to be considered in the new year.

January 2009
Bueinss Case to include Tennis Audit and new works program to be developed. | | Manager Recreation, Arts and Culture | 30/06/2009 |
| | | | | | | |

Capital Works Progress Report

Council Plan 4.2 Recreation facilities that support community participation and wellbeing

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|---|--------------------------|---------------------------------|------------|
| Strategy: 4.2.3 Develop, implement and review Council's recreation Strategy | | | | | | |
| 4.2.3.4 Promote and administer the Country Football Netball Program | In Progress | 90% | <p>Sept 07:
Working towards Forrest Netball Court redevelopment for the October 07 intake. Gained funding for Western Oval, club and Council to meet after final series to determine project works and timelines.</p> <p>Dec 07:
Forrest indicated they were not prepared for a funding submission in October as proposed. Possible submission for Forrest in February 2008.</p> <p>October 2008
Gellibrand resubmitted, West Oval Netball Court development to be acquitted.</p> <p>January 2009
Ongoing consultation with Clubs and Associations to ensure project development.</p> | | Recreation and Arts Coordinator | 30/06/2009 |

Capital Works Progress Report

Council Plan Priority: 5 Economic Development

Council Plan Objective: 5.1 Regeneration of our small towns

Capital Works Progress Report

Council Plan 5.1 Regeneration of our small towns

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|----------|--------|--|--------------------------|------------------------------|------------|
| Strategy: 5.1.2 Continue to implement the Small Town Improvement Program in partnership with community groups | | | | | | |
| 5.1.2.1 Install Small Town Entry Signage - Swan Marsh, Carlisle River. | Deferred | 90% | Sep 08:
No budget for Small Town Entry Signage was allocated for this financial year. | | Economic Development Officer | 30/06/2009 |
| 5.1.2.2 Coordinate the Small Towns Improvement Program in partnership with the Economic Development and Grants Officer | Ongoing | 0% | Sep 08:
Application's are now open for the 2008/09 Small Towns Improvement Program. These close in November.

Dec 08
Application's have been received from 9 community groups. These will be assessed in the coming months, and adopted in the 2009/10 budget | | Economic Development Officer | 30/06/2009 |
| 5.1.2.3 Implement small town visitor information signage boards - Forrest, Beeac, Cressy. | Ongoing | 0% | Sept 08
All signs have been temporarily removed to be framed. These will be reinstalled as soon as possible. Signs being developed for Kennett River. Signs to be developed for Birregurra, Barwon Downs and Beeac as part of park upgrades within each township.

Dec 08
initiated discussions with the Birregurra, Barwon Downs and Cape Otway community groups about signs for their areas. | | Economic Development Officer | 30/06/2009 |

Capital Works Progress Report

Council Plan **6 Environmental Sustainability**
Priority:

Council Plan **6.1 Best practice environmental management**
Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|---------|--------|---|--------------------------|-----------------------|------------|
| Strategy: 6.1.1 Establish environmental best practice as a benchmark for managing natural resources in relation to Council assets (including storm water management, energy use and water use) | | | | | | |
| 6.1.1.1 Continue to implement the Kennett River Water Quality and Drainage Study recommendations. | Ongoing | 0% | Dec 08:
The Environment Unit is continuing to work with the infrastructure Unit to improve the water quality entering Kennett River. This includes getting a surveyor to check the levels within the wetland to check that the levels are as per the original plan. Once this is determined, the wetland will be cleaned out and the levels will be re-set. A final report is being prepared to submit to the CCMA once the work has been completed. | | Environmental Planner | 30/12/2008 |

Council Plan **6.2 Local communities addressing local environment priorities**
Objective:

Capital Works Progress Report

Council Plan Objective: 6.2 Local communities addressing local environment priorities

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|---|--------------------------|-------------------------|------------|
| Strategy: 6.2.4 Determine a location for the development of an Apollo Bay Transfer Station | | | | | | |
| 6.2.4.1 Prepare an MOU to facilitate the land purchase of property for the development of the transfer station | In Progress | 80% | <p>Sep 08:
A land purchase contract agreement is being developed by the solicitors, to be completed by December 08.</p> <p>Jan 09
The contract agreement has been delayed due to decision to incorporate acid Sulphate Soil Report and Cultural and Heritage Management Plan. Likely to be completed by Feb 09.</p> | | Manager Major Contracts | 31/12/2008 |

Capital Works Progress Report

Council Plan Priority: 7 Strong Leadership

Council Plan Objective: 7.1 Strong community leadership, governance and advocacy

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|-------------|--------|--|--------------------------|------------------|------------|
| Strategy: 7.1.2 Continue the Best Value business planning process of organisational review: <ul style="list-style-type: none"> - Annually identify potential savings and efficiencies that can be directed to by Council to higher priorities - Work towards improved Community Satisfaction Survey results - Assess the impact of Council's reliance on grants - Assess the level of community demand for services - Undertake a review of the development and implementation of Council's major project processes | | | | | | |
| 7.1.2.2 Road Furniture upgrades - Report monthly on progress. | Not Started | 0% | | | Manager Cosworks | 30/06/2009 |
| 7.1.2.3 Capital Works - Measure Tender attempt vs success rate | Completed | 100% | 5.10.07 Tendered for 1 Project and was Successful. Rate 100% No change 10.11.07.
July 08 Same As Above.
Sep 08 Works program now sufficient and are not requiring to tendere this year.
Dec 08 Tendering not required | | Manager Cosworks | 30/06/2009 |

Council Plan Objective: 7.2 Well structured internal and external services support the organisation in meeting community needs.

Capital Works Progress Report

Council Plan Objective: 7.2 Well structured internal and external services support the organisation in meeting community needs.

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|---|-------------|--------|--|--------------------------|--------------------------|------------|
| Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs | | | | | | |
| 7.2.1.2 Develop and monthly update the progress report spread sheet for all ongoing contracts. | In Progress | 50% | Completed spreadsheet for current works and back to 2004 & 2005

Sept 08: End of the financial year report for 07/08 completed, indicating the status of all contracts. Tender have been called for approx 50% of the contract projects.
Ongoing reporting and update of project status.

Dec 2008 : Continuing | | Contracts Coordinator | 30/06/2009 |
| 7.2.1.7 School Bus Routes. Annual budget allocation to assist in providing improvements along existing school bus routes (ie signage instalation, localised shoulder improvements etc). (Budget \$20,000) | In Progress | 50% | Oct 08: Upgrades to existing scholl bus stops undertaken as required in conjunction with Department of Transport
Dec 08: Ongoing program implementation in conjunction with Department of Transport and school bus operators. | | Asset Management Officer | 30/06/2009 |
| 7.2.1.15 Memorial Square - Shrine Works. Replace missing stones, repoint existing stone work. (budget \$14,000) | In Progress | 75% | Oct 08: All stonework completed. Lighting on order and will be installed upon delivery
Dec 08: Awaiting delivery of lighting components. | | Buildings Officer | 30/06/2009 |
| | | | | | | |

Capital Works Progress Report

Council 7.2 Well structured internal and external services support the organisation in meeting community needs.

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|---|--------------------------|-------------------|------------|
| Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs | | | | | | |
| 7.2.1.19 Air Conditioning Unit Replacement.
Major repairs to existing package units and replacement of duct work. (budget \$20,000) | Completed | 100% | Oct 08: Scope of works has changed due to failure of package unit. Replacement unit on order and will be installed when delivered. Revised budget \$45,000
Dec 08: Project completed. | | Buildings Officer | 30/06/2009 |
| 7.2.1.20 Bluewater - Roof Access. Install roof access system to allow contractors to safely access and traverse roof. (budget \$25,000) | Completed | 100% | Oct 08: Quotations accepted. Works to commence November 2008
Dec 08: Project completed | | Buildings Officer | 30/06/2009 |
| 7.2.1.21 Council Building Assets Renewal Program - Rae Street Roof Access.
Install safety rail around perimeter of first floor. (budget \$10,000) | Completed | 100% | Oct 08: Quotations accepted. Works to commence November 2008
Dec 08: Project completed | | Buildings Officer | 30/06/2009 |
| 7.2.1.1 Manage the Large Plant Replacement to maximise plant utilisation and timely changeovers within the Plant Replacement Program | In Progress | 10% | Further Investigation required into Jetpatcher - costs benefits etc. Streetsweeper, A Bay grader and Flocon to be changed this year. 20.12.06 Plant replacement to begin in Mar 07. 4.5.07

5.10.07 Completed as before.
Sep 08
Plant replacement program completed. Start to changeover plant in Nov - Dec 08.
Dec 08
Plant replacement to start in Jan 09 | | Manager Cosworks | 30/06/2009 |

Capital Works Progress Report

Council 7.2 Well structured internal and external services support the organisation in meeting community needs.

Plan

Objective:

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|----------|--------|--|--------------------------|------------------|------------|
| Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs | | | | | | |
| 7.2.1.2 Memorial Square Improvements. Report monthly on progress. | Ongoing | 0% | Tree removal programmed for Nov/Dec06.Completed.20.12.06 Tree planting by June 07 . Report being conducted on Elm trees by Wayne Knight.4.5.07.

5.10.07 Further Tree Works planned in drier months. 4 trees need to be removed as per report.10.11.07. July 08 2 Trees removed June 08. 2 tree removed in 08/09.
Sep 08
Replace seating and tree removal planned for may 09.
Dec 08
Seating & tree removal may 09 | | Manager Cosworks | 30/06/2009 |
| 7.2.1.3 Tree Planting Program. Report monthly on progress. | Deferred | 0% | Programmed to start April/May07 20.12.06. No change to last comment 4.5.07.

5.10.07 Works programmed to start April/May 08. No change 10.11.07. July 08 Completed
Sep 08
No budget for tree planting in 2008/09.
Dec 08
No budget allocation 2008/9 | | Manager Cosworks | 30/06/2009 |

Capital Works Progress Report

Council Plan Objective: 7.2 Well structured internal and external services support the organisation in meeting community needs.

| ACTIONS | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--|-------------|--------|--|--------------------------|--|------------|
| Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs | | | | | | |
| 7.2.1.6 Governance - Purchase Furniture and Equipment as required | In Progress | 50% | Dec 08:
Adjustments have been made to this item as between Finance & HR an additional staff member had to be accommodated - therefore new desks were installed. | | Manager Finance & Customer Service | 30/06/2009 |
| 7.2.1.3 Investigate and develop a location for the Apollo Bay Static Library | Completed | 100% | September 2008
Otway Health have advised their preferred location for the library. Awaiting final designs from Architect prior to a further meeting of the Working Group and sending out information to the community. Project can then be finalised.

