

**Colac Otway
SHIRE**

AGENDA

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

25 FEBRUARY 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

25 FEBRUARY 2009

TABLE OF CONTENTS

OFFICERS' REPORTS

CHIEF EXECUTIVE OFFICER

OM092502-1	CEO'S PROGRESS REPORT TO COUNCIL	6
------------	--	---

CORPORATE AND COMMUNITY SERVICES

OM092502-2	MELBOURNE CUP DAY PUBLIC HOLIDAY	20
OM092502-3	COUNCILLOR SUPPORT POLICY	23
OM092502-4	REVIEW OF MAYORAL AND COUNCILLOR ALLOWANCES	26
OM092502-5	TAXATION AND COUNCILLOR ALLOWANCES	30
OM092502-6	2009 JAYCO HERALD SUN TOUR – FUNDING REQUEST	33
OM092502-7	COUNCIL COMMUNITY GRANT PROGRAMS.....	37
OM092502-8	FINANCIAL PERFORMANCE REPORT.....	43

INFRASTRUCTURE

OM092502-9	DONATION FROM THE COLAC DOLL AND COLLECTABLE CLUB INC... 48	
OM092502-10	CATTLE GRID POLICY	50
OM092502-11	RECYCLED WATER USE ON THE COLAC BOTANIC GARDENS	55
OM092502-12	DECLARATION OF ROAD AS UNUSED – ROAD NORTH OF 300 WAIT- A-WHILE ROAD, WYELANGTA	60
OM092502-13	PROPOSED ROAD CLOSURE, PARISH OF AIRE	62
OM092502-14	CORANGAMITE & COLAC OTWAY ROAD SAFETY STRATEGY.....	64

SUSTAINABLE PLANNING AND DEVELOPMENT

OM092502-15	KENNETT RIVER, WYE RIVER AND SEPARATION CREEK STRUCTURE PLAN	68
OM092502-16	COLAC OTWAY SHIRE ENVIRONMENT STRATEGY STEERING COMMITTEE.....	73
OM092502-17	COLAC OTWAY SHIRE SUBMISSION TO RACING VICTORIA.....	76
OM092502-18	COUNCIL SUBMISSION TO THE STATE RETAIL POLICY REVIEW DISCUSSION PAPER	81

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 25 February 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 28/01/09.

Recommendation

That Council confirm the above minutes.

- Special Meeting of the Colac-Otway Shire Council held on the 17/02/09.

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

OM092502-1 CEO'S PROGRESS REPORT TO COUNCIL

Corporate and Community Services

OM092502-2 MELBOURNE CUP DAY PUBLIC HOLIDAY
OM092502-3 COUNCILLOR SUPPORT POLICY
OM092502-4 REVIEW OF MAYORAL AND COUNCILLOR ALLOWANCES
OM092502-5 TAXATION AND COUNCILLOR ALLOWANCES
OM092502-6 2009 JAYCO HERALD SUN TOUR – FUNDING REQUEST
OM092502-7 COUNCIL COMMUNITY GRANT PROGRAMS
OM092502-8 FINANCIAL PERFORMANCE REPORT

Infrastructure

OM092502-9 DONATION FROM THE COLAC DOLL AND COLLECTABLE CLUB INC
OM092502-10 CATTLE GRID POLICY
OM092502-11 RECYCLED WATER USE ON THE COLAC BOTANIC GARDENS
OM092502-13 DECLARATION OF ROAD AS UNUSED – ROAD NORTH OF
300 WAIT-A-WHILE ROAD, WYELANGTA
OM092502-13 PROPOSED ROAD CLOSURE, PARISH OF AIRE
OM092502-14 CORANGAMITE & COLAC OTWAY ROAD SAFETY STRATEGY

Sustainable Planning and Development

OM092502-15 KENNETT RIVER, WYE RIVER AND SEPARATION CREEK
STRUCTURE PLAN
OM092502-16 COLAC OTWAY SHIRE ENVIRONMENT STRATEGY STEERING
COMMITTEE
OM092502-17 COLAC OTWAY SHIRE SUBMISSION TO RACING VICTORIA
OM092502-18 COUNCIL SUBMISSION TO THE STATE RETAIL POLICY REVIEW
DISCUSSION PAPER

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>OM092502-1 CEO'S PROGRESS REPORT TO COUNCIL</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council accept the CEO's Progress Report to Council for information.</i></p>		

Recommendation

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

MOVED

SECONDED

OM092502-1 CEO'S PROGRESS REPORT TO COUNCIL

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

EXECUTIVE**Beechy Precinct Joint Use Library**

Acting CEO, Jack Green, General Manager Corporate and Community Services, Colin Hayman, and Manager Recreation, Margaret Scanlon, met with Departmental Secretaries Peter Dawkins (Education) and Yehudi Blacher (Planning and Community Development) and General Manager Infrastructure for the Department of Education, Peter Stewart, with regard to the Joint Use Library Project.

Acting CEO, Jack Green, Mayor, Brian Crook and Deputy Mayor, Lyn Russell met with Minister for Education Bronwyn Pike, Gail Tierney, Member for Western Victoria, Professor Peter Dawkins, Departmental Secretary (Education) and Peter Stewart, General Manager Infrastructure with the Department of Education re the Joint Use Library Project.

Pedestrian Crossing at Corangamarah Centre

Met with Richard Riordan, Chair Colac Area Health, to discuss proposed realignment of pedestrian crossing opposite the Corangamarah Centre in Corangamite Street Colac to improve safety, particularly with regard to wheelchair access and usability.

Barwon Water – Water Storage Facility at Apollo Bay

Barwon Water Community Briefing re; Water Storage Facility at Apollo Bay. Barwon Water has identified the site for this facility following investigation of a number of sites in Apollo Bay and conducted two briefing sessions on 18 February for the community.

Other meetings included -

- G21 Board Meeting at Golden Plains Shire;
- Barwon South West Regional Managers Forum at Corangamite Shire;
- Great South Coast Mayor and CEO's Meeting at Southern Grampians Shire;
- Colac Turf Club: met with Terry Mulder, Member for Polwarth, regarding the Colac Turf Club submission to Racing Victoria also in attendance was Mike Barrow and Joel Kimber;
- Prime Minister's Country Taskforce with Mayor, Manager Economic and Community Development, Mike Barrow and Business Development Officer Joel Kimber;
- Alison Lyon of the MAV re: Council's meeting procedures;
- LG Pro Annual Conference.

CORPORATE AND COMMUNITY SERVICES**Corangamite Regional Library Corporation (CRLC)**

The Board of the CRLC met on Thursday 15 January 2009. The Board elected Cr Helen Worland (Corangamite) as the chairperson for 2009.

The Board discussed a number of issues:

- (a) Local Government Elections – with a number of new Board members an induction session will be arranged prior to the next meeting.

- (b) Update on Apollo Bay Library Project.
- (c) Library Outreach Van is now on-line.
- (d) Opportunity for marketing initiatives as identified in the Business and Marketing Plan.
- (e) 2009/10 Budget Timelines
- (f) The 2007/08 Annual Report was received and noted.
- (g) The Board noted the Audit opinion of the Auditor-General in respect of the 2007/08 Financial Statements.
- (h) The Performance Report for the period to 31 December 2008 was noted.
- (i) Report to be prepared and submitted to the next Board meeting on regional headquarters.

Recreation

Birregurra Skate Park

Council's Planning Department has issued a planning permit which means that tender proceedings for the development of the Birregurra Skate Park commence. Tender documentation is in progress.

Multi-Purpose Sports Field Legacy Project (Commonwealth Games)

Turfcare have been contracted to undertake the project works which are scheduled to commence the end of the second week in February. Subject to weather conditions works are to be completed by mid March 2009 with an ongoing 8 week maintenance period. All hockey field user groups have been advised of the works and re-location has been arranged for Colac Little Athletics Club Inc and Colac and District Dog Obedience Club Inc.

Drought Relief for Community Sport and Recreation Funding 2009

The Sport and Recreation Victoria Drought Relief for Community Sport and Recreation 2009 funding application is in progress to install new automated irrigation infrastructure and drought tolerant grass species at the Lake Colac Cricket Ground including water tanks for water harvesting at the Lake Colac Cricket Ground and other city and regional recreation reserves.

Country Football Netball Program

The Country Football Netball Program funding submission has been forwarded to Sport and Recreation Victoria to resurface one netball court and install lighting and new shelters at the Forrest Recreation Reserve netball facility.

Alvie Recreation Reserve

A site visit was held with representatives from Sport and Recreation Victoria and the Community Support Fund to discuss the proposed project to redevelop the existing facilities and demolition of the old hall. Response to the application submitted is expected within the coming four months.

Beechy Precinct

The TravelSmart Local Area Access Plan project has commenced with surveys scheduled in March to determine current travel patterns by students and staff to the Colac Secondary College. Surveys will also be undertaken with the community in partnership with the Colac Neighbourhood Renewal. This survey work is the first stage of developing a local area access plan to develop and provide alternative travel modes for people travelling to and from the Beechy Precinct.

Youth Council

Nominations are currently being received from interested youth to participate on the Colac Otway Youth Council. It is expected some of the previous Youth Councillors will remain

however due to further study and employment some of the previous Youth Councillors have indicated they can no longer commit to the role. The induction ceremony will be held early March 2009 at the Botanic Gardens Café.

Old Beechy Rail Trail

The Old Beechy Rail Trail Committee has conducted its first meeting for 2009 and agreed to proceed with developing a 5 year Strategic Plan. The aim of the plan is to determine the effectiveness of the Rail Trail and the opportunities for its future. It proposed that an action plan be developed for the Old Beechy Rail Trail, including but not limited to: management and maintenance of trails, trail (and associated infrastructure) capital development, marketing, and possible expansion/development opportunities.

Bluewater Fitness Centre

Operational processes/procedures

School holiday programs conducted throughout January included the first trialled intensive Learn to Swim lessons. 85 children participated in the 3 week program targeting stroke correction, swim and water safety, fun, fitness and enjoyment. This is viewed as a great success for a new program with developments now underway to make it a regular program for future holiday periods.

Other new initiative programs conducted over January include kids dance exercise classes and adult combo choreographed fitness sessions. Both these formats received positive support and attendance by the community and will be included in the normal group exercise timetable.

January's heat wave significantly increased attendance levels with temperature levels rising above 35°C increasing strain on the facility, staff and daily resources. Throughout these difficult periods all facility staff maintained commendable professionalism in providing a safe, clean and friendly environment at all times.

Project Summary

Plans and scope of works for Federal support have continued throughout January with contractors being contacted to undertake site visits. These inspections were conducted in late January with project details and costs to follow in February.

Maintenance/Minor works

During the heat wave, the existing air handling units and air conditioners failed with a significantly negative effect occurring on comfort levels for all within the facility. Emergency repairs were carried out to restore acceptable conditions within the facility as a temporary solution, with immediate positive results. Minor works to the Recreation Centre were carried out during the school holidays to repair broken toilets, deteriorated ceilings, broken doors and locks.

COPACC

Rigging points are currently being installed in the Civic Hall to allow professional lighting of events in this space. The rigging and truss have been achieved via a business case.

COPACC hosted a teacher's launch in November, revealing the line-up of shows suitable for pre-school, primary and high school students. As a result two performances of Sadako & the Thousand Paper Cranes are sold out, as are two performances of Check Out!

Events

E Team meetings – February

E Team meetings reconvened 10 February for 2009. 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 comprised debriefs for events including the Spirit of Christmas, KONA 24 Hour Mountain Bike and Ulysses Motorbike Toy run. Six month out meetings were conducted for Otway Soup Fest (8 June), Duck Drop Derby (17 May) and Forrest Artists of Fire Weekend (6 June).

FreeZA Committee

Expressions of interest are being sought from 2008 FreeZA committee members regarding their involvement for 2009. Some of these members have finished Year 12 and are still keen to be included in 2009. Meetings commenced on the 9 February. The first FreeZA event for 2009, will be the FreeZA stage at the Apollo Bay Music Festival in March.

Colac Custom Car and Bike Show – 17 January

This 2009 event commenced with a drive-in theatre Friday 16 January at the Colac Saleyards followed by the event in Memorial Square on the Saturday. A debrief meeting with the organisers will be held in March where several points will be discussed including concerns raised by Local Laws.

Rd6 Mountain Bike Race Forrest – 18 January

The Forrest Trail Bike Head was filled to capacity for this mountain biking event. Approximately 70 riders enjoyed riding in perfect conditions. After the event, concerns raised were discussed with DSE as to the event size and impact on the venue.

Australia Day at Forrest – 26 January

A very enjoyable day was held at the Forrest Public Hall for the celebration of Australia Day. Approximately 200 people welcomed three new citizens – Rene Remmerswall, Guor Gil and David Pilley. Cyril Marriner received the 2009 Citizen of the Year awards; Robyn Alexander the Community Service Award; Bryan Cuthbertson the Sporting Service award and Tracey Richardson the Young Citizen of the Year award.

The crowd was entertained by the Colac City Band, The Sudanese community dance troop and country singer Leigh Montaggetti. Everyone enjoyed the free sausage sizzle courtesy of Forrest and District Lions club, face painting and traditional games for the children.

Great Ocean Sports Festival – 7 and 8 February

This sporting spectacular in Apollo Bay catered for a wide range of sporting enthusiasts from social weekend joggers, swimmers, cyclists, anglers and surfers, through to elite athletes.

Otway Odyssey – 21 February

The 100km "Otway Odyssey" Mountain Bike Marathon took place in the Apollo Bay / Forrest region, commencing on the main street of Apollo Bay, passing through Forrest oval twice and finishing at Forrest oval. The event also included a 50km beginner race that started in Apollo Bay and finished at Forrest oval.

Masters Games

The Shooting – Sporting Clay Target section of the event will be held at the Colac Field & Games in Barongarook. This event is one small part of the 12 Australian Masters Games

which will be held in Geelong for the first time from 20 February to 1 March, 2009. The Games will attract more than 10,000 participants competing in 70 sports throughout the ten days.

Relay for Life – 28 February

This event has been postponed due to a lack of teams and will be rescheduled later in the year.

Kana Festival – 14 and 15 March

The 52nd Kana Festival is a community event focusing on celebrating the diverse region of the Colac Otway shire with a “Totally Wild” theme in 2009. Highlights are a traditional street parade and a fair-in-the-square with events organised by other community groups.

Apollo Bay Music Festival – 27 to 28 March

The Apollo Bay Music Festival is a true celebration of arts, culture, community and diversity. Jazz, world, folk, country, rock, reggae, blues, theatre, film, comedy, street performers, workshops, visual arts and poetry - the Apollo Bay Music Festival has something for everyone. The first FreeZA event for the year will be held in conjunction with the Festival with 3 bands performing on Saturday 28 March.

Great Ocean & Otway Classic Ride – 28 March

This SuperSprint event will only briefly enter Colac Otway Shire as it travels on the Birregurra Deans Marsh Road through the Otways Ranges on the way to Lorne. A recreational ride for all levels of cyclist, designed to increase participation in recreational cycling within the community as well as showcase the wonderful surrounds of Surf Coast Shire and Colac Otway Shire.

Upcoming Events

Events which will be held throughout Colac Otway in March include Kana Festival (14 and 15 March), Great Ocean & Otway Classic Ride (28 March), Apollo Bay Music Festival (28 and 29 March) including a Freeza event.

INFRASTRUCTURE AND SERVICES

Special Charge Schemes Update

Pound Road, Colac

Road Construction

Works associated with the construction of the unsealed section of Pound Road commenced on Monday 9 February 2009. The contractors have indicated that they expect construction to be completed within 6-8 weeks, subject to favourable weather during the construction period.

Following the completion of the works, and reconciliation of costs, the Special Charge Scheme will be finalised.



Birregurra Hall

The roof over the veranda and spouting at the Birregurra Hall has been replaced.

Cororooke Infant Welfare Centre

The concrete footpath which was damaged by trees at Cororooke Infant Welfare Centre has been replaced with a new path.

Meredith Park

The concrete slab at the entrance to the men's and ladies toilets at Meredith Park toilets has been replaced.

Best Value Review – Waste Management

The Best Value process for Waste Management has been completed and a draft report prepared for tabling at the March 2009 Council meeting. Cost options are being analysed for determining the most preferred economic option for the Council. It is intended to hold a workshop with the Councillors to discuss the options in detail prior to the report being tabled to Council.

Barwon Regional Waste Management Group (BRWMG)

Council is working with BRWMG for finalising the Recycling Contract with VISY. It is expected subject to some minor changes, the Contract agreement will be signed resulting in the VISY fee for 95% un-contamination recycling becoming zero from 1 July 2009 to 30 June 2010. This will have a positive effect on the Waste Management budget. It is noted that contamination levels in excess of 5% will incur recycling costs from VISY to Council.

Apollo Bay Harbour Berthing & Mooring

The process is underway for renewal of Berthing and Mooring facilities at the Apollo Bay Harbour. The process has been reviewed for ensuring that necessary documentation is provided by the users with the renewal application form. The documents such as vessel registration, certificate of survey for commercial vessels, insurance cover and declaration to abide with Port of Apollo Bay Safety & Environment Management Plan (SEMP) are requested prior to applications being considered or approved.

EPA Inspection of Landfill sites

An inspection of Marengo Transfer Station and the former Bruce Street Landfill sites was held by EPA Officers on 5 February 2009. The reason for the visit was to investigate the condition of these two sites. The clay cap layer at Bruce Street site was found to be intact and Marengo Transfer Station found to be in a tidier condition due to improved work processes.

The visit of EPA Officers provided the opportunity to discuss the expected time frames of the closure of Marengo Transfer Station facility and construction of a new facility. Updated information was provided to EPA Officers asking for extension of time to continue operation at the Marengo Transfer Station site to June 2010.

Colac Street Litter Bins

The budget for 2008/09 has an amount of \$22,500 allocated for the ongoing replacement and upgrade of litter bins in Colac. Currently Council have updated 12 street bins to the ones pictured below.

The aim this year is to purchase another 10 to upgrade along the street and give a more uniform display.



Binns Road Bridge - Design And Construct

Preliminary design work is nearing completion for replacement of Binns Road Bridge. It is expected site works will commence on 7 March and are expected to be completed by the end of March 2009. The bridge is closed to traffic during the construction period.



View of existing timber bridge in Binns Road



Bituminous Sealing Works

Council's annual sealing program will be completed when spray sealing is finished in Apollo Bay and Wye River areas along with two remaining roads in Colac. Linemarking will be completed shortly after this time.

Footpath Construction - McLachlan Street

The entire footpath has been constructed in McLachlan Street, Apollo Bay, including kerb returns and drainage at the Thompson Street intersection. Minor landscaping and some edge sealing will be undertaken at an appropriate time (by March, 2009).

Tenders

Current tenders awarded are :-

- 0819 Central Reserve Hockey Field Redevelopment – to Turfcare & Hire
- 0820 Colac & Apollo Bay Car Parking Study – to Maunsell Australia

Swan Marsh/Irrewillipe Road

The Swan Marsh/Irrewillipe Road construction work by Cosworks has commenced. Setting out and initial clearing started in mid February. It is expected that construction will be completed by April 2009.

Opportunities have recently arisen for :

- a) improvement of the sharp curve in the middle of the project; and
- b) obtaining additional funding from VicRoads through the "Greyspot" funding program. Staff are currently working to take advantage of both of these opportunities.

SUSTAINABLE PLANNING AND DEVELOPMENT

Funding for Climate Change Projects

The Federal Government has announced a \$500,000 grant program for Climate Change Risk Mitigation, aimed at assisting risk mitigation projects proposed by rural and remote local governments throughout Australia. A maximum of \$75,000 can be allocated under the program to one Council by itself or up to \$120,000 for two Councils or up to \$140,000 for three or more Councils. Expressions of interest are due by the end of February 2009. Officers are currently investigating opportunities for entering into a joint project with the G21 Regional Alliance and Great South Coast Municipalities Group. Priority is being given to outer regional municipalities therefore the joint application will have a greater chance of being successful. In addition to the joint project an Expression of Interest is being submitted for a local project focussed on the effects of climate change on Lake Colac.

As this is a two stage process it is intended to submit an Expression of Interest for a specific Lake Colac project and at the same time participate in the G21 project. Whilst funding would be useful for Colac Otway Shire to explore climate change risk mitigation measures along the coastline, the State Government is currently in the midst of a two year "Future Coasts" project which is mapping the state coast line and modelling the future effects of different climate change scenarios, and it would be too early to undertake projects which utilise this information prior to the outcome of the project being known. The extremely limited funding of \$500,000 over the whole of Australia makes a regional project more likely to be funded.

Heathfield Estate Reserve Public Consultation

A public meeting was conducted to consult with community organisations and interested persons on how the Heathfield Estate Reserve at Marengo may be used on an interim basis, until such time as the land is required for the Great Ocean Green development or other Council use.

Written submissions outlining possible interim uses for the site are being sought and will be received by Council until close of business on Friday 17 April 2009. A fact sheet providing background information to this issue can be provided from the Council office in Colac and Apollo Bay, as well as being downloaded from the Shire's website.

Notice of the meeting was placed in the Colac Herald, Echo and Apollo Bay News Sheet and letters were sent to numerous local community organisations.

A report will be prepared to present the findings of the submissions to Council as soon as practicable after the closing date for the submissions.

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 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 Dept 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 March 2009 meeting. Council Officers will be seeking resolution of Council's 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 advise Council Officers what position 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 car parking 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.

A Steering Committee meeting was held on Friday 13 February 2009. Further parking surveys will be occurring in both Apollo Bay and Colac prior to the end of February 2009.

Fire Prevention

The recent bushfires in Victoria have highlighted the extreme risk of future damage to communities in and around the Otways as a result of wild fire given the prolonged period of dry weather the State has experienced. The Colac Otway Shire has introduced comprehensive fire inspection processes over recent years that seek to minimise this threat by minimising the build up of flammable material on land within the Shire, and are regularly issuing notices to land owners to clear up their properties. Council is also undertaking slashing of grass on its own properties including road reserves. These processes are documented in the Council's Municipal Fire Prevention Plan.

The strategic fire prevention inspection process has been completed and routine inspections will be carried out for the rest of the fire danger period. So far 52 properties 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.

Five people who refused to pay infringement notices issued in last year's fire season were taken to court in early February 2009. The charges were proven in four of the cases resulting in the court issuing increased fines. The final case is yet to be resolved. 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 and DSE have been ready to burn the Fairy Grass on the bare areas of Lake Colac for the last month but suitable conditions have not allowed the burn to take place. A media release has been issued and notices delivered to adjoining landholders making them aware that a burn was planned and asking that the community avoid the area during the burn for safety reasons.

A directive from the CFA has recently been given that no burning off is to occur until further notice due to the decreased resources of CFA having commitment to major fires. This means that despite the local importance of a burn for Lake Colac the fairy grass burn is indefinitely postponed.

Council is working with elderly residents and those who have been impacted by the Fairy Grass to ensure that it does not allow a fire to start in Colac. Bags are being given to residents who need extra capacity to get rid of the grass which can then be taken to the Alvie Transfer Station free of charge. Officers are also proactively arranging meetings with key agencies who manage the lake such as Parks Victoria and Department of Sustainability and Environment (DSE) to look at long term management issues associated with fairy grass on the lake. The issue will also be discussed at the March 2009 meeting of the Lake Colac Consultative Committee. It is recognised that if the lake remains dry, the extent of this problem is likely to get worse and it requires a strategic response. Colac residents should recognise however that Council only has limited responsibility for a southern section of the lake and therefore is not in a position to directly control this issue.

Barwon Water Proposal for New Water Storage in Apollo Bay

Barwon Water has announced that it has identified a preferred site for establishment of a new water storage facility to service Apollo Bay. Whilst Apollo Bay has adequate water during the winter months, it has long been identified that enhanced storage capacity is required during the peak summer months when there is additional demand. The Apollo Bay Structure Plan 2007 recognised this issue as a constraint to future development, and recommended that new greenfield residential development of land to the north and south of Apollo Bay (including Great Ocean Green) should not proceed until storage capacity is increased.

After years of uncertainty and Barwon Water investigations, it is now proposed that a facility be located to the west of the proposed Great Ocean Green development, directly south of the waste water treatment plant. Barwon Water conducted two stakeholder briefing sessions in Apollo Bay on 18 February 2009. The next step in the process is for Barwon Water to submit a request to Council for it to amend the Planning Scheme to rezone the land for Public Use and to apply a Public Acquisition Overlay. A range of reports will need to be submitted with the rezoning proposal, including a geo-technical report addressing landslip risk, and a report addressing flora and fauna issues. It will follow the normal exhibition process and Ministerial Authorisation will be required prior to this. The Public Acquisition Overlay is a step in the process of Barwon Water compulsorily acquiring the land it needs if agreement is not reached with the respective property owners in the mean time. Enquiries regarding this proposal should be directed to Barwon Water at this stage.

Visitor Information Centres

Several new concept plans have been devised for the internal upgrade of the Colac Visitor Information Centre. A final plan will be agreed on in the coming weeks. State government

funding is being sought to add to the Federal funding already committed, which will take the total estimated project costs to \$80,000. No Council funds are required.

Small Towns

Several small town community groups have voiced their wishes to update their Master Plan priorities over the coming year. This process will involve community consultation in the form of open meetings, surveys and community group meetings. This process will be undertaken in-house by the Economic Development Unit.

Colac Men's Shed

The Colac Men's Shed is progressing. The shed has been purchased (a prefabricated colourbond 10m x 15m shed from West Vic), planning permits have been obtained and the building permit is in the process of being obtained. The Shed will then be erected by subcontractors of West Vic and a public meeting welcoming participants and/or supporters will be conducted. This is a Colac Community Hub project funded by the State Government.

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. The Federal Government announced revised funding for the program in late January that would provide an additional \$500m over the next two financial years. This will provide Council with an increased chance of getting support for its bid for \$6m for a new Stadium development at Blue Water Fitness Centre, although it is still recognised that Colac Otway is competing with many other projects.

Action Agenda for Economic Development

A round table forum was conducted on 24 February 2009 at COPACC with local business and Council to provide input into the Action Agenda for Economic Development 2009 – 2013.

This was part of the process to engage with community and seek information on issues and challenges and opportunities that will direct Council's resources into Economic Development over the next 4 years. The Action Agenda will integrate with the Council Plan 2009 – 2013.

A workshop with Council will be scheduled in April prior to presentation of the draft Action Agenda to the April 2009 Council meeting. This will provide Council with the opportunity to provide further input to the plan.

Recommendation(s)

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

~~~~~U~~~~~



## CONSENT CALENDAR

### OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | D | W |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>CORPORATE AND COMMUNITY SERVICES</u></b></p> <p><b><u>OM092502-2 MELBOURNE CUP DAY PUBLIC HOLIDAY</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council make no change to the Melbourne Cup Day Public Holiday arrangements.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                  |   |   |
| <p><b><u>OM092502-3 COUNCILLOR SUPPORT POLICY</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council adopt the revised Councillor Support Policy.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |
| <p><b><u>OM092502-4 REVIEW OF MAYORAL AND COUNCILLOR ALLOWANCES</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council give public notice of its intention to determine at the 22 April 2009 Council meeting the following Mayoral and Councillor allowances for the four year period 1 May 2009 to 30 April 2013 in accordance with section 74 and section 223 of the Local Government Act 1989 (as amended):</i></b></p> <p style="margin-left: 40px;"><b><i>a) Mayoral Allowance ..... (amount to be inserted)</i></b></p> <p style="margin-left: 40px;"><b><i>b) Councillor Allowance ..... (amount to be inserted)</i></b></p> |   |   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                        |                                  |                        |                                 |                       |                                                              |                        |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------|----------------------------------|------------------------|---------------------------------|-----------------------|--------------------------------------------------------------|------------------------|--|--|
| <p><b><u>OM092502-5 TAXATION AND COUNCILLOR ALLOWANCES</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council is/is not treated as an eligible local governing body under section 221B of the Income Tax Assessment Act 1936.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |                        |                                  |                        |                                 |                       |                                                              |                        |  |  |
| <p><b><u>OM092502-6 2009 JAYCO HERALD SUN TOUR – FUNDING REQUEST</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council provides in principle support to the event and provides \$7,500 through the 2009/2010 Colac Otway Festival and Events Support Scheme.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |                        |                                  |                        |                                 |                       |                                                              |                        |  |  |
| <p><b><u>OM092502-7 COUNCIL COMMUNITY GRANT PROGRAMS</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>The Council;</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Endorse the 2009/2010 Community Funding Program process up to the current funding levels as follows:</i></b> <table data-bbox="287 1500 877 1612" style="margin-left: 40px;"> <tr> <td><b><i>Recreation Facilities</i></b></td> <td style="text-align: right;"><b><i>\$70,000</i></b></td> </tr> <tr> <td><b><i>Community Projects</i></b></td> <td style="text-align: right;"><b><i>\$40,000</i></b></td> </tr> <tr> <td><b><i>COPACC Assistance</i></b></td> <td style="text-align: right;"><b><i>\$7,500</i></b></td> </tr> </table> <table data-bbox="287 1635 877 1713" style="margin-left: 40px;"> <tr> <td><b><i>Festival and Support Scheme Established Events</i></b></td> <td style="text-align: right;"><b><i>\$60,000</i></b></td> </tr> </table> </li> <li><b><i>2. Endorse the Council Community Funding Program and Festival and Events Support Scheme guidelines and application forms as attached.</i></b></li> <li><b><i>3. Acknowledge that the increased funding request be considered under the 2009/2010 budgetary process as follows;</i></b></li> </ol> | <b><i>Recreation Facilities</i></b> | <b><i>\$70,000</i></b> | <b><i>Community Projects</i></b> | <b><i>\$40,000</i></b> | <b><i>COPACC Assistance</i></b> | <b><i>\$7,500</i></b> | <b><i>Festival and Support Scheme Established Events</i></b> | <b><i>\$60,000</i></b> |  |  |
| <b><i>Recreation Facilities</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><i>\$70,000</i></b>              |                        |                                  |                        |                                 |                       |                                                              |                        |  |  |
| <b><i>Community Projects</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b><i>\$40,000</i></b>              |                        |                                  |                        |                                 |                       |                                                              |                        |  |  |
| <b><i>COPACC Assistance</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b><i>\$7,500</i></b>               |                        |                                  |                        |                                 |                       |                                                              |                        |  |  |
| <b><i>Festival and Support Scheme Established Events</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b><i>\$60,000</i></b>              |                        |                                  |                        |                                 |                       |                                                              |                        |  |  |

|                                                                                                                                                                                                                                                                                                                                |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><i>Recreation Facilities from \$70,000 to \$80,000</i><br/> <i>Community Projects \$40,000 remains</i><br/> <i>COPACC Assistance from \$7,500 to \$10,000</i></p> <p><i>Festival and Support Scheme Established Events</i><br/> <i>\$60,000 remains</i></p> <p><i>Seed funding for new events New category \$10,000</i></p> |  |  |
| <p><b><u>OM092502-8 FINANCIAL PERFORMANCE REPORT</u></b></p>                                                                                                                                                                                                                                                                   |  |  |
| <p>Department: Corporate and Community Services</p>                                                                                                                                                                                                                                                                            |  |  |
| <p><b><u>Recommendation(s)</u></b></p>                                                                                                                                                                                                                                                                                         |  |  |
| <p><i>That the Financial Performance Report to the end of January 2009 be received.</i></p>                                                                                                                                                                                                                                    |  |  |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

**OM092502-2 MELBOURNE CUP DAY PUBLIC HOLIDAY**

|             |                                  |           |                  |
|-------------|----------------------------------|-----------|------------------|
| AUTHOR:     | Colin Hayman                     | ENDORSED: | Jack Green       |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN01379 General |

**Purpose**

For Council to consider a report on the Melbourne Cup Day Public Holiday.

**Background**

The following is taken from a Fact Sheet that was provided last year for Non-Metropolitan Municipalities.

“

- *Last year the Minister for Small Business, Joe Helper, wrote to all non-metropolitan councils advising that amendments would be made to the Public Holidays Act 1993 this year, to prescribe Melbourne Cup Day as a public holiday throughout Victoria, except where a non-metropolitan council gazetted an alternative local day.*
- *Previously, the Act prescribed Melbourne Cup Day as a public holiday only for metropolitan Melbourne.*
- *The Act has now been amended. Prior to these amendments, some non-metropolitan municipalities had gazetted an alternate public holiday for 2008 and these gazettals will stand for this year.*
- *However, if substitute public holiday arrangements have not been gazetted for 2008 in a municipal district, then Tuesday 4 November 2008 – Melbourne Cup Day – will be a public holiday automatically.*
- *It is the Government's intention that in future, all Victorian non-metropolitan municipal Councils will have a full day public holiday for Melbourne Cup Day, or an alternative as arranged.*
- *In the future, non-metropolitan municipalities will still be able to nominate an alternative public holiday to Melbourne Cup Day if they wish. However, it must be a full day and it must apply right across the entire municipal district.*
- *The Government's intention in making these amendments is to provide consistency and certainty and ensure that, to the greatest extent possible, Victorian workers are entitled to 11 public holidays each year.*
- *Employees and employers should always refer to their particular employment arrangement to determine how public holidays are treated.*
- *No shop trading restrictions apply to Melbourne Cup Day.”*

The following Councils had Melbourne Cup Day as the Public Holiday in 2008.

Alpine, Ararat, Bass Coast, Baw Baw, Benalla, Campaspe, Colac Otway, Corangamite, East Gippsland, Glenelg, Golden Plains, Greater Shepparton, Hepburn, Indigo, Loddon, Mansfield, Mitchell, Moorabool, Mount Alexander, Murrindindi, Northern Grampians, Pyrenees, South Gippsland, Southern Grampians, Strathbogie, Surf Coast, Swan Hill, Towong, Wangaratta, Wellington, West Wimmera, Wodonga, Yarra Ranges.

It should be noted that previously Councils could have half days and have different days off for different areas of the municipality. This has been changed to it must be a full day and it must apply across the entire municipal district.

**Council Plan/Other Strategies/Policy**

Not applicable.

**Issues/Options**

Council was one of 33 Councils in 2008 that chose not to gazette another day in lieu of Melbourne Cup Day as a public holiday.

The Melbourne Cup Day is currently a recognised Public Holiday across the whole of the Shire.

Colac Show Day is primarily a Colac specific event, and not necessarily applicable to residents in other parts of the Shire.

Prior to the 2008 Colac Show and Melbourne Cup , Council submitted two media releases in September and October 2008 concerning the Melbourne Cup Day Public Holidays.

As a result of not declaring a separate public holiday, phone calls were received from a couple of State Schools in Colac. The process as to why a separate day was not declared was explained to them. Officers were also advised by phone that the issue would be discussed by the Schools. They were encouraged to write to Council following the discussions. No correspondence has been received from the Schools or any other organisations concerning the public holiday.

**Options**

- (a) Council not to declare a substitute day as a public holiday.
- (b) Declare the Colac Show Day as a public holiday.

As indicated above, if Council declares an alternative day eg Colac Show Day it will need to apply for the whole of the Shire.

The Colac show is an important event in the calendar for Colac and surrounding areas but is not seen as being of regional significance to celebrate a public holiday throughout the whole shire. The Colac Show Day is usually held late October/early November.

It is considered that retaining Melbourne Cup Day as the public holiday is the preferred option as it is a recognised day across the whole of the Shire. As noted any declared public holiday must be a full day and it must apply across the whole Shire.

**Change of Day**

If Council wanted to change the Melbourne Cup Day Public Holiday to the Colac Show Day, it will need to go through a process of consultation and public submissions.

Section 7(3) of the Public Holidays Act 1993, states that six months notice of a change to a day must be given.

If special circumstances exist, a shorter period of notice may be approved by the Minister.

**Proposal**

That no change is made to the current Melbourne Cup Day Public Holiday arrangements.

**Financial and other Resource Implications**

The changes have involved officer time in answering questions.

**Financial implications**

If Council wanted to change the day adverts would be required to be included in all local newspapers and newsletters which fitted into the timelines. Letters could also be sent to businesses.

**Risk Management & Compliance Issues**

The *Public Holidays Act 1993* provides details if Council wishes to change the declared Melbourne Cup Day Public Holiday.

**Environmental Considerations**

Not applicable.

**Communication Strategy/Consultation**

If Council chose to change the current Melbourne Cup Day Public Holiday, a public notice should be included in local newspapers and newsletters seeking community input on the proposed change.

Letters could also be sent to businesses in the municipality seeking comment on the suggested change.

**Implementation**

The proposal is that no change is made to the current Melbourne Cup Day Public Holiday arrangements.

**Conclusion**

Non-metropolitan municipalities are able to nominate an alternative public holiday to Melbourne Cup Day if they wish. However it must be a full day and it must apply across the Shire. As the Colac Show Day is not seen as an event of regional significance it is recommended that no change is made to the current Melbourne Cup Day.

**Attachments**

Nil

**Recommendation**

***That Council make no change to the Melbourne Cup Day Public Holiday arrangements.***

~~~~~\~~~~~

OM092502-3 COUNCILLOR SUPPORT POLICY

| | | | |
|-------------|----------------------------------|-----------|------------|
| AUTHOR: | Colin Hayman | ENDORSED: | Jack Green |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN01688 |

Purpose

For Council to consider changes to the Councillor Support Policy.

Background

At the Council meeting held on 16 December 2008, Council considered a report on Councillor and Mayoral Allowances and Resourcing.

Council resolved:

“That Council undertake a review of the level of allowances in conjunction with a review of the Councillor Support Policy following a Councillor workshop in February 2009.”

Also at the Council meeting held on 16 December 2008 Council resolved:

1. *That Council investigate the possibility of reimbursing all Councillors at the 4 cylinder vehicle rate regardless of engine size.*
2. *That Council investigate the ramifications of reducing the litres/100 km requirement for future Mayoral vehicles.”*

The policy has been reviewed in line with the revision of the *Local Government Act 1989* and “The Victorian Government’s Policy Statement on Local Government Mayoral and Councillor Allowances and Resources.”

Council Plan/Other Strategies/Policy

The policy sets out details with respect to Council support.

Issues/OptionsChanges/Additions

The previous policy was last changed in March 2007.

A recent review has been undertaken in line with the *Local Government Act 1989* (Act) and Victorian Government guidelines. An updated copy of the policy is attached.

A number of changes have been made.

Section 1.3 – Introduction

Section 75B of the Act has been added.

Section 3.2 – Scope

Section 75(1) of the Act has been added.