December 2008
Final reports prepared. Forwarded to Government | | General Manager Corporate and Community Services | 31/12/2008 |

CONSENT CALENDAR**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM | D | W |
|---|---|---|
| <p><u>INFRASTRUCTURE</u></p> <p><u>OM092801-4 COLAC LIVESTOCK CENTRE - CLOSURE OF TRUCK WASH</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>1. Approve the closure of the Truck Wash at the Colac Saleyards from 5.00pm on Friday afternoon until 8.00am on Monday morning;</i> <i>2. The truck wash be closed effective from the 7th February 2009;</i> <i>3. The closure is for a trial period of 12 months, and that a further report be provided back to Council regarding long-term usage at the end of the trial period; and</i> <i>4. An effective communication strategy is implemented in the lead up to the closure.</i> | | |
| <p><u>OM092801-5 REMOVAL OF STREET TREES - CHAPEL STREET, COLAC</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council resolve to permit Barwon Water to construct the proposed rising main in the southern nature strip of Chapel Street between Bruce Street and McGonigal Street on condition that;</i></p> <ol style="list-style-type: none"> <i>1. Tree/shrub removal is kept to the minimum practicable,</i> <i>2. Barwon Water are to notify property owners of tree removal and extent of works prior to the commencement of works,</i> <i>3. Where trees/shrubs are removed, Barwon water shall plant trees/shrubs at a rate of three plants for each plant removed of species and at location(s) in the vicinity to be nominated by Council,</i> <i>4. The area of trees removed be topsoiled and grassed to Council satisfaction.</i> | | |

| | | |
|---|--|--|
| <p>5. Council undertake a communication program with local residents to advise them of the issue prior to the Barwon Water notification.</p> | | |
| <p><u>OM092801-6 APOLLO BAY TRANSFER STATION PROGRESS REPORT</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council receives and notes the progress report on Apollo Bay Transfer Station.</i></p> | | |

Recommendation

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

MOVED

SECONDED

OM092801-4 COLAC LIVESTOCK CENTRE – WEEKEND CLOSURE OF TRUCK WASH

| | | | |
|-------------|----------------|-----------|------------|
| AUTHOR: | Neil Allen | ENDORSED: | Jack Green |
| DEPARTMENT: | Infrastructure | FILE REF: | GEN00158 |

Purpose

This report seeks Council authorisation to close the truck wash to the public at the Colac Saleyards on weekends to help conserve water.

Background

The Colac Otway Saleyards Advisory Committee at its meeting on 5 December 2008 requested that a report be presented to Council in January 2009 requesting that the truck wash facility be closed on weekends.

The truck wash facility at the Saleyard complex was installed to assist the farmers using the Saleyards who have transported stock for sale to the facility. The truck wash assisted farmers by allowing them to clean their equipment and vehicles. The designated sale day is on the Thursday of each week between the hours of 6.00am through until 6.30pm however other sales can occur throughout the week. Some customers and livestock sellers, including bulk carriers do however take advantage of the ability to store animals at the holding facilities in the yard throughout the week. The current operations of the Saleyards adequately address the customer service needs for the patrons of the Saleyards during the week. This facility is however, extensively used on the weekend by non Saleyard customers.

The truck wash operates 24 hours per day and is primarily intended to be for cattle trucks at the selling point to wash down their vehicles. There are two bays with multi hose connection points which operate at a cost of \$1 for 2 minutes. This service is a subsidised service and the full cost of truck washing is not recovered through the operation of the truck washing facility. Council pays for water usage and effluent disposal.

Corporate Plan/Other Strategies/Policy

The Colac Otway Shire has recently completed a Water Management Action Plan (WaterMAPS) for its key sites. Council is undertaking a Water Audit of its key facilities of which the Colac Livestock Centre (Saleyards) is a key centre. This report is consistent with the objectives of the WaterMAP Project.

Issues/Options

Based on the current usage pattern, Council has a number of options.

1. No change. The no change option will ensure that there is continued use and possible increase in usage of the truck washing facility on weekends. This will cause a cost escalation for Saleyards water usage and effluent treatment which will need to be passed onto the ratepayers of Colac Otway Shire.
2. Increase Fees for the Truck Wash to cost recovery. This option will address the overall functional requirements of the facility at an increased cost to Saleyard customers. A proportion of the effluent treatment is believed to come from interstate and local livestock transport carriers who do not necessarily use the Saleyards. In addition the requirement to wash down the non Saleyard trucks would require the customers of the Saleyards to subsidise non Saleyard users for the facility. A full cost recovery option is not a responsible water management objective and does not comply with the Council requirements under its Water Act requirement for Saleyards to reduce overall water usage of the facility.

Based on the analysis truck wash fees would need to increase to \$2.50 per minute from the current \$1.00 per minute for full cost recovery.

| Colac Sale Yards - Truck Wash Financial Analysis (Break Even) | | | | | |
|---|---------------|---------------|-----------------|-------------------------------|--------------|
| Description | \$ Exp | \$ Inc | Net Cost | Comment | Units |
| Current Arrangement | | | | | |
| Water Supply & Effluent Disposal, Truck Wash is 25% of costs | 10,000 | 4,000 | 6,000 | Based on \$1.00 per 2 minutes | 4,000 |
| Break Even | | | | | |
| Water Supply & Effluent Disposal, Truck Wash is 25% of costs | 10,000 | 10,000 | 0 | Based on \$2.50 per 2 minutes | 4,000 |
| *Note: Break even prices will need to increase from \$1.00 to \$2.50 per 2 minutes | | | | | |

- Introduce restricted operations of the truck wash facility. The introduction of restricted operations for the truck wash facility will ensure that the Council actively manages the truck wash in accordance with the Sustainable Water Use Plan 2007.

It is proposed that the truck wash be closed on weekends to conserve water. In addition the restriction of the usage will ensure that the Saleyard and Livestock customers are able to use the facility whilst excluding non Saleyard and Livestock customers. It is anticipated that this will lead to a reduction in the overall operational cost of the Saleyards by reduction of effluent disposal costs and water consumption.

It is recommended that option 3, being restrictive operations of the facility through the closure of the truck wash on weekends be adopted.

The reduction in water usage by closing the truck wash is estimated at 38% as shown in the table below:

| Colac Otway - Saleyards Water Usage Comparison
(Truck Wash Operating Weekends vs Full Time) | | | | |
|---|---------------|---|--|----------------|
| Date | Yards
K/Lt | Truck Wash
(Including
Weekends)
K/Lt | Truck Wash
(Weekends
only)
K/Lt | |
| | | | | |
| 05-Dec-08 | 233 | 74 | | |
| 28-Nov-08 | 192 | 81 | | |
| 21-Nov-08 | 282 | 78 | | |
| 14-Nov-08 | 289 | 66 | | |
| 07-Nov-08 | 297 | 98 | | |
| 31-Oct-08 | 241 | 84 | | |
| 24-Oct-08 | 278 | 65 | | |
| 17-Oct-08 | 226 | 119 | | |
| 10-Oct-08 | 284 | 93 | | |
| 03-Oct-08 | 250 | 93 | | |
| 26-Sep-08 | 184 | 70 | | |
| | | 83.7 | | Average |
| 03-Dec-07 | | | 25 | |
| 26-Nov-07 | | | | Closed |
| 19-Nov-07 | | | | Closed |
| 12-Nov-07 | | | | Closed |
| 05-Nov-07 | | | | Closed |
| 29-Oct-07 | | | 23 | |
| 22-Oct-07 | | | 24 | |
| 15-Oct-07 | | | 54 | |
| 08-Oct-07 | | | 47 | |
| 01-Oct-07 | | | 19 | |
| | | | 32.0 | Average |
| | | | | |
| Estimated average reduction in water usage by closing Truckwash on weekends | | | 38.2% | |
| | | | | |

In addition Councillors voted on the 5 December 2008 to allocate \$65,000 from the recent Local Government Infrastructure Local Community Infrastructure program by the Rudd Government to install security fence and gates at the entrance to the Colac Saleyards. Those works will assist with the control of access to the truck wash, Saleyards and general facility and also provide security from theft and unauthorised entry. That report identified that the following would occur:

- A reduction in water consumption by approximately 1554 kilolitres annually;
- Over 7 (seven) years reduce to 66% of target as per the Sustainable Water Use Plan 2007; and
- Reduce its water bill by approximately \$21,000 over 7 (seven) years.

The Saleyard operations do not take place during the weekends and all livestock should be cleared from the yards by close of business on Friday night at the latest due to the majority of sales taking place on the main sale day being a Thursday. Any additional stock that are placed in the yards and collected during the weekends will not require truck washing facilities.

Proposal

It is recommended that the truck wash facility be closed on weekends as an interim arrangement for the next 12 months while a detailed investigation is undertaken in relation to the viability of a fully controlled access system for the Colac Saleyards.

It is proposed that the access to the truck wash facilities be closed from 5.00pm on each Friday until 8.00am each Monday commencing from the 7 February 2009.

The proposed changes would need to be advised to all Saleyard customers and other major users, such as local trucking companies and the like. This could be carried out through combination of mailout to major customers and placing of a public advertisement in the newspaper advising of the proposed closure.

Financial and other Resource Implications

The Council currently allocates an annual budget of \$40,000 for the supply of water and effluent disposal for the Saleyards.

The cost of supply and disposal of water from the truck wash is estimated at 25% of the cost, hence the cost of the truck wash is \$10,000.

Income from truck wash fees is expected to be in the order of \$4,000 for the 2008/09 financial year.

The continued use of the Saleyards truck wash facilities including weekends is costing the ratepayers of the Colac Otway Shire in the order of \$6,000 per year.

By closing the truck wash on the weekend, savings for water and waste disposal in the order of 38% or \$3,820 per year will be achieved. Additional electricity and maintenance saving would bring the total savings to approximately \$4,000 per year.

Risk Management & Compliance Issues

Risk Management and Compliance requirements will improve as the result of the closing of the Saleyard truck wash facilities over the weekends. This will allow Council to have effective on-site management of the facility during business hours. In addition Council compliance requirements in relation to effluent disposal for Barwon Water will increase significantly as overall volume of effluent will be decreased significantly.