Section 4.1 – Allowances

The section has been revised based on the new guidelines and sections in the *Local Government Act*.

Section 4.2 – Superannuation

New section on superannuation has been added.

Section 4.3 – Mayor’s Vehicle

This section has been changed to reflect the preference for a more fuel efficient vehicle. Provides scope for the Mayor to choose a vehicle within certain limits.

Section 4.4 – Travelling Expenses

The section has been adjusted to indicate that Councillors will be reimbursed for travel in accordance with the rates prescribed in the Victorian Local Authorities Interim Award.

Section 4.5 – Remote Area Travel Allowance

Words have been added clarifying that the allowance is classified as travel allowance.

Section 4.6 – Child Care

Words have been added re. requirements for reimbursements.

Section 4.7 – Other

- Words have been added to reflect the mandatory requirements to be provided to Councillors.
- Additional wording re insurances.
- New part added on mail.

Section 5 – Communication and Equipment Expenses

Has been changed to reflect new arrangements.

Section 6 – Conferences and Seminars

Minor additions.

Section 7 – Reporting

Separate reporting requirement has been included.

Section 8 – Related Legislation and Other Documentation

Separate heading re legislation and other documentation has been included.

Proposal

That Council adopt the revised Councillor Support Policy.

Financial and other Resource Implications

The 2008/09 budget forecast has been adjusted to take into increases in allowances, superannuation and communication and equipment requirements.

The 2009/10 budget will need to reflect the level of allowances that are set by Council as well as the provision of other expenditure for communication and payment of various allowances.

Risk Management & Compliance Issues

The *Local Government Act* sections 73 to 75 details provisions relating to allowances.

Under Section 75B of the Act a copy of the policy must be available for inspection at the office of the Council.

Environmental Considerations

Not applicable.

Communication Strategy/Consultation

The adjustments are in line with the Act and Government guidelines and a general review of the policy.

Implementation

Once adopted by Council a copy of the latest policy will be available for inspection at the office and also be put on the Council's website.

Conclusion

As a result of changes to the *Local Government Act* 1989 and Government Guidelines, the policy has been reviewed.

The policy has also been changed to reflect word changes since the policy was adopted in March 2007.

Attachments

Councillor Support Policy.

Recommendation

That Council adopt the revised Councillor Support Policy.

-----U-----





COUNCILLOR SUPPORT POLICY

Policy No: 18.5

Date Adopted: 28/3/07

File No: GEN01688

Revised:

1. INTRODUCTION

- 1.1 Council elections are held every four years. Significant demands and expectations are placed on Councillors in fulfilling their civic and statutory duties. These demands include attendance at numerous Council and Committee meetings, representing the Council on many other organisations and communicating with residents, business, community groups and others on a whole range of issues.
- 1.2 Given the costs associated with the demands and expectations placed on Councillors, the Council has developed a Councillor Support Policy.
- 1.3 This policy provides a broad overview of how the Council provides assistance and support to the Mayor and Councillors in carrying out their role and official duties as Councillors. This assistance and support is additional to the Mayoral and Councillor annual allowances.

Under Section 75B of the *Local Government Act 1989*:
"75B Councillor Reimbursement Policy

- (1) A Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees.
- (2) A policy adopted by Council under this section must be consistent with –
- (a) The prescribed types of Councillor out-of-pocket expenses that must be reimbursed if the expenses are reasonable and bona fide; and
 - (b) the prescribed procedures to be followed by Councils in relation to the reimbursement of out-of-pocket expenses.
- (3) A Council must keep a copy of the policy adopted and maintained under this section available for inspection at the office of the Council."
- 1.4 Support is provided in the form of Mayoral vehicle, registration fees for conferences and functions, communications equipment, meeting room/office, travel and child care expense reimbursement, meeting facilities and training.

2. RELATIONSHIP WITH COUNCIL PLAN

A community priority is strong leadership "We are committed to providing strong community leadership, governance and advocacy services which will benefit the community now and into the future." The development of a Councillor Support Policy is part of that process.

3. POLICY

3.1 Objectives

To detail the circumstances whereby the payment of expenses incurred by or to be incurred by and the provision of facilities to, will be made to the Mayor and Councillors, in discharging the functions of their civic office.

The policy supports requirements of the Local Government Act 1989, with specific references to sections 74 and 75 that relate to the payment of allowances and out-of-pocket expenses to the Mayor and to Councillors.

3.2 Scope

To assist Councillors in the discharge of their civic, statutory and policy making functions, Council will be responsible for the provision of a range of necessary facilities and the reimbursement of expenses specified within the policy.

Recognising the special role of the Office of Mayor, the policy also provides for expenses and facilities specific to that office.

The basic test that will be applied to determine whether or not an expense is lawfully incurred is whether the expenditure is necessary because it directly relates to the exercise of Council functions.

Where this criteria is satisfied and a Councillor has incurred an out of pocket expense they may be reimbursed by Council on submission of appropriate claim documentation.

Section 75(1) of the *Local Government Act* provides:

“(1) A Council must reimburse a Councillor for expenses if the Councillor –
(a) applies in writing to the Council for reimbursement of expenses; and
(b) establishes in the application to Council that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing duties as a Councillor.”

3.3 Claims

- a) All claims for out-of-pocket expenses shall be made on the official Colac Otway Shire Council expenses claim forms.
- b) Claims are to be submitted at a frequency convenient to the councillor, preferably monthly, but not less than once per year on or before the last scheduled ordinary Council meeting in June each year.
- c) Receipt of payments and tax invoices shall be provided to substantiate claims for expenses incurred.
- d) Expenses shall be paid in arrears, unless otherwise authorised by the Chief Executive Officer.

4. COUNCILLOR’S ALLOWANCES/REIMBURSEMENTS

4.1 Allowances

Section 74 of the *Local Government Act* requires each Council to review and set their allowance levels within the seven months after a general election. The Act provides for Councillors allowances to be fixed by Order in Council within upper and lower limits specified in the order. This flexibility enables Council to set a fee appropriate to the municipality.

Allowances are based on certain levels taking into account total revenue and population. There are 3 levels..

Colac Otway Shire has been categorised as a Level 2 Council

Mayoral and Councillor allowances are paid quarterly in advance.

Section 74A(3) of the *Local Government Act 1989* states that a Council does not have to pay an allowance under section 74 to a Councillor who does not wish to receive it.

Any personal taxation implications from the receipt of allowances are the responsibility of individual Councillors.

Section 74(1) Review

Within 7 months after a general election, Council is required to perform a review involving public consultation under section 223 of the Act to determine the allowances that will be payable from the range available to each Council in its category from that time and for the next four years

Annual Adjustments

Under section 73B of the Act, each year the Minister for Local Government will undertake a review having regard to movements in the levels of remuneration of executives within the meaning of the *Public Administration Act 2004*. If a review finds that allowances should be adjusted, the Minister will publish a notice in the Gazette setting out the adjustment factor and new limits and ranges of allowances including the adjustment.

Council must increase the allowances in accordance with the adjustment factor.

4.2 Superannuation

An amount of 9% (currently) equivalent to the superannuation guarantee contribution is payable on the Councillor's allowance. This applies to those Councils not Eligible Local Governing Bodies (ELGBs).

Councillors can sacrifice all or some of their allowance to a complying superannuation fund.

ATO Determination 2007/08 determines that "..... the amounts paid by a Council in the form of contributions to a complying superannuation fund do not represent assessable income of the Councillor."

4.3 Mayor's Vehicle

A fully maintained vehicle will be provided to assist the Mayor to carry out his/her duties and for private use during the Mayoral term. The vehicle is to be operated and maintained in line with the Light Fleet Policy.

In order to achieve an improved environmental outcome the Mayor's vehicle is to be no larger than a medium sized passenger vehicle with a fuel consumption for a petrol or diesel fuelled vehicle of not more than 10 litres/100 kilometres.

4.4 Travelling Expenses

If possible and convenient Councillors are to use a Council pool car for travel involved in performing their duties. This is to be requested through the Executive Office.

Upon the completion and forwarding of a travelling Claim Form, travelling expenses will be paid to Councillors for out of pocket expenses related to:

- Council meetings and Council business related to Council meetings;
- Council functions;
- Meetings arising as a result of a Councillor being appointed by the Council to an external body as Council's formal representative;
- Other meetings, events or occasions as agreed by the Mayor or Chief Executive Officer from time to time, or by resolution of the Council.

When Councillors are travelling within Victoria or interstate they shall use the mode of transport that is most cost effective form of transport.

- Travel must be undertaken as quickly as possible and by the shortest route possible.

- Any time occupied in other than authorised Council business shall not be included in the calculation of any expenses to be paid.
- Where travel is by air the standard form of travel will be economy class.
- Claims will only be paid on the actual form of transport.

The allowance payable to Councillors for use of their own private vehicle on Council business shall be in accordance with the rates prescribed in the Victorian Local Authorities Interim Award as varied from time to time.

Any expenses from breach of road, traffic parking or other regulations or laws, will not be reimbursed by Council.

4.5 Remote Area Travel Allowance

Where a Councillor (including a Mayor) normally resides more than 100 kilometres (round trip) by the shortest possible practicable road distance from the location or locations specified for the conduct of ordinary, special or committee meetings of the Council or any municipal or community functions which have been authorised by Council resolution for the Councillor to attend, he or she shall be entitled to and shall be paid an additional allowance of \$40.00 in respect of each day on which one or more meetings or authorised functions actually attended by the Councillor up to a maximum of \$5,000 per annum.

The Remote Area Travel Allowance is classified as Travel Allowance in the Annual Report.

4.6 Reimbursement of Child Care Expenses

Councillors incurring bona fide child care expenses paid to:

- A recognised child care provider; or
- To a person who does not;
 - have a familial or like relationship with the Councillor;
 - reside either permanently or temporarily with the Councillor; or
 - have a relationship with the Councillor or his/her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider;

will be reimbursed such child care expenses to a maximum of \$2,000 per year when the child care is necessary in order to allow the Councillor to attend:

- Council meetings and Council business related to Council meetings;
- Council functions;
- Meetings arising as a result of a Councillor being appointed by the Council to an external body.

Child care payment or reimbursement claims should be submitted to the Chief Executive Officer and must be accompanied by a receipt from the care provider showing the date and time care was provided and other details nominating the reasons child care was necessary.

4.7 Other

For all Councils, a minimum tool kit of support is to be provided for Mayors and Councillors.

The following resources/facilities are mandatory:

- Administrative support for the Mayor
- Office for Mayor
- Vehicle for Mayor

- Computer – desktop or laptop
- Mobile phone and landline
- Stationery
- Access to fax/copier
- Website development as part of Council website

Stationery

The Council shall, upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements.

The stationery may include, but not necessarily be limited to paper, business cards, writing implements, diaries, writing pads/books, interview pads, computer discs, envelopes and the like.

Council stationery may only be used for carrying out duties as a Councillor.

Apparel

The Council shall upon request lend the Councillors protective clothing required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of activity duty for when the articles were required.

This clothing shall be limited to wet weather pants and pullover, gumboots, winter jacket and/or hat, as may be held in store to meet the organisation's requirements, unless otherwise resolved by Council for a specific item.

Legal

Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

Meals/Refreshments

Where Council meetings are held at times that extend through normal meal times, Council will provide suitable meals. Dependent on the likely length of meetings, appropriate meals will be arranged. Councillors will be notified of meal arrangements for each meeting.

Insurance

Councillors are covered by the following Council Insurance Policies on a 24 hour basis while discharging the duties of civic office including attendance at meetings of external bodies as Council's representative.

- a) Personal Accident Insurance (accompanying partners also covered)
- b) Public Liability /Professional Indemnity
- c) Councillors and Officers Liability

All policies have limitations which are usual for the type of policy. Some examples are requirements to act honestly, to act in good faith and to not act recklessly.

Insurance policies generally have requirements for early notification to the insurer of potential claims, the right for the insurer to take over the handling of the matter and appoint lawyers and settle the matter and a requirement for full and frank disclosure of all relevant material.

Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

Mail

Council will post mail which has been generated by Councillors in performing their duties. (Any document written by a Councillor in performing their duties is a Council document and a record must be kept by the Council.) This will be co-ordinated through the Executive Office.

Other Expenditure

Any expenditure not specified above as expenditure for which a Councillor is entitled to be reimbursed or paid by Council shall be the responsibility of the Councillor, except where the Mayor and Chief Executive Office agree otherwise.

5. COMMUNICATION AND EQUIPMENT EXPENSES

5.1 Councillors:

(a) All Councillors will be provided all of the following equipment at the discretion of the Councillor:

- Mobile phone and landline
- Laptop or desktop PC including standard MS Office suite
- Multifunction device (MFD) – fax, copy and print capability
- MFD Consumables
- Broadband Internet Connection
- Council email account

(b) The Council will pay all connection fees, service charges and call charges related to Council business. Any private use of the facilities must be recorded and the direct costs of private use shall be reimbursed to Council.

(c) Councillors may seek reimbursement for Council related calls made on their private mobile phone where an account is provided and Council related calls identified..

(d) Councillors may purchase the equipment at the end of their term at a price which reflects the current wholesale market value for second hand items of that nature, or ascertained by the Information Services Department in conjunction with the Chief Executive Officer.

(e) Councillors are required to comply with the Council's "Information System and Security Practices and Procedures (SSPP) Operational Policy".

6. CONFERENCES AND SEMINARS

Councillors are encouraged to attend conferences and seminars relevant to their work as Councillors in order to enhance their personal skills and knowledge to better perform their role.

As part of the annual budget process an amount will be allocated for the attendance of Councillors at conferences and seminars and to participate in training.

All expenditure by Council on Councillor attendance at conferences, training sessions, seminars, trade delegations etc is to be assessed against the following criteria:

- a) Applicability of conference material to current or like future Shire issues.
- b) The importance of the event in terms of its provision of:
 - relevant and necessary training;
 - key information;
 - economic development opportunities;
 - networking opportunities.

Councillors sponsored by the Council to attend conferences and seminars shall have all reasonable expenses for travelling, transport, accommodation, registration fees, meals and out of pocket expenses relating to the conference/seminar reimbursement or paid on their behalf.

Councillors must obtain either both Mayoral and Chief Executive Officer or full Council approval:

- to attend such conference/seminar where expenses are likely to be claimed;
- to use a Council vehicle for transport to or from such function.

The MAV Conference is to be automatically approved for attendance.

Any expenditure of greater than \$600 (including registration, travel and accommodation) for a Councillor to attend a conference, seminar, training session, trade delegation, friendship visit etc. must be approved by Council. Approval is dependent upon the cost being within budget and being consistent with Council's goals and strategies.

Council may agree to a set contribution towards a Councillor's cost to attend a conference or seminar rather than the full costs in certain circumstances eg. if the costs are high or the benefits not significant to Council.

When attending approved conferences/seminars Councillors must:

- keep log of all related receipts;
- arrange with the Finance Department for conferences/seminar cost to be prepaid if required;
- complete a staff/councillor travel form for any related or overseas travel.

Councillors wishing to make their own arrangements for transport or accommodation shall have reasonable expenses reimbursed as determined by the Chief Executive Officer.

To maximise the benefit derived from attending conferences and seminars, Councillors are to present a written report to a Council meeting on the outcomes of the conference or seminar, unless the seminar was attended by the majority of Colac Otway Shire Councillors. The report is to be provided within 2 months of attendance.

7. REPORTING

The Annual Report shall include the amount paid or attributed to a Councillor such as allowances, travel allowances and use of motor vehicle.

8. RELATED LEGISLATION AND DOCUMENTATION

Local Government Act 1989
Information System and Security Practices and Procedures (SSPP) Operational Policy

9. IMPLEMENTATION AND REVIEW

This policy will be implemented by Council and is subject to periodic review.

OM092502-4 REVIEW OF MAYORAL AND COUNCILLOR ALLOWANCES

| | | | |
|-------------|----------------------------------|-----------|------------|
| AUTHOR: | Colin Hayman | ENDORSED: | Jack Green |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN0460 |

Purpose

The purpose of this report is to enable Council to undertake the review of Mayor and Councillor allowances that must be undertaken within seven months of the 2008 general election held on the 29 November 2008.

Background

At the Council meeting held on 16 December 2008 Council considered a report on Councillor and Mayoral Allowances and Resourcing.

Council resolved:

“That Council undertake a review of the level of allowances in conjunction with a review of the Councillor Support Policy following a Councillor workshop in February 2009.”

On the 27 November 2008 the Governor in Council issued an Order in Council for Local Government Councillor and Mayoral Allowances.

“Allowances in Two Parts

Allowances are now comprised of two parts:

Part A – Lower and upper range limits and levels of allowances for Councils in categories and fixed amounts for Melbourne.

Part B – the equivalent of the superannuation guarantee contribution (currently 9%) to be added to Part A unless a Council has made a unanimous resolution under Commonwealth taxation legislation to pay the Superannuation Guarantee Contribution.

Transitional Arrangements (Commencement Levels)

The transitional allowances described in the Order have immediate effect from the time of Mayors and Councillors taking the Oath of Office after the 29 November 2008 general elections. For all Councils other than Melbourne the allowances to be paid until such time as the Council performs a review under section 74(1) of the Local Government Act 1989 (the Act) are the allowances paid to the previous Council adjusted up by 34.38% plus Part B where applicable.

For Councils that have previously been paying the maximum allowances this will be the same as the Part A maximum amounts for each Council as per the new order plus Part B where applicable.

This means there is no Council decisions on allowances until the section 74(1) review is undertaken (see below).

Section 74(1) Review

Within seven months of the 29 November 2008 election all Councils other than Melbourne are required to perform a review involving public consultation under section 223 of the Act to determine the allowances that will be payable from the range available to each Council in its category from that time and for the next four years.

Annual Adjustments

In future, under section 73B of the Act, each year the Minister for Local Government will undertake a review having regard to movements in the levels of remuneration of executives within the meaning of the Public Administration Act 2004. If a review finds that allowances should be adjusted, the Minister will publish a notice in the Gazette setting out the adjustment factor and new limits and ranges of allowances including the adjustment.

Council must then increase Part A of their allowances in accordance with the adjustment factor. Part B will then be added where applicable.”

| | <u>Councillor</u>
<i>Min/Max</i> | <u>Mayor</u>
<i>Min/Max</i> |
|------------|-------------------------------------|--------------------------------|
| Category 1 | \$6,800-\$16,280 | Up to \$48,400 |
| Category 2 | \$8,400-\$20,200 | Up to \$62,500 |
| Category 3 | \$10,100-\$24,200 | Up to \$77,300 |

Colac Otway is in Category 2.

The new allowances took effect from the time that the Mayor and Councillors took their Oath of Office after the 29 November 2008 general elections (ie Monday 1 December 2008).

As indicated above the new allowances must be paid until such time as the Council undertakes a review under section 74(1) of the *Local Government Act 1989*.

The review involves public consultation under section 223 of the Act to determine the allowances that will be payable until the next review.

Council Plan/Other Strategies/Policy

The Councillor Support Policy sets out details with respect to Councillor Support.

Issues/Options

The adjustments to Councillor Allowances followed a detailed report by the Local Government (Councillor Remuneration Review) Panel which was released in January 2008.

This was followed by “The Government’s Policy Statement on Local Government Mayoral and Councillor Allowances and Resources – April 2008”.

The report provide information on the demands of Mayors and Councillors.

The Mayor and Councillors commit considerable time in the execution of their responsibilities.

The changes to Councillor and Mayoral allowances plus other benefits reflects the State Government’s commitment to encourage greater participation at the Local Government level.

Level of Allowances

Other than provide the range of allowances, the State Government has not provided any guidelines for Councils to use in determining the Mayoral and Councillor allowances within the range.

The previous allowances were set at the maximum level for Councillors at \$15,000. The Mayor was previously paid \$45,000.

The current range for a Category 2 Council:

| | |
|----------------------|---------------------|
| Councillor Allowance | \$8,400 to \$20,200 |
| Mayoral Allowance | up to \$62,500 |

Issues

In setting the level of allowances Council needs to take account of Councillor responsibilities, workloads and the need to adequately remunerate Councillors.

Councillors also need to consider the size of the Shire and the impact resulting from the removal of wards.

It is important that the level of allowances that are set encourages people in all sections of the community to stand for Council.

Timing

Once Council has determined the level of allowances a public consultation process will commence.

Future Increases

In future years any further adjustments based on movement in payments to Victorian Statutory and Executive Officers will also apply from the time they are given effect by the Minister for Local Government.

Proposal

It is a Council decision to determine the level of Mayoral and Council allowances.

Financial and other Resource Implications

Based on the current level of allowances the Budget forecasts have been adjusted for 2008/09. Once set the 2009/10 budget will incorporate the allowances for Councillors and Mayor.

Risk Management & Compliance Issues

The *Local Government Act* sections 73 to 75 detail provisions relating to allowances.

Environmental Considerations

Not applicable.

Communication Strategy/Consultation

The review of allowances needs to involve public consultation under Section 223 of the Act. Once the level of allowances has been determined by Council, public notices will be forwarded to the local newspapers of Council's intention to set the Mayoral and Councillor allowances.

The community will be given 4 weeks notice to make a submission under section 223 of the Act.

Public consultation would commence as soon as possible. Council would consider any submissions during April. A further report would be prepared for the April Council meeting.

Any people wishing to be heard in support of their submission will be provided the opportunity on the 22 April 2009.

Implementation

As noted above, following Council's resolution, the process of public consultation would commence as soon as possible.

Conclusion

- The order in Council has set down the new level of Councillor allowances.
- A review of allowances must be held within 7 months of the 29 November 2008.
- Once the level of allowances has been determined by Council a public consultation process is required to be undertaken.
- Submissions and a report on the proposed allowances will be considered during April 2009.

Attachments

Nil

Recommendation

That Council give public notice of its intention to determine at the 22 April 2009 Council meeting the following Mayoral and Councillor allowances for the four year period 1 May 2009 to 30 April 2013 in accordance with section 74 and section 223 of the Local Government Act 1989 (as amended):

- a) ***Mayoral Allowance (amount to be inserted)***
- b) ***Councillor Allowance (amount to be inserted)***

~~~~~U~~~~~

**OM092502-5 TAXATION AND COUNCILLOR ALLOWANCES**

|             |                                  |           |            |
|-------------|----------------------------------|-----------|------------|
| AUTHOR:     | Colin Hayman                     | ENDORSED: | Jack Green |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN0460    |

**Purpose**

To consider a report on the taxation of Councillor allowances.

**Background**

The definition of 'salary and wages' in the Income Tax Assessment Act excludes payments by way of remuneration or allowances to members of a local governing body. As a result income tax is not deducted from a Councillor's allowance.

There is provision for a Council to determine to be an "Eligible Local Governing Body". This needs to be determined by unanimous resolution of Council. Where this occurs, a Councillor of the Council will be deemed to be in receipt of salary and wages, and normal substantiation provisions and other taxation requirements apply.

In previous advice MAV advised Councils that it was not aware of any Victorian Council that has resolved to be an eligible local governing body.

**Council Plan/Other Strategies/Policy**

The Income Tax Assessment Act provides details of an "eligible local governing body".

**Issues/Options**

The following information has been previously provided by the Municipal Association of Victoria. It should be noted that the figures under 1 re. Levels of Taxation would have changed and with respect to note 2 Councillors are now receiving the equivalent of 9% superannuation.

*"Before Councillors consider whether to support such a resolution they should understand that the following consequences will result from such a resolution being passed and will apply to all Councillors.*

1. *Allowances paid to Councillors will be subject to the PAYG withholding rules. This means that Council will withhold tax from the allowances at the 'standard' withholding rates (ie the rates that it uses for other 'employees'). Council will remit these withholdings to the Australian Taxation Office (ATO).*

*The rate at which tax will be deducted will depend on whether Councillors are claiming the tax free threshold from payments received from the Council. If a Councillor is already claiming the tax free threshold from another employer, he/she cannot claim it again in respect of any payments from the Council.*

*For example, if a Councillor receives an allowance of \$15,000 per annum (and is therefore paid \$288 per week), if no tax free threshold can be claimed, then the Council must withhold \$76 per week. If the tax free threshold can be claimed, the Council must withhold \$27 per week.*

*When the Councillor lodges their income tax return at the end of the financial year, their total income including the allowance will be used to assess the final amount payable or refundable.*

2. *Councillors will be considered employees for superannuation purposes. This means that Council will be required to pay the 9% superannuation support to Councillors in addition to the allowance currently paid.*
3. *Where allowances paid to an otherwise self-employed Councillor exceed 10 per cent of his or her total assessable income, the Councillor will be unable to claim income tax deductions for their personal superannuation contributions.*
4. *Councillors will be considered employees for the purposes of fringe benefits tax (FBT). FBT is a tax payable by employers on the value of certain benefits that have been provided to their employees (or to associates of those employees) in respect of their employment. Any benefits provided by Councils to Councillors, for example the provision of a motor vehicle, car parking benefits or expenses payments benefits, may be subject to FBT.*
5. *Councillors will be required to adhere to the substantiation rules contained in the Income Tax Assessment Act 1997 (Cth)(ITAA 1997) in respect to work expenses in addition to motor vehicle and travel expenses. The ITAA 1997 contains detailed substantiation rules for deductions that are claimed by taxpayers against their assessable income such as the requirement for written evidence.*
6. *The Child Support Registrar would be entitled to make deductions from Councillor's allowances in respect of an enforceable maintenance liability.*

*Please note the making of a resolution under section 221B will not result in Councillors being classified as employees for the purposes of the common law."*

### **Proposal**

For Council to decide as to whether a resolution under section 221B of the *Income Tax Assessment Act 1936* is made.

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

As indicated above if a Council does make a section 221B resolution, then Councillors will be employees for FBT purposes.

Therefore any benefits which are provided by Council to Councillors such as:

- the provision of a motor vehicle, and
- expense payment benefits etc.

may be subject to FBT.

In the advice provided from the MAV it is strongly suggested that Councillors seek their own independent advice from a taxation specialist on their specific circumstance.

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

The *Income Tax Assessment Act* sets out the requirements for a resolution.

### **Environmental Considerations**

Not applicable.

### **Communication Strategy/Consultation**

Not applicable.

**Implementation**

If Council made a resolution that it be treated as an eligible local governing body, implementation of the various aspects would occur as soon as possible.

**Conclusion**

For Council to be treated as an eligible local governing body under section 221B of the *Income Tax Assessment Act 1936* a resolution needs to be made unanimously by Council.

**Attachments**

Nil

**Recommendation**

***That Council is/is not treated as an eligible local governing body under section 221B of the Income Tax Assessment Act 1936.***

~~~~~\ ~~~~~


OM092502-6 2009 JAYCO HERALD SUN TOUR – FUNDING REQUEST

| | | | |
|-------------|----------------------------------|-----------|--------------|
| AUTHOR: | Jodie Fincham | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN 00338 |

Purpose

The purpose of this report is to seek Council endorsement for the financial support of the 2009 Jayco Herald Sun Tour which proposes to travel within the Shire including the townships of Colac and Apollo Bay with an overnight stay in Apollo Bay in October 2009.

Background

The private event organisation, TL Sports Management, has approached Council seeking permission and funding support for the purpose of the 2009 Jayco Herald Sun Tour. This request was received in September 2008 outside of the Colac Otway Festival and Events Support Scheme program dates, subsequently too late for the 2008/2009 Scheme and too early for the 2009/2010 Scheme.

Founded in 1952, the Herald Sun Tour is Australia's and indeed one of the world's oldest cycling stage races. Staged in October each year, the race is owned and backed by the Herald Sun newspaper, Australia's largest daily and part of the News Limited Group. The event's proposed time frame is:

- Ballarat 11 October 2009 - circuit race
- Ballarat 12 October 2009 - road race
- Proposed Colac to Warrnambool 13 October 2009
- Proposed Warrnambool to Apollo Bay 14 October 2009
- Proposed Apollo Bay to Barwon Heads 15 October 2009
- Geelong Time Trial 16 October 2009
- Melbourne Circuit Race 17 October 2009

- A. The proposed Colac to Warrnambool stage on the 13 October 2009 includes on-road closures which are rolling and managed by Vicpol (Victoria Police). A closure is required for the start of the event from 7am to 10.30am. The road would then be reopened by 12 noon. Ideally the start would be located in the centre of town, for example Colac Memorial Square, which provides a centrally located venue for the riders to meet, conduct media interviews and provides areas with activities for schools.
- B. The proposed Warrnambool to Apollo Bay section would require a longer closure for the finish area which is proposed to be on the Great Ocean Road adjacent to the Apollo Bay Foreshore. The area is required from 9am for an approximate 2pm finish and again is generally the centre of town. This event is not governed by the Guidelines for the Closure of the Great Ocean Road, as the activities are conducted within the Apollo Bay township and beyond the boundaries to which the Guidelines apply. Through traffic along the Great Ocean Road on the day of this event will be diverted through a detour.
- C. The proposed Apollo Bay to Barwon Heads ride requires another start closure. There are also likely to be support races for amateur teams, masters, a participation ride and the start of a proposed 3 day women's tour alongside the mens. This component does not require road closure as it is to be managed as a rolling road

closure. The race and road closures are conducted under the auspices of the Victoria Police. The cyclists are controlled by a lead and tail vehicle.

Economic Benefit – the Tour entourage totals approximately 330 and a VUT (Victorian University of Technology) study places the economic impact of an overnight stay at approximately \$100,000 per night purely from the Tour entourage. Spectator visitation and support events also provide a strong opportunity to promote and benefit the town.

Media Exposure – Major media exposure through the media and marketing of the Tour and the national and global television distribution of the Tour. The Herald Sun provides 2-4 pages of coverage a day, while Channel 10 and Fox Sports provide extensive nightly news coverage and an extended half hour highlights program on Sports in 2008 and Channel 10 sport in 2009, with over 12 million cumulative national viewers in 2008.

TL Sport Management on behalf of the Tour is seeking from Council:

- \$15,000 cash funding contribution comprising:
 - Road closure and traffic management
 - Provision of first aid and additional toilets
 - Event Marketing
- Council Officers are also required to provide support to assist with media releases and co-ordination with local community groups involved in the event

The Tour provides:

- Infrastructure for start/finish (i.e. gantry, stage, barriers, signage, PA system, support to village participants, event marshals (some local additional may be useful depending on closure), controls tour convoy parking and Tour and town work together on site plans.
- Tourism Victoria is also increasingly active in working with the Tour and promoting host towns while Regional Development Victoria co-funded with the towns (\$1,500 each) and the Tour, a postcards television package of all the host towns that went in the opening stage broadcast on Channel 10 in 2008.

There is a growing trend by Event Organisers that host regional events to request more funding than the maximum amount allocated through the Colac Otway Festival and Events Support Scheme (\$7,500). While this is not an annual request, at this stage it is evident the requests are increasing.

The Colac Otway Festival and Events Support Scheme provides financial support to event organisers through an application process. Applications are to be for financial assistance for specific established or existing event projects and programs, not for general ongoing administration costs. Applicants must demonstrate how their event contributes to the social, cultural and economic growth of the Colac Otway Shire.

This funding program supports the development and growth of established or existing events. An established or existing event is defined as an event that has been conducted for more than 3 years. On the basis of this definition the Jayco Herald Sun Tour is considered an established event.

Issues/Option

The issues associated with this event include the following;

- The event organisers require notification by 28 February to ensure the event locations and dates can be confirmed.

- The Tour identifies a one night stay in Apollo Bay which will contribute greatly to the economic contribution of the area.
- In 2008 Council agreed to committing funds to the Great Victorian Bike Ride which will be in the Shire in December 2009. This financial commitment was funded in principle under the 2009/2010 Festival Events Scheme subject to the Event Organiser completing the Event Approval Process.
- The funding of the Jayco Herald Sun Tour for the requested amount of \$15,000 would significantly reduce the Festival and Events Funding Support Schemes ability to fund other local events in 2009/10. The total amount available for Event funding through this Scheme currently is \$60,000. It should be noted that since the establishment of the Festival and Event Support Scheme in 2007, any request for funding outside of the Scheme has been considered by Council separately.

Options

1. Advise TL Sports Event Management that an application needs to be submitted under the Scheme and subsequently the Event Organiser would be notified of the funding outcome in the 2009/2010 financial year which is too late for the event.
2. Council agrees to in principle support to the Event with \$7,500 (maximum allocation within the Scheme) on the understanding that the funds would be allocated to the Event Organiser in 2009/2010. This is the preferred option as it avoids setting precedents and it is consistent with the Scheme objectives.
3. Council provides \$15,000 as requested as a one off event outside the Festival and Events Funding Support Scheme due to the Tour's ability to promote and showcase Colac, Apollo Bay and the Otways. It should be noted this creates a precedent and it is likely these types of requests will increase by other event and community event organisers. This compromises the integrity of the Scheme.
4. Council forwards advance funding of \$7,500 in February/March 2009 and investigates other possibilities of further funding within the community. This is not the preferred option as this relies on other funding which may not be available. The Event Organisers have not requested access to the funds immediately, however they do seek confirmation of the funding support to confirm the event details.

Proposal

It is proposed that Council provides in principle support to the event and provides \$7,500 through the 2009/2010 Scheme. This is less than the requested amount of \$15,000 which will potentially reduce the level of marketing of the Shire and this will require the Event Organisers to seek alternative funding from other sources.

Financial and other Resource Implications

It is recognised that there is currently no dedicated funding allocation within the Events Unit budget for this event. If the requested \$15,000 was funded through the 2009/2010 Festival and Event Support Scheme it would reduce funding for the scheme considerably and impact other community events. The current budget for the Festival and Events Scheme is \$60,000. The request from TL Sports Event Management for Council to support this project would need to be considered under the budgetary process for the 2009/2010 Budget.

This request has been outside of the normal Festival and Event Support Scheme program timelines. The initial request from TL Sports Event Management was received in September 2008 which was the middle of the 2008/2009 financial year when all funds for that program had been allocated. The Event Organiser requires a response before the applications open for the 2009/2010 Festival and Events Support Scheme. Some event organiser's timelines

are determined by other factors which are not consistent with Council Festival and Events Support Scheme timelines.

At the time of writing this report, Warrnambool City Council have allocated \$25,000, comprising \$15,000 funding and \$10,000 in Officer Resources to co-ordinate the event and media costs. The City of Greater Geelong has committed to the event but specific details were not available.

Risk Management and Compliance Issues

There is a potential risk that if no funding is provided, the Tour could review the event route resulting in the loss for Apollo Bay of one night's accommodation and two days of business and for Colac the proposed start of the race to Warrnambool. The event organiser has implied that the route could be impacted if funding is not secured from the Colac Otway Shire.

If this event is funded there is risk that other equally eligible events will not receive funding.

The event organisers are required to comply with Council's E team process which ensures compliance and reduced risk to Council with regard to the event.

Environment Considerations

All environment considerations associated with this event will be captured and addressed through Council's Event Approval Process.

Implementation

If supported it is proposed that the Event Organiser would be advised immediately and the necessary process would commence.

Conclusion

Support to this event from Council to the value of \$7,500 will ensure the Event is staged within the Shire and provides opportunities for the local community to be involved. The event content is consistent with the Festival and Events Strategy and will provide economic input to the Shire.