Environmental Considerations

The reduction in effluent will lead to better environmental outcomes, for Colac Otway Saleyards facility.

Communication Strategy/Consultation

Closing the truck wash on weekends will require that the key users be notified accordingly and that advertisements be placed in the local newspaper advising of the closure.

The Saleyards Advisory Committee has agreed to the closure and members of the Committee will need to be informed of the decision process and be asked to assist with community education.

Implementation

It is proposed that the Saleyards Truck Wash be closed on the weekends, implemented effective from 2 weeks after public advertisements are placed in newspapers. It is anticipated that closure of the facility would be effective from the 7th February 2009.

Conclusion

The Council truck wash is being used by a number of operators who are not customers of the Saleyards. Council and rate-payers are subsidising various operators in the community who are not using these facilities for the purpose intended. The closing of the truck wash on the weekends will be inclusive of Council's requirements to ensure that Council conserves water and reduces overall water usage charges and waste water disposal costs.

Attachments

Nil.

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

- 1. Council approves the closure of the Truck Wash at the Colac Saleyards from 5.00pm on Friday afternoon until 8.00am on Monday morning;***
- 2. The truck wash be closed effective from the 7th February 2009;***
- 3. The closure be for a trial period of 12 months, and that a further report be provided back to Council regarding long-term usage at the end of the trial period; and***
- 4. An effective communication strategy is implemented in the lead up to the closure.***

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**OM092801-5 REMOVAL OF STREET TREES - CHAPEL STREET, COLAC**

|             |                |           |                              |
|-------------|----------------|-----------|------------------------------|
| AUTHOR:     | Peter Dohnt    | ENDORSED: | Paula Gardiner               |
| DEPARTMENT: | Infrastructure | FILE REF: | Chapel Street, Colac - Roads |

**Purpose**

To advise Council of the impacts to street trees along Chapel Street on Barwon Water's preferred location for a new sewer rising main, and to get Council approval for the conditions relating to street tree removal required along the northern boundary of the showgrounds in Chapel Street under which the works are to proceed.

**Background**

Barwon Water's existing sewer rising main extends from the pump station beside Barongarook Creek (opposite the Lake Colac Caravan Park) along the foreshore of Lake Colac to Clarke Street and then to the treatment plant facility in Flaxmill Road.

Barwon Water has determined that this rising main needs replacement, due to the current alignment having access restrictions (particularly during wet weather and/or higher lake levels) and uncontrollable risks associated with potential leakage from the main and the impacts of pollution. Through the replacement and relocation of the rising main, it is intended to position the main to ensure more reliable access and to minimise the likelihood of any leakage from the main polluting Lake Colac.

The preferred alignment includes two sections from Bruce Street along the southern side of Chapel Street (in the nature strip) to McGonigal Street and along the western nature strip of McGonigal Street near Coads Lane. There will be impacts to other street trees within McGonigal Street and Coads Lane, with these trees planted by Council in line with Council's Street Tree Policy (ie: one at the front of each property).

The proposed removal of the trees along Chapel Street (along the fence line of the showgrounds) pose different issues as they were planted to act as a screen between the residential housing and the showgrounds. The trees were planted by Council when the land on the north side of Chapel Street was sold as residential blocks. To enable the construction of the new rising main, approximately half of the trees will be removed to allow for the excavation of the trench for the rising main. The tree removal will be contained to the front section of the nature strip, with the remaining larger trees along the fence to remain.

**Corporate Plan/Other Strategies/Policy**

This is no reference within Council's current Street Tree Management Policy that details how the removal of multiple trees are managed.

**Issues/Options**

Other alignments have been explored by Barwon Water, and have been found to be unsuitable. Other alignment options considered included above ground over the northern edge of the old landfill, through the proposed Lakeside Estate (on the south side of the old landfill between Bruce Street and McGonigal Street) and along the north side of Chapel Street (within the nature strip in front of the residential properties).

**Proposal**

Along Chapel Street it is expected that the works will involve the removal of all the trees within 2 metres of the kerb line. This will leave all the existing trees along the fence line, which will mean there will still be a width of approximately 1.5 metres of established trees and shrubs left, which will maintain the initial intent of a soft vegetated screen between the residential properties and the showgrounds.

The proposal is to permit Barwon Water to remove the minimum number of trees practicable, but to require Barwon Water to plant new plants at the rate of 3 plants per plant removed, of species and at location(s) to be nominated by Council and to have the area where trees have been removed to be topsoiled and grassed to Council's satisfaction.

**Financial and other Resource Implications**

All costs associated with all elements of the project will be borne by Barwon Water. Council staff resources will be required to liaise with Barwon Water regarding the location for all replanting. There is no intention to charge staff time to Barwon Water.

**Risk Management & Compliance Issues**

It is recognised that there may be some adverse reaction by residents to the removal of the street trees, however it is considered the overall impact to residents will be much lower due to the preferred alignment. It is considered the intent of the trees to act as a screen will be maintained, and the resident concern will be minimised due to the required offsets.

**Environmental Considerations**

As the trees were planted by Council in 2000 within the urban area, advice received is that there is no requirement to comply with the State Native Vegetation Framework.

**Communication Strategy/Consultation**

Barwon Water will be required to notify property owners of the works to be undertaken prior to the commencement of any works.

**Implementation**

All works associated with the construction of the rising sewer main and associated vegetation removal and replanting will be completed by Barwon Water. Barwon Water have indicated they expect to commence construction within the first half of 2009.

**Conclusion**

Officers consider that Barwon Water's preferred location along the southern side of Chapel Street is the most appropriate location for the new rising sewer main, as it will incur the least amount of impact to residents, especially during construction, whilst maintaining the intent of the street vegetation to act as a soft visual screen to the showgrounds.

Therefore, it would be appropriate to permit Barwon Water to construct the new rising main along the preferred alignment subject to compliance with the proposed conditions to replant 3 trees for every 1 tree removed, with the species type and replanting location to be approved by Council prior to the commencement of any works.

**Attachments**

Photograph of existing trees and aerial photo of location

**Recommendation(s)**

***That Council resolve to permit Barwon Water to construct the proposed rising main in the southern nature strip of Chapel Street between Bruce Street and McGonigal Street on condition that;***

- 1. Tree/shrub removal is kept to the minimum practicable,***
- 2. Barwon Water are to notify property owners of tree removal and extent of works prior to the commencement of works,***
- 3. Where trees/shrubs are removed, Barwon water shall plant trees/shrubs at a rate of three plants for each plant removed of species and at location(s) in the vicinity to be nominated by Council,***
- 4. The area of trees removed be topsoiled and grassed to Council satisfaction.***
- 5. Council undertake a communication program with local residents to advise them of the issue prior to the Barwon Water notification.***

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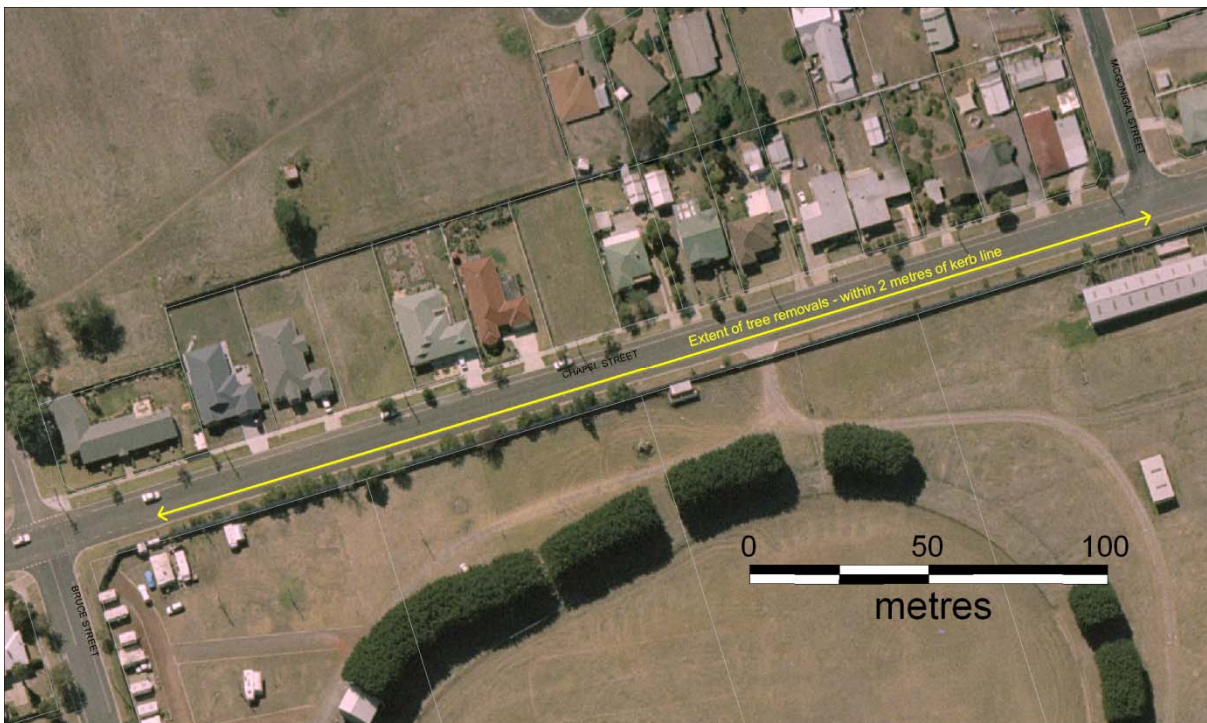




Chapel St – Looking east from Bruce St.

The trees within 2 metres of the kerb are to be removed. Many of the larger trees and shrubs will be retained but with some trimming

(The two or three tallest trees are behind the fence in Showgrounds property)



Aerial Photo - Chapel St – between Bruce St and McGonigal St

OM092801-6 APOLLO BAY TRANSFER STATION PROGRESS REPORT

| | | | |
|-------------|----------------|-----------|------------|
| AUTHOR: | Ranjani Jha | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure | FILE REF: | GEN01693 |

Purpose

The purpose of this report is to ensure that Council is fully aware of all the developments to date with the Apollo Bay transfer station and the tasks ahead for the successful completion of this project.