Attachments

Nil

Recommendation

That Council provides in principle support to the event and provides \$7,500 through the 2009/2010 Colac Otway Festival and Events Support Scheme and that Council advise TL Sports Event Management the outcome of this recommendation.

~~~~~\ ~~~~~

**OM092502-7 COUNCIL COMMUNITY GRANT PROGRAMS**

|             |                                  |           |              |
|-------------|----------------------------------|-----------|--------------|
| AUTHOR:     | Jodie Fincham                    | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN0374      |

**Purpose**

The purpose of this report is to seek Council endorsement of the proposed funding available to community clubs and organisations through the suite of dedicated Council funding programs.

The 2009/2010 Colac Otway Shire community grant programs include the:

1. Council Community Funding Program comprising three categories the Community Facilities, Community Projects and COPACC Hire Assistance.
2. Festival and Events Support Scheme.

This report also includes the program guidelines and application forms for both programs.

**Background**

Council has provided financial assistance to a broad range of community organisations and clubs through specific funding programs for the past eleven years. Over this time the program has typically provided funding assistance to improve community facilities, purchase necessary equipment, conduct community projects and to hire COPACC for community activities. Through emerging trends and changes to community needs the requests for funding has altered but the criteria for the funding program has remained throughout this time.

In most recent years more community groups are planning and hosting a range of events and more private event organisers are hosting events in the Colac Otway Shire. As a result of this growth and demand there has been a need to develop a transparent and fair program to support the allocation for events within the Shire. This has resulted in the Festival and Event Support Scheme which commenced in 2007/2008.

**Council Community Funding Program**

The program currently comprises three categories: Community Projects, Recreation Facilities and COPACC Assistance Fund. The 2008/2009 implementation of this program allocated \$40,000 to various community projects and events, \$70,000 towards recreation facility works and \$7,500 towards functions held at COPACC.

Over the past year of the Colac Otway Community Funding Program the following trends have been identified within the specific program categories:

Community Projects

- An increase in diverse projects resulting in increased participation or new initiatives.

Events

- Continuing evidence of community interest and scope for more community events across the Shire, requiring a greater share of the funding allocation.

Recreation Facilities

- Evidence of significant works to be undertaken to Council owned facilities that may be able to be channelled through the Council Capital Works or other dedicated facility development programs such as Country Football Netball Program.

- Growing evidence of projects outsourced (works quotations and risk management requirements) rather than being completed with substantial inkind input from clubs, therefore increasing the cost of projects.

### COPACC

- Schools continue to seek funding assistance to stage performances at COPACC.
- Schools that travel a considerable distance to attend a theatre season performance prefer a full-day experience to justify the travel to Colac; i.e. a 3-4 hour COPACC-based activity such as performance plus workshops or interaction with artists.
- Community groups continue to seek funding assistance to stage events or exhibitions at COPACC.

### **Festival and Event Support Scheme**

The Colac Otway Festival and Events Support Scheme 2007-08 was adopted at the July 2007 Council meeting, with the recommendation that the guidelines be trialled for a twelve month period and then further reviews. An Advisory Committee comprising of representation from Council (3 Councillors and 1 Officer), Otways Tourism and Regional Development Victoria was appointed to review the document and participate in assessing applications. Since its introduction in 2007, the scheme has been well supported by both commercial and community based event organisers.

Minor suggested amendments to the original funding guidelines include expanding the range of sponsorship funding categories available to community based events. Under the current guidelines (2008/2009), funding sponsorship categories have been revised to ensure that there is equal funding opportunities available for events that are both commercial and community based. This ensures that community based events have the same flexibility as commercial based events to seek different funding allocations, based on meeting identified criteria.

A Business Case for the 2009/10 financial year has been prepared seeking a total budget allocation of \$70,000, comprising \$60,000 for established events and \$10,000 for seed funding for new events. Seed funding for events has previously been offered through the Community projects stream of the Council Community Funding Program. It is proposed that all future event funding be provided through the Festival and Event Support Scheme.

### **General**

- A total program review has been undertaken including all dates and requirements that have been developed for referrals to relevant Officers. A review of the guidelines has resulted in consideration given to the need for building and planning permits and Officer involvement to assess and work with applicants to ensure costs/time impacts are included in the application.
- A formal process has been developed for Infrastructure and Economic Development input to approve projects avoiding duplications and inconsistencies.
- Recreation Reserve Master Plans have recently been completed in partnership between Council, the Reserve Committees and Resident Clubs. The program's application form refers to these Master plans as evidence of strategic support for the proposed project.
- The combined guidelines and application form for the three categories (Community Projects, Recreation Facilities and COPACC Assistance Fund) were well received by the community in 2008/2009 and provided a consistent assessment process for Officers.

- It is proposed that all future event funding (incorporating new and existing events) will be administered through the Festival and Event Support Scheme. Therefore, there will be no events funded through the Council Community Funding Program.
- It is proposed that the Recreation Facilities stream be renamed Community Facilities stream for greater consistency in 2009-2010.

Over the past 6 years similar reports have been tabled for Council consideration to ensure community groups and organisations have maximum time to commence and complete their funded projects. Due to the introduction of the Officer referral process, timelines have been impacted resulting in the program being brought forward to enable sufficient time for Officer assessment. The later the program is commenced and funding allocated in the financial year the less time the organisations have to undertake their projects. This reduces the requirement for project carry over into the next financial year.

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

The Council Community Funding Program is supported by the 2006-2010 Colac Otway Recreation Strategy, the 2007-2011 Colac Otway Arts and Culture Strategy and the 2007-2011 Colac Otway Festivals and Events Strategy.

The program is also consistent with Council's Corporate Plan Vision, Mission and Values and the Health, Recreation and Community Services Priority:

*Providing and promoting quality health, recreation and community services by working in partnership with local health, aged care, welfare, youth, housing, education providers, sporting groups and employment organisations to promote community wellbeing.*

### **Issues/Options**

The Council Community Funding Program was reviewed internally in 2008/2009 in order to better respond to current community trends particularly within the sport, recreation, arts and event sectors within the Shire, noting exponential growth in the events sector. The Guidelines and Application Form documentation were simplified in response to customer feedback and to assist with program administration given the growth of interest in the program.

As a result, the provision of funding for events has been removed from the Council Community Funding Program and consolidated under the 2009- 2010 Festival and Event Support Scheme to now include seed funding for new events and funding for existing events. Furthermore, an internal referral process has been developed to provide Officer input into projects to ensure compliance requirements and to avoid duplications and inconsistencies.

Implementation of the 2006-2010 Colac Otway Recreation Strategy, the 2007-2011 Colac Otway Arts and Culture Strategy and the 2007-2011 Colac Otway Festivals and Events Strategy has provided additional funding into the sectors through various dedicated program funding. It is recommended that the funding for this program be increased from the 2008/2009 allocation to reflect price increases of project materials and equipment and an anticipated increase in the number of applications for COPACC assistance.

Proposed funding allocations for 2009-2010 Council Community Funding Program:

|                             | (09/10)  | (08/09)  |
|-----------------------------|----------|----------|
| • Community projects        | \$40,000 | \$40,000 |
| • Recreation facility works | \$80,000 | \$70,000 |
| • COPACC assistance         | \$10,000 | \$ 7,500 |

Proposed funding allocations for 2009-2010 Festival and Events Support Scheme:

|                             | (09/10)  | (08/09)  |
|-----------------------------|----------|----------|
| Established Events          | \$60,000 | \$60,000 |
| Seed Funding for new events | \$10,000 | \$Nil    |

The proposed timelines for both the Council Community Funding Program and the Festival and Events Support Scheme for 2009/2010 are as follows:

- Applications open March 2009
- Applications close May 2009
- Submissions evaluated May - June 2009
- Notification of funding at Civic Reception July 2009
- Project completion, evaluation forms returned By May 2010.

There are three options for Council's consideration:

1. Commence implementation of Council community grants including the 2009/2010 Community Funding Program and Festival and Support Event Support Scheme in accordance with the proposed timelines.
2. Further review the 2009/2010 Council community grants including the 2009/2010 Community Funding Program and Festival and Support Event Support Scheme and propose alternative program options to Council for further consideration.
3. Wait for outcomes of 2009-2010 Council budget and commence funding programs in August 2009, which will have a significant detrimental impact upon the programs, by reducing the amount of time community groups have to commence and complete their funded projects. This option may further result in project carry over into the next financial year. The later the program is commenced and funding allocated in the financial year the less time the organisation would have to undertake their projects.

### **Proposal**

It is proposed that Council's 2009/2010 Community Grants Program (comprising the Community Funding Program and Festival and Support Event Support Scheme as detailed in the attached guidelines and application), be implemented from March 2009, applications closing May 2009, with a civic reception for successful Community Funding Program applicants in July 2009. Successful applicants under the Festival and Support Event Support Scheme would receive confirmation of their funding application in July 2009.

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

The program contributes significantly to numerous community projects across the Shire. Specifically, it is estimated that the \$40,000 contributed to Community Projects resulted in \$132,805 of project value and a further \$60,250 in Events and Festivals, \$70,000 allocated to the 2008/2009 Recreation Facilities projects resulted in a improvement works to the value of \$190,246 and the COPACC assistance of \$7,500 resulted in performances and exhibitions with a total value of \$53,810.

The Festival and Events Support Scheme ensures that local community event organisers can apply for funding to support their events. It is important to offer this Scheme as limited funding opportunities exist at a State and Federal Government level to fund community events.



**Risk Management & Compliance Issues**

Specific risk management and compliance issues embedded within each project application are assessed on their individual merit. The proposed guidelines and application forms ensure potential risk and compliance issues are identified.

There are increased risks associated with the implementation of Option 3, as by waiting for outcomes of 2009-2010 Council budget and commencing the program in August 2009, will reduce the amount of time community groups have to commence and complete their funded projects. It is anticipated this option would therefore result in project carry over into the next financial year. The later the program is commenced and funding allocated in the financial year the less time the organisation would have to undertake their projects.

Furthermore, if option 3 is implemented there is the likelihood that events held within the first three months of the financial year will not be able to access funding. This will have impacts on event planning due to uncertainty associated with available funding.

**Environmental Considerations**

Specific environmental issues embedded within projects are assessed throughout the application assessment. Council's Environment Unit is often engaged in project assessment or implementation where environmental issues are identified or possible.

**Communication Strategy/Consultation**

Consistent with previous years, there is significant communication from Council to the community released via local media, electronic newsletters and direct correspondence informing the community of the grants program and its associated timelines. Information sessions are held in Colac and Apollo Bay.

Applications are initially assessed at Officer level, then presented to an Advisory Committee comprising Councillor representation for further assessment and the final decision on the outcome of successful applications.

**Implementation**

It is proposed that implementation of the 2009/2010 program would commence March 2009 following Council endorsement of this report. Applications are assessed at Officer level and presented to an Advisory Committee of Council for ratification. It was determined at the Statutory Meeting held 5 December 2008 that the following Councillors would comprise the Community Funding Advisory Committee: Councillors Chris Smith, Stephen Hart, Stuart Hart and Brian Crook. Similarly, the following Councillors would comprise the Festival and Events Support Scheme: Councillors Chris Smith, Brian Crook, Frank Buchanan and Lyn Russell.

**Conclusion**

Council's Community Funding Program allocation in 2008/2009 resulted in community projects, events, facility improvements, exhibitions and performances with a total estimated value in excess of \$437,112.

The dedicated funding of events and festivals has resulted in a broad range of community managed events that otherwise would not be staged within the Shire. Since 2005 the number of Council funded events has increased from four to nine with thirty one events held in a calendar year. Over more recent years the number of private event organisers bringing major interstate events to the Shire has also increased.

Furthermore community partnerships were formed and/or consolidated with arts and cultural groups, festival and event managers, committees of management of recreation facilities,

schools and performing arts groups consistent with Council’s Corporate Plan Vision, Mission and Values and the Health, Recreation and Community Services Priority:

*Providing and promoting quality health, recreation and community services by working in partnership with local health, aged care, welfare, youth, housing, education providers, sporting groups and employment organisations to promote community wellbeing.*

**Attachments**

1. 2009/2010 Council Community Funding Guidelines and Application Form.
2. 2009/2010 Festival and Events Support Scheme Guidelines and Application Form.

**Recommendation(s)**

***The Council;***

1. ***Endorse the 2009/2010 Community Funding Program process up to the current funding levels as follows:***

|                                     |                        |
|-------------------------------------|------------------------|
| <b><i>Recreation Facilities</i></b> | <b><i>\$70,000</i></b> |
| <b><i>Community Projects</i></b>    | <b><i>\$40,000</i></b> |
| <b><i>COPACC Assistance</i></b>     | <b><i>\$7,500</i></b>  |

|                                           |                        |
|-------------------------------------------|------------------------|
| <b><i>Festival and Support Scheme</i></b> |                        |
| <b><i>Established Events</i></b>          | <b><i>\$60,000</i></b> |

2. ***Endorse the Council Community Funding Program and Festival and Events Support Scheme guidelines and application forms as attached.***

3. ***Acknowledge that the increased funding request be considered under the 2009/2010 budgetary process as follows;***

|                                     |                                         |
|-------------------------------------|-----------------------------------------|
| <b><i>Recreation Facilities</i></b> | <b><i>from \$70,000 to \$80,000</i></b> |
| <b><i>Community Projects</i></b>    | <b><i>\$40,000 remains</i></b>          |
| <b><i>COPACC Assistance</i></b>     | <b><i>from \$7,500 to \$10,000</i></b>  |

|                                           |                                     |
|-------------------------------------------|-------------------------------------|
| <b><i>Festival and Support Scheme</i></b> |                                     |
| <b><i>Established Events</i></b>          | <b><i>\$60,000 remains</i></b>      |
| <b><i>Seed funding for new events</i></b> | <b><i>New category \$10,000</i></b> |

~~~~~) ~~~~~



COMMUNITY FUNDING PROGRAM 2009/2010 PROGRAM GUIDELINES

Objective

The objective of the Colac Otway Shire Community Funding Program is to provide financial assistance to community organisations that assist in the provision of projects, activities and facilities for the citizens of the Colac Otway Shire.

Please note funding for all festivals and events is now managed through the Colac Otway Shire Festivals and Events Support Scheme and is a separate funding program. Refer to Council's website www.colacotway.vic.gov.au or Council's Events Unit on telephone 5232 9418 for specific details.

Eligibility

Applicants should be legally constituted, community based, not-for-profit organisations that assist in the provision of community projects, activities and maintenance of facilities for the citizens of the Colac Otway Shire.

Applications are to be for financial assistance for specific projects and programs, not for general ongoing administration or operational costs. This funding program does not support fundraising activities or projects. Schools are only eligible for funding assistance with COPACC venue hire.

Funding under this scheme is restricted. There may be external sources of funding available from State or Federal Government which may form project partners or offer greater levels of funding. Therefore applicants with proposals valued in excess of \$10,000 are required to discuss:

- Community Project and Community Facilities proposals with
Jodie Fincham
Recreation and Events Co-ordinator
Ph. 5232 9472
Email: jodie.fincham@colacotway.vic.gov.au
- Colac Otway Performing Arts and Cultural Centre (COPACC) related proposals with **Karen Patterson**
COPACC Manager
Ph. 5232 9504
Email: karen.patterson@colacotway.vic.gov.au

Scope

The Colac Otway Community Funding Program provides funding assistance to community organisations and groups through the following three streams as detailed:

1. Community Projects

- The **Community Projects** category is the broadest of categories within this funding program which financially supports a range of activities and programs conducted by or for community, not for profit organisations.

- Project materials and equipment.
- Fees for professional services

2. Community Facilities

The **Community Facilities** category funds Recreation Reserve Committees of Management and organisations responsible for community facilities including Public Halls for the benefit of the citizens of the Colac Otway Shire:

- High priority items of cyclical maintenance.
- Minor capital improvements.
- Purchase of equipment items, which are facility enhancing and designed to remain as part of the facility.

3. COPACC Assistance

The **COPACC Assistance** Category operates to benefit citizens of the Colac Otway Shire to provide financial assistance for provision of, and access to, performing arts and cultural activities:

- Local groups, organisations and schools may apply for up to half the venue hire of COPACC for performances, exhibitions, events and cultural activities.
- Applicants for venue hire subsidy must obtain a quote from COPACC outlining anticipated dates of hire and level of resources required i.e. rooms, audio-visual, technical staff support etc. It is essential that applicants obtain this quote well in advance of the application closing date.

Please note the Colac Otway Shire Festivals and Events Support Scheme is the Council program for all festival and event funding assistance.

Compliance considerations

All clubs and community organisations are reminded that any community project that involves construction, extensions, renovations, refurbishments and/or upgrading of venues and facilities requires compliance consideration. It is important that groups always consider the following checklist prior to commencing, to ensure all relevant requirements are met, including but not limited to:

| COMPLIANCE ISSUE | COUNCIL DEPARTMENT | CONTACT PHONE |
|--|---|---------------|
| <ul style="list-style-type: none"> • Permission from the landowner and manager, approving your project to proceed | COS Infrastructure
<u>Other, for example:</u>
DSE - Crown Land
Foreshore Committee
Trustees, etc | 5232 9481 |
| <ul style="list-style-type: none"> • Determine if the site is subject to the Aboriginal Heritage Regulations. • Planning Scheme Provisions, including requests for vegetation removal. • Planning Permit/s. | Planning
Community Groups are required to provide written evidence that the land manager (Crown/Council land) has given consent when a planning application is lodged. | 5232 9412 |
| <ul style="list-style-type: none"> • Building Permits. • Factor in time and fees to process, plus costs for professional plans/designs to relevant Australian Standards | Building | 5232 9443 |
| <ul style="list-style-type: none"> • Occupational Health and Safety requirements | Risk Management | 5232 9463 |

| | | |
|--|---|------------------------|
| <ul style="list-style-type: none"> • Food Safety Standards Legislation. • Approval food premises design. • Registration of Premises and/or Temporary Food Premises Permit | Health | 5232 9429 |
| <ul style="list-style-type: none"> • Waste Management requirements | Waste | 5232 9556 |
| <ul style="list-style-type: none"> • Permission from utility providers / other agencies | <u>Examples:</u>
Barwon Water CCMA | 1300 656 007 5232 9100 |
| <ul style="list-style-type: none"> • Economic Development Potential for other funding | Consistency with Small Town Master plans
Grants availability | 52 329 523 |

Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

Future Planning

Council supports the development of community groups to become self sustaining through Strategic Planning, Action Plans and Business Plans that identify opportunities for growth and development. Evidence of planning must be provided as part of this application. Please note that Council provides support and resources to assist community organisations to undertake such planning.

Timelines and Notification

| | |
|---|-----------------------------------|
| Applications open | March 27 th March 2009 |
| Applications close | Friday 8 th May 2009 |
| Submissions evaluated | May - July 2009 |
| Notification of funding at Civic Reception | July 2009 |
| Project completion, evaluation forms returned | By May 2010. |

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. These sessions will be held on:

- **6th April 2009 7.00pm-8.00pm in the COPACC Meeting Room, cnr. Rae and Gellibrand Streets, Colac**
- **7th April 2009 7.00pm-8.00pm at Marrar Woon, Pengilly Street, Apollo Bay.**

Consideration of Applications

Applications will be considered by Council, following the closing date, **4.00pm Friday 8th May 2009**. Applications should be set out on the attached Application Form and be received prior to the closing date. Incomplete applications will not be considered.

Groups experiencing difficulty completing this form or who wish to discuss their project should attend an information session, or contact the relevant Council Officer for assistance well in advance of the closing date.

Allocations will be based on 50% subsidy i.e. a dollar for dollar basis. Preference will be given to organisations that have demonstrated a "self-help" attitude through inclusion of in-kind resources, a desire to contribute funding through cash from their own means and with documentation to support the organisation's 50% matching contribution.

Electronic versions of guidelines and application forms are available on Council's web site: www.colacotway.vic.gov.au and can be downloaded. Email applications can be accepted only if a scanned signature is included on the final page. Email applications as a Microsoft Office compatible attachment to ing@colacotway.vic.gov.au All applications must be received by the closing date. Applicants should note that the submission of an application **does not** guarantee funding of the proposal.

GST

GST legislation will apply to allocation of these funds. Organisations will be required to quote an Australian Business Number (ABN) or if an exemption applies to provide a written statement of entitlement to exemption (Supplier Statement). Supplier Statement forms are available on Council's web site: www.colacotway.vic.gov.au and can be downloaded.

Where an applicant organisation is GST registered, grant allocations will be calculated and assessed on income and expenditure excluding GST. In addition, organisations registered for GST will be required to submit a Tax Invoice to Council upon approval of their grant, including an additional 10% added to the approved grant amount.

Evaluation of Successful Projects

It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May -July 2009 evaluation process to provide further detail if required.

Organisations successful in receiving a grant will be expected to complete a brief acquittal report form within a month of the completion of the project. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included. Additionally, organisations are required to acknowledge Council's contribution to the completed project in a manner deemed appropriate by Council, such as signage, verbal or written acknowledgement etc. and to document this acknowledgement.

Lodgment

The closing date for applications is 4.00pm Friday 8th May 2009. All applications must be received by this time. Late applications cannot be considered.

Hard Copy Applications should be sent to:

**Community Projects Fund 2009/2010
Colac Otway Shire
PO Box 283
COLAC VIC 3250**

Email Applications must be sent by the closing date, as a Microsoft Office compatible attachment to ing@colacotway.vic.gov.au with the subject: **Community Projects Fund 2009/2010**

All applicants will receive written advice acknowledging receipt of their application within 1 week of receipt. Following the completion of assessments, all applicants will receive written advice in early July 2009 regarding the success of their application.

Two delegates from successful applicant groups will be invited to attend the Colac Otway Shire Community Funding Program Civic Reception July 2009 at COPACC.



Colac Otway
SHIRE

Naturally Progressive

**COMMUNITY FUNDING PROGRAM
APPLICATION FORM 2009/2010**

APPLICATION CATEGORY

Please tick one funding category under which you are applying for funds:

Community Projects Community Facilities COPACC Assistance

ORGANISATION DETAILS:

Name of applicant organisation

Postal Address

Contact Details

(Please ensure the nominated contact person/s are aware of all project details)

| Details | Primary Contact Person | Secondary Contact Person |
|-------------|------------------------|--------------------------|
| Name | | |
| Position | | |
| B. H. phone | | |
| Mobile | | |
| Fax | | |
| Email | | |

Facility Address for Project (if different from above, e.g. Recreation Facilities)

Recreation Reserve Master Plan? Yes No

If yes, please identify..... You must include a letter of support from the Recreation Reserve Committee of Management with this application.

Incorporation

| Yes | Number | No |
|-----|--------|----|
| | | |

Auspicing body if not incorporated (support letter required with this application)

| | | |
|--------------|--|--------|
| Auspice body | | |
| Address | | |
| Contact Name | | |
| Position | | |
| B. H. phone | | Mobile |

ABN Number

Supplier Statement must be completed if no ABN

GST Registration

| Yes | Number | No |
|-----|--------|----|
| | | |

PROJECT DETAILS:

| | |
|---|-----------------------|
| What is the name of the project? | |
| | |
| Description of the project? | |
| | |
| | |
| | |
| Proposed Timelines For Project:
Please indicate the key actions required for your project | |
| Key Actions | Completed date |
| | |
| | |
| | |
| | |

To assist Council in forward planning, please indicate future planned projects.

| | |
|----------------|--|
| 2010/11 | |
| 2011/12 | |

Please refer to weighting criteria below right.

| | |
|---|-----|
| <p>Why is this project needed?
 How is this project supported locally?
 What demand exists that has created the idea for this project?
 Do you have evidence to show why this approach will work?</p> | 15% |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| <p>How will the project be delivered?
 Will it involve knowledge and skills development?
 Will the project be an innovative and creative response to the issue?
 Will it be sustainable?
 How will you pay for it? (Budget form)</p> | 15% |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|---|-----|
| Who is involved?
Who will manage the project?
Who are the partners?
Will there be voluntary or in-kind contributions?
Does the project actively involve a range of stakeholders? | 20% |
|---|-----|

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|--|-----|
| What will it achieve?
Demonstrate the extent to which the project will: <ul style="list-style-type: none">• Support an increase in participation• Increase the range of formal and/or informal opportunities• Maximise the use or multi-use of a facility• Improve energy, water, waste or emission performance | 50% |
|--|-----|

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

FINANCIAL DETAILS:

Does your organisation currently receive funding support from Federal or State Government sources (please tick as appropriate)

| | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

Please provide details of any commercial source of income

| Source | Amount \$ |
|--------|-----------|
| | |

Has funding for this project been sought from any other agency? Partnerships are encouraged. (Please tick as appropriate)

| | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, please list

| Source | Amount \$ |
|--------|-----------|
| | |

Total of group/organisation contribution

| | | | |
|---------|----------------------|------------|----------------------|
| Cash \$ | <input type="text"/> | In-kind \$ | <input type="text"/> |
|---------|----------------------|------------|----------------------|

Funds requested from Council's Community Funding Program

| | |
|----|----------------------|
| \$ | <input type="text"/> |
|----|----------------------|

Total cost of project (please attach quotes)

| | |
|----|----------------------|
| \$ | <input type="text"/> |
|----|----------------------|

**Are you willing to accept partial funding?
(Please tick as appropriate)**

| | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, indicate priorities:

| |
|--|
| |
| |

Please provide as part of your application

- Latest financial statement or Treasurer's report.

FUTURE PLANNING:

Please provide as part of your application

- Risk Management Plan for the project, using the template provided
- Strategic or Business Plan for your Organisation

Will this project have any direct environmental or energy sustainability benefits such as water or energy saving Yes No

If yes, please indicate:

| |
|--|
| |
| |

BUDGET FORM

- Applicants must use the budget form provided.
- The budget should list the total income and expenditure and reflect all costs including inkind associated with the project.
- Applicants are expected to make at least a matching contribution in cash and/or volunteer labour inkind costed @ \$15 per hour for unskilled labour and \$25 per hour for professional services. Other inkind contribution such as donated goods or materials may also be included, as well as use of plant and equipment. Indicate inkind support on the expenditure column under the relevant headings as well as on the income column. You may also have grants, financial support and sponsorship from other sources. This should be indicated in the budget.
- Please ensure that total income EQUALS total expenditure i.e. the project must break even. This funding program does not support fundraising activities or projects.

| INCOME | \$ AMOUNT | EXPENDITURE | \$ AMOUNT |
|---|-----------|---|-----------|
| Council Community Funding Program Grant | \$ | Professional Fees | \$ |
| Other Grant (Describe) | \$ | Documentation Costs
e.g. photos, DVD's | \$ |
| Applicant's contribution
Cash | \$ | Planning Permit | \$ |
| | \$ | Building Permit | \$ |
| In-kind (Describe) | \$ | Materials / Equipment
(itemise) | \$ |
| | \$ | | \$ |
| Volunteer labour @ \$15 or
\$25 per hour. (Describe) | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| Other (Describe) | \$ | Other (Describe) | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| Total Income | \$ | Total Expenditure | \$ |

CHECK LIST Please confirm that you have included the following with your submission:

| | |
|---|----|
| ✓ | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| ✓ | NA |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

- Keep a copy of your application, including all attachments**
- Completed Application Form
- Completed Budget Table showing break-even result
- Attached Financial Statement or Treasurers Report
- Attached Quotations for works, fees, venue hire etc.
- Attached completed Risk Management template for the project
- Attached Strategic /Business Plan for the organisation
- Attached Support Letters (including auspicing body if applicable)

- Attached written permission from the Colac Otway Shire Infrastructure Manager
 - Attached written permission from the Land Owner and/or Manager, if other than COS
 - Attached written advice regarding Planning Scheme provisions
 - Attached written advice regarding Planning and/or Building Permits
 - Attached determination regarding Aboriginal Heritage Regulations
 - Attached evidence of compliance with Food Safety Standards Legislation
 - Registration of Premises and/or Temporary Food Premises Permit
 - Attached Waste Management Plan
 - Supplier Statement
 - Other – photographs, resumes etc (please describe)
-

DECLARATION

I, (name)
the Club / Organisation President / Treasurer /School Principal / Other
 (indicate)
agree that the details provided in this funding application are true and correct.
I also certify that the Club / Organisation Committee / Other (indicate)
 **has approved the submission of this application.**

Name: _____

Position: _____

Signature: _____

Date: _____

Privacy Notification
 Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9472.

I/we acknowledge the above and confirm the above information is correct and approve the use of this data on the Colac Otway Shire applicants' data base.

Signed: Date:/...../20.....

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM RISK MANAGEMENT TEMPLATE

| | |
|---------------------|-------|
| Project Group: | Date: |
| Project Location: | |
| Responsible Person: | |
| Job Title: | |
| Project Scope: | |

Hazards/Risk Areas of Concern (Tick if applicable)

- | | | | | |
|------------------------------------|---|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Chemical | <input type="checkbox"/> Asbestos | <input type="checkbox"/> Moving Equipment | <input type="checkbox"/> Electrical | <input type="checkbox"/> Heat |
| <input type="checkbox"/> Fumes | <input type="checkbox"/> Barriers | <input type="checkbox"/> Guarding | <input type="checkbox"/> Fluids | <input type="checkbox"/> Steam |
| <input type="checkbox"/> Vapours | <input type="checkbox"/> Confined Space | <input type="checkbox"/> Material Storage | <input type="checkbox"/> Hydraulic | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Fibres | <input type="checkbox"/> Manual Handling | <input type="checkbox"/> Slippery Surface | <input type="checkbox"/> Pneumatic | <input type="checkbox"/> Water |
| <input type="checkbox"/> Flammable | <input type="checkbox"/> Working From Heights | <input type="checkbox"/> Concealed cables | <input type="checkbox"/> Thermal | <input type="checkbox"/> Vibration |

Job Safety Analysis

| Activity / Process | Identified Hazard | Risk Rating | Control Measure | Reduced Risk Rating |
|--------------------|-------------------|-------------|-----------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please use an additional page if required

| | EFFECT OF RISK OCCURRING | | | | |
|---|--------------------------|------------|---------------|------------|-------------------|
| | Insignificant
1 | Minor
2 | Moderate
3 | Major
4 | Catastrophic
5 |
| LIKELIHOOD OF RISK OCCURRING | H | H | H | H | H |
| Is expected to occur in most circumstances | M | H | H | H | H |
| Will probably occur | L | M | H | H | H |
| Might occur at some time in the future | L | L | M | H | H |
| Could occur but doubtful | L | L | M | H | H |
| May occur but only in exceptional circumstances | L | L | M | H | H |



Colac Otway SHIRE

Naturally Progressive

FESTIVAL AND EVENT SUPPORT SCHEME FOR THE PERIOD JULY 2009 – JUNE 2010

APPLICATION GUIDELINES

The Colac Otway Shire recognises the importance of Festival and Events development in the municipality. The contribution of Festivals and Events to celebrating the region's diversity and cultural, economic and social development is highly valued.

The information contained in the package includes:

1. Eligibility Criteria
2. How to Apply
3. Scope
4. Aims and objectives
5. Sponsorship categories
6. Non conforming applications
7. COS Works Assistance
8. Sponsorship agreement
9. "Encore" Event Evaluation
10. Public liability and insurance
11. Acquittal – Evaluation
12. Application assessment
13. Funding available
14. Implementation

1. ELIGIBILITY CRITERIA

For the purposes of the Colac Otway Shire Festival and Support Scheme, the definition of an event is:

“Any planned activity where any structure (permanent or temporary), open area, roadway, (fenced or unfenced) will contain a number of persons greater than that normally surrounding the area prior to, during or after the event.”

Event Management: Planning Guide for Event Managers in Victoria, 2002.

Applications should assist in establishing new or providing support to existing community events and activities for the citizens and/or the promotion of the Colac Otway Shire. Preference is to be given to projects and to groups making a significant financial or “in kind” contribution to the project or program.

Applications are to be for financial assistance for seed funding for new events or specific established or existing event projects and programs, not for general ongoing administration costs. Applicants must demonstrate how their event contributes to the social, cultural and economic growth of the Colac Otway Shire.

This funding program provides seed funding to assist with the establishment of new event initiatives. The funding program also supports the development and growth of established events. (An established event is defined as an event that has been conducted for more than 3 years.)

The scheme does not support fundraising events, activities or projects.

The Colac Otway Shire Festival and Support Scheme is targeted at organisations with limited financial resources. Groups with commercial sources of income and Organisations which receive recurrent State Government support should declare their source of income in the application.

Funding under this scheme is restricted. Applicants with proposals for funding valued in excess of \$7,500 are encouraged to discuss event/festival related proposals with the Colac Otway Shire Council's Events Co-ordinator with an opportunity to explore alternative funding sources. Special consideration for promotional assistance will be given to organisations/groups which propose to conduct events on dates which are not utilised by other local events and events which are unique to this area and build on local features, products, environments and Council's strategic directions. Preference will be given to events that are supported by a business plan, that are organised co-operatively and where some of the funds are sourced through the organisation's own initiatives. Preference will be given to events where profits will be distributed back into the community.

2. HOW TO APPLY

Applications must be submitted on the attached application form. Applications should be typed where possible or completed in black ink. Any application that is considered incomplete or not in the required format may not be accepted. You are encouraged to discuss the eligibility of your application with the Events Co-ordinator ph 5232 9516 before you apply.

Electronic versions of guidelines and application forms are available on Council's web site: www.colacotway.vic.gov.au and can be downloaded. Email applications can be accepted only if a scanned signature is included on the final page. Email applications as a Microsoft Office compatible attachment to inq@colacotway.vic.gov.au All applications must be received by the closing date.

GST

GST legislation will apply to allocation of these funds. Organisations will be required to quote an Australian Business Number (ABN) or if an exemption applies to provide a written statement of entitlement to exemption (Supplier Statement). Supplier Statement forms are available on Council's web site: www.colacotway.vic.gov.au and can be downloaded.

Where an applicant organisation is GST registered, grant allocations will be calculated and assessed on income and expenditure excluding GST. In addition, organisations registered for GST will be required to submit a Tax Invoice to Council upon approval of their grant, including an additional 10% added to the approved grant amount.

Lodgment

The closing date for applications is 4.00pm Friday 8th May 2009. All applications must be received by this time. Late applications cannot be considered.

Hard Copy Applications should be sent to:

Festival and Events Support Scheme 2009/2010

**Colac Otway Shire
PO Box 283
COLAC VIC 3250**

Email Applications must be sent by the closing date, as a Microsoft Office compatible attachment to ing@colacotway.vic.gov.au with the subject: **Festival and Events Scheme 2009/2010**

All applicants will receive written advice acknowledging receipt of their application within 1 week of receipt.

IMPLEMENTATION FOR 2009

| | |
|---|------------------------------------|
| Applications open | Friday 27 th March 2009 |
| Closing date for applications | Friday 8 th May 2009 |
| Evaluation of applications | May - July 2009 |
| Notification of funding | July 2009 |
| Project completion, evaluation forms returned | May 2010 |

3. SCOPE

The scope of the Colac Otway Shire Festival and Support Scheme is broad and potential applicants are required to discuss their proposal with Council's Events Co-ordinator.

The Scheme supports new and established community events through the provision of financial assistance for costs associated with events. Examples of costs associated with events could include signage, promotional material, professional project management and hire costs (including performers, PA equipment, staging, portable toilets etc).

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual) sporting, culinary, environmental or could include markets, festivals and shows. Events should enhance the region's profile, develop community co-operation and cohesion, build local skills or in other ways have a positive impact on the local community.

4. AIMS AND OBJECTIVES

The aims and objectives of the Festivals and Events Support Scheme are to:

- Provide assistance to conduct established professional and quality festival or event activities within Colac Otway Shire.
- Improve the quality of life experiences for communities within the municipality by increasing access to quality festivals and events.
- Promote cultural diversity and greater awareness, appreciation and participation in activities within the Colac Otway Shire area.
- Promote a sense of pride and community identity.
- Stimulate visitation and tourism to the Colac Otway Shire area and increase economic and social development opportunities.
- Contribute to the recognition of the Colac Otway Shire area as a region to host festivals and events.
- Create an environment for innovation and creativity within the municipality.
- Assist established Festivals and Events (where appropriate and where feasible) to enable the Festival or Event become as self-sufficient as possible.

5. COLAC OTWAY SHIRE SPONSORSHIP CATEGORIES

The level of assistance recommended will be determined by the current or potential value of the festival/event to generate positive economic impacts and enhance the social and cultural benefits within the community.

There are five levels of funding categories specific to the Colac Otway Shire Festival and Support Scheme in relation to the sponsorship of events. They are Platinum, Gold, Silver, Bronze and Seed funding which are defined as follows:

| Sponsorship Funding Category | Sponsorship Benefit Commercial Event | Sponsorship Benefit Community Event |
|---|--|---|
| 1. Platinum Sponsorship (up to \$7500) | <p>This level of sponsorship is available to Major Events with an international significance, significant "Icon Status" events within the Colac Otway Shire.</p> <p>Events in this category attract 5,000 or more attendees.</p> <p>Events within this category will provide significant benefits to the Colac Otway Shire in terms of economic, social and cultural growth to the region.</p> <p>The event will also provide a significant promotional and marketing opportunity (including print, signage, TV, radio and web) to the Colac Otway Shire.</p> | <p>This level of sponsorship is available to Major Community Events. Events in this category attract 5,000 or more attendees.</p> <p>Events within this category will provide significant benefits to the Colac Otway Shire in terms of at least two of the following areas: economic, social and cultural contributions to the local community.</p> <p>Events within this category must demonstrate a significant community focus.</p> |
| Sponsorship Funding Category | Sponsorship Benefit Commercial | Sponsorship Benefit Community |
| 2. Gold Sponsorship (up to \$5,000) | <p>This level of sponsorship is available to Major Events with considerable significance within the Colac Otway Shire.</p> <p>Events in this category attract between 2,000-5,000 attendees</p> <p>Events within this category will provide strong benefits to the Colac Otway Shire in terms of economic, social and cultural contributions to the local community.</p> <p>The event will also provide considerable promotional marketing opportunity (including print, signage, radio and web) to the Colac Otway Shire and be a motivator for people to visit the region.</p> | <p>This level of sponsorship is available to Community Events with considerable significance within the Colac Otway Shire.</p> <p>Events in this category attract between 2,000-5,000 attendees</p> <p>Events within this category will provide strong benefits to the Colac Otway Shire in terms of at least two of the following areas: economic, social and cultural contributions to the local community.</p> <p>Events within this category must demonstrate a strong community focus.</p> |
| Sponsorship Funding Category | Sponsorship Benefit Commercial | Sponsorship Benefit Community |
| 3. Silver Sponsorship (up to \$2,500) | <p>This level of sponsorship is available to Minor Events within the Colac Otway Shire.</p> <p>Events in this category attract between 1,000 - 2,000 attendees.</p> <p>Events within this category will provide reasonable benefits to the Colac Otway Shire in terms of economic, social and cultural growth to the region.</p> | <p>This level of sponsorship is available to Community Events within the Colac Otway Shire, which attract between 1,000 - 2,000 attendees.</p> <p>Events within this category will provide reasonable benefits to the Colac Otway Shire in terms of at least two of the following areas: economic, social and cultural contributions to the local community.</p> |

| | | |
|---|--|--|
| | The event will also provide some promotional and marketing opportunity (including print, signage, and web) to the Colac Otway Shire and may be a motivator for people to visit the region. | Events within this category must demonstrate reasonable community focus. |
| Sponsorship Funding Category | Sponsorship Benefit Commercial | Sponsorship Benefit Community |
| 4. Bronze Sponsorship (under \$1000) | <p>This level of sponsorship is available to Minor Events within the Colac Otway region.</p> <p>Events in this category will have an attendance of up to 1,000..</p> <p>Events within this category will provide some benefits to the Colac Otway Shire in terms of economic, cultural and social growth to the region.</p> <p>The event will also provide some promotional marketing opportunity (including print, signage and web) to the Colac Otway Shire and may be a motivator for people to visit the region.</p> | <p>This level of sponsorship is available to Minor Community Events within the Colac Otway region.</p> <p>Events in this category will have an attendance of up to 1,000..</p> <p>Events within this category will provide some benefits to the Colac Otway Shire in terms of at least two of the following areas: economic, cultural and social growth to the region.</p> <p>Events within this category must demonstrate some community focus.</p> |
| Sponsorship Funding Category | Sponsorship Benefit Commercial | Sponsorship Benefit Community |
| 5. Seed Funding (under \$1000) | This level of sponsorship is available to newly established events within the Colac Otway region. | This level of sponsorship is available to newly established events within the Colac Otway region. |

6. NON-CONFORMING APPLICATIONS

Applications found to be ineligible will be notified in writing as part of the assessment process.

Council will not sponsor the following:

- Festivals or Events that do not have a strong community base.
- Festivals or Events which are conducted completely outside the boundaries of the Colac Otway Shire.
- Duplication or replacement of other sources of funding for existing activities.
- Festivals which start before 1st July 2008 or after 30th June 2009.
- A major Festival or Event clashes with another Colac Otway Shire Festival or Event.

7. COS WORKS ASSISTANCE/EQUIPMENT

Where an event requires the assistance of COS Works (i.e. supply or delivery of equipment necessary to hold an event), applicants are requested to contact COS Works to obtain a quote. The amount quoted must be included in the budget section of the application form when applying for funding. The cost of "in kind" assistance provided by COS Works will form part of the amount funded by Council. "In kind" support is defined as support for any event with resources or products rather than money.

8. THE SPONSORSHIP AGREEMENT

Successful applicants will be required to enter into an agreement with the Colac Otway Shire Council.

Larger festivals and events may wish to select one or more aspects of their program to be sponsored by the Colac Otway Shire. The Colac Otway Shire would then be recognised as a major sponsor of that event component or as a general sponsor of the overall festival or event. Acknowledgment will be commensurate with the nature of the project and level of support provided.

At a minimum, the Sponsorship Agreement includes:

- Colac Otway Shire signage at all activities and events related to the project.
- Recognition of Colac Otway Shire sponsorship in all advertising and promotional material.
- All printed material including invitations, fliers, posters and programs must include the Colac Otway Shire logo.
- An opportunity must be provided for a Colac Otway Shire representative to speak at key events and activities.
- Inclusion of sponsor message in the festival or event program and related publications.
- Colac Otway Shire flags or banners may be required by Council to be erected in designated positions.
- The organisers must provide the Colac Otway Shire Events Co-ordinator with regular information updates on the project.
- Sponsor invitation for key Colac Otway Shire representatives.
- Agreement of Event/Festival organiser to implement Encore Event Evaluation Kit.
- Agreement of Event/Festival organiser to ensure the event is a "Waste Wise" event.
- Opportunity for inclusion of Otway Tourism Inc signage at all activities and events related to the project (Depending on the nature of the event, this may be expanded to include the physical presence of Otway Tourism via a display stand featuring membership brochures).
- Colac Otway Shire marquee (6m x 3m) for use at event.

9. ENCORE EVENT EVALUATION

Successful applicants will be required to implement the "Encore Festival and Event Evaluation" software package supplied by Council. This kit will enable festival and event organisers to assess the amount of new funds that are injected into the region as a result of their event. Encore enables a method of collecting key demographic, marketing and visitor satisfaction data to assist the ongoing improvement of festivals and events.

10. PUBLIC LIABILITY AND INSURANCE

A Public Liability Insurance Policy for at least ten million dollars (\$10 million) for the festival/event must be obtained by the Festival organiser prior to the funds being released by the Colac Otway Shire Festivals and Events Support Fund.

11. ACQUITTAL (Evaluation and Financial reports)

It is a condition of sponsorship that a written, detailed brief and financial report be submitted within six (6) weeks of the end of the festival.

The financial statement must detail the expenditure of the amount and purpose of the grant against the budget submitted. Any unexpended funds must be returned to the Colac Otway Shire.

Evidence of all printed material is imperative. Printed material featuring the Council logo and clippings of media exposure should accompany the evaluation report. Colac Otway Shire and Otways Tourism Inc will have the ability to utilise promotional material for their own promotional purposes.

An acquittal report pro-forma is available.

12. ASSESSMENT

Applications will be submitted to a Council Sub-committee who will assess the recommended applications which will then be ratified by Council. Your application will form part of Council's Budget process for the following financial year.

Assessment Criteria

Factors taken into account when assessing applications include:

| Assessment Criteria | Weighting |
|--|-----------|
| Social opportunities - Detail the community benefits provided by the project both short and long term | 20% |
| Economic Development opportunities - Describe how the project stimulates visitation/tourism and increases economic development opportunities for residents of the Colac Otway Shire | 20% |
| Cultural opportunities
Describe how the event contributes towards the development of community arts & culture, networks, programs and/or projects. | 20% |
| Does the organisation meet eligibility requirements including availability of the organisation's matching contribution | 10% |
| Are the aims and objectives of the proposal achievable and realistic. | 10% |
| Provision of sufficient documentation for the proposal including letters of support, quotes etc | 10% |
| Marketing/promotional opportunity | 10% |

Applicants should note that the submission of an application **does not** necessarily guarantee funding of the proposal.

13. AVAILABLE FUNDING

The level of assistance available through the Festivals and Events Support Scheme is limited by Council's budget.

No applicant can be guaranteed sponsorship nor can any applicant be guaranteed funding to the level requested. Please note that Council cannot totally fund any festival or event, nor does it fund retrospectively. Council's ongoing support should not be relied upon as each year applications will be assessed in conjunction with other applications and will be determined on funding available.

An unsuccessful application does not necessarily mean that the project or activity is unworthy of support. An application could be rejected because of limited resources or the need to balance support given to a wide range of festivals and events after considering the assessment criteria.

14. IMPLEMENTATION

Upon notification of a successful application, the applicant organisation will negotiate the required services with the Events Co-ordinator. This will include participation in Council's Event approval process and attendance at Council "E Team" meetings as part of the four step Event Approval process.



Colac Otway
SHIRE

Naturally Progressive

**FESTIVAL & EVENT SUPPORT SCHEME
APPLICATION FORM 2009/2010**

ORGANISATION DETAILS:

Name of applicant organisation

| |
|--|
| |
|--|

Postal Address

| |
|--|
| |
|--|

Contact Details

(Please ensure the nominated contact person/s are aware of all project details)

| Details | Primary Contact Person | Secondary Contact Person |
|----------------|-------------------------------|---------------------------------|
| Name | | |
| Position | | |
| Work phone | | |
| Home phone | | |
| Mobile | | |
| Email | | |
| Fax | | |

Incorporation

| | | | | | |
|------------|--|---------------|--|-----------|--|
| Yes | | Number | | No | |
|------------|--|---------------|--|-----------|--|

Auspecting body if not incorporated (support letter required with this application)

| | |
|---------------------|--|
| Auspice body | |
| Address | |
| Contact Name | |
| Position | |
| B. H. phone | |
| Mobile | |

ABN Number

| |
|--|
| |
|--|

Supplier Statement must be completed if no ABN

GST Registration

| | | | | | |
|------------|--|---------------|--|-----------|--|
| Yes | | Number | | No | |
|------------|--|---------------|--|-----------|--|

EVENT PROJECT DETAILS:

1. Name and Description of Event - Please include event name and a brief description of the type of event you are running, including estimated number of visitors this event is likely to attract and estimated number of participants from the community.

2. Detail Event component to be funded by Council -(Please itemise the specific event component(s) that Council funding will be expended upon i.e. hire of stage, hire of performers, etc.

3. Nominate Sponsorship Funding Category

- | | | | | |
|--------------------------------|------------|--------------------------|-----------|--------------------------|
| 1. Platinum (up to \$7,500) | Commercial | <input type="checkbox"/> | Community | <input type="checkbox"/> |
| 2. Gold (up to \$5,000) | Commercial | <input type="checkbox"/> | Community | <input type="checkbox"/> |
| 3. Silver (up to \$2,500) | Commercial | <input type="checkbox"/> | Community | <input type="checkbox"/> |
| 4. Bronze (under \$1,000) | Commercial | <input type="checkbox"/> | Community | <input type="checkbox"/> |
| 5. Seed funding (up to \$1000) | Commercial | <input type="checkbox"/> | Community | <input type="checkbox"/> |

4. Social opportunities - Detail the community benefits provided by the project both short and long term.

Short term community benefits:

Long term community benefits:

5. Economic Development opportunities - Describe how the event encourages increased tourism opportunities to this municipality, and how your festival will generate local economic activity.

| |
|--|
| |
|--|

6. Cultural opportunities- Describe how the event contributes towards the development of community arts & culture development, networks, programs and/or projects.

| |
|--|
| |
|--|

7. Please provide details of community need for this proposal. Please attach support letters and detail what discussions you have held with related groups in the area about this project.

| |
|--|
| <p>Please attach letters of support.</p> <p>Detail discussions held with related groups to demonstrate community need.</p> |
|--|

8. Proposed Timelines for Project: Please indicate the key actions required for your project.

| Key tasks | Completed date |
|-----------|----------------|
| | |
| | |
| | |
| | |

9.To assist Council in forward planning please indicate future planned projects

| | |
|----------------|--|
| 2010/11 | |
| 2011/12 | |

FINANCIAL DETAILS:

Does your organisation currently receive funding support from Federal or State Government sources (tick as appropriate)

Yes

No

Please provide details of any commercial source of income

| Source | Amount \$ |
|--------|-----------|
| | |
| | |

Has funding for this project been sought from any other body for this project?

Yes

No

If yes, please list

| Source | Amount \$ |
|--------|-----------|
| | |

Total cost of project (please attach quotes, including COS Works)

\$

Total of group/organisation contribution

| Cash | In-kind |
|-------------------------|-------------------------|
| \$ <input type="text"/> | \$ <input type="text"/> |

Funds requested from Council's Festival and Event Support Scheme

\$

Are you willing to accept partial funding?

Yes

No

If yes, indicate priorities:

| |
|--|
| |
| |
| |

Does the organisation have the following?

Risk Management Plan? Yes No In progress

Strategic, Action or Business Plan? Yes No In progress

BUDGET FORM

Applicants must use the budget form provided.

The budget should list the total income and expenditure and reflect all costs associated with the project.

Applicants are expected to make at least a matching contribution in cash and/or volunteer labour costed @ \$15 per hour for unskilled labour and \$25 per hour for professional services. Other in-kind contribution such as donated goods or materials may also be included, as well as use of plant and equipment. Indicate in-kind on the expenditure column under the relevant headings as well as the income column. You may also have grants, financial support and sponsorship from other sources. This should be indicated in the budget.

Please ensure that total income EQUALS total expenditure i.e. the project must break even.

| EXPECTED INCOME | \$ AMOUNT | EXPECTED EXPENDITURE | \$ AMOUNT |
|---|-----------|---|------------------|
| Earned Income | | Project Costs | |
| Participant's Fees | \$ | Fees | \$ |
| Ticket sales | \$ | Travel | \$ |
| Other (Describe) | \$ | Accommodation | \$ |
| Grants | | Materials/ Equipment | (itemise) |
| Council Festival and Event Support Scheme | \$ | | \$ |
| Cos Works Assistance (in-kind assistance) | | Cos Works Assistance | |
| Other (Describe) | \$ | | \$ |
| | | | \$ |
| Applicants contribution | | | \$ |
| Cash | \$ | | \$ |
| In-kind equipment (Describe) | \$ | Insurance | \$ |
| Volunteer labour @ \$15 or \$25 per hour. (Describe) | \$ | Other (Describe) | \$ |
| | | | |
| Other Income | | Administration Costs | |
| Donations | | Telephone, fax, photocopying etc. | \$ |
| Sponsorship | | Marketing Costs e.g. publicity and advertising | \$ |
| Other (Describe) | | Documentation Costs e.g. photographs, videos | \$ |
| | | Contingency @ 3% | \$ |
| | | | |
| Total Income \$ | | Total Expenditure \$ | |

CHECK LIST Please confirm that you have included the following with your submission:

- | | |
|---|--|
| ✓ | Keep a copy of your application, including all attachments |
| | Completed application form |
| | Budget Table showing break even result |
| | Financial Statement or Treasurer's Report |
| | Attached Quotes (For items to be funded by Council) |
| | Support Letters |
| | Supplier Statement (if applicable) |

| |
|--|
| <p>DECLARATION</p> <p>I, (name)
 the Club / Organisation President / Treasurer / School Principal / Other
 (indicate)
 agree that the details provided in this funding application are true and correct.
 I also certify that the Club / Organisation Committee / Other (indicate)
 has approved the submission of this application.</p> <p>Name: _____</p> <p>Position: _____</p> <p>Signature: _____</p> <p>Date: _____</p> |
|--|

Privacy Notification

Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9472.

I/we acknowledge the above and confirm the above information is correct and approve the use of this data on the Colac Otway Shire applicants' data base.

Signed: Date:/...../20.....

OM092502-8 FINANCIAL PERFORMANCE REPORT

| | | | |
|-------------|----------------------------------|-----------|--------------|
| AUTHOR: | Ashley Roberts | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN00392 |

Introduction

The following Financial Performance Report is for the seven month period to the end of January 2009.

Budget Variances

Rates and Charges of \$18.0m raised. Projected accumulated cash deficit of \$0.14m, due to increased compliance costs (\$0.5m); increased contractors costs.

Cash Position

Net cash inflow of approx \$0.14m for the month of January 2009. Improved cash position of \$0.56m compared to previous year.

Rates Debtors

Rates to the value of \$18.0m raised. Percentage collected similar to previous year at 35.80% compared to 36.00% for 2007/8. Full year payments due 16 February. Third instalments due 28 February.

Trade Creditors

Total creditors paid of \$1.40m for month of January, compared to \$2.25m previous year. Previous year figures include \$0.5m payment for Apollo Bay marina redevelopment, and \$0.14m payment for Road Resealing contract.

Interest on Investment

Interest received for the month of January of \$6,190.00. Current interest rate is 4.15%. Interest rates expected to drop to 3.15% for February. Lower cash carrying balance combined with falling interest rates is resulting in lower interest income.

Capital Works (to date)

| | |
|--|---------|
| Cosworks Unsealed Roads Rehabilitation | \$0.51m |
| Resealing Program | \$0.43m |
| Larpent Road | \$0.38m |
| Plant Replacement | \$0.35m |
| Cosworks Plant Replacement | \$0.21m |
| Cosworks Local Sealed Roads Rehabilitation | \$0.14m |
| Special Charge Scheme – Slater St | \$0.13m |
| Cosworks Drainage Works | \$0.09m |
| Birregurra Footpath Replacement | \$0.09m |
| Bus Shelters Colac | \$0.08m |
| Cosworks Aggregate | \$0.08m |
| Poorneet Road | \$0.08m |
| IT Equipment Upgrades | \$0.07m |
| Virtualisation Project | \$0.06m |
| Council Building Asset Renewal Program | \$0.05m |
| Binns Rd (Better Roads) | \$0.05m |
| Cosworks Footpaths | \$0.04m |
| Apollo Bay Transfer Station-Land Acquisition | \$0.04m |
| Irrewillipe Rd Final Seal | \$0.04m |
| Bromfield St Pollution Trap | \$0.04m |

| | |
|-----------------------------------|----------------|
| IT Server Replacement | \$0.04m |
| Slater Street Construction | \$0.04m |
| Cosworks Sealed Rds Rehab Program | \$0.04m |
| Apollo Bay Footpaths | \$0.03m |
| Marks St Special Charge Scheme | \$0.03m |
| Road Furniture Upgrade | \$0.03m |
| Carpendeit Rd Final Seal | \$0.03m |
| BWFC Roof Access | \$0.03m |
| BWFC Spa/Sauna Refurbishment | \$0.03m |
| Total | <u>\$2.61m</u> |

Attachment

1. Financial Performance Report for month ending January 2009

Recommendation(s)

That the Financial Performance Report to the end of January 2009 be received.

~~~~~U~~~~~



**FINANCIAL PERFORMANCE REPORT**  
**FOR MONTH OF JANUARY 2009**

**TABLE OF CONTENTS**

|    |                              | Page |
|----|------------------------------|------|
| 1  | Budget Variances             | 1    |
| 2  | Operating Statement          | 2    |
| 3  | End of Year Predicted Result | 3    |
| 4  | Working Capital Ratio        | 3    |
| 5  | Cash Position                | 4    |
| 6  | Rates Debtors                | 4    |
| 7  | Other Debtors                | 5    |
| 8  | Trade Creditors              | 6    |
| 9  | Loan Liability               | 6    |
| 10 | Interest on Investment       | 7    |
| 11 | Capital Works                | 8    |

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

**Summary by Service**

|                                | <b>Actual<br/>31-Jan-09</b> | <b>Budget</b>      | <b>Forecast</b>    | <b>% Actual<br/>of Forecast</b> |
|--------------------------------|-----------------------------|--------------------|--------------------|---------------------------------|
| <b>GOVERNANCE</b>              | \$2,532,194                 | \$4,160,126        | \$4,708,021        | 53.78%                          |
| <b>INFRASTRUCTURE</b>          | \$1,418,657                 | \$5,573,556        | \$5,238,199        | 27.08%                          |
| <b>STRATEGIC DEVELOPMENT</b>   | \$2,913,974                 | \$5,143,800        | \$5,439,207        | 53.57%                          |
| <b>DEBT SERVICES</b>           | \$475,900                   | \$682,700          | \$682,700          | 69.71%                          |
| <b>CAPITAL WORKS</b>           | \$2,622,156                 | \$6,014,029        | \$6,108,410        | 42.93%                          |
| <b>RATES</b>                   | (\$15,472,416)              | (\$15,542,939)     | (\$15,520,898)     | 99.69%                          |
| <b>OTHER INCOME</b>            | (\$2,494,937)               | (\$4,950,351)      | (\$4,989,873)      | 50.00%                          |
| <b>Net from Revenue</b>        | <u>(\$8,004,472)</u>        | <u>\$1,080,921</u> | <u>\$1,665,766</u> |                                 |
| <b>APPROPRIATION</b>           | (\$1,551,009)               | (\$1,551,009)      | (\$1,551,009)      |                                 |
| <b>(SURPLUS)/DEFICIT C/FWD</b> | <u>(\$9,555,481)</u>        | <u>(\$470,088)</u> | <u>\$114,757</u>   |                                 |

**Points to Note**

**Governance**

- Insurance premiums paid.
- Community Minor Projects Grants provided
- Workcover premiums paid

**Infrastructure**

- Approx \$1.34m Cosworks maintenance.
- Waste Management Charges raised for the full year.

**Strategic Development**

- Tourism Memberships paid
- Building fees higher than budgeted
- Minor Recreation Facilities Projects Grants provided

**Debt Services**

- No new loan borrowings for year
- Loan 5 set to be extinguished during year

**Capital Works**

- Approx \$1m carried forward expenditure on Marengo Transfer Station

**Rates**

- Total rates of \$15.8m raised.

**Other Income**

- Second quarter Grants Commission funding received.

**Appropriation**

- Accumulated cash surplus brought forward from 2007/08 of \$1.55m

## OPERATING STATEMENT

|                                                   | January<br>YTD ACTUAL | BUDGET              | FORECAST            | NOTE |
|---------------------------------------------------|-----------------------|---------------------|---------------------|------|
| <b>OPERATING REVENUE</b>                          |                       |                     |                     |      |
| Rates                                             | \$13,457,031          | \$13,454,089        | \$13,426,898        |      |
| Garbage Charge                                    | \$2,141,646           | \$2,143,599         | \$2,156,000         |      |
| Municipal Charge                                  | \$2,010,406           | \$2,003,850         | \$2,009,000         |      |
| Grants Commission                                 | \$2,494,937           | \$4,950,351         | \$4,989,873         |      |
| Recurrent Grants & Subsidies                      | \$1,857,470           | \$2,525,619         | \$2,562,279         |      |
| Non-recurrent Grants & Subsidies                  | \$1,024,827           | \$3,095,871         | \$3,972,516         | 1    |
| Charges Fees & Fines                              | \$2,182,704           | \$3,862,919         | \$3,883,286         | 2    |
| Reimbursements & Contribution                     | \$387,649             | \$442,923           | \$746,480           | 3    |
| Interest Revenue                                  | \$129,932             | \$420,000           | \$480,000           |      |
| Donated assets                                    | \$81,083              | \$139,000           | \$139,000           |      |
| <b>TOTAL OPERATING REVENUE</b>                    | <b>\$25,767,684</b>   | <b>\$33,038,221</b> | <b>\$34,365,332</b> |      |
| <b>OPERATING EXPENDITURE</b>                      |                       |                     |                     |      |
| Employee Costs                                    | \$5,754,641           | \$10,875,000        | \$10,749,589        |      |
| Materials & Services                              | \$6,366,272           | \$11,671,000        | \$12,717,977        | 4    |
| Plant Costs                                       | \$407,734             | \$427,000           | \$548,955           |      |
| Loan Interest                                     | \$134,848             | \$190,500           | \$190,600           |      |
| Grants & Donations                                | \$125,425             | \$140,900           | \$151,900           |      |
| Other                                             | \$545,149             | \$936,883           | \$978,114           |      |
| Depreciation                                      | \$4,742,500           | \$8,430,000         | \$8,130,000         |      |
| Written Down Value - Assets Sold                  | \$320,833             | \$550,000           | \$550,000           | 5    |
| <b>TOTAL OPERATING EXPENDITURE</b>                | <b>\$18,397,402</b>   | <b>\$33,221,283</b> | <b>\$34,017,135</b> |      |
| <b>NET SURPLUS/(DEFICITS)<br/>FROM OPERATIONS</b> |                       |                     |                     |      |
|                                                   | <b>\$7,370,282</b>    | <b>(\$183,062)</b>  | <b>\$348,197</b>    |      |
| Proceeds from Sales                               | \$160,781             | \$550,000           | \$563,000           |      |
| Property, Plant & Equipment Write Off             | (\$87,500)            | (\$150,000)         | (\$150,000)         |      |
| <b>RESULTING FROM OPERATIONS</b>                  | <b>\$7,443,563</b>    | <b>\$216,938</b>    | <b>\$761,197</b>    |      |

### Notes

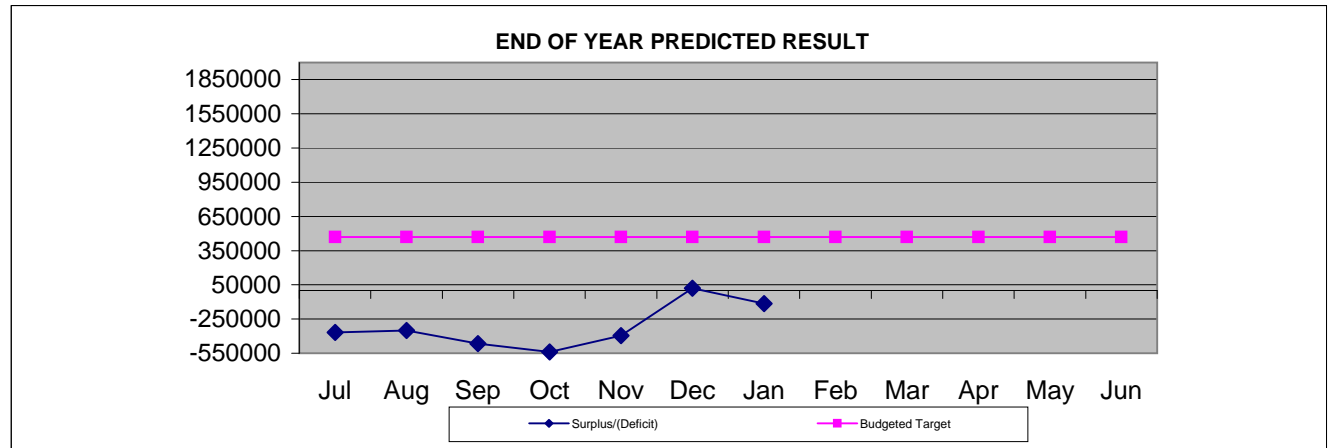
- 1 Non-Recurrent Grants & Subsidies
  - Living Libraries grant \$0.1m received
  - Joint Use Sports Facilities Grant \$0.2m received
  - Additional funding sourced Beechy Centre \$0.4m; Landfill Rehabs \$0.2m
- 2 Charges, Fees & Fines
  - Council Property rentals raised
- 3 Reimbursements and Contributions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

### END OF YEAR PROJECTED RESULT

Predicted accumulated cash surplus/deficit position as at 31/01/2009.

#### Comments

Estimated accumulated cash surplus \$0.4m  
Projected cash deficit as at 31/01/2009 forecast at approx \$0.14m



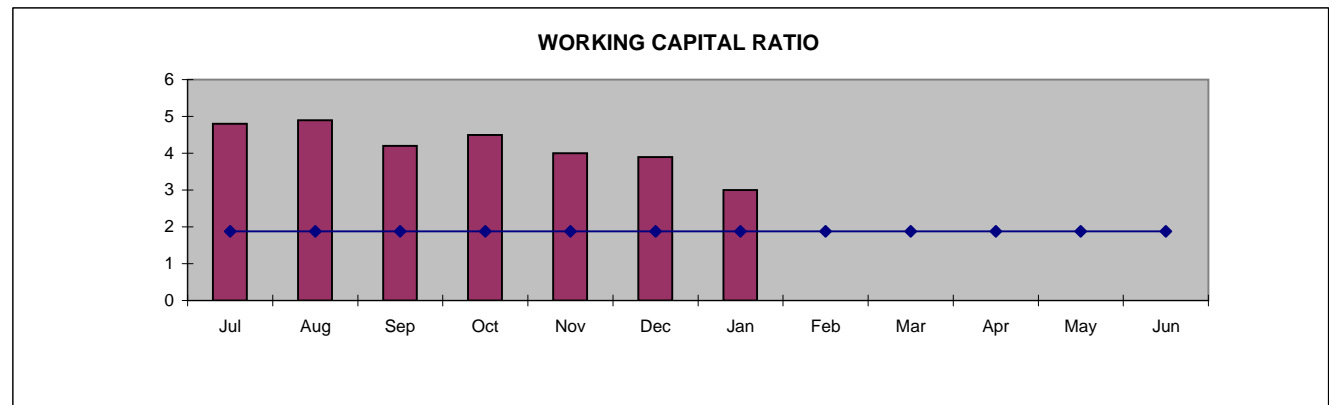
### WORKING CAPITAL RATIO

To assess Council's ability to meet current commitments.

#### Comment

Current Ratio of 3.0:1 as at 31/01/09

Estimated to be 1.88:1 at 30/06/09





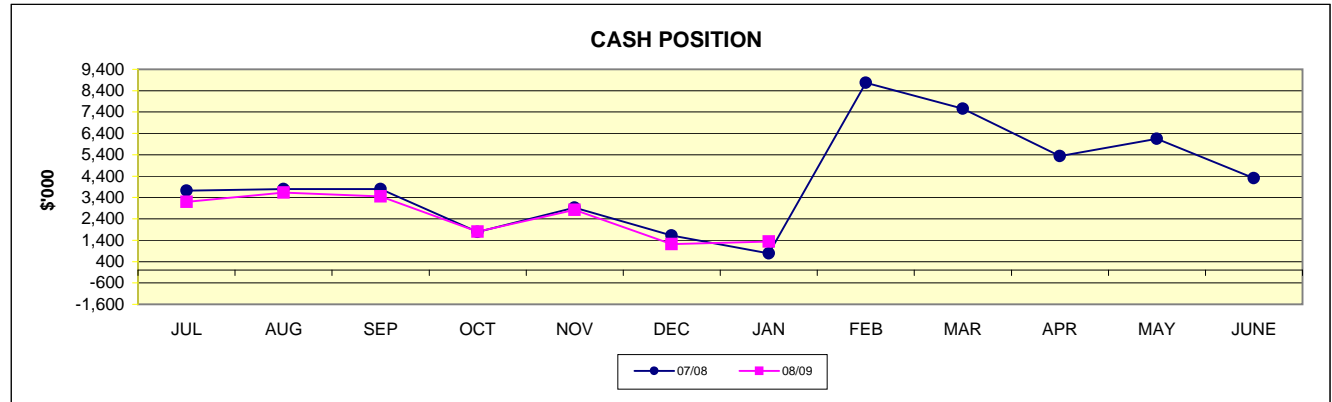
## CASH POSITION

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

### Comment

Net cash inflow approx. \$0.14m for January 2009. Increased cash position of approx \$0.56m as compared to previous year.

|         | 2008/09  | 2007/08  |
|---------|----------|----------|
| Income  | \$2.69m  | \$2.33m  |
| Exp.    | -\$2.55m | -\$3.16m |
| Net     | \$0.14m  | -\$0.83m |
| Balance | \$1.34m  | \$0.78m  |



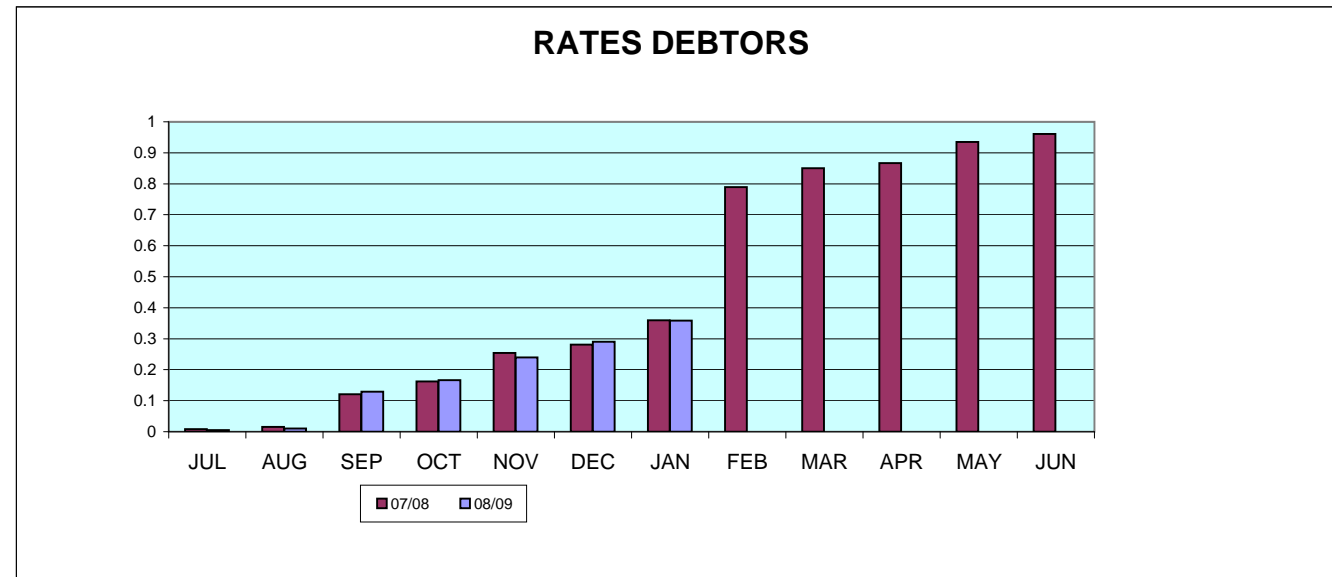
## RATES DEBTORS

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

### Comment

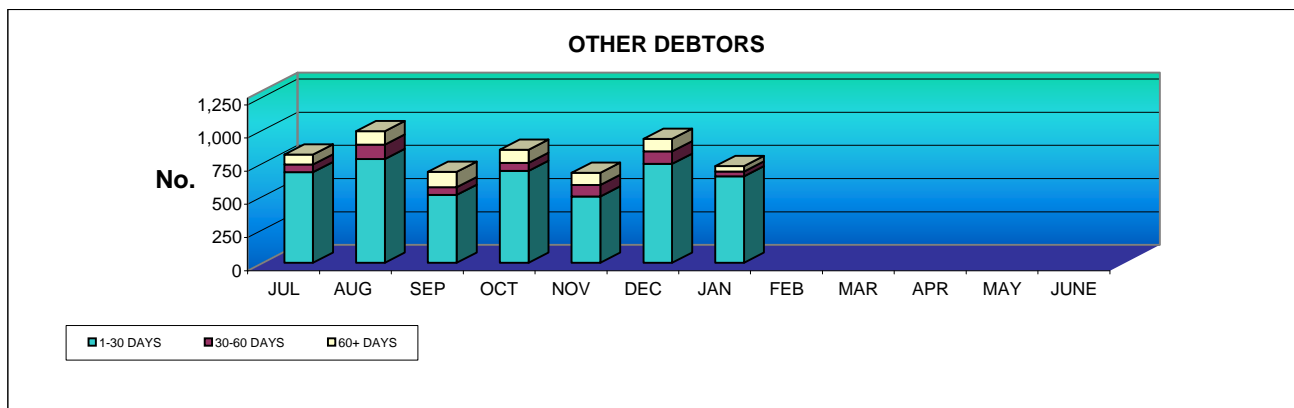
Rates to the value of \$18.0m raised. Collection % slightly up on previous year.

|           | 000's    | 2008/09 | 2007/08 |
|-----------|----------|---------|---------|
| July      | \$17,928 | 0.50%   | 0.80%   |
| August    | \$17,841 | 1.00%   | 1.60%   |
| September | \$15,687 | 12.90%  | 12.10%  |
| October   | \$15,027 | 16.60%  | 16.19%  |
| November  | \$13,681 | 24.00%  | 25.40%  |
| December  | \$12,797 | 29.00%  | 28.10%  |
| January   | \$11,569 | 35.80%  | 36.00%  |
| February  |          |         |         |
| March     |          |         |         |
| April     |          |         |         |
| May       |          |         |         |



## OTHER DEBTORS

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



|                      | NUMBER     | AMOUNT           | % OF TOTAL  |
|----------------------|------------|------------------|-------------|
| 1-30 Days^           | 112        | \$269,995        | 31%         |
| 30-60 Days^          | 5          | \$10,099         | 1%          |
| 60+ Days^            | 40         | \$215,159        | 25%         |
| Payment Arrangements | 1          | \$25,833         | 3%          |
| Final Notice         | 0          | \$0              | 0%          |
| Debt Collectors      | 1          | \$2,685          | 0%          |
| Other Debtors*       | 603        | -\$12,070        | -1%         |
| Private Schemes      | -          | \$325,482        | 38%         |
| Harbour              | 10         | \$29,177         | 3%          |
| <b>TOTAL</b>         | <b>772</b> | <b>\$866,362</b> | <b>100%</b> |

|                 | WORKS           | MISC             | TOTAL            | % OF TOTAL  |
|-----------------|-----------------|------------------|------------------|-------------|
| 1-30 DAYS       | \$2,391         | \$267,604        | \$269,995        | 31%         |
| 30-60 DAYS      | \$950           | \$9,149          | \$10,099         | 1%          |
| 60+ DAYS        | \$15,852        | \$227,825        | \$243,677        | 28%         |
| Other Debtors*  | -               | -                | -\$12,070        | -1%         |
| Private Schemes | -               | -                | \$325,482        | 38%         |
| Harbour         | -               | -                | \$29,177         | 3%          |
| <b>TOTAL</b>    | <b>\$19,193</b> | <b>\$504,578</b> | <b>\$866,362</b> | <b>100%</b> |

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

^ Values are for Works & Miscellaneous debtors only

Major debtors outstanding greater than \$20,000.

|                                               | 1-30 DAYS           | 30-60 DAYS        | 60+ DAYS            | TOTAL               | COMMENT                                                                            |
|-----------------------------------------------|---------------------|-------------------|---------------------|---------------------|------------------------------------------------------------------------------------|
| Regional Development Victoria                 | \$122,815.00        | \$0.00            | \$33,000.00         | \$155,815.00        | Carpenteit Bungador Rd, Colac & Apollo Bay Structure Plans Amandment & Regional Tr |
| Department of Premier & Cabinet               | \$49,500.00         | \$0.00            | \$0.00              | \$49,500.00         | Contribution to COPACC                                                             |
| Vicroads ( Agency Account)                    | \$47,359.14         | \$0.00            | \$0.00              | \$47,359.14         | Administration & Operation of Colac Agency                                         |
| Wheelie Waste                                 | \$12,650.19         | \$6,056.75        | \$11,313.92         | \$30,020.86         | Tipping Fees & Bins                                                                |
| Apollo Bay Fisherman's Co-Operative           | \$0.00              | \$0.00            | \$24,739.00         | \$24,739.00         | Annual Rental 2008-9                                                               |
| Municipal Association of Victoria             | \$23,760.00         | \$0.00            | \$0.00              | \$23,760.00         | 1st Payment Events " Make Them Your Business"                                      |
| Dept Planning & Community Development         | \$4,253.26          | \$0.00            | \$18,243.94         | \$22,497.20         | Neighbourhood Renewal & Final Claim Imperials Netball                              |
| Dept Innovation, Industry & Regional Develop. | \$0.00              | \$0.00            | \$22,000.00         | \$22,000.00         | Colac Structure Plan                                                               |
|                                               | <b>\$260,337.59</b> | <b>\$6,056.75</b> | <b>\$109,296.86</b> | <b>\$375,691.20</b> |                                                                                    |

## TRADE CREDITORS

Payments to trade creditors for the month.

Creditor Voucher No.s 39061-39122 for \$120,234.20 and Electronic Funds Transfers Nos. 42050-42316 for \$1,276,528.14 for the month of January were approved by the Chief Executive officer under delegated authority on Wednesday 21st of January 2009

Major creditor payments for the month comprising 59% of total payments were:

|                                  |                                            |              |
|----------------------------------|--------------------------------------------|--------------|
| Australian Taxation Office       | Employee Tax                               | \$143,210.00 |
| Victorian Electoral Commission   | Council Elections - Nov 08                 | \$102,386.99 |
| Bartons Waste Collection Pty Ltd | Waste Contract                             | \$94,240.19  |
| Wheelie Waste Pty Ltd            | Waste Contract                             | \$74,684.12  |
| Surf Coast Shire                 | Transport Connections                      | \$63,780.00  |
| Aquair Pty Ltd                   | Replacement Air Conditioning Unit          | \$55,811.46  |
| Cemex Australia Pty Ltd          | Materials (Road Sealing)                   | \$50,494.88  |
| A K McKenzie Motors              | Fleet Purchase                             | \$34,926.08  |
| Life Saving Victoria             | Lifeguards - Apollo Bay, W/River & K/River | \$29,970.29  |
| University of Ballarat           | Corangamite Landslide Mapping Project      | \$29,700.00  |
| Apollo Bay P-12 College          | A/Bay Pool & Leisure Centre Improvements   | \$29,002.14  |
| Nillumbik Shire Council          | LSL Transfer - Irene Pagram                | \$26,937.75  |
| AGL Electricity                  | Electricity Supplies                       | \$26,574.04  |
| City of Greater Geelong          | Nov/Dec Landfill Fees                      | \$24,193.28  |
| Sovereign Concrete Products      | Pipes                                      | \$20,174.49  |
|                                  |                                            | \$806,085.71 |

## LOAN LIABILITY

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

| <u>Comments</u>                        | LOAN NO. | BAL<br>01/07/08 | NEW<br>LOANS | PROJ.<br>REDEMP.<br>2007/2008 | YTD<br>ACTUAL | BAL<br>30/06/09 |
|----------------------------------------|----------|-----------------|--------------|-------------------------------|---------------|-----------------|
| No new loans forecast.                 | C.O.S. 5 | \$231,833       | \$0          | \$232,000                     | \$172,700     | \$0             |
| Loan 5 to be extinguished during year. | C.O.S. 6 | \$694,303       | \$0          | \$45,600                      | \$33,917      | \$648,703       |
|                                        | C.O.S. 7 | \$1,259,919     | \$0          | \$67,300                      | \$67,300      | \$1,192,619     |
|                                        | C.O.S. 8 | \$234,118       | \$0          | \$89,200                      | \$43,780      | \$144,918       |
|                                        | C.O.S. 9 | \$558,687       | \$0          | \$83,800                      | \$41,198      | \$474,887       |
|                                        |          | \$2,978,860     | \$0          | \$517,900                     | \$358,895     | \$2,460,960     |

## INTEREST ON INVESTMENT

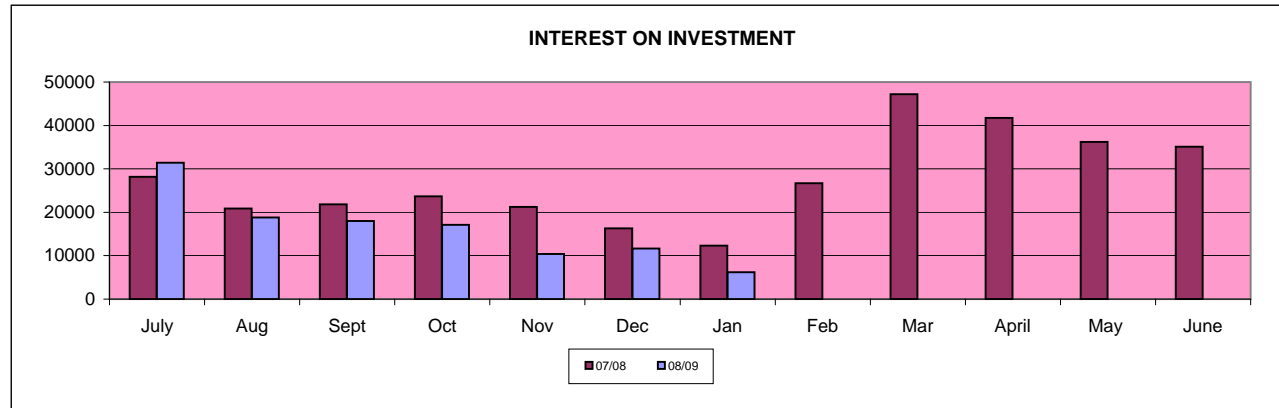
Comparison of interest earned on credit balances of Colac Otway Shire's bank accounts at the end of each month to previous year.

### Comment

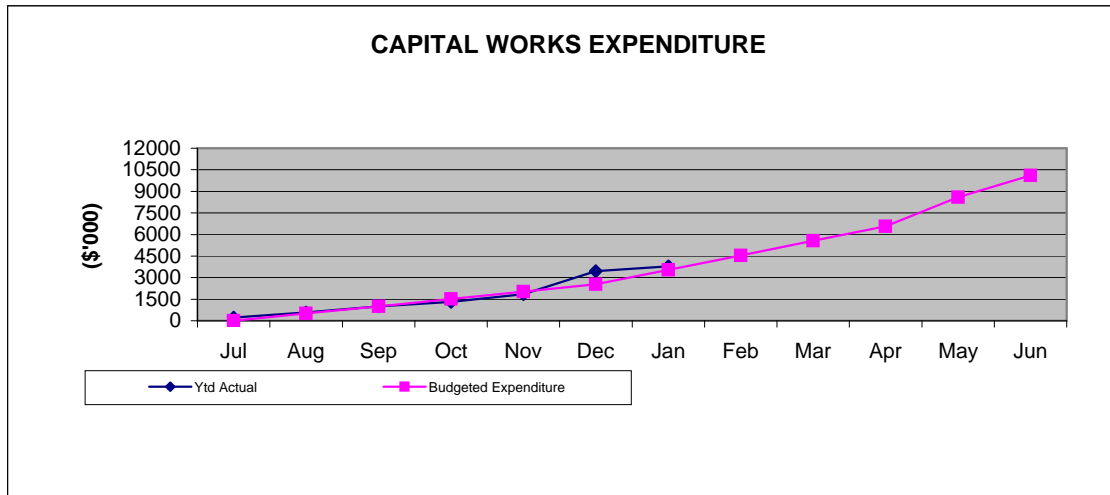
Progressive 2008/09 to 31/01/2009 \$113,602

Progressive 2007/08 to 31/01/2008 \$144,438

Current Interest Rate 4.15%



## CAPITAL WORKS



### MAJOR PROJECTS PROGRESS REPORT

#### Roads to Recovery

Capital works priorities ongoing

Irrewillipe Rd Final Seal - complete

Cape Otway Rd - complete

Conns Lane Rehab - complete

Rifle Butts Rd - complete

#### Local Roads

Cosworks Local roads program - ongoing

Cosworks Drainage program - ongoing

Road Furniture Upgrade - ongoing, items being upgraded as identified

Marks Street - Complete

Bus Shelters - Complete

Bromfield Street Pollution Trap - complete

Slater Street Construction - complete

Guardrail Mitchel Grove - complete

Hennigans Crescent Landslide Rehab - complete

School Bus Route Program - complete

Poorneet Rd - complete

Larpen Rd - Practical completion reached, final seal programmed for 09/10

Guardrail Old Beech Forest Rd - complete

Guardrail Swan Marsh - complete

Carpendeit Rd Final Seal - complete

Drainage Bromfield St GPT - complete

#### Other

Gellibrand Landfill Rehab Design - Underway, ongoing

Cressy Landfill Rehab Design - Underway, ongoing

BWFC Sauna & Spa Upgrade - Complete

Playground Improvement Program - Underway - ongoing as needs identified

IT Virtualisation project - complete

IT Strategic Plan - underway, draft report received, ongoing

COPACC Meeting Room Audio & Visual System - installed

Special Charge Scheme - Slater St - approaching finalisation

Hesse St Comfort Station Upgrade - complete

BWFC Roof Access - complete

Air Conditioning Unit Replacement - complete

IT Server Replacement - complete



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

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | D | W |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>INFRASTRUCTURE</u></b></p> <p><b><u>OM092502-9 DONATION FROM THE COLAC DOLL AND COLLECTABLE CLUB INC</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Accepts the donation from the Colac Doll and Collectables Club Inc and thanks them for their donation in writing; and</i></b></li> <li><b><i>2. Council Officers install the seat at a location to be determined in consultation with Colac Area Health.</i></b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |   |
| <p><b><u>OM092502-10 CATTLE GRID POLICY</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council resolve to:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Undertake public consultation in relation to the Draft Cattle Grids Policy for the installation and usage of Cattle Grids on local roads;</i></b></li> <li><b><i>2. Call for public submissions requesting written comments on the Draft Cattle Grid Policy within a 28 day period from advertising;</i></b></li> <li><b><i>3. Require the landowner with vested interests in Minchinton Road Weeaprounah to enter into a Section 121 agreement for the construction, repair, maintenance and insurance of Cattle Grids on Minchinton Road Weeaprounah at full cost to the applicant;</i></b></li> <li><b><i>4. Undertake the immediate repair of the two Cattle Grids on Minchinton Road Weeaprounah after receiving the signed agreement from the land owner with the vested interest in having the Cattle Grids maintained;</i></b></li> </ol> |   |   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p>5. <i>Remove Cattle Grids if landowners with vested interests do not formally agree within one (1) month of formal notification by Council, to fully fund the works; and</i></p> <p>6. <i>Communicate Council's resolution to all affected parties with an interest in the operation of the Minchinton Road, Weeaprounah Cattle Grids.</i></p>                                                                                                                                                                                                                                                                                                                   |  |  |
| <p><b><u>OM092502-11 RECYCLED WATER USE ON THE COLAC BOTANIC GARDENS</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council thank Barwon Water for its Expression of Interest process seeking the Use of Class "C" water, and advise that it does not wish to use Class "C" in the Colac Botanic Gardens, however, Council would be interested in investigating the use of higher classes of water.</i></p>                                                                                                                                                                                                        |  |  |
| <p><b><u>OM092502-12 DECLARATION OF ROAD AS UNUSED – ROAD NORTH OF 300 WAIT-A-WHILE ROAD, WYELANGTA</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <p>1. <i>Resolve to provide public notice under Section 223 of the Local Government Act 1989, of its intention to declare the government road abutting the northern boundary of 300 Wait-A-While Road, Wyelangta as unused; and</i></p> <p>2. <i>Subject to complying with Council Statutory requirements under the Local Government Act 1989, and not receiving any objections, that Council advise DSE of its formal consent.</i></p> |  |  |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM092502-13 PROPOSED ROAD CLOSURE, PARISH OF AIRE</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Resolve to give public notice under Section 223 of the Local Government Act 1989 of its intention to consent to the closure of the road East of Crown Allotment 2074; and</i></b></li> <li><b><i>2. Subject to complying with Councils Statutory requirements under the Local Government Act 1989, and not receiving any objections, that Council advise DSE of its formal consent.</i></b></li> </ol> |  |  |
| <p><b><u>OM092502-14 CORANGAMITE &amp; COLAC OTWAY ROAD SAFETY STRATEGY</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council resolve that the Draft Corangamite and Colac Otway Road Safety Strategy placed on public exhibition for a period of 4 weeks.</i></b></p>                                                                                                                                                                                                                                                                                                               |  |  |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

**OM092502-9 DONATION FROM THE COLAC DOLL AND COLLECTABLE CLUB INC**

|             |                |           |                    |
|-------------|----------------|-----------|--------------------|
| AUTHOR:     | Neil Allen     | ENDORSED: | Jack Green         |
| DEPARTMENT: | Infrastructure | FILE REF: | GEN00287/Donations |

**Purpose**

This report is to acknowledge a donation from the Colac Doll and Collectable Club Inc. to contribute towards a park bench adjacent to Colac Area Health.

**Background**

The Colac Doll and Collectable Club Inc is winding up and would like to donate approximately \$700 towards the purchase of a park bench to ideally be located in front of the Colac Hospital.

**Corporate Plan/Other Strategies/Policy**

This is consistent with Council's corporate priorities for roads and infrastructure where Council is committed to improving and renewing our infrastructure.

**Issues/Options**

Installation of an additional park bench will require construction of a concrete base and ongoing maintenance by Council staff. This would be able to be included as part of Council's ongoing maintenance program.

**Proposal**

Discussions have taken place with the Colac Doll and Collectable Club Inc and the hospital. All parties have agreed that there would be no issue in locating a seat in front of the hospital. It is proposed that subject to receiving the donation from the Club for the seat that Council arrange for the installation of a concrete slab and installation of the seat.

Colac Area Health is proposing to reconfigure and landscape the area in front of their facility adjacent to the pedestrian crossing in Corangamite Street. Council will be discussing the pedestrian crossing with VicRoads, and if these works were to proceed the landscape works undertaken would provide an option to install the seat as part of those works.

If the project proceeds, it is desirable that the Mayor formally thank the Club through a small ceremony and the fixing of an acknowledgement plaque.

**Financial and other Resource Implications**

The cost of a seat is in order of \$960 plus freight and installation, which would bring the total cost in the order of approximately \$1400.

The Council currently has a seat at the Council Depot and the donation could be used for the construction of the concrete pad prior to installation of the seat.

**Risk Management & Compliance Issues**

Not applicable

**Environmental Considerations**

Not applicable

**Communication Strategy/Consultation**

The Colac Doll and Collectable Club Inc should be acknowledged through the installation of a small brass plaque affixed to the seat, acknowledging the contribution from the Club towards the seat.

**Implementation**

It is proposed that the works be carried out by Council staff.

**Conclusion**

The donation of the money from the Colac Doll and Collectable Club Inc to the Council should be gratefully received and acknowledged through the installation of a park bench with an associated small brass acknowledgement plaque fixed to the seat. The installation of a seat near the hospital would be a valuable contribution to the community for people waiting to be picked up at the hospital.

**Attachments**

Nil.

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

- 1. Accepts the donation from the Colac Doll and Collectables Club Inc and thanks them for their donation in writing; and***
- 2. Council Officers install the seat at a location to be determined in consultation with Colac Area Health.***

-----U-----

**OM092502-10 CATTLE GRID POLICY**

|             |                |           |                 |
|-------------|----------------|-----------|-----------------|
| AUTHOR:     | Neil Allen     | ENDORSED: | Jack Green      |
| DEPARTMENT: | Infrastructure | FILE REF: | GEN0007/General |

**Introduction**

The purpose of this report is to seek a Council Resolution with regard to ongoing issues in the management of cattle grids on local roads within the municipality.

**Background**

A previous report was provided to Council at its meeting on the 26 November 2008. The Council recommendation was as follows;

***That Council resolve to:***

- 1. Endorse the proposal to develop a Cattle Grids policy for the management of such structures on local roads;***
- 2. Undertake direct consultation with landowners in the vicinity of all existing cattle grids identified to determine ongoing use requirements;***
- 3. Receive a future report detailing the outcomes of the proposed consultation process;***
- 4. Defer any decision in relation to the existing cattle grids located on Minchinton Road, Weeaprounah until such time as the Cattle Grids Policy is adopted by Council; and***
- 5. Communicate Council's resolution to all affected parties with an interest in the operation of the Minchinton Road, Weeaprounah cattle grids.***

Council Officers have undertaken the following to date:

- Requested legal advice from Russell Kennedy Solicitors with regard to management of Cattle Grids on local roads and advice in relation to a Cattle Grids Policy;
- Development of a Draft Policy in relation to Cattle Grids on local roads; and
- Undertaken direct consultation with adjoining landholders through the notification of the landholders of the draft policy and seeking comments.

**Corporate Plan - Other Strategies/Policies**

The proposal to develop a new Council Policy for the management of new and existing Cattle Grids located on local roads is in accordance with the operational policy and procedure for Council Policy development and review. In addition this policy will guide Council's maintenance actions in relation to the Council Road Management Plan and Asset Management Policies.

**Issues/Options**

Based on the legal advice received from Russell Kennedy Solicitors, a summary of the issues and comments are as follows:

| Issues Comments                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ownership of Cattle Grids            | <p>The ownership of the Cattle Grid according to the legal advice can be a grey area, however Council still has an overriding responsibility for the Cattle Grids.</p> <p>Cattle Grids may be considered as Infrastructure and may be the personal property of the farmer who installed them. However, in the absence of any particular signed agreement, the legal advice is <i>“arguably, Cattle Grids could fall within the definition of either road or non road infrastructure, however, in our view, if the Cattle Grids are of the type as mentioned above, then they would simply form part of the existing roadway and on balance would be considered road infrastructure”</i>. This effectively transfers responsibility of the Cattle Grids to Council.</p> |
| Removal of Cattle Grids              | <p>Legal advice is that Council can still remove/repair the Cattle Grids by relying on its powers under Section 207 and Clause 8 of Schedule 11 of the Local Government Act 1989. These provisions provide that Council may remove any works or structures to protect passengers, pedestrians and drivers on a road.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Arrangements for ongoing maintenance | <p>Legal advice is that arrangements for ongoing maintenance should not occur through a 173 agreement and although a Section 121 agreement can be entered into, it cannot bind future owners. Council could consider a special charge scheme for the upgrade of existing Cattle Grids or may consider the imposition of a local law to deal specifically with Cattle Grids which otherwise do not conflict with the Road Management Act.</p> <p>In general it would appear that any works received for an ongoing basis can only be carried out through a 121 Agreement which is not transferable with the property. A change of ownership would require ongoing maintenance to transfer to Council.</p>                                                               |
| Liability to maintain and repair     | <p>“Section 40 (1) of the Road Management Act provides that a Road Authority has a statutory duty to inspect, maintain and repair a public road. This would include the entire public road from boundary to boundary.” All public roads are those which are listed on Councils register. Legal advice is therefore that Council has a duty to inspect, maintain and repair the road infrastructure and as the Cattle Grids are located on public roads then they could be seen as being road infrastructure.</p> <p>Council's obligation is to ensure that it either maintains and repairs or manages the maintenance and repair (by other parties) of cattle grids.</p> <p>A failure to do this would leave Council liable.</p>                                       |

Minchinton Road, Weeaproinah

This road has two cattle grids which have precipitated the need to develop the policy for Council. The timing of the formal adoption of the Policy would not be able to occur until after the consultation process has been completed and reported back to Council. The timing would most likely require a report to the April Council meeting.

Legal advice received from Councils solicitors, is *“However, it is our view leaving the two Cattle Grids unrepaired until a policy is finalised may in fact be a problem if damage ensues. We suggest that the Cattle Grids be upgraded as soon as possible to make them safer and allow for enabling use of the road.”*

Cattle Grid Policy

A draft policy has been developed in conjunction with legal advice from Council Solicitors and comments from the adjoining land owners.

The draft policy needs to be formally advertised as part of Council's consultation process to the Community and comments provided back to Officers for inclusion in the policy where appropriate. The policy once amended will need to be considered by Council prior to formal adoption. Based on the current status it is recommended that the formal consultation process be commenced. Council has provided a draft copy of the policy to adjoining landowners and their comments have been included in the draft policy.

The key points in the Policy are as follows:

- Cattle Grids only on roads not exceeding 50 vehicles per day;
- Application required to Council for any new grids;
- Applicants to fully fund any works and agree to pay ongoing maintenance as required;
- Ownership will be transferred to Council upon completion;
- Council may remove non-compliant grids if required; and
- Applicants to indemnify Council for \$10M.

Works on existing grids

Based on the legal advice it is recommended that immediate action be taken to replace the existing grids to the standard which will allow for standard T44 truck loading to use the grids. The undertaking of repair works would need to be carried out on the basis of full cost recovery by Council under a signed agreement by the owner to install and maintain the works in accordance with a Section 121 agreement and the Road Management Act. The landowners who use the Cattle Grids have advised Council that they would be happy to carry out this work at cost and have requested that Council commence works as soon as possible.

**Financial Implications**

Officers time will be required to prepare and implement the Cattle Grid Policy and to arrange for the repair of the existing Cattle Grids on Minchinton Road, Weeaproinah. In addition Council will incur legal costs to review the Policy prior to adoption by the Council. These costs will be able to be contained within Councils current budget. Actual works to maintain, repair or install cattle grids will be paid for by the parties with vested interests in cattle grids. Council may need to fund the removal of some cattle grids.

**Risk Management Implications**

The policy has been developed in conjunction with Council's Road Management Plan requirements and it is intended that where consent is provided for the use of Cattle Grids that the applicant will be required to maintain Public Liability insurance for the sum of \$10,000,000 and indemnify Council against any claims or damages brought against it. Council's own insurers will need to be notified in relation to this policy.

**Environmental Consideration.**

Environmental considerations will need to be undertaken for individual applications for Cattle Grids and Vegetation and Planning permits may be required, prior to any works being approved and undertaken.

**Communication Strategies/Consultation**

The Cattle Grid Policy will need to be in accordance with the Council's current Community Consultations Policy and it is recommended that the policy be advertised for a period of 28 days to seek public comment. Adjoining parties will need to be informed on the specific Cattle Grid requirements in relation to Minchinton Road, Weeaprounah.

A Consultation Program will need to be undertaken to seek community feedback on the proposed policy.

**Implementation**

Subject to approval by Council, officers will undertake the following:

| Issue                                                | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Development                                   | <ul style="list-style-type: none"> <li>• The Draft Policy needs to be advertised seeking submissions within a 28 day period in relation to the management and operation of the Cattle Grids Policy.</li> <li>• Subject to receiving the submissions, the draft policy will be reviewed and forwarded if required to Council's Solicitors for vetting.</li> <li>• Council officers to provide a report to Council recommending that the Policy be adopted.</li> </ul>                                                                                                                                                                                                                                                                                                                            |
| Existing Cattle Grids – Minchinton Road, Weeaprounah | <p>Based on the legal advice it is recommended that the following actions be carried out:</p> <ul style="list-style-type: none"> <li>• The proponents of the Cattle Grids be required to enter into an agreement with Council in relation to their ongoing responsibilities for funding the construction maintenance and repair of Cattle Grids on Minchinton Road, Weeaprounah, and provide Council with a copy of \$10M Insurance Policy, indemnifying Council.</li> <li>• That subject to the owners agreeing to funding the work required by Council, that Council undertake the immediate repair of the two Cattle Grids.</li> <li>• If the landowners with a vested interest in the cattle grids do not agree to fully funding the work, that Council remove the cattle grids.</li> </ul> |

**Conclusion**

Council has an obligation to support the activities of Primary Producers along Minchinton Road, Weeaprounah within the constraints of its statutory powers and resource limitations. It is recommended that the two remaining Cattle Grids on Minchinton Road, Weeaprounah be immediately repaired subject to the owners entering into an agreement with Council to construct the works at their full cost. It is also recommended that the Council Officers formally commence the Community Consultation process for the Cattle Grid Policy throughout the municipality.

**Attachments**

1. Cattle Grid Register
2. Draft Cattle Grid Policy

**Recommendation(s)**

***That Council resolve to:***

1. ***Undertake public consultation in relation to the Draft Cattle Grids Policy for the installation and usage of Cattle Grids on local roads;***
2. ***Call for public submissions requesting written comments on the Draft Cattle Grid Policy within a 28 day period from advertising;***
3. ***Require the landowner with vested interests in Minchinton Road Weeaprounah to enter into a Section 121 agreement for the construction, repair, maintenance and insurance of Cattle Grids on Minchinton Road Weeaprounah at full cost to the applicant;***
4. ***Undertake the immediate repair of the two Cattle Grids on Minchinton Road Weeaprounah after receiving the signed agreement from the land owner with the vested interest in having the Cattle Grids maintained;***
5. ***Remove Cattle Grids if landowners with vested interests do not formally agree within one (1) month of formal notification by Council, to fully fund the works; and***
6. ***Communicate Council's resolution to all affected parties with an interest in the operation of the Minchinton Road, Weeaprounah Cattle Grids.***