Background

Currently there are three transfer stations operational within the Colac Otway Shire, namely the Alvie transfer station, Birregurra transfer station and the Marengo transfer station. In addition four minor drop-off facilities are also operational which are located at Carlisle River, Gellibrand, Beech Forest and Lavers Hill.

The main function of a transfer station is to receive the recyclables and green waste, loading it on to the trucks and transportation to processing facilities. The transfer stations are also being used as a user pay drop off facility for the ratepayers who wish to bring their waste to the transfer station site themselves.

The current transfer station facility at Marengo is an old styled facility which is temporary in nature and does not comply with the best practice guidelines stipulated by Sustainability Victoria. Some of the deficiencies associated with the Marengo transfer station are due to dumping of waste on the ground before loading into on-site bins, problems due to windblown litter due to relatively high altitude of the site, site being a part of the previous landfill site which is not fully rehabilitated, difficulties with storm water drainage due to ground level being lower than the adjoining road level and the ongoing objections raised by the residents of Marengo township.

The deficiencies of the Marengo transfer station have resulted in a Pollution Abatement Notice (PAN) issued by EPA on 3 September 2002 stipulating capping requirements. Even though detailed responses have been sent to EPA from time to time expressing difficulties associated with finding a suitable site for relocating the Marengo transfer station facility, a further letter was received from EPA dated 22nd of May 2007 notifying council of a breach of capping requirements stipulated in the previous PAN notification.

Since 1998 council has been actively looking for a suitable site for construction of a new transfer station facility so that the old facility from Marengo can be relocated. The various actions initiated by the council so far are summarised in the Table below in chronological order:

Reports and Actions taken in search of a suitable site

| Reports/Actions | Date |
|---|-------------|
| Options explored for a Contractor to build a Transfer Station on the former Marengo landfill site for which council was to pay a 'facility fee' to offset the capital cost of the facility; | 1998 |
| Council directed that alternative sites be investigated for the Transfer Station. It was concluded that no other sites were available; | 1998 |
| Further investigations of the Marengo site revealed that use of the | 1998 |

| | |
|---|---------------------|
| <p>former landfill site was impractical due to EPA requirements;</p> <p>Council decided to seek an alternative site. Consultants investigated three sites and selected two possible sites in Apollo Bay;</p> | |
| <p>The 2001-2004 Council Plan recognised the construction of a Transfer Station as a key action;</p> | 2001 |
| <p>Council's In Committee meeting considered a report on two site options for the Transfer Station and proposed the Transfer Station be with a Montrose Street frontage and discussion be held with the owner of one of the sites;</p> <p>Council decided that an amendment be prepared to rezone the land to Industrial 1 from Environmental Rural;</p> | 2001
(November) |
| <p>Council considered a report in relation to a Rezoning Amendment (C13) and an 80-metre buffer zone being applied to a proposed industrial estate in Montrose Ave (Piggery Lane), Apollo Bay. Council agreed to the buffer zone on the premise the setback would be beneficial for screening and buffering the proposed Transfer Station. Council also agreed that any future Transfer Station for Apollo Bay, on a site to be determined, be developed as an enclosed facility;</p> | 2005
(January) |
| <p>Amendment C13 for Rezoning of land to Industrial Subdivision approved by the Minister and Gazetted on 8 September 2005;</p> | 2005
(September) |
| <p>Owner of Industrial Subdivision land applied for a 24 Lot Industrial Subdivision at 1 -19 Costin Street;</p> <p>Lot 25 set aside for the Transfer Station meeting EPA buffer distance requirements;</p> | 2005
(October) |
| <p>Expression of Interest sought for building and operating the Transfer Station;</p> <p>A number of submissions received, interviews conducted and proposals evaluated;</p> <p>None of the proposals were accepted;</p> <p>Council resolved that the most advantageous option is for Council to fund and construct the Transfer Station itself;</p> | 2006
(April) |
| <p>Council authorized the CEO to accept an offer of \$700,000 plus GST for the land purchase and continue with detailed negotiations and agreements;</p> | 2008
(June) |
| <p>Council authorized CEO to execute the contract to purchase the proposed Lot 25 on PS601893F for a sum of \$700,000 plus GST subject to fulfilment of Terms and Conditions specified in the legal agreement.</p> | 2008
(October) |

Corporate Plan/Other Strategies/Policy

In recognition of the key features of the Shire previously identified, the council has adopted an overall vision for the future:

That the Colac Otway Shire be a safe, balanced and sustainable environment that provides the opportunity for a diversity of people to live, work and visit.

The objective:

To develop Apollo Bay as an attractive residential community which provide a high quality environment as a significant tourist centre.

Issues/Options

The following two options are available to the council:-

1. Construct the new transfer station facility at Apollo Bay, close the existing facility at Marengo and rehabilitate the site to EPA standards.
2. Do not construct the new facility and the users to rely on Birregurra and Alvie transfer the station facilities.

Option 1 is the recommended option.

The Marengo transfer station facility was well utilized by the community in 2007/08 and before. The waste volume data mentioned below indicates the usage level:

Waste Quantities recorded at the Marengo Transfer Station

| Waste Type | Quantity |
|--|------------------|
| Recycling material to Visy | 500 tonnes |
| Mixed solid waste (putrescibles) to Corio landfill | 2000 tonnes |
| Inert waste to Alvie landfill | 5300 cubic metre |
| Mulch (not kerbside) | 500 cubic metres |
| Mattresses | 200 numbers |
| Battery | 22 numbers |
| Car bodies | 1 number |
| Waste Oil | 7 drums |

Council does not have a choice with the rehabilitation of Marengo transfer station site as it has to be undertaken in accordance to EPA instruction. Considering the usage and demand level of the current Marengo transfer station facility, it appears justifiable to replace the current facility with a new modern facility for the coastal residents.

Site selection options

Given below is a brief account of the two sites within Apollo Bay that were considered for construction of transfer station facility:

- (1) Lot 2, 1-19 Costin Street, Apollo Bay within the proposed Industrial Estates Subdivision** - The main benefit of using this parcel of land is that the transfer station will be appropriately located within an industrial subdivision with necessary buffer distances from the adjoining residential areas and the main road. The site will meet

the planning permit requirements and is well-suited to the operations of a transfer station.

The success of this site depends on provision of external services such as access road, water, power, storm-water drainage etc by the developer of the industrial subdivision in a timely manner. Accordingly a land purchase contract agreement is being drafted by council's solicitors incorporating all the relevant conditions and minimum service standards to be provided by the landowner.

(2) 135 Montrose Ave - The main disadvantage of this site is that it doesn't fulfil the minimum buffer distance from the adjoining residential area and has a direct frontage to the Montrose Avenue without any offset distance. Because of the direct frontage to the main road, the transfer station operations may result in an unsightly appearance and unacceptable noise factor and some of the activities such as mulching of green waste, development of a resale yard etc may have to be restricted. Because of the disadvantages of the site not fulfilling the planning criteria, the site was considered unsuitable and not considered any further.

Proposal

Taking into account the actions taken so far in relation to site selection, planning permit application, land purchase negotiations, development of Cultural and Heritage Management Plan, and development of design, specification and tender documents, Council is now in a better position to move forward with the construction of Apollo Bay Transfer Station project.

The implementation schedule mentioned in the report below outlines the various activities of the project and expected timeframes. The immediate actions are to obtain the Cultural and Heritage Management Plan approval from Aboriginal Affairs Victoria and the planning permit after which the tendering process will be undertaken.

Financial and other Resource Implications

The purchase of the land has been negotiated to \$700,000 + GST as per the previous delegated authority to the CEO in June 2008. The terms and conditions of the land purchase is that 10% of the purchase price would be paid on signing of the contract with the balance of money being paid after registration of the Plan of Subdivision. Council's solicitors are currently in the process of finalising the legal contract of sale and it is anticipated that the full land cost would be paid for in the current financial year, subject to the submission of an Erosion Management Plan from the developer.

It is planned to undertake the project in two stages; the first stage dealing with the design development, land purchase and obtaining planning permits and the second stage involving the construction works. A grant of \$200,000 has been committed by Sustainability Victoria which can be claimed upon completion of tendering process and award of work to the successful contractor.

The estimated project expenditure and income are summarized in the Table below:

Estimated project expenditure and income (excluding GST)

| | Activity | Expenditure (\$) | Income (\$) |
|----------------|--|------------------|-------------|
| Stage 1 | Design Development | 110,000 | |
| | Cultural and Heritage Management Plan (CHMP) | 25,000 | |
| | Acid Sulphate Soil Test | 15,000 | |

| | | | |
|-------------------|------------------------------------|------------------|------------------|
| | Leachate Test of soil | 3,000 | |
| | Environmental Management Plan | 10,000 | |
| | Land Purchase Contract Agreement | 25,000 | |
| | Land Purchase | 700,000 | |
| | | | |
| Stage 2 | Construction of facility | 1,960,000 | |
| | Sustainability Victoria (SV) grant | | (200,000) |
| | | | |
| Total Cost | | 2,848,000 | (200,000) |
| Nett Cost | | 2,648,000 | |

The Councils Strategic Resource Plan had allowed for \$2,428,000 during the period 2007/08 to 2010/11. The current budget allocation for 2008/09 is \$1,000,000 for the land purchase and design development. Additional costs of \$220,000 will need to be included in 2009/10 to allow for the completion of the project.

Risk Management & Compliance Issues

The principles of risk management have been adhered to in all aspects of the project as briefly discussed below:

- Selection of a suitable site with correct zoning and buffer distances;
- Development of design and drawings by professional engineers taking into account relevant Australian Standards;
- Abidance with Transfer Station Best Practice Guidelines published by Sustainability Victoria;
- Development of formal land purchase agreement clearly indicating the roles and responsibilities of Council and the land owner and the services to be provided;
- Development of a Cultural and Heritage Management Plan for the approval of Aboriginal Affairs Victoria prior to undertaking the tendering process;
- Soil tests for determining soil acidity and review of the design accordingly;
- Traffic Management Plan for the safe vehicular movement

It is envisaged that by addressing the above key factors and the planning permit conditions, the risk to Council will be greatly reduced.

Environmental Considerations

The environmental factors have been taken into account as part of planning permit conditions and design development. In preparing the stormwater drainage design the principles of Water Sensitive Urban Design (WSUD) have been brought into practice in order to allow the recycled water from the transfer station site to be used for irrigation of internal landscape and cleaning of floor and plant.