~~~~~\ ~~~~~

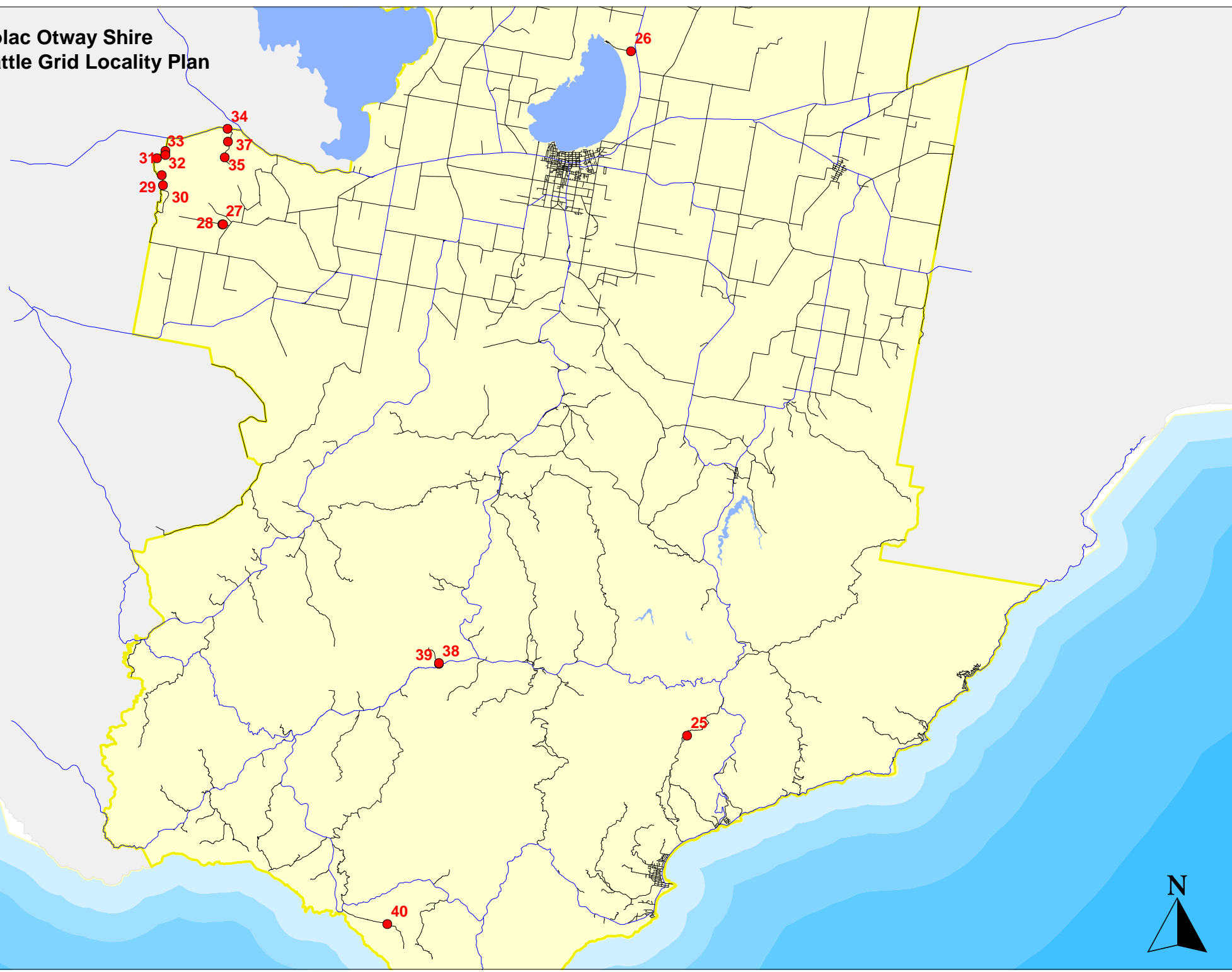


Cattle Grid Register

| GridID | Street Name | Street Code | Street From | Location (km) | Road Type | Profile Type | Deck Type | Sub Frame Type | Deck Dimensions (m) | Overall Condition | Maintenance Required | Notes |
|--------|---------------|-------------|-------------------------|---------------|-----------|--------------|-----------|----------------|---------------------|-------------------|----------------------|---|
| 25 | Unnamed | Road | Wild Dog Road | 0.03 | Gravel | Grid Level | Rail Line | Steel | 3.0 x 2.2 | 5 | Clean Pit | Photos Taken 1286, 1287, |
| 26 | Meredith Park | Road | Colac Ballarat Road | 0.3 | Sealed | Grid Level | Rail Line | Concrete | 5.0 x 1.6 | 2 | Clean Pit | Concrete Cracking Photo No 1373,1374,1375 |
| 27 | Carsons | Road | Swan Marsh Road | 0.45 | Gravel | Grid Level | Other | Concrete | 3.0 x2.1 | 1 | Suck Pit Out | Concrete Deck Photo No 1399,1400 |
| 28 | Carsons | Road | Swan Marsh Road | 0.5 | Gravel | Grid Level | Other | Concrete | 3.0 x 2.1 | 1 | Suck Pit Out | Concrete Deck Photo No 1401,1402, |
| 29 | Scoullers | Road | Carpndiet Bungador Road | 4.3 | Gravel | Grid Level | Rail Line | Concrete | 3.3 x 1.6 | 3 | Other | Spray Weeds Clean Pit Out Photo No 1416, 1417 |
| 30 | Scoullers | Road | Carpndiet Bungador Road | 5.1 | Gravel | Grid Level | Rail Line | Concrete | 3.7 x 2.0 | 3 | Clean Pit | Spray Weeds Photo No 1421, 1422, |
| 31 | Scoullers | Road | Carpndiet Bungador Road | 6.6 | Gravel | Grid Level | Rail Line | Concrete | 4.0 x 2.0 | 3 | Clean Pit | Photo No 1429, 1430, |
| 32 | Scoullers | Road | Carpndiet Bungador Road | 7.4 | Gravel | Grid Level | Rail Line | Concrete | 3.4 x 2.0 | 5 | Clean Pit | Clean Deck & Pit Photo No 1434, 1435, |
| 33 | Jones | Road | Scoullers Road | 0.25 | Gravel | Grid Level | Rail Line | Concrete | 4.0 x 2.0 | 2 | Other | Spray Weeds Photo No 1439, 1440, |
| 34 | Dykes | Road | Cobden Stoneyford Road | 0.03 | Gravel | Grid Level | Rail Line | Concrete | 3.5 x 1.5 | 2 | Clean Pit | Photo No 1444, 1445, |
| 35 | Dykes | Road | Cobden Stoneyford Road | 2.3 | Gravel | Grid Level | Rail Line | Concrete | 3.5 x 2.0 | 4 | Replace Rail in Deck | Rail Broken Photo No 1448, 1449, |
| 37 | Dykes | Road | Cobden Stoneyford Road | 2 | Gravel | Grid Level | Steel | Concrete | 4.0 x 2.0 | 5 | Other | Deck Been Removed Photo No 1452, 1453, |
| 38 | Minchintons | Road | Colac Lavers Hill Road | 0.1 | Gravel | Grid Level | Rail Line | Concrete | 3.5 x 1.7 | 4 | Replace Rail in Deck | Rails Rusted Photo No 1454, 1455, 1456, |
| 39 | Minchintons | Road | Colac Lavers Hill Road | 0.13 | Gravel | Grid Level | Rail Line | Concrete | 3.7 x 2.2 | 3 | - | Deck Rusted Photo No 1461, 1462, 1463, |
| 40 | Sand | Road | Great Ocean Road | 3.1 | Gravel | Grid Level | Steel | Concrete | 3.4 x 2.1 | 3 | Other | Spray Weeds Photo No 1508, 1509, |



Colac Otway Shire Cattle Grid Locality Plan



- 34
- 33
- 37
- 35
- 31
- 32
- 29
- 30
- 28
- 27

26

39 38

25

40



INSTALLATION AND USAGE OF CATTLE GRIDS POLICY

Policy No: 13.10

Date Adopted:

File No: GEN01688

Revised:

1. INTRODUCTION

Cattle grids are constructed on Council managed roads to effectively control stock using the road reserve where the road reserve is not completely fenced or where stock need to be moved across a road from one property to another directly opposite. In these situations, the cattle grid is used as a low cost option to safely manage the passage of stock.

Council has a responsibility to provide a safe and efficient road network for all road users. As a preferred position, Council will discourage the use of cattle grids where possible. It is however acknowledged that cattle grids may be required under certain circumstances and where so allowed they must be installed, managed, and maintained in order to comply with the provisions of this policy.

This policy provides a systematic approach to the evaluation, approval, maintenance, and repair of all cattle grids approved for use to ensure that landowners and Councils exposure to risk is managed adequately.

The objectives of this policy are to:

- Develop a common understanding of the definition and purpose of a cattle grid;
- Provide guidance and consistency for the approval and installation of cattle grids across the municipality;
- Support procedures for the application, approval, construction, maintenance, and repair of cattle grids;
- Identify the standards for the construction of cattle grids;
- Define maintenance responsibilities for cattle grids;
- Define registration and recording procedures for cattle grids;
- Ensure that the location of cattle grids does not materially affect the safety of road users; and
- Control private structures on public roads and to ensure that all associated works are carried out to approved standards

2. RELATIONSHIP TO COUNCIL PLAN

Section 40 of the *Road Management Act 2004* imposes a statutory duty on Council to inspect, maintain, and repair any part of a public road which is a roadway; a pathway; a shoulder; or road infrastructure. For the purposes of this section, a cattle grid is considered an inherent component of a road can therefore be regarded as road infrastructure.

Whilst Council has the control, care and management responsibility of its public roads, provisions of this policy transfer responsibility to the landowner for cattle grids which are permitted for use.

All costs associated with the construction, maintenance, and repair of a cattle grid is the responsibility of the owner of the land that the cattle grid has been granted.

This policy also requires a compliance check of a permitted cattle grid to ensure that the structure is being maintained to a satisfactory standard and that the appropriate public liability insurance is held by the land owner. Council reserves the right to undertake maintenance or removal of a cattle grid at the land owner's expense where it may be deemed that it poses a hazard to other road users.

If Council determines that the Cattle Grid is not maintained at the appropriate standard or is not warranted, Council will remove the Cattle Grid and reinstate the road at the landowners expense.

3. OBJECTIVES / PURPOSE

This policy will attempt to improve the safety of the public road network by assisting landowners and local farmers to locate and install cattle grids to allow for the daily movement of cattle across a road or graze stock within the road reserve without causing adverse impact to other road users.

This policy covers all matters relating to administration and management of both existing and new cattle grids located on Council's public roads.

4. DEFINITIONS (where required)

A cattle grid is a type of obstacle used to prevent livestock from passing along a road which penetrates the fencing surrounding an enclosed piece of land. Cattle grids generally consist of a depression in the road covered by a transverse grid of bars or rails, normally constructed of metal and firmly fixed to the ground on either side of the depression, such that the gaps between them are wide enough for animals' legs to fall through, but sufficiently narrow not to impede a wheeled vehicle. This includes all signage, by-pass gates, wing fences, and associated cattle lanes.

5. POLICY

The aim of this policy is to ensure that cattle grids are only installed for genuine farming purposes and to an appropriate and consistent standard which minimises any safety risk to all road users.

The basic premise of this policy is that the landowner is fully responsible for the construction, ongoing maintenance, eventual decommissioning or reconstruction of the cattle grid, and having appropriate insurance that covers itself and Council.

Locations which do not address the warrants for Cattle Grids will not have structures installed.

5.1 Criteria for Installation of Cattle Grids

A cattle grid can only be constructed if the following criteria are met:

- The location is limited to Access Roads and Minor Roads as defined by Council's Road Management Plan and Municipal Road Register with a traffic count not exceeding 50 vehicles per day;
- The Infrastructure and Services Department must determine that there is no impact on road safety due to a reduction in sight distance etc;
- The cattle grid is to be used for genuine farming purposes only;
- The owners of all properties having access to the road must be consulted with. Any comments or feedback is to be considered during the assessment of an application;

- The cattle grid must be located at a suitable location which will allow for current road usage patterns to continue and the future traffic requirements of the road will not be impeded;
- The proposed cattle grid must have a width the greater of the minimum standard trafficable width for the road classification or the existing formation width;
- The cattle grid must be designed to cater for HS20-T44 loading with drawings and computations certified by a qualified Structural Engineer;
- Statutory planning requirements must be met if applicable;
- Council approval must be granted and approval is dependent on the applicant following all procedures set by the Infrastructure & Services Department; and
- An agreement prepared pursuant to Section 121 of the *Road Management Act 2004* must be signed by the applicant agreeing to full responsibility for all costs associated with the construction, ongoing maintenance and repair, and replacement of the cattle grid;
- The landowner deriving benefit from the cattle grid is required to extend their Public Liability Insurance to cover against any claims for liability occurring as a result of or in connection with the maintenance or use of the cattle grid. Public Liability Insurance shall have a combined single limit of \$10 million ; and
- That all farming operations within the road reserve be conducted in accordance with all relevant Council Local Laws.

All cattle grids will be reviewed on an ongoing basis to ensure that they are still required. If cattle grids are no longer in use, the landowner will be requested to remove the grid and reinstate the road pavement or agree for Council to undertake the works and charge the landowner.

This policy shall apply to both new and existing cattle grids. Where there is no record of the installation of any existing cattle grids, they must be:

- Registered with Council by the landowner and brought up to the necessary standard if the ongoing use of the cattle grid is still required; or
- Removed and the road reinstated at Council's expense.

In situations where the frequent movement of cattle across a road is required and the traffic count for that road is in excess of 50 vehicles per day the use of cattle grids to control the crossing will not be permitted and the installation of a stock underpass shall be considered. A stock underpass is to be constructed consistent with Council's policy for the installation and usage of stock underpasses within the Colac Otway Shire.

5.2 Application and Approval

Existing Cattle Grids which meet Council standards do not require an approval application, unless the Cattle Grid falls into disrepair.

5.2.1 Submitting an Application

To apply for the installation of a cattle grid the owner of the land adjacent to which the public road passes must complete a Cattle Grid Application Form and pay the applicable application fee, as determined by Council. The application fee for 2008/09 is \$150.00.

For further explanation of the process to be followed refer the Cattle Grid Installation Procedure and Cattle Grid Application Form. The applicant must submit Engineering plans certified by a Structural Engineer and agree to maintain the crossing at the applicants cost.

If an application is unable to be considered due to it failing to meet the necessary criteria, the application fee will not be reimbursed and the applicant will be advised in writing that the application has been rejected.

5.2.2 Unregistered Cattle Grids

Owners of existing unregistered cattle grids are required to lodge a Cattle Grid Application Form with Council. The applicant will be required to identify whether the current condition of the structure complies with the defined standards and to advise current Public Liability Insurance details for the structure.

The condition of the structure must comply with the applicable standards to enable approval to be issued. In cases where the current condition of the structure does not comply with the appropriate standards Council will advise the owner of the appropriate measures to be taken. These may include:

- Upgrading of the structure or ancillary infrastructure to comply with current standards;
- Replacement of the structure or ancillary infrastructure to comply with current standards; or
- Removal of the structure and reinstatement of the road.

When an unregistered cattle grid is brought to Council's attention, direct consultation with all surrounding landowners will be undertaken to establish the ongoing operational need for a specified structure. To facilitate this, a standard letter will be sent in relation to a specified cattle grid(s) requesting submissions within a period of 28 days. The letter may also indicate the results of the field inspection which initiated the letter. In conjunction with the issuing of a letter to the responsible parties, a notice will also be placed on the specific cattle grid(s). All responses received will be judged on merit and a decision on the future of the grid will be resolved by Council.

If no response is received following a request for submissions, Council will take action to remove the cattle grid and all ancillary infrastructure from the road reserve. The adjoining landowners will be notified a minimum of 28 days prior to the removal of a structure to allow provisions to be made for the containment of stock. The containment of any stock always remains the responsibility of the landowner and Council bears no responsibility for any damage or injury arising from loose livestock.

The costs of removing the cattle grid and/or impounding of any livestock are able to be recovered by Council from the adjoining landowners. Any materials salvaged will remain the property of Council.

5.2.3 Approval and Ownership

Approval to construct the Cattle Grid in accordance with the Council requirements will only be deemed to have been given after the applicant has received a letter in writing from Council, approving the installation. All Cattle Grids once installed will become the property of Council, notwithstanding the applicants responsibility to maintain.

5.3 Construction Standards

Council requires that all cattle grids on public roads be installed to adequately meet technical requirements including minimum width, load bearing capacity, materials, signage, and visibility markings.

The applicant must provide design details for the structure to cater for HS20-T44 loading and have a design certified by a Structural Engineer. A number of companies manufacture prefabricated cattle grid units. Subject to their design specifications being referred to Council, such units will be approved for use. Council may be able to provide details of manufacturers if required. The applicant shall construct drainage under the cattle grid to ensure that no damming or ponding of stormwater run-off occurs on the carriageway and adjacent areas.

Details of grid structure, foundations, abutments, approaches, and horizontal and vertical alignment shall be submitted with the application for a cattle grid and shall be sufficient to guarantee the safe transit of vehicles and other road users and shall not interfere with the natural drainage of the area.

All works are to be carried out in accordance with Council's Road Management Plan, Victorian Occupational Health & Safety legislation, the *Road Safety Act 1986*, the *Road Management Act 2004*, industry standards, and applicable Australian Standards. Council will provide guidance if required.

The attached plan shows a diagrammatic representation of the construction of a cattle grid, associated by-pass gate, and side track.

5.3.1 Location

A cattle grid shall only be installed at a location approved by Council. A specific location needs to satisfy road traffic safety requirements. Consideration shall be given to issues such as existing road alignment, safe sight distances, etc in evaluating the appropriateness of a proposed location.

5.3.2 Trafficable Width

The trafficable width of any cattle grid shall be the greater of the minimum standard trafficable width for the road classification and the existing formation width. Where an existing cattle grid has been constructed with a width less than this, the signage provided should include a 'No Overtaking or Passing' warning sign (R6-1A) on each approach.

5.3.3 By-Pass Gate

The by-pass gate shall be made of resilient material of minimum width 3.66-metres and should be arranged to be free swinging and shall remain unlocked and fully functional to allow unimpeded access. By-pass gates shall be constructed at right angles to the road centreline.

The gate, any support structures, and fencing within the road reserve shall be painted white.

5.3.4 Cattle Grid Side Track

The cattle grid side track which services the by-pass gate is to be constructed to a standard suitable for the passage of stock.

5.3.5 Signage

Signage is to be erected in accordance with AS1742.2 Manual of Uniform Traffic Control Devices – Traffic Control Devices for General Use. This requires a 'Grid' warning sign (W5-16) on either side of the cattle grid between 50-metres to 200-metres from the structure. A set of G9-206(L) and G9-206(R) chevrons are also required on either side of the structure.

Where the trafficable width of the cattle grid is less than the width of the road approaches, signage provided must include a 'No Overtaking or Passing' warning sign (R6-1a) on each approach.

5.4 Maintenance Standards

5.4.1 Structural Components

The applicant is responsible to maintain the structure and signage of the cattle grid to ensure compliance with the construction standards as detailed by this policy. All maintenance work must be authorised and carried out by Council at the applicants full cost in accordance with Victorian Occupational Health & Safety requirements, *the Road Safety Act 1986*, the *Road Management Act 2004*, industry standards, and applicable Australian Standards.

5.4.2 Road Carriageway

The landowner is responsible for the maintenance of the carriageway for a distance of 0.5-metres either side of the cattle grid. Council may carry out maintenance of the carriageway within this distance from the structure at the owner's expense.

The owner may not carry out maintenance works on a carriageway unless previously approved by Council.

5.4.3 Failure to Maintain

Failure to ensure that maintenance on the cattle grid and associated signage is carried out may result in Council revoking its approval and removing the structure from the road reserve. Council will give notice to the owner to conduct repair work prior to taking any such action. If the landowner fails to meet the requirements of a repair notice then Council's approval will be rescinded and the cattle grid and all ancillary infrastructure will be removed.

Where maintenance standards are in dispute and the owner of any cattle grid has failed to demonstrate to Council's satisfaction that a cattle grid has been maintained to the standards of this policy and any agreement, Council may at its discretion may remove the subject cattle grid and reinstate the road at the landowners expense after giving reasonable notice.

All costs associated with the removal of the cattle grid will be recovered from the landowner and all materials salvaged shall remain the property of Council.

5.5 Inspection

5.5.1 Proactive Inspections

The owner is responsible for undertaking regular inspections to ensure that the facilities comply with the specified standards. Council staff will inspect the cattle grids as part of scheduled road network inspections. Any identified condition defects will be advised to the owner for attention.

5.5.2 Reactive Inspections

Council staff will respond to concerns in connection with a cattle grid raised by any person. Any defects observed during the course of such inspections will be advised to the owner for attention. Rectification of any defects reported to the owner by Council shall be addressed in accordance with the standards of the Road Management Plan.

5.5.3 Compliance Review

Compliance of the cattle grid and associated facilities with the construction and maintenance standards will be reviewed on a regular basis. Council may advise the owner when the review is due in writing. The owner is required to carry out a condition inspection of the structure and submit a Certificate of Currency of Public Liability Insurance with a combined single limit of \$10 million for the structure within 14 days of being notified.

Council will conduct a quality audit check of the information submitted and random inspections of structures to verify the accuracy of condition inspections. If the structure is found not to comply with requirements, or the Public Liability Insurance is invalid or inadequate, Council may revoke its approval.

Council reserves the right to terminate its approval for a cattle grid when changes occur to the classification or alignment of the road on which it is situated or if there is a demonstrated change in road usage patterns which Council considers warrants the removal of the cattle grid.

5.6 Alternatives to Cattle Grids

Where an application for a cattle grid does not comply with the standards of this policy and is unable to be approved the applicant will need to consider one of the following options:

- Abandon the application for a cattle grid; or
- Make an application for an alternative control measure which may be, but not limited to the following:
 - A stock crossing established in accordance with Council's applicable local laws;
 - A roadside grazing permit issued in accordance with Council's local laws; or
 - A stock underpass constructed to comply with Council's policy.

6. IMPLEMENTATION AND REVIEW

The General Manager Infrastructure & Services is responsible for ensuring that all existing and new cattle grids comply with this policy.

7. RELATED LEGISLATION (where appropriate)

Local Government Act (1989)

Road Management Act (2004)

Road Safety Act (1986)

Occupational Health & Safety Act (2004)

Road Management (Works and Infrastructure) Regulations 2005

Road Management (General) Regulations 2005

Road Management Code of Practice – Management of Infrastructure in Road Reserves

8. RELATED POLICIES / PROCEDURES / GUIDELINES (where appropriate)

Cattle Grid Installation Procedure

A Guide to Working in the Road Reserve

Road Management Plan

Municipal Road Register
Cattle Grid Register

9. ATTACHMENTS

Cattle Grid Installation Procedure
Cattle Grid Installation Application Form
Cattle Grid Agreement Form
Standard Cattle Grid Layout Plan
Cattle Grid Locality Plan
Cattle Grid Register

DRAFT

OM092502-11 RECYCLED WATER USE ON THE COLAC BOTANIC GARDENS

| | | | |
|-------------|----------------|-----------|--------------------------|
| AUTHOR: | Neil Allen | ENDORSED: | Jack Green |
| DEPARTMENT: | Infrastructure | FILE REF: | GEN00611/Botanic Gardens |

Purpose

To inform Council on issues in relation to recycled water on the Colac Botanic Gardens.

Background

Barwon Water called for expressions of interest in the use of recycled water class "C" from the Colac Wastewater treatment plant, in September 2008.

The Colac Botanic Gardens was identified as a potential site for use of the water. Given it's proximity to the treatment plant.

The suitability of the available water and it's application for use in the Gardens required further investigation before a commitment to using the water could be made.

An initial investigation was undertaken with Council Officers and representatives from Barwon Water. The project proposal involved piping Class "C" water from the treatment plant which is located near the Colac Saleyards to the Colac Botanic Gardens and the construction and installation of a reticulation system, to receive Class "C" recycled water.

Corporate Plan/Other Strategies/Policy

Council is undertaking a water audit of four key facilities and this report would need to be considered in conjunction with the water audit. The actions of the Water Management Action Plan (Water MAPS) will need to be taken on board in relation to the Colac Botanic Gardens.

Issues/Options

The issue regarding salt content of recycled water and its use on exotic trees is a valid matter. The Colac Botanic Gardens was created by the renowned botanist William Guilfoyle who established a range of exotic trees in 1868 within the gardens. Part of the process of the establishment of the trees was the planting of shelter trees to ensure that the delicate exotic trees within the garden were protected and nurtured. The use of water contaminated with various salt levels has the potential, although a small risk, to affect the root systems of trees within the gardens. This risk although small could lead to potential death of trees within the gardens which have been established over a number of years, and is unknown.

An analysis of the water at the Colac Water Treatment Plant (see Attachment 1) shows that the water proposed for the Colac Botanic Gardens has a range of salt and suspended solids in the water.

The handbook for Parks, Gardens, Playing Fields and Public Open Places "Irrigation & Amenities Horticulturalist Recycled Water" by Dr. Daryl P Stevens, Steven Smolemaars and Jim Kelly, advises that a range of plants, trees and shrubs are sensitive to varying levels of salt content. Recycled water does contain a large range of various salts which have the potential to impact on the trees within the Colac Botanic Gardens. The impacts can be in 2 areas, one from spraying and the other from drip irrigation. The impact from the level of recycled water on the Gardens will also be affected by the actual levels of salt and minerals in the soil. If the soil builds up high levels of salt over a period of time, then the soil would need to be flood irrigated to wash the salt out of the soil.

The danger is that with Class B, C & D recycled water, is that salt can build up in the soil over a period of time which may have potential to impact on the trees and plant life in the Colac Botanic Gardens. For normal vegetation areas this is not a major problem if some plants are affected by salt, however, for the sensitive trees in the Botanical Gardens, there is a real possibility that salt build up may cause detriment to the root structure and damage to the trees and plants in the Gardens. Once salt levels have built up in the soil it may be difficult to remove the salt and the soil may need to be flood irrigated to wash the salt from the soil back down into the ground. This may in essence defeat some of the purpose of using recycled water, without a thorough analysis of the soil and associated vegetation.

Given the sensitive nature of trees in the Gardens and the potential of salt build up, a detailed analysis of the soil in the Gardens and the overall sensitivity of the plants would need to be undertaken before any recycled water could be used. Given the sensitivity the application of recycled water needs to be undertaken with caution, and the preference is to use a higher class of water and with reduced salt content.

Officers met with the Recycled Water Officer from Barwon Water to discuss this proposal. An on-site meeting was held at the gardens on 4 December 2008. The Officer advised that the water proposed to be supplied to Council was a Class "C" recycled water and that Barwon Water had no plans at this stage to increase the treatment to improve the water to a Class "A" or "B". Use of recycled water must comply with the EPA Guidelines and the EPA Publication 464-2 Guidelines for Environmental Management - Use of Reclaimed Water, as follows:

Table 1 - Recycled water classes and corresponding physical, chemical and biological ranges (EPA, 2003)

| Class | <i>E. coli</i>
(org. / 100 mL) | Turbidity
(NTU) | BOD
(mg/L) | TSS
(mg/L) | pH | Chloride
(mg/L) |
|-------|-----------------------------------|--------------------|---------------|---------------|-------|--------------------|
| A* | <10 | <2 | <10 | <5 | 6 - 9 | 1 |
| B | <100 | - | <20 | <30 | 6 - 9 | - |
| C | <1000 | - | <20 | <30 | 6 - 9 | - |
| D | <10000 | - | <20 | <30 | 6 - 9 | - |

* - Class A also must contain: <1 helminth per litre, <1 protozoa per 50 litres & <1 virus per 50 litres.

Table 2 - Class use of recycled water (EPA, 2003)

| Class | Urban (non-potable) | Agricultural | Industrial |
|-------|---------------------------------|--|---|
| A | with uncontrolled public access | e.g. human food - crops consumed raw | open systems with worker exposure potential |
| B | with controlled public access | e.g. dairy cattle - grazing | e.g. wash down - water |
| C | with controlled public access | e.g. human food - crops cooked/processed, grazing/fodder for livestock | systems with no potential for worker exposure |
| D | n/a | non-food crops including instant turf, woodlots, flowers | n/a |

Based on the EPA Guidelines for Class "C" recycled water, the area needs controlled access, which would most likely require fully fencing the site, and the system must have no potential for public or worker exposure.

This would be difficult to achieve as workers are required to repair sprinkler and drip irrigation systems from time to time.

Discussions were held with the Friends of the Colac Botanical Gardens in December 2008 and concern was expressed in relation to the use of Class "C" recycled water on the Colac Botanic Gardens. Major concerns in relation to recycled water were contact with public or workers, the salt content of the recycled water and the potential to damage trees and vegetation within the Gardens. Concern was also expressed by various members of the Committee in relation to the potential impact of recycled water on the staff in the gardens.

The Friends Group advised that it "was uncomfortable with the use of Class "C" recycled water at this stage", however, it would be agreeable to a better class of water.

Recycled water application should be designed to minimise recycled water spray drift leaving the irrigation area. Any uses not listed will need individual approval from EPA Victoria.

The suitability of Class "C" recycled water in relation to the Colac Botanic Gardens does not comply with controlled public access and there is potential for exposure to workers and public. The Class "C" water requires a withholding period of 4 hours to ensure that the water can suitably drain away and the public or workers will not come into contact with the water. The Colac Botanic Gardens present a problem in relation to contact with the public as this is not a controlled public access site and it would be difficult to ensure that the public did not come into contact with the water. This would require fencing and irrigation at night etc. However, the ability to ensure that the public or workers would not come into contact with this water was not able to be guaranteed given that the gardens are utilised by the public and are not fully fenced with open access from the Lakeside area and gates at the front.

Proposal

The proposal is to not continue with the expression of interest process with Barwon Water for the use of recycled water "class C" in the Colac Botanic Gardens.

Financial and other Resource Implications

Council had previously allocated \$25,000 in the 2008/09 budget for the investigation as part of an expression of interest process with Barwon Water for connection of recycled water to the Colac Botanic Gardens. The funding was part of a potential grant application for matching contributions to assist with recycled water investigations.

If this project does not proceed, there would be a potential \$25,000 saving to Council.

Risk Management & Compliance Issues

Salt build up is a major unknown risk in the Colac Botanic Gardens. Class "C" water also has an allowance range under the EPA Guidelines of up to 1000 E.coli/ml of water. The level of E.coli which is a key organism in raw sewerage is at a level which may cause concern if public or workers come into contact with the water without it being treated. In addition spraying and associated spray drift problems from water would not be appropriate due to the proximity of residential development and public street access.

Recycled water is relatively safe to use, however, it needs to be in a controlled area where access and worker contact can be controlled and limited to ensure that the water has time to allow any organisms to dissipate through contact with the environment and atmosphere. This is relatively well suited for uses on sports fields which can be fenced from the public and kept for the withholding period without any human contact. Although relatively low levels of E-coli are in the Class "C" water from the Treatment Plant in Colac, notwithstanding there is still a potential for health issues associated with E-coli to present themselves in relation to contact with the public or workers from recycled water. If the gardens could be securely fenced and 24 hours public access could be eliminated at times of watering, then the recycled water may be appropriate, however, the cost of fencing the gardens would outweigh the benefits at this stage in relation to the use of recycled water.

Council would not exclude the use of Class "C" water at other locations, however, significant additional infrastructure would be required, and this has not been budgeted for at this stage.

Environmental Considerations

Salt concentration within the Colac Botanic Gardens would be a potential risk to the Gardens.

Communication Strategy/Consultation

Advice would need to be provided back to Barwon Water, and Friends of the Colac Botanic Gardens in relation to proposed course of action.

Implementation

At this stage it is recommended that Council advise Barwon Water that they do not wish to proceed with the commissioning of Consultants to design suitable pipe networks to take advantage of the Class "C" recycled water for the Colac Botanic Gardens.

Officers need to write to Barwon Water advising that council would be interested in investigating recycled water for the Botanical Gardens if treatment was provided at Class "A" or "B" standard.

Conclusion

Based on a review of the EPA Guidelines, the discussion with the Friends of the Botanical Gardens, Officer from Barwon Water and a site visit in relation to the use of recycled water in the Botanical Gardens, it has been recommended that the recycled water project should not proceed at this stage, based on the number of factors as follows:

1. The Colac Botanic Gardens Proposal does not meet the water recycling criteria as specified by the EPA Guidelines 2003, without additional works.
2. The salt content of Class "C" recycled water could have a detrimental impact on the exotic trees within the Colac Botanic Gardens which may lead to the possible demise of some trees.
3. The area cannot be secured and therefore there is potential (low risk) for contamination and infection of the public through contact with Class "C" recycled water.
4. If Class "C" recycled water was to be installed a security fence would be needed to be placed around the Gardens to restrict access to ensure that it complies with the EPA requirements to control public access.
5. There is a small but real potential for workers and public exposure to E-coli which could lead to potential infections and subsequent claims against Council.

Notwithstanding that the potential risks are relatively low, there is still the potential of risk in relation to the salt content in Class "C" recycled water used in the Colac Botanic Gardens. The use of the recycled water is more appropriate in other facilities where there can be some controlled access such as sporting grounds and the like and it may be useful to investigate use of water in these facilities if the drought continues to affect Council sporting facilities. Council would be better placed to use a higher class of recycled water.

Attachments

Colac WRP - Recycled Water Results

Recommendation(s)

That Council thank Barwon Water for its Expression of Interest process seeking the Use of Class "C" water, and advise that it does not wish to use Class "C" in the Colac Botanic Gardens, however, Council would be interested in investigating the use of higher classes of water.

-----u-----



**Colac WRP - Recycled Water Results
3 Year Average**

| DATE | BOD
mg/L | SUSPENDED SOLIDS
mg/L | pH
Units | CONDUCTIVITY | PHOSPHORUS
mg/L | AMMONIA NITROGEN
mg/L | TOTAL NITROGEN
mg/L | Nitrite
mg/L | Nitrate
mg/L | TKN
mg/L | Organic Nitrogen
mg/L | T.O.N.
mg/L | TOTAL CHLORINE RESIDUAL
mg/L | Ecoli
orgs/100mL |
|-----------------|-------------|--------------------------|-------------|--------------|--------------------|--------------------------|------------------------|-----------------|-----------------|-------------|--------------------------|----------------|---------------------------------|---------------------|
| AVERAGE | 3.7 | 6.9 | 7.4 | 593.2 | 0.3 | 1.3 | 4.8 | 0.7 | 0.8 | 3.3 | 2.2 | 1.7 | 0.0 | 82.8 |
| 90th percentile | 6.7 | 11.4 | 7.6 | 632 | 0.533 | 1.47 | 12.4 | 2.36 | 1.74 | 5.57 | 4.2 | 4.59 | 0 | 251 |

| DATE | Average | 90th Percentile |
|--------------------|---------|-----------------|
| Iron | 0.08 | 0.108 |
| Copper | 0.00 | 0.0044 |
| Nickel | 0.00 | 0.0017 |
| Zinc | 0.03 | 0.0392 |
| Potassium | 17.25 | 20.1 |
| Sodium | 80.50 | 85.4 |
| Calcium | 14.50 | 15 |
| Magnesium | 4.18 | 4.69 |
| Chromium | 0.002 | 0.0045 |
| Cadmium | <0.0002 | <0.0002 |
| Lead | <0.001 | <0.001 |
| Mercury | <0.0001 | <0.0001 |
| TDS | 446.67 | 604 |
| Faecal Coliforms | 110.00 | 110 |
| Aldrin | <0.01 | <0.01 |
| BHC (Alpha Isomer) | <0.05 | <0.05 |
| BHC Beta Isomer) | <0.05 | <0.05 |
| BHC Delta Isomer) | <0.05 | <0.05 |
| 4,4' -DDD | <0.06 | <0.06 |
| 4,4' -DDE | <0.06 | <0.06 |
| 4,4' -DDT | <0.06 | <0.06 |
| Dieldrin | <0.01 | <0.01 |
| Endrin | <0.1 | <0.1 |
| Hexachlorobenzene | <0.002 | <0.002 |
| Heptachlor Epoxide | <0.05 | <0.05 |
| Heptachlor | <0.05 | <0.05 |
| Lindane | <0.05 | <0.05 |
| Methoxychlor | <0.2 | <0.2 |

**OM092502-12 DECLARATION OF ROAD AS UNUSED – ROAD NORTH OF
300 WAIT-A-WHILE ROAD, WYELANGTA**

| | | | |
|-------------|----------------|-----------|-------------------------|
| AUTHOR: | Adam Lehmann | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure | FILE REF: | GEN00016 – Unused Roads |

Purpose

The purpose of this report is to provide Council the opportunity to consider declaring a section of Government road as unused.

Background

Council has recently received a request from the owners of 300 Wait-A-While Road, Wyelangta to consider declaring the government road north of the property as unused. If Council considers it appropriate to do so then this will enable the Department of Sustainability and Environment (DSE) to issue an unused road licence for this area.

The government road to be licenced directly abuts the northern boundary of this property. The area of land measures approximately 0.5 Ha and is fully described as the unused road north of Crown Allotment 14, Section B, Parish of Wyelangta.

Corporate Plan/Other Strategies/Policy

Not applicable.

Issues/Options

There is no formed roadway along the full length this section of road and it has been assessed that it is not presently required for future expansion of the road network in this area. Declaration of this road as unused will not compromise access to any other abutting private property in the foreseeable future (refer attached locality map).

Should it be considered that in the future this road is reasonably required for public use Section 407(1) of the Land Act 1958 (the 'Act') provides Council the authority to instruct DSE to cancel or amend any unused road licence. Where a licence has been cancelled or amended, the land to which that licence related to shall cease to be an unused road and reverts back to the management of Council enabling the provision of access.

Under Section 400 of the Act, DSE requires agreement from Council that it considers the road is not reasonably required for public traffic. Upon the giving of any such notice any road or part of a road specified therein shall be an unused road and is then able to be licenced to the adjoining landowner. It is believed that it is intended to use this area of road for the purposes of grazing stock.

Proposal

It is recommended that Council seek further community feedback in relation to this matter and should advertise its intention to declare the section of road abutting the northern boundary of 300 Wait-A-While Road as unused.

Financial Implications

Council officer time will be required for the preparation of public notices. It is considered that this will have minimal impact on the performance of core duties.

Risk Management Implications

Not applicable.

Environmental Considerations

Not applicable.

Communication Strategy/Consultation

Council procedure requires that it give public notice of its intention to declare a road as unused. In addition, all abutting property owners will be written to advising them of Council's intention and their right to make submission.

All submissions received will be considered following Section 223 of the Local Government Act 1989.

All utility companies will also be advised of Council's intention to provide consent to closure to ensure consideration is given to the potential impacts on the management of services which may exist in the vicinity of this road. Given that this road abuts a crown reserve, the CFA and local brigade will need to be consulted.

Implementation

Advertising advising of Council's intention will be prepared upon resolution. This will also include the forwarding of required correspondence to all abutting property owners, CFA and utility agencies.

Conclusion

It is considered that the declaration of the section of government road abutting the northern boundary of 300 Wait-A-While Road, Wyelangta will not impact on service delivery and Council should advertise its intention to declare this area of road as unused pursuant to the provisions of the Land Act 1958.

Attachments

1. Locality Plan

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

1. ***Resolve to provide public notice under Section 223 of the Local Government Act 1989, of its intention to declare the government road abutting the northern boundary of 300 Wait-A-While Road, Wyelangta as unused; and***
2. ***Subject to complying with Council Statutory requirements under the Local Government Act 1989, and not receiving any objections, that Council advise DSE of its formal consent.***

~~~~~\ ~~~~~



**Locality Plan**



300 WAIT-A-WHILE ROAD

Area of Government  
Road to be Licensed

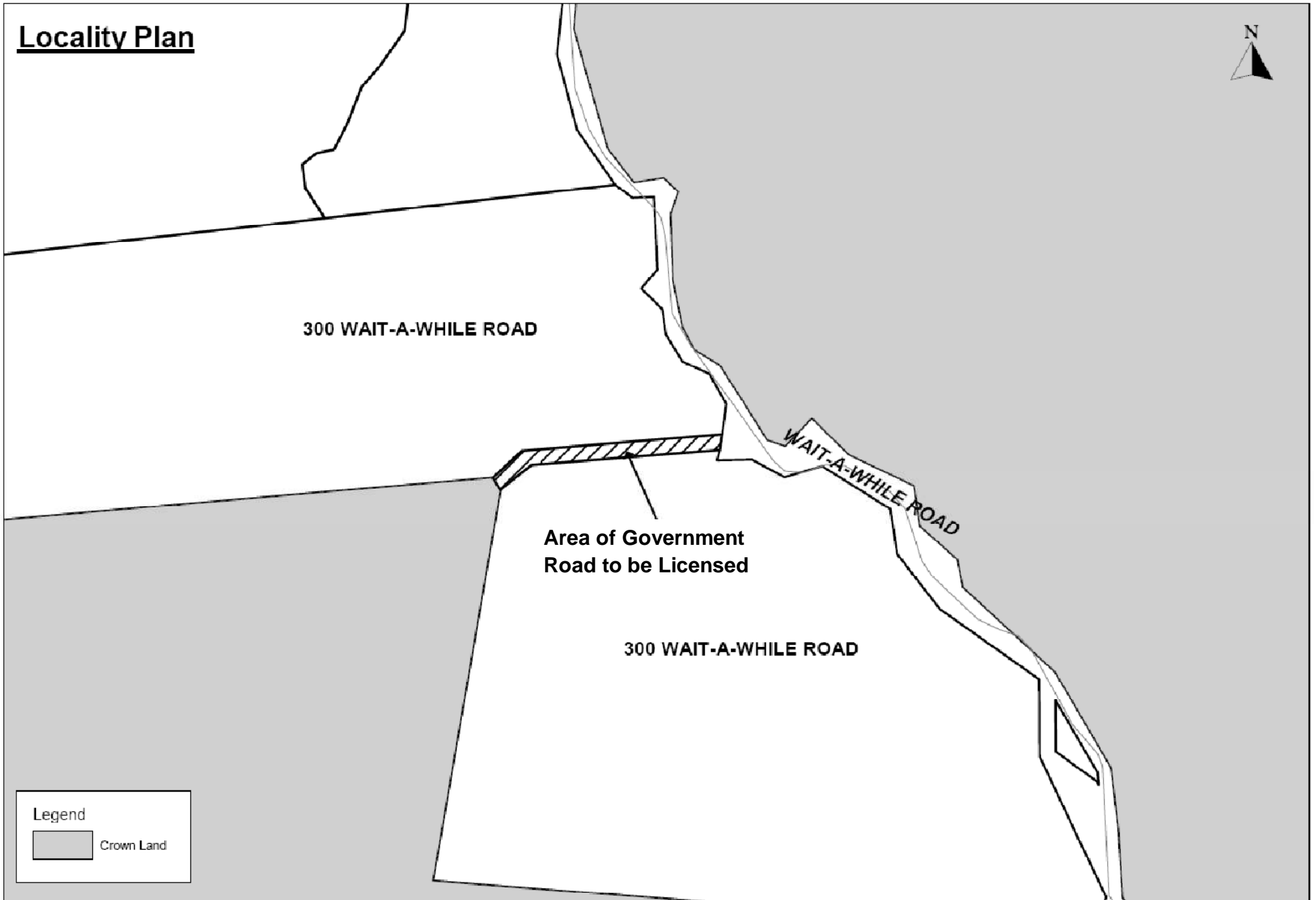
WAIT-A-WHILE ROAD

300 WAIT-A-WHILE ROAD

**Legend**



Crown Land



**OM092502-13 PROPOSED ROAD CLOSURE, PARISH OF AIRE**

|             |                |           |                         |
|-------------|----------------|-----------|-------------------------|
| AUTHOR:     | Adam Lehmann   | ENDORSED: | Neil Allen              |
| DEPARTMENT: | Infrastructure | FILE REF: | GEN00016 - Unused Roads |

**Purpose**

Council has recently received correspondence seeking consent to the closure of an unused government road.

**Background**

The Department of Sustainability and Environment (DSE) has given Council notification of its intention to close the Government road east of Crown Allotment 2074, Parish of Aire as shown hatched on the attached locality plan.

The purpose of this closure is to include the area into the adjoining Crown Land presently managed by Parks Victoria.

Under Section 349 of the Land Act 1958, DSE requires agreement from Council that it considers the road is not reasonably required for public traffic. The consent of all adjoining landowners is also required for the sale to proceed. There is no private property abutting this road.

DSE may declare the road as previously described as closed via a notice published in the Government Gazette after it has received consent from Council and abutting property owners.

**Corporate Plan/Other Strategies/Policy**

Not applicable.

**Issues/Options**

The road to be closed directly abuts Crown Land on all sides. There is no formed roadway along its length and it has been assessed that this unused road is not reasonably required for future expansion of the road network. Closure of this road will not compromise access to any private property in the area.

**Proposal**

It is proposed to advertise Council's intention to consent to the closure of this road.

**Financial Implications**

There will be no direct financial impacts to Council in respect to this matter. Some officer time will be required to administer the public consultation process, however this is considered appropriate.

**Risk Management Implications**

Not applicable.

**Environmental Considerations**

Not applicable.

**Communication Strategy/Consultation**

Present procedure requires that Council give public notice of its intention to provide consent to closing of a road. In addition, all abutting property owners will be written to advising them of Council's intention and their right to make submission.

All submissions received will be considered following the provisions of Section 223 of the Local Government Act 1989.

All utility companies will also be advised of Council's intention to provide consent to closure to ensure that all necessary easements in favour of any underground services located within the area are created. Given that this road abuts a crown reserve, the CFA and local brigade will need to be consulted.

### **Implementation**

All actions will be implemented upon resolution of Council.

### **Conclusion**

From Council's perspective, the road is not reasonably required as a road reserve, and currently serves no broader public amenity. Council stands to slightly improve the management of its road network by reducing the amount of land it is responsible for and as such should advertise its intention to provide consent to the closure of this road.

It is proposed that Council call for public submissions in respect to this matter.

### **Attachments**

1. Locality Plan

### **Recommendation(s)**

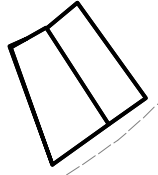
#### ***That Council:***

1. ***Resolve to give public notice under Section 223 of the Local Government Act 1989, of its intention to consent to the closure of the road East of Crown Allotment 2074; and***
2. ***Subject to complying with Councils Statutory requirements under the Local Government Act 1989, and not receiving any objections, that Council advise DSE of its formal consent.***

~~~~~\ ~~~~~



Locality Plan



BLUE JOHANNA ROAD

RED JOHANNA ROAD

CA 68E

CA 2074

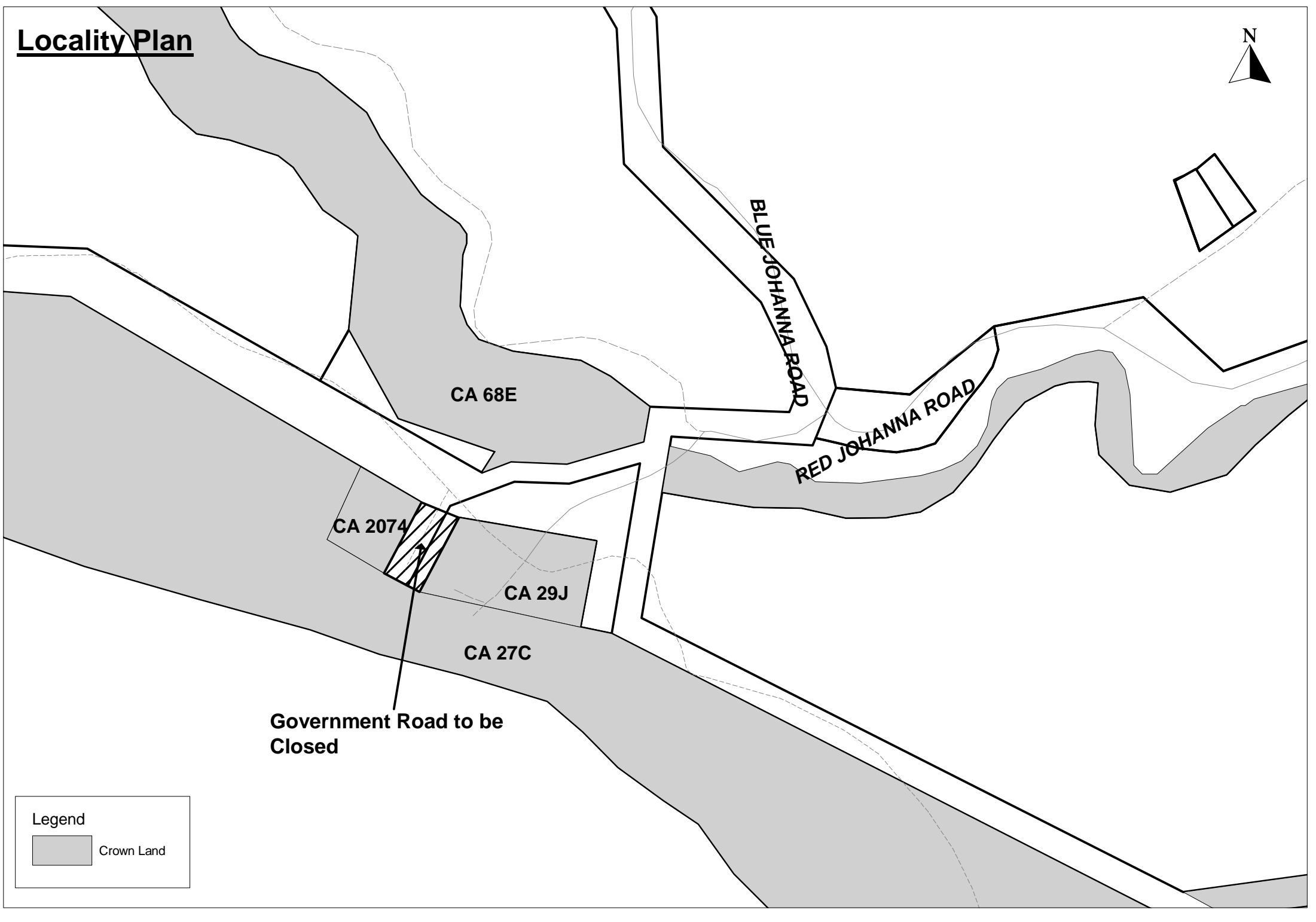
CA 29J

CA 27C

Government Road to be Closed

Legend

Crown Land



OM092502-14 CORANGAMITE & COLAC OTWAY ROAD SAFETY STRATEGY

| | | | |
|-------------|----------------|-----------|--|
| AUTHOR: | Peter Dohnt | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure | FILE REF: | GEN0016 – Roads,
Streets & Bridges –
Road Safety |

Purpose

This report presents the draft Corangamite & Colac Otway Road Safety Strategy for Council to endorse the strategy for public consultation.

Background

Council's current Road Safety Strategy 2001-2006 was in need of updating and an item was included in the budget for a revised strategy to be drafted. After consultation with Corangamite Shire, it was decided to update the road safety strategy jointly for both Councils. Geographically the two Shires combined cover the bulk of the Colac Police District and the whole of Colac RoadSafe district. The benefit of the joint strategy is a continuity of approach across the Police and RoadSafe districts.

A meeting was held in August 2008 at which local road safety issues were discussed by the attendees which included Colac Otway Shire staff, Corangamite Shire staff, VicRoads, Police and Colac RoadSafe. Out of this meeting, a preliminary draft document was developed. This preliminary draft was circulated to the attendees for comments and these comments incorporated into the final draft strategy that is the subject of this report.

Corporate Plan/Other Strategies/Policy

The Corporate Plan identifies strategy 1.2.3 "Implement the Road Safety Plan and Council approved road safety initiatives in partnership with VicRoads and other agencies".

Issues/Options

The primary issue is that Council should have a documented plan for the management of road safety issues whereby the issues are identified, and strategies and actions are developed and implemented so as to eliminate or minimise the risks involved in those issues.

Proposal

It is proposed that Council seek public comment in relation to the draft Corangamite and Colac Otway Road Safety Strategy in accordance with the Colac Otway Shire Community Consultation and Engagement Policy

Financial Implications

The cost of this consultation process is minimal, involving some staff time, newspaper advertising and the production of copies of the document.

The cost of implementation of the strategy will be met within Councils existing expenditure on roads and road safety. Programming of works and programs identified within the strategy are proposed to be managed within the available future budgets.

Risk Management & Compliance Issues

This Road Safety Strategy entire focus is about the minimisation of the physical risks related to vehicle, cycle and pedestrian use of the public road network that is managed by Council. Council has a duty of care to manage the risks to all road users and an essential part of that management to identify any and all significant risks that road users may face and to put in place strategies to manage those risks. This road strategy is a fundamental element in the

identification of those risks and provides a range of strategies and actions to manage those risks.

Environmental Considerations

There are no significant environmental issues.

Communication Strategy/Consultation

The draft Strategy has been prepared in consultation with a number of local and regional agencies. These agencies have been acknowledged in the draft.

In accordance with Council's Community Consultation and Engagement Policy, the following consultation program is proposed:

- The draft Strategy is to be placed on public exhibition from 3 March until 31 March 2009;
- A public notice is to appear in the Colac Herald and the Echo, the Apollo Bay News Sheet and the Otway Light advising of the release of the draft Strategy, the period of exhibition, and procedure for making a written submission and verbal submission to a Council hearing;
- The draft Strategy is to be placed on the internet and hard copies in the Colac and Apollo Bay Customer Service Centres and the Colac Library; and
- Councillor hearing of verbal submissions on Tuesday 31 March 2009 if required.

Implementation

Following Council's endorsement of the draft policy, the policy will be exhibited in accordance with Council's Community Consultation and Engagement Policy. This will provide opportunity for members of the community to provide written comment to Council and, if so desired, present a verbal submission. Seeking this feedback will enable Council to consider issues raised in submissions prior to finalising the Strategy

Conclusion

That the Corangamite and Colac Otway Road Safety Strategy be made available for public comment by being placed on public exhibition in accordance with Council's Community Consultation and Engagement Policy.