An asphalt area outside of the transfer station shed will assist with safe traffic movement and keeping the dust down.

A Cultural Heritage Management Plan (CHMP) has been prepared and submitted to Aboriginal Affairs Victoria (AAV) identifying any items of heritage importance and ensuring its safe disposal/management.

A number of geotechnical tests such as foundation design, acid sulphate soils tests and Leachate tests have been carried out for preparing the engineering design and work practice standards for minimizing the long term impact on the structure. Although acid sulphate soil was not found, the soil was found to be acidic and this will need to be taken into account as part of building works.

Communication Strategy/Consultation

The communication and consultation process has been taking place with the various stages of the project. The closure of Marengo Transfer Station and construction of Apollo Bay Transfer Station have been briefly discussed at the waste management Best Value Workshops in June 2008. The feedback of the Infrastructure Design Team and the Waste Contractors have been taken into account during design development. Notifications have also been made by the Council's planning department for any interested parties to view the planning application and no submissions were received. Council has regularly been in touch with EPA and Sustainability Victoria (SV) seeking extension of time for continuation of operation at the Marengo Transfer Station site and utilization of grant monies.

A communication strategy will need to be developed for the public prior to closing the Marengo site.

Implementation

The following tentative time frame is suggested for various activities related to the project and commissioning:

| Action | Expected Time Frame |
|---|----------------------------|
| Endorsement of Cultural and Heritage Management Plan by Aboriginal Affairs Victoria | February 2009 |
| Issue of Planning Permit | February 2009 |
| Sign land purchase agreement | March 2009 |
| Invite tenders | March/April 2009 |
| Evaluate Tenders/select contractors | May/June 2009 |
| Council report and acceptance of tender | May/June 2009 |
| Commencement of construction works | July/August 2009 |
| Completion of construction works | March/April 2010 |
| Rehabilitation of Marengo landfill site | December 2010 |

Conclusion

Significant work has been carried out since 1998 finding and purchasing a suitable parcel of land for the construction of a new transfer station at Apollo Bay. Due to the lack of a suitable piece of land Council had to undertake amendment C13 for rezoning of land to Industrial 1 and gain Ministerial approval.

Delays have been incurred due to the need to prepare a Cultural Heritage Management Plan and get it approved by AAV. The EPA and Sustainability Victoria have been kept informed of the progress of the project so that extension of time is obtained for operation of Marengo Transfer Station operation and carry over of grant monies is approved. Council is in a better position to move forward with this project and ensure its completion by March/April 2010.

Attachments

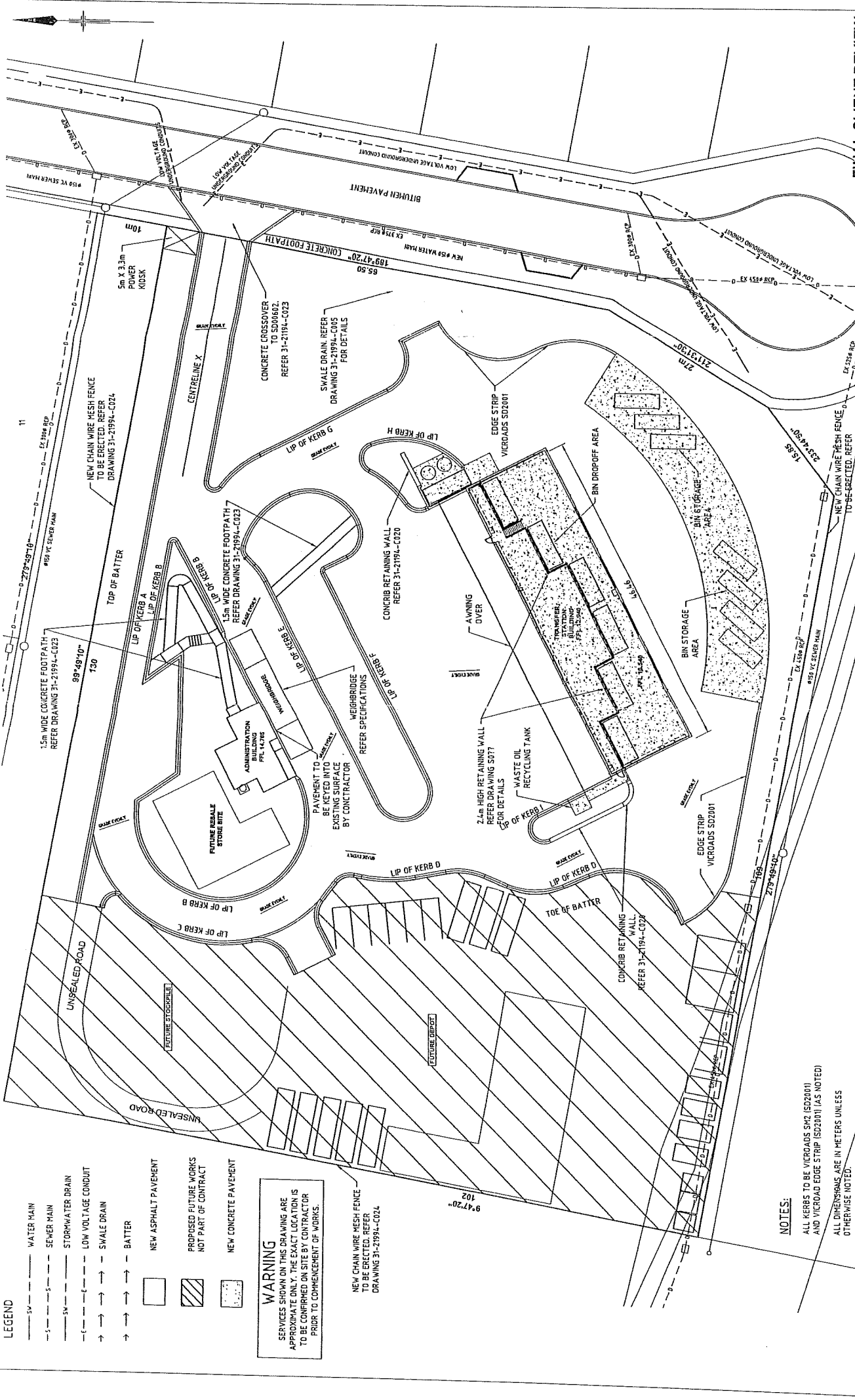
Transfer Station site lay out

Recommendation(s)

That Council receives and notes the progress report on Apollo Bay Transfer Station.

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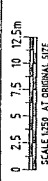
LEGEND

- 3W --- WATER MAIN
- 3S --- SEWER MAIN
- 3V --- STORMWATER DRAIN
- - - - - LOW VOLTAGE CONDUIT
- - - - - SWALE DRAIN
- - - - - BATTER
- NEW ASPHALT PAVEMENT
- ▨ PROPOSED FUTURE WORKS NOT PART OF CONTRACT
- ▩ NEW CONCRETE PAVEMENT

WARNING
 SERVICES SHOWN ON THIS DRAWING ARE APPROXIMATE ONLY. THE EXACT LOCATION IS TO BE CONFIRMED ON SITE BY CONTRACTOR PRIOR TO COMMENCEMENT OF WORKS.

NEW CHAIN WIRE MESH FENCE TO BE ERECTED. REFER DRAWING 31-21994-C024

NOTES:
 ALL KERBS TO BE VICROADS SK2 (SD23001) AND VICROAD EDGE STRIP (SD23001) (AS NOTED)
 ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.



| No | Revision | Date | By | Checked | Approved | Date |
|----|-----------------------------------|----------|-----|---------|----------|------|
| D | ISSUED FOR FINAL CLIENT REVIEW | 24/08 | JVC | | | |
| C | REVISED ISSUE FOR PLANNING PERMIT | 14/03/01 | JVC | | | |
| B | ISSUED FOR PLANNING PERMIT | 20/03 | JVC | | | |
| A | ISSUED FOR CLIENT REVIEW | 10/12/07 | JVC | | | |

Colac Otway SHIRE
 Municipality Professionals

CLIENTS PEOPLE PERFORMANCE

Level 3, 49-51 Long Street Geelong VIC 3220 Australia
 E enquiries@colacotway.vic.gov.au
 W www.colacotway.vic.gov.au

DO NOT SCALE

| | |
|----------|-------------|
| Drawn | JAVAN CLEEF |
| Checked | |
| Approved | |
| Date | |
| Scale | AS SHOWN |

Directions of Use:
 This drawing may only be used by the person or persons named on this drawing. It is not to be used for any other purpose and must not be used by any other person or for any other purpose.

CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion
 W = Withdrawal

| ITEM | D | W |
|--|---|---|
| <p><u>SUSTAINABLE PLANNING AND DEVELOPMENT</u></p>
<p><u>OM092801-7 FEES FOR RESOLUTION OF WORKS WITHOUT A BUILDING PERMIT</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation(s)</u></p> <p><i>That Council adopt a fee, double the cost of the applicable Building Permit fee structure (minus the cost of Building Commission levies) for the resolution of Building Works Without a Permit.</i></p> | | |
| <p><u>OM092801-8 COLAC AND APOLLO BAY CAR PARKING STUDY</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation(s)</u></p> <p><i>That Council nominate Cr..... as its representative on the Steering Committee for the Colac and Apollo Bay Car Parking Study.</i></p> | | |

Recommendation

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

MOVED

SECONDED

OM092801-7 FEES FOR RESOLUTION OF WORKS WITHOUT A BUILDING PERMIT

| | | | |
|-------------|--------------------------------------|-----------|--------------------------------------|
| AUTHOR: | Mathew Hudson | ENDORSED: | Doug McNeill |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | Building Control
GEN00448 General |

Purpose

To adopt a fee structure that seeks to deter property owners from constructing buildings and other structures without a permit and to recover part of the costs incurred by Council when trying to resolve works that do not have a valid Building Permit.

Background

It is quite common for works to occur within the Shire without a valid Building Permit. These are mainly smaller buildings such as sheds, verandahs, swimming pools and illegal occupation of non-habitable buildings, but also include more significant habitable buildings such as dwellings.

Illegal works can be brought to the attention of the Municipal Building Surveyor (MBS) through complaints from adjoining property owners, real estate agents trying to sell a property or even the property owners themselves. In addition, illegal structures are often identified by Council staff when undertaking site inspections. When Council is made aware of these breaches of the Building Act there is an obligation to ensure that all building work carried out has an appropriate level of compliance under the Building Regulations and the Building Code of Australia.

Council could respond to such instances by prosecuting landowners in the courts for the breach under the Building Regulations, but this is a costly exercise and does not deal with the practical issue of ensuring compliance with Building Regulations. The more sensible approach is to take a practical view by working with landowners to legitimise buildings rather than to take a hard line confrontational approach in most cases. Many Councils have adopted policies that seek to do this, including Corangamite Shire.

Corporate Plan/Other Strategies/Policy

This is consistent with the Council Plan objective to “provide strong community leadership, governance and advocacy services which will benefit the community, now and into the future”.

Issues/Options

The Building Act is not structured in a way that provides for the Council's MBS to issue a retrospective Building Permit, unlike in planning, where a planning permit can be sought after the fact to authorise an illegal use/development. A flow on effect is that a Certificate of Final Inspection/Occupancy Permit cannot be issued for illegal works. Therefore, when illegal building works are resolved with the MBS the property owner will only receive a letter of ‘No Further Action’ from Council.

When the owner of an illegal building does not act on a direction from the MBS the legislation provides an enforcement process to follow. This involves issuing of Building Notices and Orders which can often result in court proceedings, which will then increase the cost for Council when trying to achieve a resolution with the property owner.

Council does not currently have a fee in place for the ‘Resolution of Works Without a Permit’ in contrast to the upfront fee for a Building Permit. The ‘Resolution of Works Without a Permit’ process gives the owner of the illegal works the opportunity to construct a building without a Permit then go through the resolution process with the MBS which in most cases

results in a 'No Further Action Letter', giving the owner consent to leave the building on the property. This is an inequitable process where someone who follows the correct Building Permit process is charged a permit fee to cover Council's costs and the required Building Commission levies, but when a property owner constructs buildings illegally and goes through the 'Resolution of Works Without a Permit' process there are no Council fees or Building Commission levies to be paid.

The two issues that arise therefore are:

1. It is desirable that Council adopts a fee for resolving illegally constructed works, to recover some of the significant costs that are incurred; and
2. Applying a fee to resolving illegally constructed buildings would assist in discouraging non-compliance with building regulations and give incentive to land owners to go through the Building Permit process as a first preference.

Proposal

It is suggested that Council adopt a fee for resolving buildings and works constructed without a Building Permit. A fee double that applicable for a Building Permit, is considered appropriate as this would be a disincentive for people avoiding the Permit process and act as a deterrent to property owners. Such a fee will also partially offset Council's cost incurred in this process. Appendix A provides a copy of the current fees for building permits.

The following process would apply:

1. MBS becomes aware of buildings or works constructed without a Building Permit and requests the property owner to lodge a 'Resolution of Works without a Permit' form.
2. When this form is lodged, a fee that is double the cost of the Building Permit fee for the same cost of works (minus the Building Commission Levies) must be paid to Council in order to commence the process.
3. MBS inspects the works that have been undertaken and advises if any specialist reports need to be prepared regarding the structural adequacy of the work.
4. If these works are of a minor nature, footings may be required to be excavated alongside and/or cladding be removed to show the MBS what level of compliance the work has achieved.
5. When satisfactory evidence has been provided to the MBS to justify structural adequacy, a 'No Further Action' letter can be sent by Council.

Financial and other Resource Implications

Any specialist reports that may be required from engineers, architects, and the like in the process of resolving illegal works need to be sought and paid for by the applicant. The cost of these reports may be quite high depending on the complexity of the structure and can be higher than otherwise might be the case because the building has already been constructed.

Non-compliant building work and resolution procedures are a significant burden on Council resources as there are no fees currently applied to resolution of compliance with Building regulations. A fee for resolving these works would partially offset Council's costs.

Risk Management & Compliance Issues

If Council becomes aware that buildings have been constructed illegally, Council may be liable for damages/costs if an incident occurs causing injury to property or life, if no action is taken by the MBS.

With illegal buildings, the level of compliance with Building regulations is difficult to assess as there have been no mandatory inspections on foundations, reinforcement or framing which would normally be carried out had the owner obtained a Building Permit. This makes it nearly impossible for the MBS to give an accurate level of compliance to certify.

It may therefore pose some risk to Council if an illegal building is given a 'No Further Action' letter and a structural, safety or amenity issue occurs with the building. This may occur due to something that the MBS is unable to inspect due to visual implications, existing cladding, brickwork or poured concrete. This is a risk Council takes every time an illegal building is allowed to remain and this risk justifies that a fee be put in place to discourage such buildings being constructed in the first place.

Environmental Considerations

Not applicable.

Communication Strategy/Consultation Period

It is proposed to undertake a widespread communications strategy including:

- Media Release and Public Notice (i.e. Council Column) in all newspapers, and publications within the Shire.
- Letters to all Real Estate Agents within the Shire.
- Letters to all builders within the Shire.

Implementation

A procedure for resolving illegal works within the Shire as noted in this report is already in place. It is suggested that Council implements the proposed fee structure from 1 March 2009. This will provide some advance notice to land owners of the new charge.

Conclusion

Given the risk to Council, the significant amount of staff resources spent resolving illegal building works and inequity for other landowners; it is recommended that a new fee be introduced in managing this process. The proposed fee structure ensures that there is at least some deterrent for non-compliance with the Building Regulations, and that the Council's costs of dealing with this issue are partially recovered. The new fee will assist Council to encourage a higher degree of compliance with Building Regulations.

Attachments

Appendix A 2008/2009 User Fees and Charges for Building Permits

Recommendation(s)

That Council adopt a fee, double the cost of the applicable Building Permit fee structure (minus the cost of Building Commission levies) for the resolution of Building Works Without a Permit.

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**APPENDIX A**  
**2008/2009 USER FEES AND CHARGES FOR BUILDING PERMITS – JANUARY 09**

| Service                                                                                     | Council/<br>Statutory                                                       | GST %          | 2007/08 Fee<br>Including Tax | 2008/09 Fee<br>Including Tax |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------|------------------------------|------------------------------|
| <b><u>Building Control</u></b>                                                              |                                                                             |                |                              |                              |
| Building Control Charges                                                                    |                                                                             |                |                              |                              |
| - Lodgement Fees                                                                            |                                                                             |                |                              |                              |
| - Class 1 & 10                                                                              | C                                                                           | 0              | \$30                         | \$30.75                      |
| - Other classes                                                                             | C                                                                           | 0              | \$30                         | \$30.75                      |
| Information Charges                                                                         |                                                                             |                |                              |                              |
| - Property information                                                                      | S                                                                           | 0              | \$40                         | \$41                         |
| - Building plans, plan search                                                               | S                                                                           | 10%            | \$20                         | \$35                         |
| - Plan copying A4 sheet                                                                     | C                                                                           | 10%            | \$0.30                       | \$0.30                       |
| - Plan copying A3 sheet                                                                     | C                                                                           | 10%            | \$0.60                       | \$0.60                       |
| - Plan copying A1 sheet                                                                     | C                                                                           | 10%            | \$6.60                       | \$6.60                       |
| - Other size sheets                                                                         | C                                                                           | 10%            | \$3.50                       | \$3.50                       |
| Report and Consent Fees                                                                     |                                                                             |                |                              |                              |
| - Report & Consent Application                                                              | S                                                                           | 0              | \$200                        | \$205                        |
| - Section 29A Demolition Consent                                                            | S                                                                           | 0              | \$50                         | \$51.25                      |
| Class                                                                                       | Category                                                                    |                | 2007/08 Fee<br>Including Tax | 2008/09 Fee<br>Including Tax |
| Domestic – Class 1a<br>Dwellings and 10<br>Outbuildings<br>(construction and<br>demolition) | A recommended fee shall apply where the value of building work:             |                |                              |                              |
|                                                                                             | - does not exceed \$5,000                                                   |                | \$330                        | \$330                        |
|                                                                                             | - does not exceed \$10,000                                                  |                | \$440                        | \$462                        |
|                                                                                             | - does not exceed \$15,000                                                  |                | \$550                        | \$576                        |
|                                                                                             | - does not exceed \$25,000                                                  |                | \$660                        | \$693                        |
|                                                                                             | - does not exceed \$50,000                                                  |                | \$825                        | \$858                        |
|                                                                                             | - does not exceed \$75,000                                                  |                | \$990                        | \$1034                       |
|                                                                                             | - does not exceed \$100,000                                                 |                | \$1,100                      | \$1155                       |
|                                                                                             | - does not exceed \$150,000                                                 |                | \$1,375                      | \$1430                       |
|                                                                                             | - does not exceed \$200,000                                                 |                | \$1,650                      | \$1727                       |
|                                                                                             | - does not exceed \$250,000                                                 |                | \$1,980                      | \$2079                       |
|                                                                                             | - does not exceed \$300,000                                                 |                | \$2,200                      | \$2310                       |
| - exceeds \$300,000                                                                         |                                                                             | \$2,750+       | \$2915+                      |                              |
| All other Classes of<br>Occupancy 2-9 inclusive<br>(Construction and/or<br>Demolition)      | A recommended fee shall apply where the value of building work:             |                |                              |                              |
|                                                                                             | - does not exceed \$5,000                                                   |                | \$330*                       | \$330*                       |
|                                                                                             | - does not exceed \$10,000                                                  |                | \$495*                       | \$495*                       |
|                                                                                             | - does not exceed \$20,000                                                  |                | \$735*                       | \$735*                       |
|                                                                                             | - does not exceed \$50,000                                                  |                | \$990*                       | \$990*                       |
|                                                                                             | - does not exceed \$100,000                                                 |                | \$1,540*                     | \$1650*                      |
|                                                                                             | - does not exceed \$200,000                                                 |                | \$2,200*                     | \$2310*                      |
|                                                                                             | - does not exceed \$500,000                                                 |                | \$3,300*                     | \$3520*                      |
|                                                                                             | - does not exceed \$600,000                                                 |                | 0.6% plus GST*               | 0.6% plus GST*               |
|                                                                                             | - does not exceed \$700,000                                                 |                | 0.6% plus GST*               | 0.6% plus GST*               |
|                                                                                             | - does not exceed \$800,000                                                 |                | 0.6% plus GST*               | 0.6% plus GST*               |
|                                                                                             | - does not exceed \$900,000                                                 |                | 0.55% plus GST*              | 0.6% plus GST*               |
|                                                                                             | - does not exceed \$1,000,000                                               |                | 0.5% plus GST*               | 0.55% plus GST*              |
|                                                                                             | - does not exceed \$1,500,000                                               |                | 0.5% plus GST*               | 0.5% plus GST*               |
| - does not exceed \$2,000,000                                                               |                                                                             | 0.5% plus GST* | 0.5% plus GST*               |                              |
| - does exceed \$2,000,000                                                                   |                                                                             | 0.4% plus GST* | 0.4% plus GST*               |                              |
| Statutory Charge on<br>Building Permits                                                     | Building permit levy (cost of building<br>over \$10,000)                    |                | Cost x 0.128% of<br>works    | Cost x 0.128% of<br>works    |
| Statutory Charge on<br>Domestic Building Permits                                            | Domestic Building Levy (HIH) (Cost of<br>domestic works only over \$10,000) |                | Cost x 0.032% of<br>works    | Cost x 0.032% of<br>works    |

\* Council fees nominated apply except for exceptional cases where the fee will be negotiated with the Building Surveyor.