Attachments

1. Corangamite and Colac Otway Road Safety Strategy

Recommendation(s)

That Council resolve that the Draft Corangamite and Colac Otway Road Safety Strategy placed on public exhibition for a period of 4 weeks.

~~~~~U~~~~~





# Corangamite and Colac Otway Road Safety Strategy

## Road Safety Report

Corangamite and Colac Otway Shire Councils

1 December 2008

Document No.: 983tpe

# Corangamite and Colac Otway Road Safety Strategy

Prepared for

**Corangamite and Colac Otway Shire Councils**

Prepared by

**Maunsell Australia Pty Ltd**

Level 9, 8 Exhibition Street, Melbourne VIC 3000, Australia

T +61 3 9653 1234 F +61 3 9654 7117 [www.maunsell.com](http://www.maunsell.com)

ABN 20 093 846 925

1 December 2008

60047338

© Maunsell Australia Pty Ltd 2008

The information contained in this document produced by Maunsell Australia Pty Ltd is solely for the use of the Client identified on the cover sheet for the purpose for which it has been prepared and Maunsell Australia Pty Ltd undertakes no duty to or accepts any responsibility to any third party who may rely upon this document.

All rights reserved. No section or element of this document may be removed from this document, reproduced, electronically stored or transmitted in any form without the written permission of Maunsell Australia Pty Ltd.

## Quality Information

Document Corangamite and Colac Otway Road Safety Strategy



Ref 60047338

Date 1 December 2008

Prepared by Daniel North and Catherine Wilms

Reviewed by Tony Frodsham

### Revision History

| Revision | Revision Date | Details      | Authorised                                        |                                                                                      |
|----------|---------------|--------------|---------------------------------------------------|--------------------------------------------------------------------------------------|
|          |               |              | Name/Position                                     | Signature                                                                            |
| A        | 22/09/2008    | Draft Report | Nicole Broekman<br>Principal Transport<br>Planner |   |
| B        | 1/12/2008     | Final Report | Nicole Broekman<br>Principal Transport<br>Planner |  |

# Table of Contents

|                   |                                                                                      |    |
|-------------------|--------------------------------------------------------------------------------------|----|
| Executive Summary |                                                                                      | i  |
| 1.0               | Introduction                                                                         | 1  |
| 1.1               | The Shires                                                                           | 1  |
| 1.1.1             | Corangamite Shire                                                                    | 1  |
| 1.1.2             | Colac Otway Shire                                                                    | 2  |
| 1.2               | Requirement for Road Safety                                                          | 3  |
| 1.2.1             | Trauma and Fatalities                                                                | 5  |
| 1.2.2             | Financial Costs                                                                      | 5  |
| 1.2.3             | Shifts in Trends                                                                     | 5  |
| 1.2.4             | Stakeholder Concerns                                                                 | 5  |
| 1.3               | Complimentary Road Safety Initiatives                                                | 6  |
| 1.3.1             | Previous strategies in Colac Otway and Corangamite Shires                            | 6  |
| 1.3.2             | Arrive Alive                                                                         | 6  |
| 1.3.3             | Saferoads                                                                            | 7  |
| 1.3.4             | RoadSafe                                                                             | 7  |
| 1.4               | Road Safety Aims and Objectives                                                      | 7  |
| 1.5               | Format of this Report                                                                | 8  |
| 2.0               | Corangamite & Colac Otway Road Safety Performance                                    | 9  |
| 2.1               | Crash Activity and Ranking                                                           | 9  |
| 2.1.1             | Colac Otway and Corangamite Shire Crash Overview                                     | 9  |
| 2.1.2             | Corangamite & Colac Otway Shires Local Road Crash Types                              | 10 |
| 2.1.3             | Corangamite and Colac Otway Shires All Roads Crash Types                             | 11 |
| 2.2               | Key Crash Facts                                                                      | 13 |
| 2.2.1             | Crash severity comparison                                                            | 13 |
| 2.2.2             | Injured crash participants by Age and Gender                                         | 14 |
| 2.2.3             | Reported road and lighting conditions                                                | 15 |
| 2.2.4             | Distribution of objects struck in road crashes                                       | 16 |
| 2.2.5             | Vehicle types involved in road crashes                                               | 17 |
| 2.3               | High Crash Locations/Routes                                                          | 17 |
| 2.3.1             | Old Port Campbell Road                                                               | 17 |
| 2.3.2             | Other Local Roads                                                                    | 18 |
| 2.3.3             | All Roads                                                                            | 19 |
| 2.4               | Specific Road Users                                                                  | 20 |
| 2.4.1             | Crashes involving trucks                                                             | 20 |
| 2.4.2             | Impacts on vulnerable road users: motorcycles, bicycles and pedestrians              | 20 |
| 2.4.3             | Crashes involving railway level crossings                                            | 21 |
| 2.5               | Statewide Comparison of Colac Otway and Corangamite Shires versus other Rural Shires | 22 |
| 2.6               | Other Crash Factors                                                                  | 22 |
| 2.7               | Summary of Key Crash Types                                                           | 23 |
| 3.0               | Road Safety Goals and Strategies                                                     | 24 |
| 3.1               | Development of Road Safety Goals and Strategies                                      | 24 |
| 3.1.1             | Safer Road Users                                                                     | 24 |
| 3.1.2             | Safer Infrastructure                                                                 | 33 |
| 3.1.3             | Safer Vehicles                                                                       | 36 |
| 3.2               | Delivery of the Road Safety Strategy                                                 | 37 |
| 3.3               | Strategies targeting Crashes                                                         | 38 |
| Appendix A        | Rural Shire Crash Ranking                                                            | A  |
| Appendix B        | Definitions for Classifying Accidents (DCA's)                                        | B  |

## List of Tables

|           |                                                                                      |    |
|-----------|--------------------------------------------------------------------------------------|----|
| Table 1:  | Major DCA Codes                                                                      | 9  |
| Table 2:  | Colac Otway and Corangamite Shire Crash Summary (1 January 2003 to 31 December 2007) | 10 |
| Table 3:  | Comparison of reported road conditions at the time of the crash                      | 15 |
| Table 4:  | Comparison of reported road lighting conditions at the time of the crash             | 15 |
| Table 5:  | Old Port Campbell Road crash statistics                                              | 17 |
| Table 6:  | Crashes on local roads – Colac Otway and Corangamite Shires                          | 18 |
| Table 7:  | High Crash Roads Colac Otway Shire – Arterial Roads                                  | 19 |
| Table 8:  | High Crash Roads Corangamite Shire – Arterial Roads                                  | 19 |
| Table 9:  | Crashes involving heavy vehicles - Colac Otway Shire                                 | 20 |
| Table 10: | Crashes involving heavy vehicles - Corangamite Shire                                 | 20 |
| Table 11: | Railway level crossing road control distribution                                     | 22 |
| Table 12: | Shire Ranking Summary from 45 Rural Victorian Shires                                 | 22 |
| Table 13: | Drink/drug driving Key Actions                                                       | 24 |
| Table 14: | Fatigued driving Key Actions                                                         | 26 |
| Table 15: | Excessive Speed driving Key Actions                                                  | 27 |
| Table 16: | Younger Road Users Key Actions                                                       | 28 |
| Table 17: | Mature Drivers (60+) Key Actions                                                     | 28 |
| Table 18: | Motorcyclists Key Actions                                                            | 29 |
| Table 19: | Pedestrians Key Actions                                                              | 30 |
| Table 20: | Cyclists Key Actions                                                                 | 31 |
| Table 21: | Heavy Vehicle drivers Key Actions                                                    | 32 |
| Table 22: | Run-off road crashes and head-on crashes                                             | 33 |
| Table 23: | Road Treatments for various AADT                                                     | 34 |
| Table 24: | Key Actions for implementing Rest Stops                                              | 35 |
| Table 25: | Railway level crossings Key Actions                                                  | 35 |
| Table 26: | School speed zones Key Actions                                                       | 36 |
| Table 27: | Safer Vehicles Key Actions                                                           | 37 |
| Table 28: | Actions by Organisation                                                              | 37 |
| Table 29: | DCA's targeted by each Strategy                                                      | 38 |

## List of Figures

|            |                                                                                                         |    |
|------------|---------------------------------------------------------------------------------------------------------|----|
| Figure 1:  | Corangamite and Colac Otway Shire boundaries                                                            | 1  |
| Figure 2:  | Corangamite Shire                                                                                       | 2  |
| Figure 3:  | Colac Otway Shire                                                                                       | 3  |
| Figure 4:  | The Causes of Road Crashes                                                                              | 4  |
| Figure 5:  | Corangamite and Colac Otway Shires DCA comparison of crashes occurring on local roads within the shires | 10 |
| Figure 6:  | Corangamite and Colac Otway Shires DCA comparison of crashes occurring on all roads within the shires   | 11 |
| Figure 7:  | Colac Otway Shire DCA comparison of crashes occurring on all roads and local roads                      | 12 |
| Figure 8:  | Corangamite Shire DCA comparison of crashes occurring on all roads and local roads                      | 12 |
| Figure 9:  | Colac Otway - All roads                                                                                 | 13 |
| Figure 10: | Corangamite - All roads                                                                                 | 13 |
| Figure 11: | Colac Otway - Local roads                                                                               | 13 |
| Figure 12: | Corangamite - Local roads                                                                               | 13 |
| Figure 13: | Corangamite Shire Age Profile – All Roads                                                               | 14 |
| Figure 14: | Colac Otway Shire Age Profile - All Roads                                                               | 14 |
| Figure 15: | Corangamite Shire Age Profile - Local Roads                                                             | 14 |
| Figure 16: | Colac Otway Shire - Local Roads                                                                         | 14 |
| Figure 17: | Injured Road Users by Gender                                                                            | 15 |
| Figure 18: | Comparison of objects struck in road crashes                                                            | 16 |
| Figure 19: | Timboon Curdievale Road site photo                                                                      | 16 |
| Figure 20: | Vehicles involved in road crashes                                                                       | 17 |

|            |                                                                                        |    |
|------------|----------------------------------------------------------------------------------------|----|
| Figure 21: | Old Port Campbell Road                                                                 | 18 |
| Figure 22: | Number of crashes involving vulnerable road users (1 January 2003 to 31 December 2007) | 21 |



## Executive Summary

This road safety strategy has been prepared in conjunction with the Corangamite Shire Council, Colac Otway Shire Council, Victoria Police (Colac Division), VicRoads and RoadSafe Colac. Colac Otway Shire and Corangamite Shire are located in Victoria, approximately 150 km and 200 km respectively south west of Melbourne.

The key objectives of the Road Safety Strategy are:

- To reduce road crashes, resulting in financial and social savings through reduced crash and trauma costs.
- To provide road safety direction for each Council, community and other interested groups and organisations.
- To promote community ownership of road safety at a community level and reinforce links between key stakeholders and local groups.
- To investigate the potential risk factors on local road infrastructure.
- To develop and implement municipal road safety strategies which are linked to each Council's Corporate Plans, and provide the basis of a targeted and relevant action program for each shire and other agencies to address key road safety initiatives.

Corangamite and Colac Otway Shires, like many rural municipalities across Victoria, are experiencing on-going road safety concerns. Injury crashes in these municipalities occur almost daily and 37 deaths have been recorded in the past five years.

In the last five years there have been 220 and 141 serious crashes in Colac Otway and Corangamite Shires respectively. Out of these crashes Colac Otway roads had 22 fatalities (including 6 on local, Council maintained roads) and Corangamite had 15 fatalities (including 4 on local, Council maintained roads). A total of 37% of all reported crashes occurred on local roads in Colac Otway Shire and a total of 46% of all reported crashes occurred on local roads in Corangamite Shire. The crash classifications that pose the most significant cause for concern on all roads throughout both Shires are crashes where vehicles veered 'off path on a curve' or 'off path on a straight'. These crashes comprise over 50% of all crashes within the two Shires.

It is known that there are three main causes of road crashes, and these are: human factors, the road environment and vehicle factors. Typically, around 95% of road crashes are caused (at least in part due) to human factors, with the road environment contributing to 28% and vehicle factors to 8%, with some overlap (two or more factors) contributing in some instances.

Road Safety Strategies for Colac Otway Shire and Corangamite Shire have been developed to address the following categories:

- Safer Road Users (Human Behaviour).
- Safer Infrastructure (Road Environment).
- Safer Vehicles (Vehicle Factors).

Safer Road User strategies identify measures to:

- Increase safety through reduction of behavioural risks, particularly targeting high risk road user demographic groups.
- Specific strategy actions have been identified to reduce Drink/Drug influenced driving, fatigued driving and excessive speed driving. These actions are focused on providing drivers with options and education to reduce the likelihood of accidents.



High risk road user groups include: Young drivers, older drivers, motorcyclists, pedestrians, cyclists and heavy goods vehicle drivers. Specific strategy actions have been formulated to increase the safety for these high risk groups. These strategies include measures such as:

- Encouraging greater road safety education and assessment for young and older drivers.
- Education and increased improvements to sensitive road areas for motorcyclists.
- Increased signage and modifications to road and path layout to protect pedestrians and cyclists.
- Education for the encouragement of safe HGV driver practices, safe and adequate rest areas.

Safer Infrastructure strategies and actions are aimed at reducing the number and severity of run-off-road and head-on crashes through creating a road environment that provides:

- Safer, clearer shoulders.
- Increased clear zones.
- Greater sight distances.
- Safe rural intersections.
- DDA compliance at intersections.
- Appropriate clear zones on roadside.
- Appropriate speed restrictions.
- Increased level of road marking and signage to safeguard against crashes.
- Increases in the number of rest stops.
- Upgrade safety improvements for rail level crossings.
- Greater awareness of school speed zones.
- Provision of school crossings.

Safer Vehicles strategies are aimed to continue to support the use of five-star rated vehicles including features such as:

- Automatic Braking Systems (ABS).
- Air bags.
- Electronic stability control.
- Cruise control.
- Speed limiters.

Safer Vehicles is recommended through promotion of the importance of safety features and also leading by example, encouraging Council fleets to introduce vehicles with increased safety features.

It is recommended that each Shire appoint an Officer as responsible for the Road Safety Strategy program. This person would be responsible for the success of the strategy through managing the strategy program and liaising with the lead agencies for each action and monitoring the outcomes.

# 1.0 Introduction

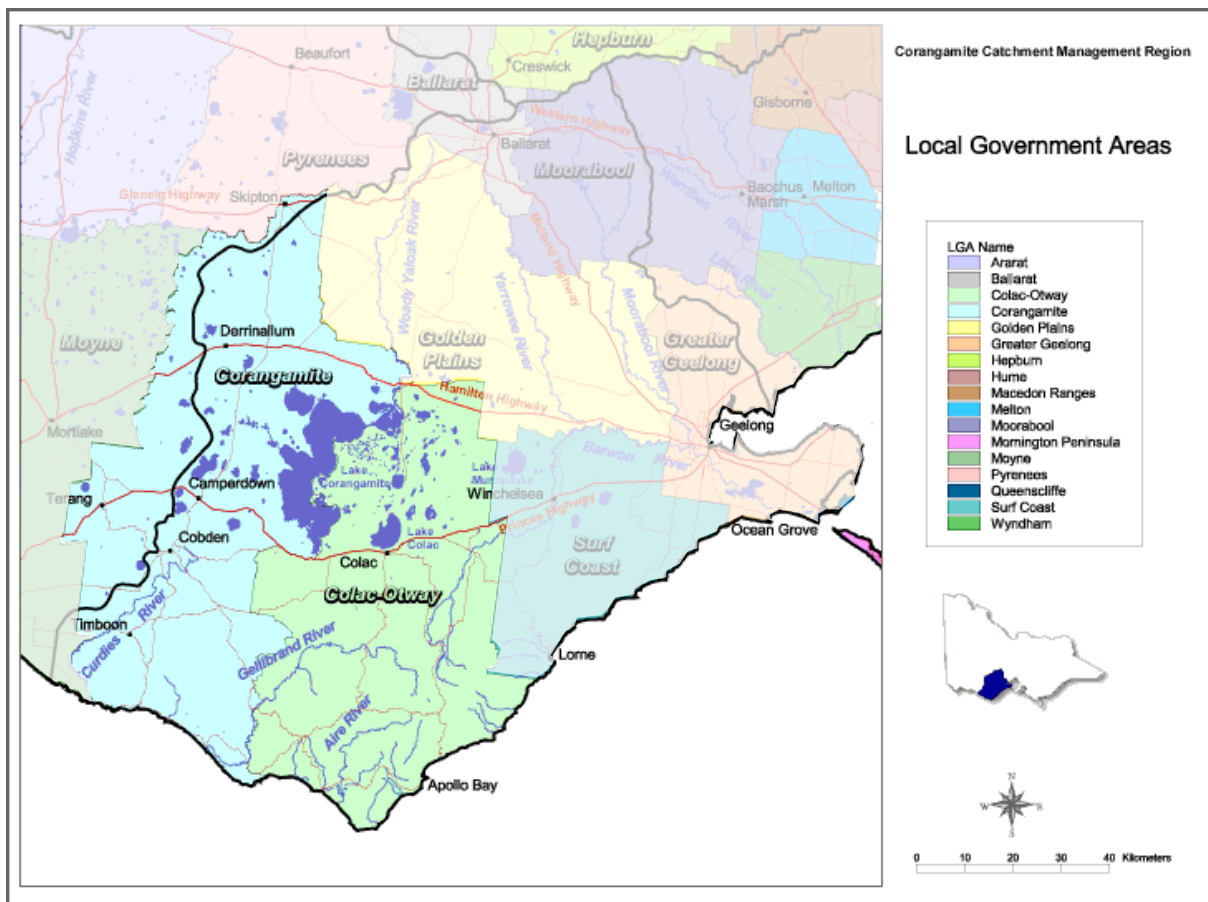
## 1.1 The Shires

Corangamite Shire is located in the south-western part of Victoria and covers 4,425 square kilometres. The Corangamite Shire is approximately 200 kilometres from Melbourne and 120 kilometres from Geelong.

Colac Otway Shire is located approximately 150 km from Melbourne (and 70 km from Geelong). The area of the Colac Otway Shire covers 3,443 square kilometres.

Figure 1 shows the shires in relation to surrounding shires including Geelong.

Figure 1: Corangamite and Colac Otway Shire boundaries



Source: [www.dpi.vic.gov.au](http://www.dpi.vic.gov.au)

### 1.1.1 Corangamite Shire

The Corangamite Shire is bounded by the shires of Moyne to the west, Pyrenees to the north, Golden Plains to the north-east and Colac Otway to the east, and is bounded by the coastline to the south. It contains the town of Skipton in the north, and at the southern edge at the coast includes the towns of Peterborough, Port Campbell and Wattle Hill. The western border follows the Curdies River and the towns on the border are Noorat, Terang, Taroona, Ayrford and Curdie Vale. The eastern border follows the Woody Yaloak River, Lake Corangamite and Gellibrand River.

Towns within the Corangamite Shire are Skipton, Camperdown, Noorat, Terang, Cobden, Timboon, Simpson, Port Campbell, Princetown, Derrinallum and Lismore. On 30 June 2007 the population of Corangamite Shire was estimated at 17,188<sup>1</sup> residents and was forecast to slightly increase to 17,619 by 2021<sup>2</sup>. Figure 2 indicates the area covered by the Corangamite Shire.

**Figure 2: Corangamite Shire**



Corangamite Shire is home to several different types of industries. These include wool growing and cropping. There is also a very large dairy industry which is one of the largest in the state. The different types of farming include milk, beef, wool, lamb and grain.

The tourist industry includes the attractions of the Great Ocean Road, the 12 Apostles, the Port Campbell National Park, fishing and volcanic hills which attract a high number of visitors to the region.

**1.1.2 Colac Otway Shire**

Colac Otway Shire is located in South West Victoria and extends from Cressy in the north to the ocean in the south. It is bounded by the Shires of Corangamite to the west, Golden Plains to the north and Surf Coast Shire to the east.

The main towns are Colac and Apollo Bay. Smaller towns within the shire include Beeac, Beech Forest, Birregurra, Coragulac, Cressy, Forrest, Gellibrand, Kennett River, Lavers Hill, Skenes Creek, and Wye River.

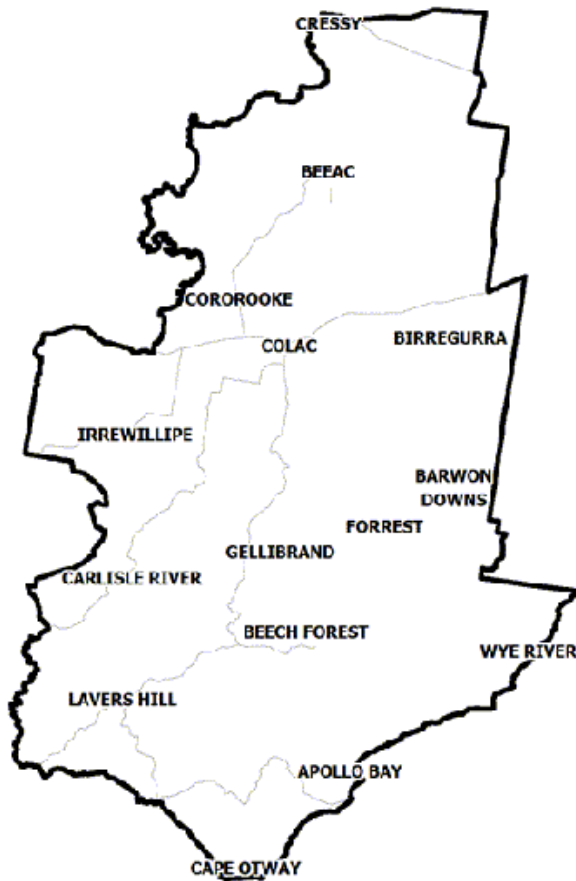
<sup>1</sup> Australian Bureau of Statistics  
<sup>2</sup> forecast.id (Informed Decisions) - [www.id.com.au/corangamite/forecastid/default.asp?id=277&qid=10&pg=8](http://www.id.com.au/corangamite/forecastid/default.asp?id=277&qid=10&pg=8) (date accessed: September 2008)

On 30 June 2007 the population was estimated at 21,183<sup>1</sup> and is forecast to increase to 23,949<sup>3</sup> by 2021. Figure 3 indicates the area covered by the Colac Otway Shire.

The predominant industries within the Colac Otway Shire are relatively similar to those within Corangamite Shire and include dairy, beef, sheep, crops, specified pastures, horticulture (and organic farming), timber, manufacturing and service, construction, retail and wholesale.

The main tourist attraction within the Colac Otway Shire is the Great Ocean Road which includes Apollo Bay and many other coastal areas.

Figure 3: Colac Otway Shire



## 1.2 Requirement for Road Safety

Victoria's roads and road users are amongst the safest in the world but continued investment in road safety measures is required to ensure Victoria remains at the forefront of road safety.

In the past five years, 29,325<sup>4</sup> people have been killed or injured on Victorian roads, representing 0.6%<sup>1</sup> of the population. However, those affected by the road toll extend well beyond this small proportion of the population. Family, friends, and the broader community are all impacted by the costs associated with injuries or deaths on the road, both emotionally and financially.

<sup>3</sup> forecast.id (Informed Decisions) - [www.id.com.au/colacotway/forecastid/default.asp?id=242&gid=10&pg=8](http://www.id.com.au/colacotway/forecastid/default.asp?id=242&gid=10&pg=8) (date accessed: September 2008)

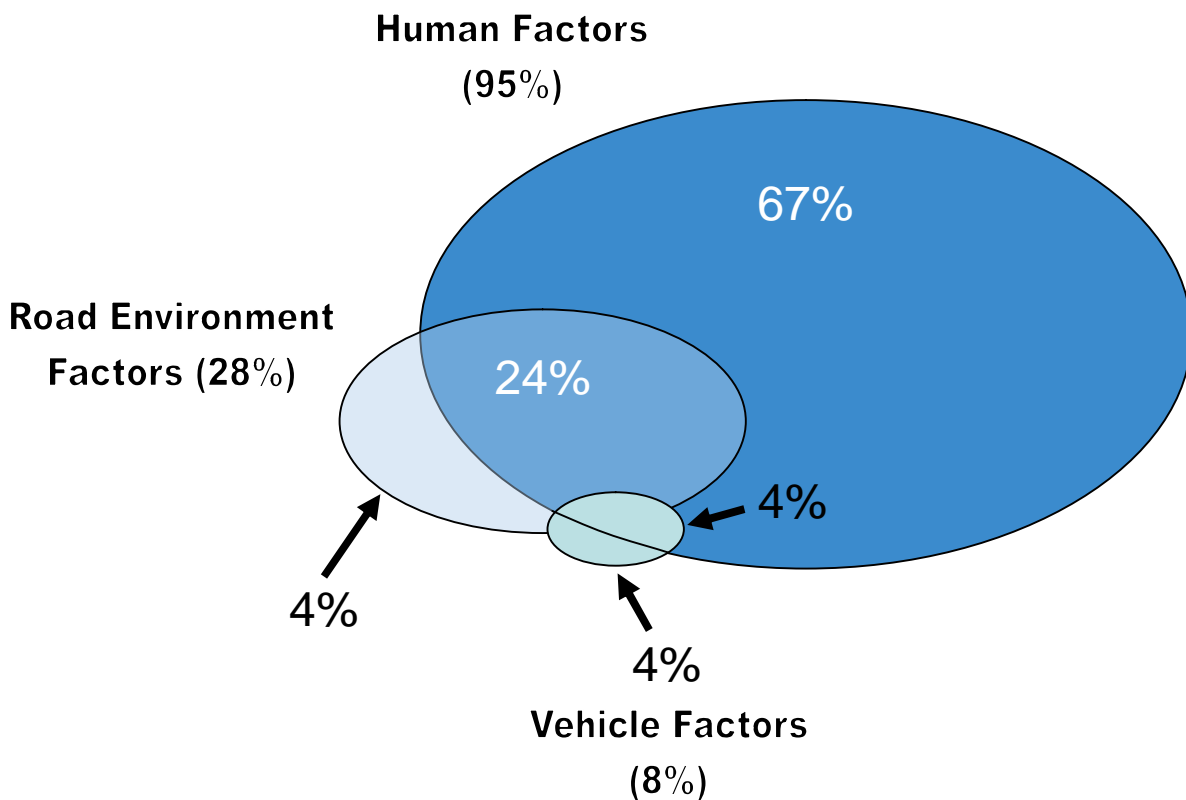
<sup>4</sup> VicRoads - CrashStats

While the road toll has been slowly decreasing, there is a significant need to ensure further efforts continue to decrease the toll, and that acceptance does not lead to a plateauing of these figures. The use of the road system is essential to maintain the on-going economical and social well-being of our society. Road safety is therefore of paramount importance to ensure that our everyday activities do not unnecessarily put lives at risk.

Corangamite and Colac Otway Shires, like many rural municipalities across Victoria, are also experiencing on-going road safety concerns. Injury crashes in these municipalities occur almost daily (over 300 per year) and 37 deaths (refer to Table 2) have been recorded in the past five years.

In order to address and improve road safety, the causes of road crashes needs to be considered. It is known that there are three main causes of road crashes, and these are: human factors, the road environment and vehicle factors. Typically, around 95% of road crashes are caused (at least in part) to human factors, with the road environment contributing to 28% and vehicle factors to 8%, with some overlap (two or more factors) contributing in some instances. For example 24% of crashes were caused by road environment factors and human factors. The following bubble chart indicates these contributions.

**Figure 4: The Causes of Road Crashes**



Source: RTANSW, 1996

The Australian Transport Safety Bureau's latest survey (Dec 2006) of community attitudes to road safety had found that the community identified four main factors contributing to road crashes, namely:

- Speed
- Drink Driving
- Inattention/lack of concentration
- Driver fatigue

It is surmised that the same factors are contributing to the road crashes in Corangamite and Colac Otway Shires.

### 1.2.1 Trauma and Fatalities

Road crashes contribute to an average of 348 deaths and 5,560 serious injuries on Victorian roads each year. The estimated costs of these road crashes is enormous, taking into consideration the human costs (including loss of earnings, medical, long-term care and rehabilitation costs, legal costs and disruptions to the workplace), the vehicle costs (repairs, towing) and general costs (including insurance, police, fire and road delay impacts).

Road crashes in Victoria are the principal contributor to trauma patients in hospitals making up over 50% of all major trauma patients<sup>5</sup>. The cost associated with road trauma is disproportionate to other types of trauma as patients frequently sustain serious injury and multiple injuries.

### 1.2.2 Financial Costs

In total, it is estimated by the Bureau of Transport Statistics that (in June 2006) a fatal injury crash cost an average of \$1.64 million; a serious injury crash cost an average of \$355,000, a minor injury crash average cost was approximately \$17,600, and a property damage only crash cost averaged \$7,300 per crash<sup>6</sup>.

It is estimated [Abelson P 2001] that the Australian Government currently spend \$600 million a year on road safety; and that Road Safety Programs were responsible for saving about 100 lives and 5000 hospital cases per year, as well as some other property damages. The estimated annual value of these savings amounted to \$2.7 billion.<sup>7</sup>

### 1.2.3 Shifts in Trends

The number of yearly fatal crashes has been reducing with an increasing focus on road safety and vehicle improvements. Between 2002 and 2007, there has been a 20% reduction in the number of fatal crashes, while between 1990 and 2007; there has been a 40% reduction in the number of fatal crashes.

However, over the past 4 years, the number of yearly fatal crashes has remained relatively constant with a 4% variation in the number of crashes. Victoria's fatality rate of 6.38 per 100,000 people in 2007 is lower than the average fatality rate of 8.1 per 100,000 people for the rest of Australia. Victoria has recorded an average annual decrease in road deaths since 2003 of 1%. Although any decrease is a positive step, decreases of 5% for New South Wales and 9% for South Australia are realistic reduction targets.

### 1.2.4 Stakeholder Concerns

A stakeholder meeting was held in August 2008 to understand the local communities concerns. The meeting was represented by Colac Otway Shire, Corangamite Shire, VicRoads, RoadSafe Colac, Victoria Police Colac and Maunsell.

A number of issues were raised in the meeting and it was identified that fatigue, excessive speed, alcohol and drugs were all major issues. Trucks are becoming more of an issue within the two shires due to the industries within the shires wanting to use larger trucks on local roads which are not designed to support these types of vehicles. There are a number of roads that are highly trafficked by tourists, safety along these routes are a concern for the region.

---

<sup>5</sup> Victorian State Trauma Registry 2005-2006

<sup>6</sup> Supporting spreadsheet to Guidelines on economic, social and environmental cost benefit Analysis, Department of Infrastructure, 2006

<sup>7</sup> Returns on Investment in Public Health – An Epidemiological and Economic Analysis – Road Safety Programs and Road Trauma; Abelson, Peter - Applied Economics, July 2001.

## 1.3 Complimentary Road Safety Initiatives

### 1.3.1 Previous strategies in Colac Otway and Corangamite Shires

Both the Colac Otway and Corangamite Shires have previous road safety strategies. For both Shires it was the first road safety strategy that was prepared. The Road Safety Strategic Plan for Colac Otway Shire was prepared for use between June 2001 and June 2006 while the Corangamite Shire Road Safety Strategic Plan was developed for the period between July 2002 and June 2007. This new combined strategy will build on the previous strategies for both the Shires. This strategy will align with the following strategies.

### 1.3.2 Arrive Alive

“*arrive alive*” 2008-2017 is the Victorian Government’s new road safety strategy. It’s designed to keep Victoria at the forefront of Australian and international efforts to reduce road trauma, to deliver further major improvements to our road transport system, and to improve safety for all Victorian road users.<sup>8</sup>