**OM092801-8 COLAC AND APOLLO BAY CAR PARKING STUDY**

|             |                                      |           |                   |
|-------------|--------------------------------------|-----------|-------------------|
| AUTHOR:     | Doug McNeill                         | ENDORSED: | Doug McNeill      |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | Planning GEN00450 |

**Purpose**

To advise Council of the commencement of the Study and seek the appointment of a Councillor representative on the Steering Committee for the project.

**Background**

The 2008/09 budget includes funds for the development of a Colac and Apollo Bay Car Parking Study, which will examine current parking supply and demand, and future approaches for the way in which it is assessed for individual developments. It will also examine ways in which existing parking can be better managed, and will include an assessment of parking for taxis, coaches and other buses.

Tenders were called late in 2008, and consultants Maunsell Australia P/L were appointed earlier this month. Work has commenced with surveys being undertaken in Apollo Bay by the consultant in the second week of January, with a draft report expected to be completed for Council consideration in the latter part of the year.

A Steering Committee has been established for the project comprising:

- General Manager Sustainable Planning and Development
- Manager Planning and Building
- Strategic Planning Co-ordinator
- Statutory Planning Co-ordinator
- Manager Capital Works
- Local Laws Co-ordinator
- Council representative (yet to be nominated)
- VicRoads
- Apollo Bay and Kennett River Foreshore Committee

This Committee includes a mix of internal and external representatives to ensure that all key stakeholders contribute to development of the Study. The Project Brief requires that other important stakeholders such as Otway Business Inc, the Apollo Bay Chamber of Commerce and coach and taxi companies be consulted directly during the process to ensure their interests are taken into account.

It is anticipated that a project inception meeting will be held with the Steering Committee early in February after Council has confirmed its nominated representative, and this will confirm the methodology and time frames of the Study.

**Corporate Plan/Other Strategies/Policy**

Apollo Bay Car Parking Precinct Plan 2001

**Issues/Options**

It is desirable that a Councillor be represented on the project Steering Committee to assist Council in understanding the project and contribute to its development through the process. This report asks Council to nominate a representative. Alternatively, Council could choose not to be represented, and reply on briefings on the project during the process.

**Proposal**

It is proposed that Council nominate a Councillor to attend meetings of the Steering Committee for the Colac and Apollo Bay Car Parking Study.

**Financial and other Resource Implications**

The Colac and Apollo Bay Car Parking Study is funded within the 2008/09 Budget for \$80,000.

**Risk Management & Compliance Issues**

There are no risk management issues relevant to this report.

**Environmental Considerations**

There are no environmental considerations.

**Communication Strategy/Consultation**

The Steering Committee will meet with the project consultants early in February to commence the project.

**Implementation**

The nominated Councillor representative will be advised of the details of the Steering Committee meetings.

**Conclusion**

It is desirable that a Councillor be represented on the project Steering Committee to assist Council in understanding the project and contribute to its development through the process. This report asks Council to nominate a representative.

**Attachments**

Nil

**Recommendation(s)**

***That Council nominate Cr..... as its representative on the Steering Committee for the Colac and Apollo Bay Car Parking Study.***

~~~~~\ ~~~~~


CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion
 W = Withdrawal

| ITEM | D | W |
|---|---|---|
| <p><u>GENERAL BUSINESS</u></p> <p><u>OM092801-9.1 Item for signing and Sealing - Section 173 Agreement, 185 Main Street, Elliminyt</u></p> <p><u>Recommendation</u></p> <p><i>That Council sign and seal the Section 173 Agreement between Colac Otway Shire and O E McCoombe covenanting Certificate of Title Volume 9553 Folio 772 that the further subdivision or development of more than one dwelling on Lot 3 will not be approved unless an alternate access arrangement is provided to the lot.</i></p> | | |
| <p><u>OM092801-9.2 Item for Signing and Sealing - Section 173 Agreement, 1105 Corangamite Lake Road, Alive</u></p> <p><u>Recommendation</u></p> <p><i>That Council sign and seal the Section 173 Agreement between Colac Otway Shire and Kemtran Pty Ltd and CT Ryan covenanting Certificate of Title Volume 8892 Folio 750 and volume 8760 folio 772 that there will be no further subdivision of lots 1, 2 and 3 so as to create any additional lots.</i></p> | | |

Recommendation

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

MOVED

SECONDED

OM092801-9 GENERAL BUSINESS***OM092801-9.1 Item for signing and Sealing - Section 173 Agreement, 185 Main Street, Elliminyt***

The applicant agreed to enter into a Section 173 Agreement as per condition 1 of Planning Permit PP208/07 that allowed for Three (3) lot subdivision.

Condition 1 reads:

1. Before the plan of subdivision can be certified, the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the Planning and Environment Act 1987 to provide for the following:
 - a) That the further subdivision or development of more than one dwelling on Lot 3 will not be approved unless an alternate access arrangement is provided to the lot.
Except with the written consent of the Responsible Authority.
Before the issue of a Statement of Compliance, application must be made to the Registrar of Titles to register the Section 173 Agreement on the title to the land under Section 181 of the Act.
The owner/ operator under this permit must pay the costs of the preparation, checking, execution and registration of the Section 173 Agreement.

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 O E McCoombe covenanting Certificate of Title Volume 9553 Folio 772 that the further subdivision or development of more than one dwelling on Lot 3 will not be approved unless an alternate access arrangement is provided to the lot.

~~~~~U~~~~~

**OM092801-9.2 Item for Signing and Sealing - Section 173 Agreement, 1105  
Corangamite Lake Road, Alive**

The applicant agreed to enter into a Section 173 Agreement as per Condition 1 of Planning Permit PP235/07 that allowed subdivision of the land.

Condition 1 reads:

1. Prior to the certification of the plan of subdivision, the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the Planning and Environment Act 1987 to provide for 'no further subdivisions of Lots 1, 2 and 3'.

Before the issue of a Statement of Compliance, application must be made to the Registrar of Titles to register the Section 173 Agreement on the title to the land under Section 181 of the Act.

The owner/operator under this permit must pay the costs of the preparation, checking, execution and registration of the Section 173 Agreement.

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 Kemtran Pty Ltd and CT Ryan covenanting Certificate of Title Volume 8892 Folio 750 and volume 8760 folio 772 that there will be no further subdivision of lots 1, 2 and 3 so as to create any additional lots.***

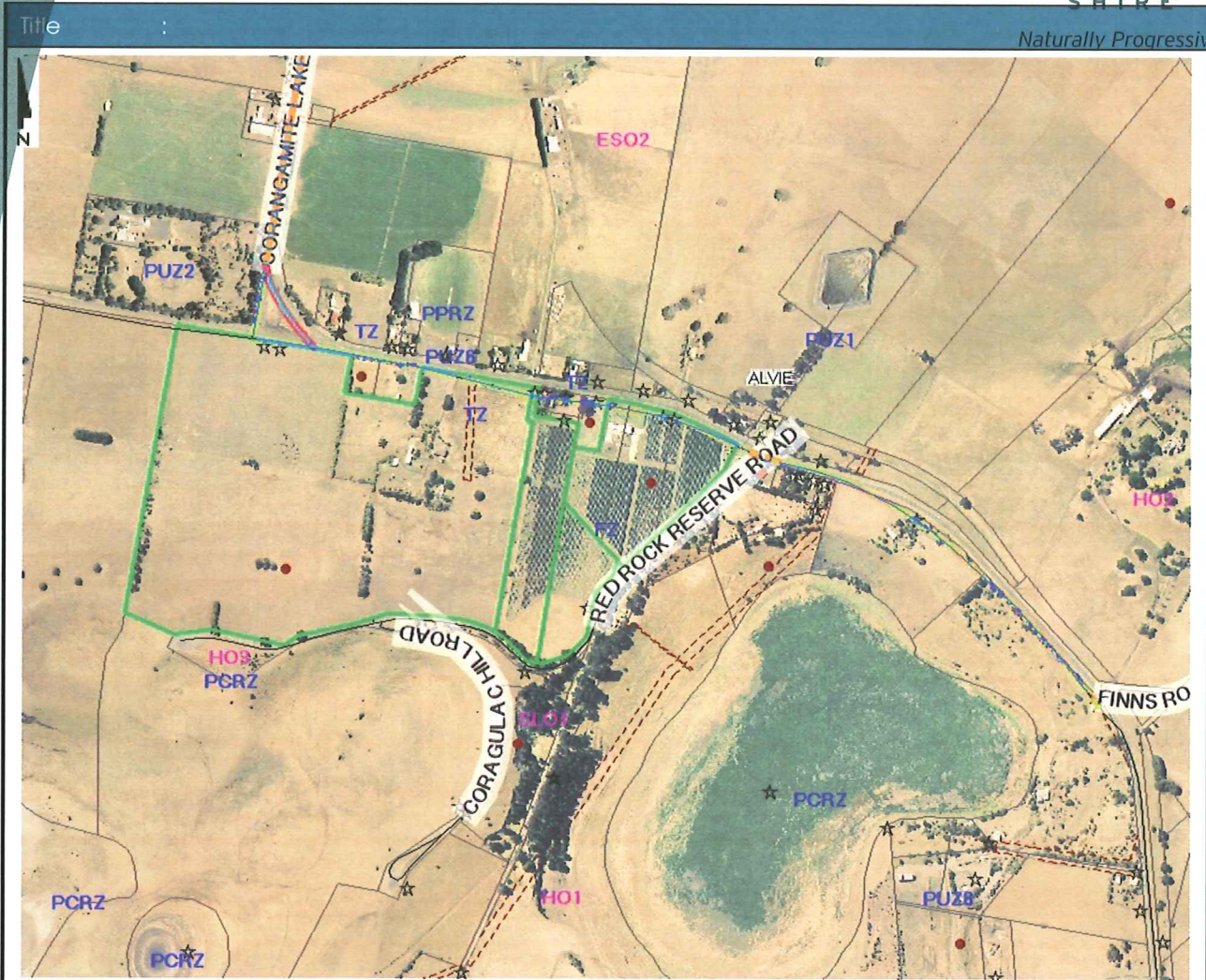
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PLANNING DEPARTMENT
Admin Map

Colac Otway
SHIRE
Naturally Progressive



Map Zoom: 2084 m

There are no features selected with information in the table 'Advertising'.
There are no features selected with information in the table 'Advertising-Zones'.
There are no features selected with information in the table 'Advertising-Overlays'.

Legend

- Overlays - ALL
- Planning Apps
- Property
- Parcel
- Parcel Proposed
- Crown Land
- Easement
- Watercourse
- Floodway (CMA)
- Floodplan (CMA)
- 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
- 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

Contains VICMAP Information
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Web:
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.

Colac Otway Shire
PO Box 283
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www.colacotway.vic.gov.au
inq@colacotway.vic.gov.au

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2-6 Rae Street
Colac Victoria 3250
Ph: (03) 5232 9400
Fax: (03) 5232 1046

Apollo Bay Service Centre
69-71 Nelson Street
Apollo Bay Victoria 3233
Ph: (03) 5237 6504
Fax: (03) 5237 6734

**PLANNING
PERMIT**



**Colac Otway
SHIRE**

Naturally Progressive

TO:
ROD BRIGHT & ASSOCIATES
PO BOX 371
COLAC 3250

Assessment No - 122311350 & 122311050

Permit No - PP235/07

Planning Scheme - Colac-Otway Scheme

Responsible Authority - COLAC OTWAY SHIRE

ADDRESS OF THE LAND:

1105 & 1135 CORANGAMITE LAKE ROAD, ALVIE

THE PERMIT ALLOWS:

FOUR (4) LOT RESUBDIVISION IN ACCORDANCE WITH THE ENDORSED PLANS.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT

1. Prior to the certification of the plan of subdivision, the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the Planning and Environment Act 1987 to provide for No further subdivisions of Lots 1, 2 and 3.
 *
- * Before the issue of a Statement of Compliance, application must be made to the Registrar of Titles to register the Section 173 Agreement on the title to the land under Section 181 of the Act.
- * The owner/operator under this permit must pay the costs of the preparation, checking, execution and registration of the Section 173 Agreement.
2. The layout and site dimensions of the proposed subdivision as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
3. The time limit for the commencement of the subdivision hereby approved is two years from the date of issue of this permit and it must be completed within five years of the date of the subdivision plan.

Date Issued 12 May 2008

**Signature for the
Responsible Authority**

A handwritten signature in black ink, appearing to be 'C. B.', written over a horizontal line.

Council/Delegate

CONDITIONS CONTINUED FOR PERMIT NO. PP235/07

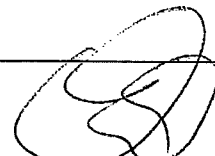
4. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia in accordance with Section 8 of that Act.
5. The applicant shall:
 - Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and 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 issued by the Victorian Electricity Supply Industry. Compliance through a Registered Electrical Contractor must be arranged.
 - 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 show on the plan an easement(s) in favour of "Powercor Australia Ltd for 'Powerline Purposes" pursuant to Section 88 of the Electricity Industry Act 2000.
- 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 easements for powerlines to accord with the position of the lines 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 area.
- Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendment which have been required.

Date Issued 12 May 2008

**Signature for the
Responsible Authority**



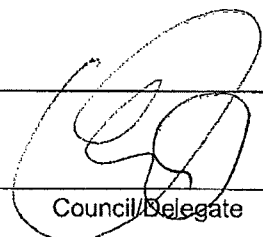
Council/Delegate

CONDITIONS CONTINUED FOR PERMIT NO. PP235/07

6. Any plan submitted under the Subdivision Act 1988 must be forwarded to Barwon Water under Section 8 of the Act.
7. That the plan of subdivision submitted for certification be referred to Telstra in accordance with Section 8 of the Subdivision Act 1988.

Date Issued 12 May 2008

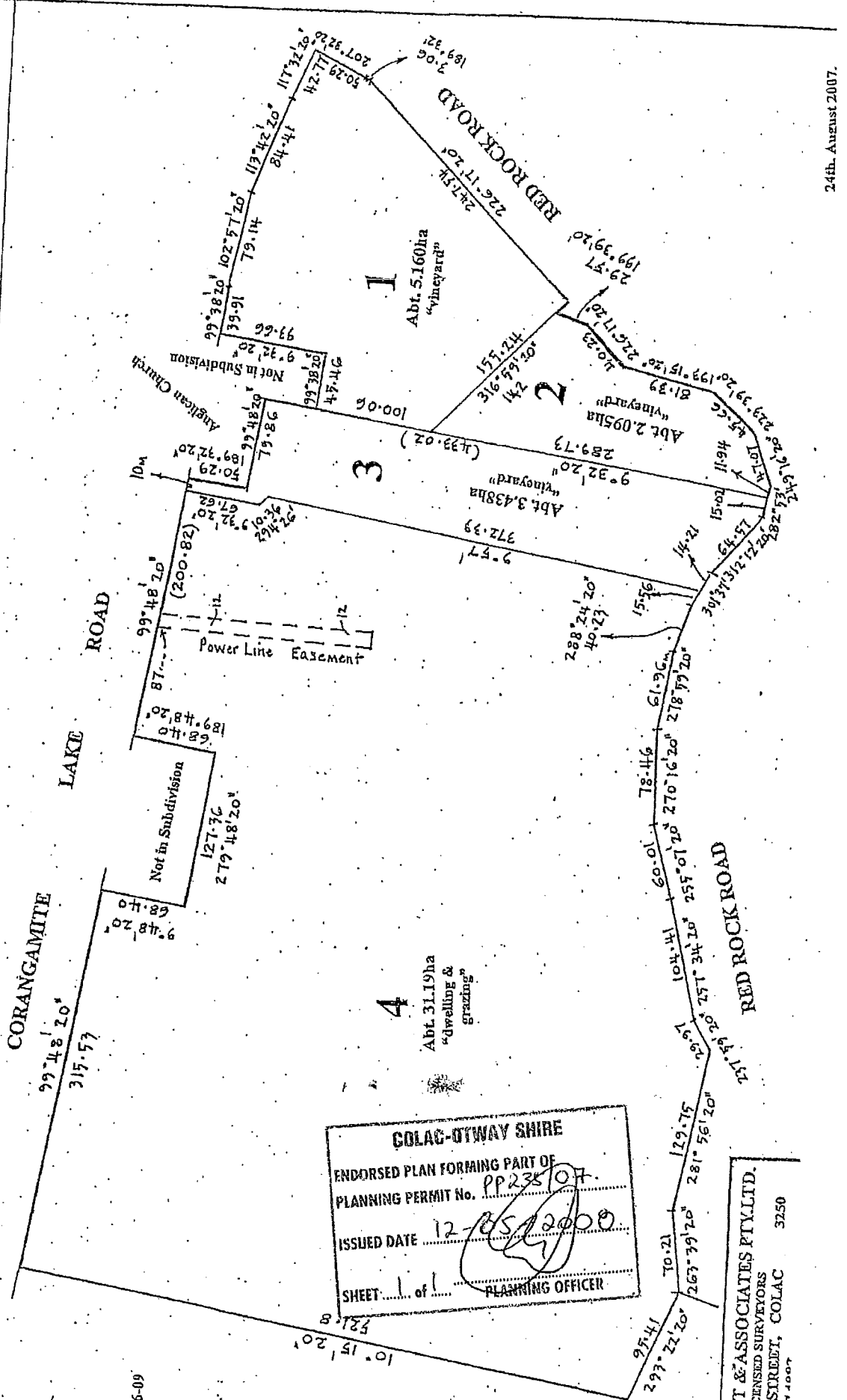
**Signature for the
Responsible Authority**



Council Delegate

NOTE: Certain dimensions shown hereon are subject to survey.
 THIS IS A "NOT IN COMMON OWNERSHIP" SUBDIVISION.
 SUBDIVISION RELATES TO DEED OF SETTLEMENT (17-8-2007)
 AS A RESULT OF MAGISTRATES' COURT PROCEEDINGS.

PLAN SHOWING PROPOSED SUBDIVISION
 LOT 1 ON L.P.7736 and PARCELS 1, 2 & 3 on TP 814250A
 C/T's VOL.8760 FOL.772 & VOL.8892 FOL.750
 PARISH OF WARRION
 RE: C.T. RYAN and KEMTRAN PTY. LTD.
 METRIC SCALE 1:3000 - Original Sheet Size A3



CORANGAMITE LAKE ROAD

RED ROCK ROAD

COLAC-OTWAY SHIRE
 ENDORSED PLAN FORMING PART OF
 PLANNING PERMIT No. PP235707.
 ISSUED DATE 12-05-2008
 SHEET 1 of 1
 PLANNING OFFICER

ROD BRIGHT & ASSOCIATES PTY.LTD.
 LICENSED SURVEYORS
 26 MURRAY STREET, COLAC
 TEL: 50 714007 3250

MGA 94
 Zone 574

REF: 06-09

IN-COMMITTEE

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 one or more of the following matters:

| <i>SUBJECT</i> | <i>REASON</i> | <i>SECTION OF ACT</i> |
|--|---|---|
| <i>Proposed Sale of Land</i> | <i>Contractual Matter
Matter may prejudice
Council or any person</i> | <i>Section 89(2)(d)
Section 89(2)(h)</i> |
| <i>Legal Advice</i> | <i>Legal Advice</i> | <i>Section 89(2)(f)</i> |
| <i>Potential Purchase of
Land</i> | <i>Matter may prejudice
Council or any person</i> | <i>Section 89(2)(h)</i> |