Some of the recent initiatives of the new *arrive alive* campaign launched for 2008-2010 targeting country road users include:

- Introduce a major infrastructure program, focusing on improving safety along high risk stretches of country roads. The program will focus on improving infrastructure to reduce the incidence of the most common types of crashes in country Victoria:
  - side impact crashes: implement safety improvements at intersections, such as roundabouts,
  - vehicle activated warning signs and conversion of Y intersections to T intersections
  - run-off-road crashes: install roadside barriers, shoulder sealing and rumble lines along road edges, and remove roadside objects (such as trees and poles)
  - head-on crashes: install centre-road rumble lines, centre-road wire rope barriers and overtaking lanes.
- Implement a Greyspot Program to reduce crash risk at potentially high risk rural intersections.
- Deliver the Meeting Our Transport Challenges infrastructure program to progressively upgrade safety at level crossings in provincial Victoria. Measures to improve rail level crossing safety will include:
  - installation of automated advance warning signs at highway and high volume sites
  - installation of rumble strips to alert motorists that they are approaching rail level crossings
  - reduction of speed limits at high risk, high road speed rural rail level crossings
  - improving line of sight at level crossings including vegetation removal
  - trial the use of camera technology to improve compliance and deter unsafe behaviour at level crossings.
- Deliver targeted infrastructure improvements to reduce crashes caused by unsafe behaviour and to increase safety for specific groups of road users. These improvements will include:
  - improved speed advisory signs and non-distracting roadside signs
  - improved rest stop facilities
  - targeted motorcycle blackspot locations, blacklengths and popular touring routes.
- Increase the conspicuousness of speed zones.
- Install electronic speed limit signs at selected sites around schools.

Opportunities to deliver these *arrive alive* initiatives within the Corangamite and Colac Otway Shires have been sought to help deliver consistency across the statewide and local strategies.

*arrive alive* also incorporates numerous other road safety initiatives, such as the introduction of the graduated licensing program, aimed at reducing casualty crashes involving P-plate drivers, along with vehicle safety technology improvements which should help to reduce casualty crashes and crash severities.

---

<sup>8</sup> arrive alive 2008-2017, [www.arrivealive.vic.gov.au](http://www.arrivealive.vic.gov.au) (date accessed: September 2008)



The *arrive alive* 10 year target is: reduce death and serious injury by 30 percent, save 100 lives a year, prevent over 2,000 serious injuries, and reduce the severity of serious injuries.

### 1.3.3 Saferoads

Saferoads is a partnership between Local Government Professionals (LGPro), Municipal Association of Victoria (MAV), VicRoads, Victoria Police, Transport Accident Commission (TAC) and Royal Automotive Club of Victoria (RACV) to work with local government to improve the safety of road users<sup>9</sup>.

Analysis of road crash statistics reveals that 7 out of every 10<sup>9</sup> crashes occur on roads managed by local government. The Saferoads initiative aims to reduce the incidence and severity of crashes in municipalities through:

- Multi-action programs
- Increased use of local government networks
- Increased road safety resources at the local level

The Saferoads strategy provides a framework for councils and local groups to use in developing their own local government road safety strategies. With an emphasis on road safety issues affecting pedestrians, cyclists, motorcyclists, the young and the elderly. Saferoads focuses on effective, low-cost programs that will build on the work already undertaken by councils.

This road safety strategy has been prepared taking into consideration the Saferoads guidelines on the preparation of road safety strategies, and in consultation with RoadSafe Colac.

### 1.3.4 RoadSafe

In Victoria there are 24 RoadSafe groups (including RoadSafe Colac which covers both Colac Otway and Corangamite Shires) which deliver programs that aim to improve road safety in their local area. RoadSafe Colac is a community group that is only funded through sponsorships. RoadSafe groups have various members from the community including staff from VicRoads, Councils, Police, road users groups, health and education professionals, emergency services, local businesses and media representatives. RoadSafe develop local community road safety initiatives to help support the local and State government programs. RoadSafe has continued support by Colac Otway and Corangamite Shires.

## 1.4 Road Safety Aims and Objectives

The key objectives of the Road Safety Strategy are:

- To reduce road crashes, resulting in financial and social savings through reduced crash and trauma costs.
- To provide road safety direction for each Council, community and other interested groups and organisations.
- To promote community ownership of road safety at a community level and reinforce links between key stakeholders and local groups.
- To investigate the potential risk factors on local road infrastructure.
- To develop and implement municipal road safety strategies which are linked to each Council's Corporate Plans, and provide the basis of a targeted and relevant action program for each shire to address key road safety initiatives.

---

<sup>9</sup> [www.mav.asn.au/saferoads](http://www.mav.asn.au/saferoads) (date accessed: September 2008)



This road safety strategy has been prepared in conjunction with the Corangamite Shire Council, Colac Otway Shire Council, Victoria Police (Corangamite Division) and RoadSafe Colac.

The intention of this strategy is to focus on road safety problems and possible improvements within the Corangamite and Colac Otway Shires road network. This will enable the Councils to focus funding towards reducing casualty road crashes on local roads. The strategy has also addressed and considered the road crashes occurring on the main/declared road network. The Councils will be able to raise these issues with VicRoads and to seek State funding for improvements. Councils will be able to fund programs to educate the community who use both the local and main/declared road networks.

## **1.5 Format of this Report**

This road safety strategy report is set out as follows:

- Chapter 1 Introduction
- Chapter 2 presents the data and findings from the road crash review. It compares the Shires with other Shires throughout Victoria, to help ascertain how the Shires rate in their safety performance. Common crash themes and trends have been identified to enable problems to be addressed.
- Chapter 3 sets out the goals and actions to be achieved by the strategy. Clear guidelines and measurable targets have been suggested to ensure the continued implementation of the programs to meet the strategy's aims.

## 2.0 Corangamite & Colac Otway Road Safety Performance

### 2.1 Crash Activity and Ranking

Data analysis of the information obtained from CrashStats provides an indication of the frequency of each classification of crash. The following crash analysis has been based on the latest 5 year crash data available for the period 1 January 2003 to 31 December 2007 unless stated otherwise.

CrashStats is the VicRoads database for all road crashes involving an injury. CrashStats is provided to users by VicRoads for the purpose of supplying information about road crashes in Victoria. This road safety initiative is for educational purposes and allows users to better understand some of the key issues about road crashes.

Data is publicly available on the VicRoads CrashStats website<sup>10</sup>, and includes information on road crashes including:

- Participants (including vehicle type, driver and passenger gender and age)
- Crash location, date and time details
- Crash type based on the DCA system for crash classification
- Crash Severity, based on the level of injury sustained (other injury, serious injury or fatal)

The DCA crash classification system was created so that an analyst can quickly identify crash patterns at a particular location. The DCA codes are grouped according to similar factors, for example, pedestrian crashes are grouped between DCA 100-109.

A summary of the major DCA categories is provided in Table 1. A full list of DCA crash descriptions is provided in Appendix B.

**Table 1: Major DCA Codes**

| DCA Code Range | Category                   | Definition                                             |
|----------------|----------------------------|--------------------------------------------------------|
| 100-109        | Pedestrians                | Pedestrian struck on carriageway                       |
| 110-119        | Adjacent directions        | Crashes within intersections at 90 degrees             |
| 120-129        | Opposing directions        | Crashes with head on vehicles                          |
| 130-139        | Same direction             | Crashes with vehicles travelling in the same direction |
| 140-149        | Manoeuvring                | Crashes while parking/reversing vehicles               |
| 150-159        | Overtaking                 | Crashes occurring while overtaking vehicles            |
| 160-169        | On-path                    | Striking objects on the carriageway                    |
| 170-179        | Off-path on straight       | Striking objects off the carriageway on a straight     |
| 180-189        | Off-path on curve          | Striking objects off the carriageway on a curve        |
| 190-199        | Passengers & Miscellaneous | Falling from vehicle/striking railway object           |

#### 2.1.1 Colac Otway and Corangamite Shire Crash Overview

A summary of the total number of crashes by severity on local and main roads by Shire in the 5 year (1 January 2003 to 31 December 2007) crash period has been provided in Table 2. Crashes have been split to show the number occurring on main roads (roads under the responsibility of VicRoads) and local roads (roads under the responsibility of the local Councils).

<sup>10</sup> <http://crashstat1.roads.vic.gov.au/crashstats/crash.htm>

**Table 2: Colac Otway and Corangamite Shire Crash Summary (1 January 2003 to 31 December 2007)**

|                    | Fatal | Serious | Other | Total |
|--------------------|-------|---------|-------|-------|
| <b>Colac Otway</b> |       |         |       |       |
| Local Roads        | 6     | 66      | 98    | 170   |
| Main Roads         | 16    | 132     | 144   | 292   |
| Total All Roads    | 22    | 198     | 242   | 462   |
| <b>Corangamite</b> |       |         |       |       |
| Local Roads        | 4     | 62      | 75    | 141   |
| Main Roads         | 11    | 62      | 92    | 165   |
| Total All Roads    | 15    | 126     | 167   | 308   |

\*Note: Crashes which occur at the intersection of main and local roads were classified as “local road” crashes

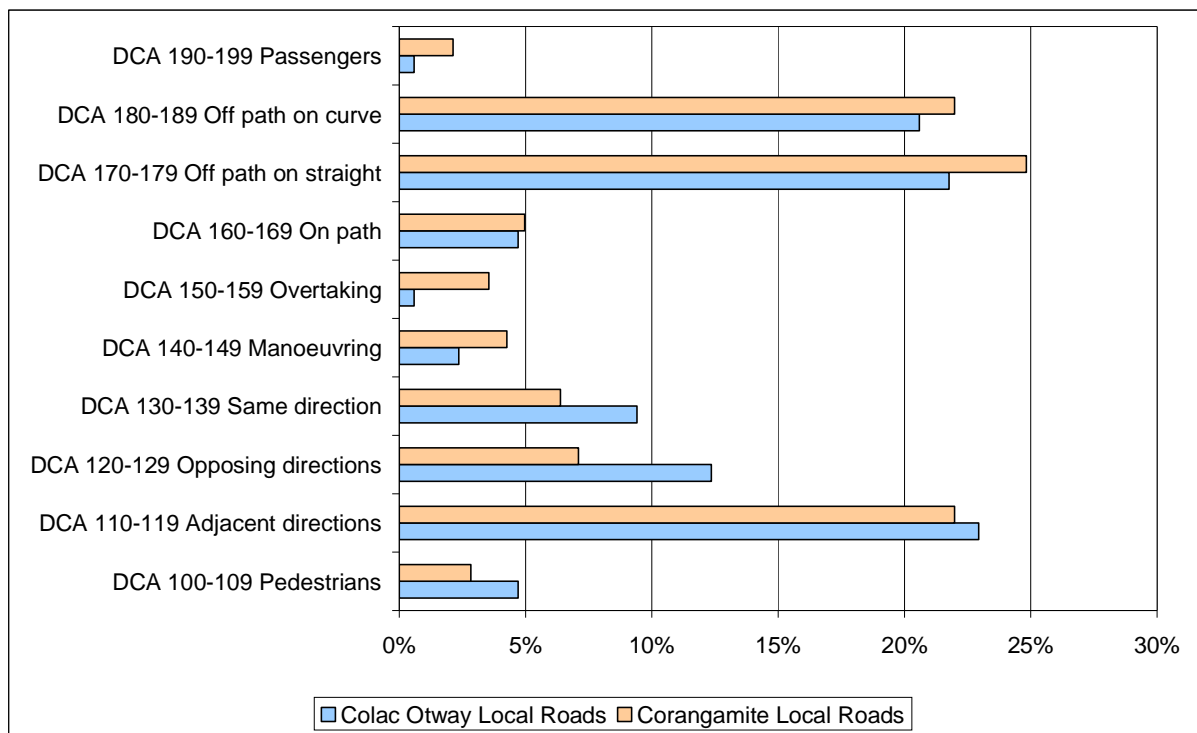
### 2.1.2 Corangamite & Colac Otway Shires Local Road Crash Types

The DCA crash classification groupings<sup>11</sup> that present as the most common for both Shires on local roads as shown in Figure 5 are:

- Crashes involving vehicles travelling in adjacent directions at intersections (DCA 110-119);
- Crashes that involved vehicles veering off path on a curve (DCA 180-189); and
- Crashes that involved vehicles veering off path on a straight (DCA 170-179).

These 3 types of crashes accounted for over two thirds of crashes within the 5 year analysis period on local roads.

**Figure 5: Corangamite and Colac Otway Shires DCA comparison of crashes occurring on local roads within the shires**



Refer to Appendix B for details on DCA crash types.

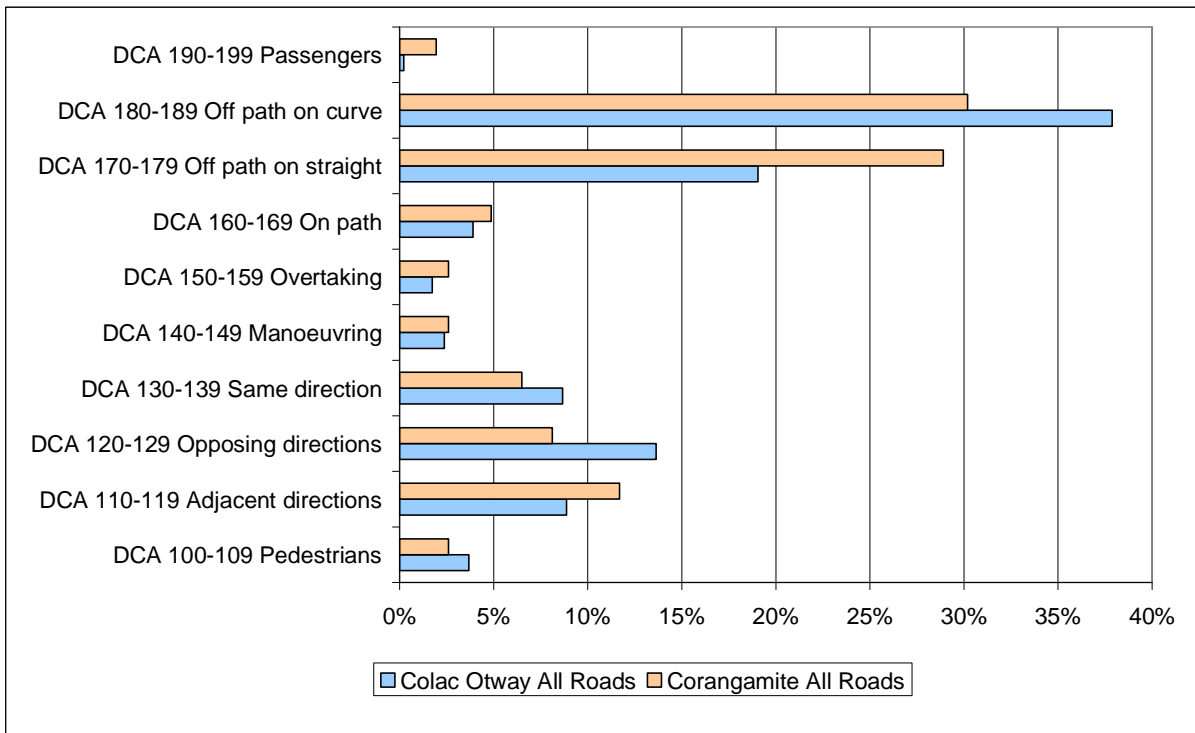
<sup>11</sup> Appendix B details specific DCA code classification details

### 2.1.3 Corangamite and Colac Otway Shires All Roads Crash Types

The crash classifications that pose the most significant cause for concern on all roads throughout both Shires are crashes where vehicles veered ‘Off path on a curve’ or ‘Off path on a straight’. These crashes comprise over 50% of all crashes within the two Shires. Road users are more likely to be involved in a crash with vehicles travelling in adjacent directions at intersections on local roads than on main roads. Vehicle movements are more concentrated at these sites, on local roads, and the number of intersections is greater resulting in an elevated contribution from this classification.

Figure 6 displays the high concentration of crashes that are attributed to vehicles leaving the carriageway on either a straight or curved section. Crashes that occurred on local roads within the two Shires were generally more likely to involve an interaction with another vehicle whereas crashes on main roads are mostly caused by a loss of control by the driver of the vehicle.

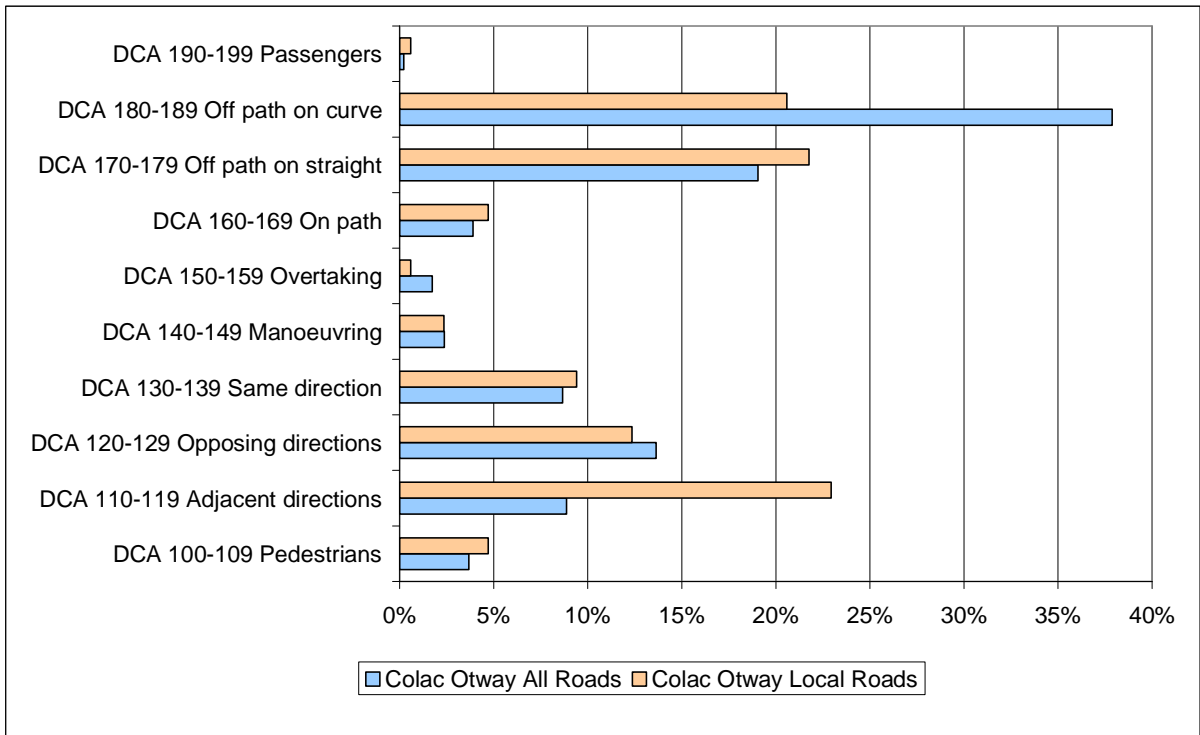
**Figure 6: Corangamite and Colac Otway Shires DCA comparison of crashes occurring on all roads within the shires**



Refer to Appendix B for details on DCA crash types.

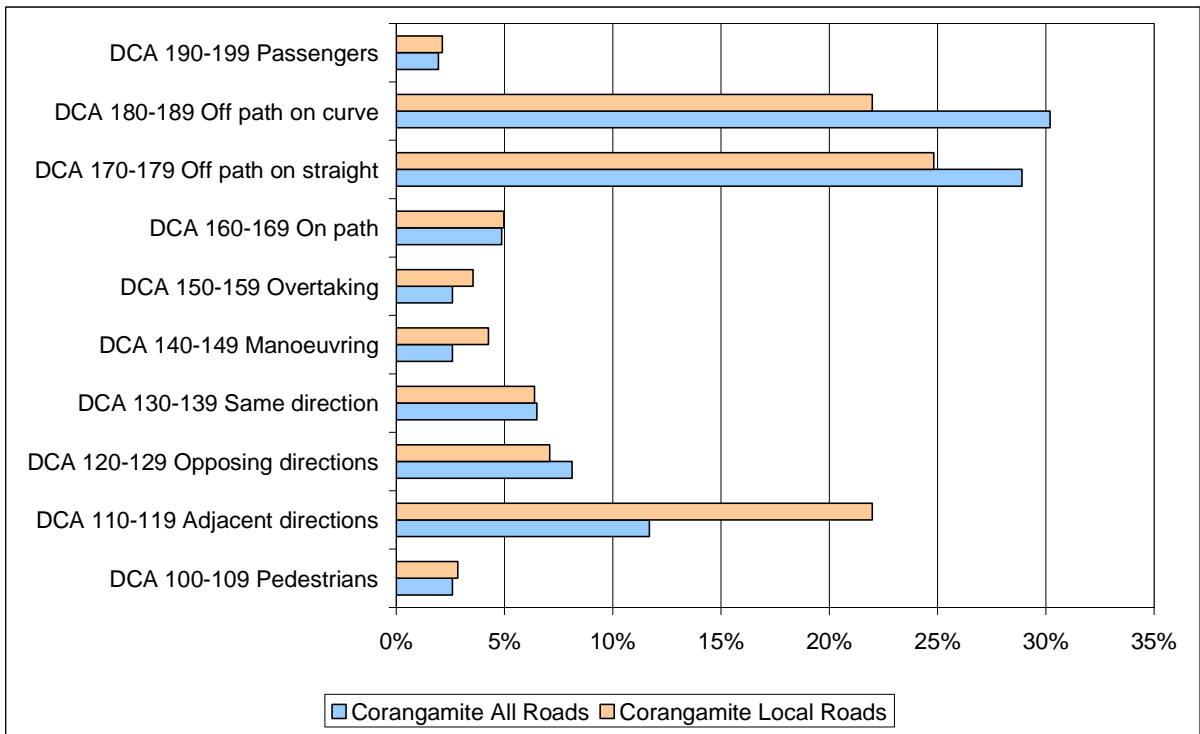
Figure 7 and Figure 8 compare local road and all roads for each of the shires.

**Figure 7: Colac Otway Shire DCA comparison of crashes occurring on all roads and local roads**



Refer to Appendix B for details on DCA crash types.

**Figure 8: Corangamite Shire DCA comparison of crashes occurring on all roads and local roads**



Refer to Appendix B for details on DCA crash types.

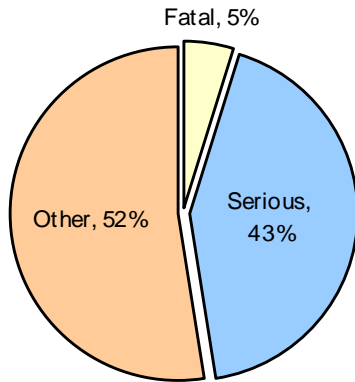
## 2.2 Key Crash Facts

### 2.2.1 Crash severity comparison

VicRoads CrashStats data classifies the severity of a crash into three categories relating to the impact on the crash participants, namely other injury, serious injury and fatal.

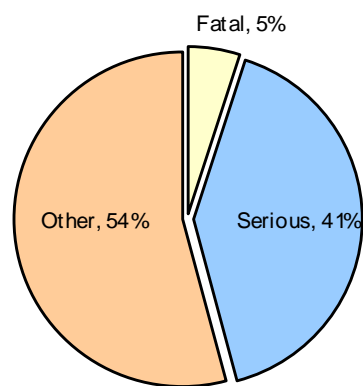
**Figure 9: Colac Otway - All roads**

Total crashes: 462



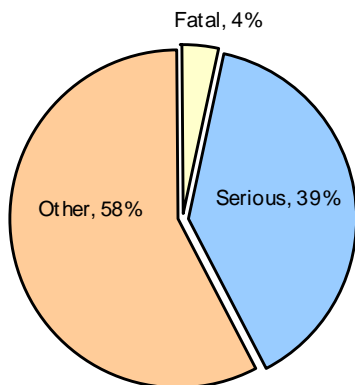
**Figure 10: Corangamite - All roads**

Total crashes: 308



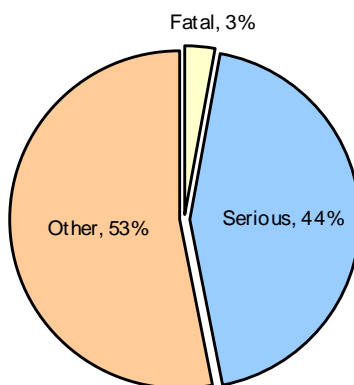
**Figure 11: Colac Otway - Local roads**

Total crashes: 170



**Figure 12: Corangamite - Local roads**

Total crashes: 141



The data shows that although the number of crashes decreases substantially on local roads compared to main roads, the chances of being involved in a fatal crash on local roads decreases only marginally. Crashes on main roads are more likely to involve vehicles travelling at greater speeds resulting in more severe crashes.

### 2.2.2 Injured crash participants by Age and Gender

The age group that presented as the most vulnerable to being injured in a road crash across both Shires was between the ages of 18 to 21. In all four categories participants aged 18 years were the most likely to be injured in a crash making up 4-8% of total participants. Elderly drivers aged 60 plus attributed, on average, 10% to the total number people injured in road crashes within the Colac Otway and Corangamite Shires.

Figure 13: Corangamite Shire Age Profile – All Roads

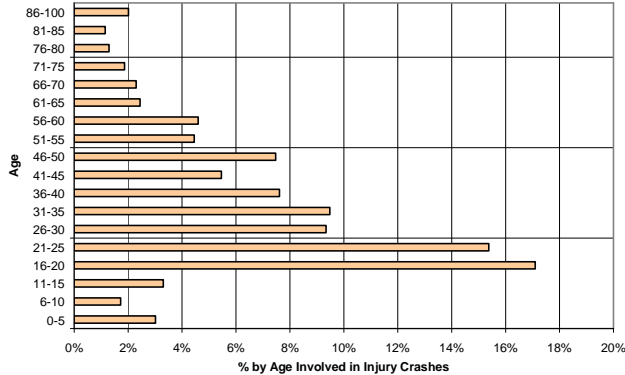


Figure 14: Colac Otway Shire Age Profile - All Roads

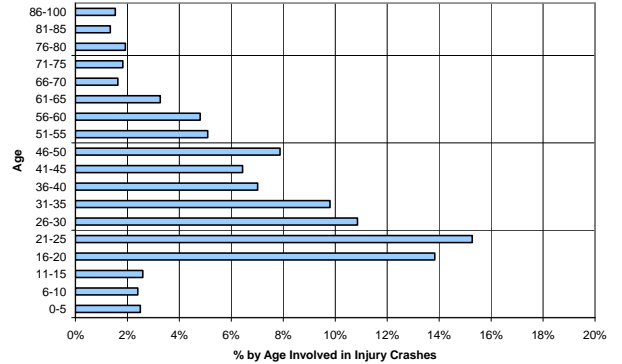


Figure 15: Corangamite Shire Age Profile - Local Roads

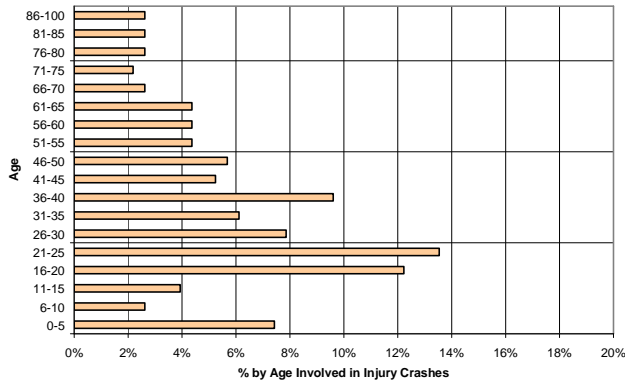
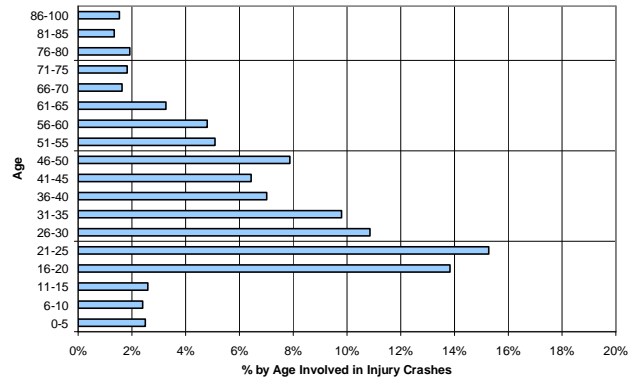


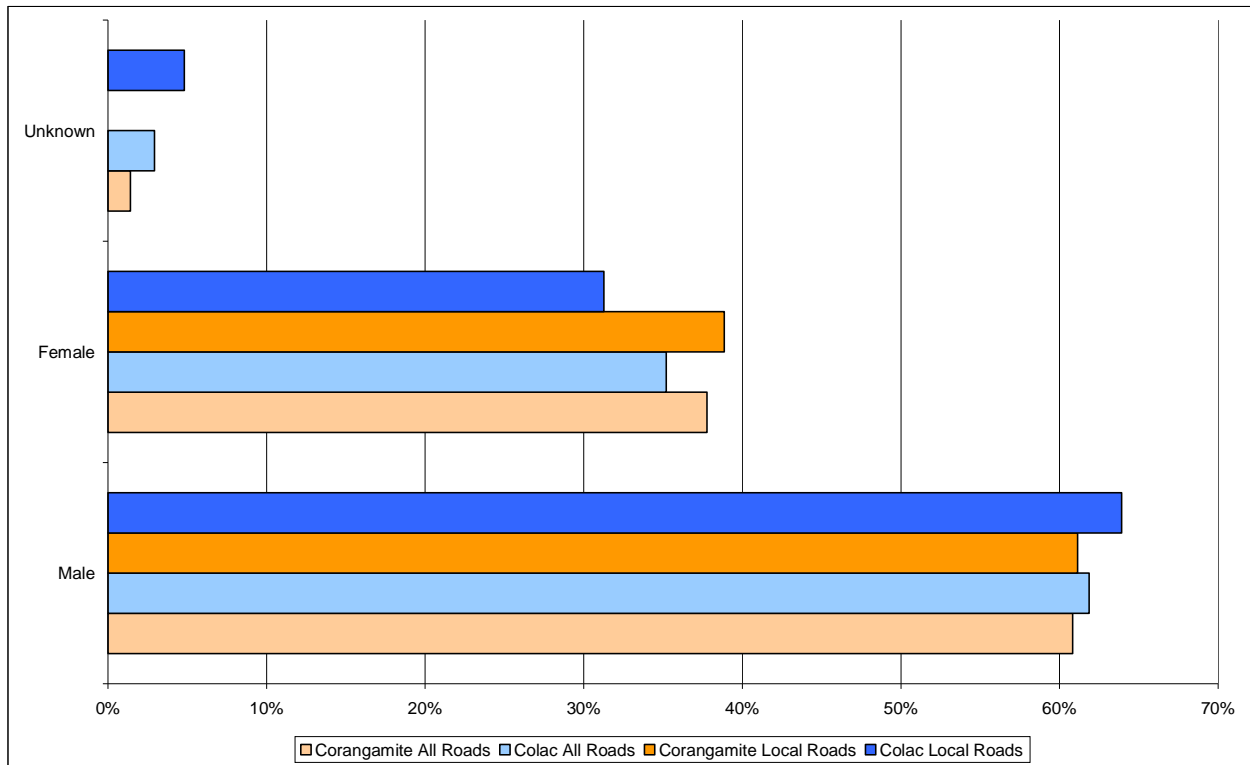
Figure 16: Colac Otway Shire - Local Roads



The analysis shows that under 18's were also significantly at risk making up approximately ten percent of the total casualties. These road users are not licensed drivers. As with aged casualties, it would generally be expected that they would participate in fewer car trips and thus their chance of being involved in a road crash might be reduced. However, their high involvement in casualty crashes may be attributable to their involvement as pedestrians or cyclists, where they are more at risk of injury. As the figures above show there is a sharp increase in the chance of injury for participants aged 18 and over, which coincides with the legal licensing age.

Male road users were almost twice as likely as females to be injured in road crashes that occurred during the 5 year analysis period as shown in Figure 17. Males were markedly more likely than females to be injured in the 'high risk' age bracket of 18-21. Males 18 years were undoubtedly the most 'at risk' of being injured in a road crash in both Shires.

**Figure 17: Injured Road Users by Gender**



**2.2.3 Reported road and lighting conditions**

Road conditions impact significantly on the type and severity of road crashes. Analysis of the CrashStats data for Colac Otway and Corangamite Shires shows that the majority of crashes occur under adequate lighting conditions during the day and when the road is dry, especially on local roads.

**Table 3: Comparison of reported road conditions at the time of the crash**

|                           | Road Conditions |     |       |         |
|---------------------------|-----------------|-----|-------|---------|
|                           | Wet             | Dry | Muddy | Unknown |
| Colac Otway - All Roads   | 21%             | 77% | 1%    | 1%      |
| Corangamite - All Roads   | 20%             | 79% | 1%    | 1%      |
| Colac Otway - Local Roads | 17%             | 81% | 2%    | 1%      |
| Corangamite - Local Roads | 19%             | 79% | 1%    | 1%      |

**Table 4: Comparison of reported road lighting conditions at the time of the crash**

|                           | Lighting Conditions |      |      |
|---------------------------|---------------------|------|------|
|                           | Day                 | Dark | Dusk |
| Colac Otway - All Roads   | 78%                 | 15%  | 7%   |
| Corangamite - All Roads   | 69%                 | 21%  | 10%  |
| Colac Otway - Local Roads | 77%                 | 16%  | 7%   |
| Corangamite - Local Roads | 73%                 | 18%  | 9%   |



## 2.2.4 Distribution of objects struck in road crashes

Crashes with trees account for the majority of objects struck by road users within the two Shires as illustrated by Figure 18. It is common on minor roads throughout the shire that vegetation adjacent to the carriageway runs very close to the road, often encroaching on the shoulder as shown in Figure 19 and Figure 21.

Figure 18: Comparison of objects struck in road crashes

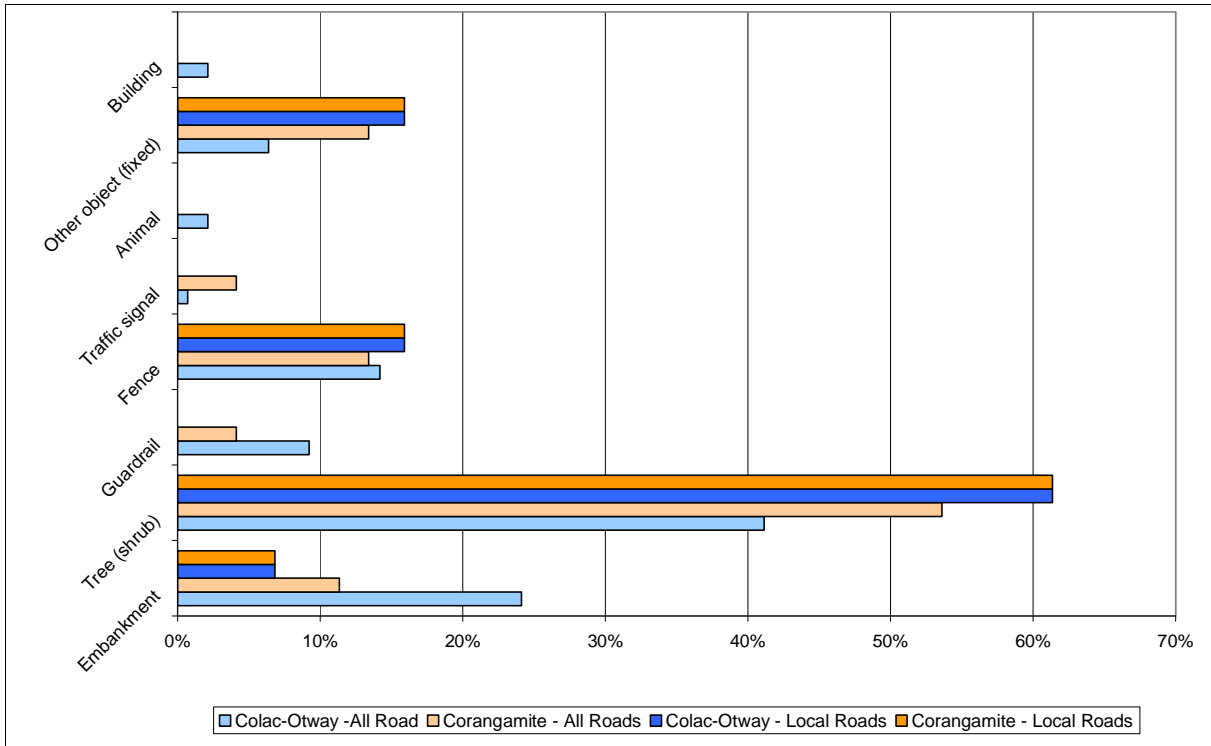


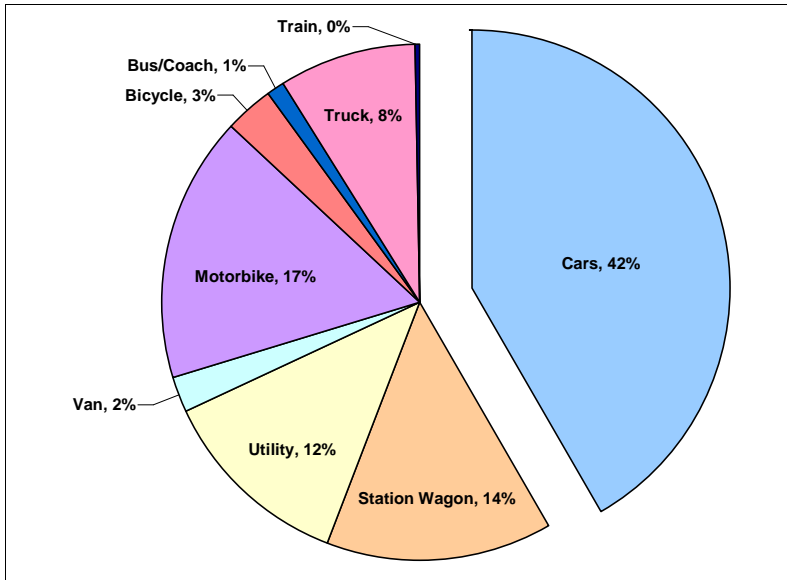
Figure 19: Timboon Curdievale Road site photo



## 2.2.5 Vehicle types involved in road crashes

An analysis of the types of vehicles involved in road crashes showed that the vast majority of road crashes involved cars. Figure 20 shows the average of all roads for both shires for vehicles involved in road crashes. This shows that standard vehicles (cars, station wagons, utilities and vans) account for approximately 70% of all vehicles involved in road crashes.

Figure 20: Vehicles involved in road crashes



More analysis on the involvement of some of these road users in road crashes is provided in Section 2.4.

## 2.3 High Crash Locations/Routes

Some sites on local roads within the two Shires pose an increased risk to road users and have recorded multiple crashes during the analysis period. Such sites are highlighted as requiring specific treatments to address the problems that are evident in the data.

### 2.3.1 Old Port Campbell Road

Old Port Campbell Road (a local road), a short distance from Cobden, within the Corangamite Shire has the crash data shown in Table 5.

Table 5: Old Port Campbell Road crash statistics

| Location                                                                | Crash classification (DCA)            | Road conditions | Date       |
|-------------------------------------------------------------------------|---------------------------------------|-----------------|------------|
| On Old Port Campbell Rd. (505m S) between Gribbles Rd. and Trotters Rd. | 183 Off left bend into object         | Dry, Dark       | 7/11/2003  |
| On Old Port Campbell Road (175mSE) between Beatons Rd. and Clarkes Rd.  | 173 Right off carriageway into object | Dry, Day        | 23/06/2004 |
| On Old Port Campbell Road (450m NW) near to Beatons Road                | 181 Off right bend into object        | Dry, Dark       | 28/05/2005 |
| On Old Port Campbell Rd. (200mS) near to Gribbles Rd.                   | 181 Off right bend into object        | Dry, Dark       | 11/08/2006 |

Refer to Appendix B for details on DCA crash types.

The surface of the road is generally in reasonable condition and not likely to have contributed to the crashes at this site. The classification of crashes recorded on this road relate to loss of control resulting in the vehicle leaving the carriageway in either the left or right direction and colliding with an object on the side of the road. The clear zone provided along this stretch of road is minimal with trees and shrubbery frequently abutting the bitumen. It should also be noted that three of the four crashes occurred during dark lighting conditions. Road delineation through the implementation of reflectorised guide posts and RRPM's would aid road users who may have difficulty distinguishing the extents of the carriageway, particularly at night when poor road delineation poses the greatest risk. Embankment treatment combined with establishing a more defined clear-zone would also contribute to improved safety for road users on Old Port Campbell Road.

**Figure 21: Old Port Campbell Road**



**2.3.2 Other Local Roads**

Other local roads within the two shires that have recorded multiple crashes are shown in Table 6. Local roads that intersect with the arterial roads Princes Highway West and the Great Ocean Road feature prominently and would benefit from targeted treatment measures. Colac-Lavers Hill Road and Colac-Forrest Road are busy arterial roads that run through the town of Colac and intersect with a number of local roads. Crashes on these roads are at low speeds and involve interactions of turning vehicles, only three of the 22 incidents resulted in serious injury. Similarly the crashes that occurred within the Corangamite shire took place within close proximity to the township of Cobden. Three crashes on these roads resulted in serious injuries. There was one fatality that occurred at the intersection of Cobden South-Ecklin Road in 2005.

**Table 6: Crashes on local roads – Colac Otway and Corangamite Shires**

| Location                                 | Number of crashes Colac Otway | Number of crashes Corangamite |
|------------------------------------------|-------------------------------|-------------------------------|
| Intersecting with Cobden-Terang Road     | -                             | 8                             |
| Intersecting with Camperdown-Cobden Road | -                             | 9                             |
| Intersecting with Colac Forrest Road     | 8                             | -                             |
| Intersecting with Colac-Lavers Hill Road | 14                            | -                             |
| Intersecting with the Great Ocean Road   | 9                             | 9                             |
| Intersecting with Princes Highway West   | 20                            | 14                            |



### 2.3.3 All Roads

Analysis of the Crash-Stats data for crashes on all roads within both Shire reveals the crash locations that represent the most significant risk to road users. These sites are shown in Table 7 and Table 8 for Colac Otway and Corangamite Shires respectively, which are all arterial roads. Both tables show that the Great Ocean Road is a high-crash route and poses the greatest hazard. The Great Ocean Road carries a significant number of tourist vehicles and the high volumes are reflected in the CrashStats data. The most common type of crash along these high-crash routes is consistent with those experienced across the broader Shires and involves vehicles veering off the carriageway. Interestingly, in Colac Otway Shire 55% of the crashes on the Great Ocean Road involved a motorcycle. This is mainly due to the Great Ocean Road being a scenic route, continuous curves and very popular motorcycle riders for these reasons. Hence the increased number of motorcycles riding on this road and travelling at speeds inappropriate for the conditions. The Princes Highway West also carries a high volume of traffic and as such recorded the second highest number of crashes in both Shires during the analysis period.

**Table 7: High Crash Roads Colac Otway Shire – Arterial Roads**

| Location                | Crash classifications category                                                                                                 | Number of crashes |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Great Ocean Road        | Pedestrians, Opposing directions, Same direction, Manoeuvring, Overtaking, On-path, Off-path on straight and Off-path on curve | 139               |
| Princes Highway West    | Pedestrians, Opposing directions, Same direction, Manoeuvring, Overtaking, On-path, Off-path on straight and Off-path on curve | 75                |
| Colac-Lavers Hill Road  | Pedestrians, Opposing directions, , On-path, Off-path on straight and Off-path on curve                                        | 56                |
| Forrest Apollo Bay Road | Manoeuvring, Off-path on straight and Off-path on curve                                                                        | 21                |
| Birregurra-Forest Road  | Adjacent directions and Off-path on curve                                                                                      | 11                |
| Timboon-Colac Road      | Same direction, Overtaking and Off-path on straight                                                                            | 10                |
| Skenes Creek Road       | Opposing directions, Same direction, On-path and Off-path on curve                                                             | 10                |

**Table 8: High Crash Roads Corangamite Shire – Arterial Roads**

| Location                  | Crash classifications category                                                                                                                      | Number of crashes |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Great Ocean Road          | Pedestrians, Adjacent directions, Opposing directions, Same direction, Manoeuvring, Overtaking, On-path, Off-path on straight and Off-path on curve | 44                |
| Princes Highway West      | Adjacent directions, and Same direction                                                                                                             | 37                |
| Cobden-Port Campbell Road | Opposing directions, Off-path on straight, Off-path on curve and Passengers & Miscellaneous                                                         | 24                |
| Cobden-Warrnambool Road   | Off-path on straight and Off-path on curve                                                                                                          | 15                |
| Camperdown-Lismore Road   | Opposing directions, Same direction, Off-path on straight, Off-path on curve and Passengers & Miscellaneous                                         | 15                |
| Timboon -Nullawarre Road  | Same direction, Off-path on straight and Off-path on curve                                                                                          | 13                |
| Lavers Hill-Cobden Road   | Same direction, Manoeuvring, Off-path on straight and Off-path on curve                                                                             | 12                |

## 2.4 Specific Road Users

### 2.4.1 Crashes involving trucks

In the five years from 1 January 2003 to 31 December 2007 there were a total of 28 and 40 reported crashes involving trucks within the Colac Otway and Corangamite shires respectively.

- More than half of the crashes involving heavy vehicles in each of the shires resulted in either a fatality or serious injury.
- Crashes involving heavy vehicles within each of the shires accounts for 6% of the total number of crashes for Colac Otway shire and 13% for Corangamite shire.
- In Corangamite Shire, 15% of crashes involving a heavy vehicle resulted in a fatality, while in Colac Otway Shire approximately 11% of heavy vehicle crashes caused fatalities.
- The main type of crash that was prevalent for truck crashes was loss of control crashes (DCA 170-189), which accounted for nearly half of the truck crashes.
- More than half of the crashes for either shires occurred when a truck hit another vehicle/object rather than another vehicle hitting the truck. That said, when a vehicle hit a truck the majority were serious or fatal crashes.

**Table 9: Crashes involving heavy vehicles - Colac Otway Shire**

| Road Type   | Number of fatal truck crashes | Number of serious injury truck crashes | Number of other injury truck crashes | Total Truck Crashes |
|-------------|-------------------------------|----------------------------------------|--------------------------------------|---------------------|
| Local Roads | 2                             | 2                                      | 7                                    | 11                  |
| Main Roads  | 1                             | 9                                      | 7                                    | 17                  |
| Total       | 3                             | 11                                     | 14                                   | 28                  |

**Table 10: Crashes involving heavy vehicles - Corangamite Shire**

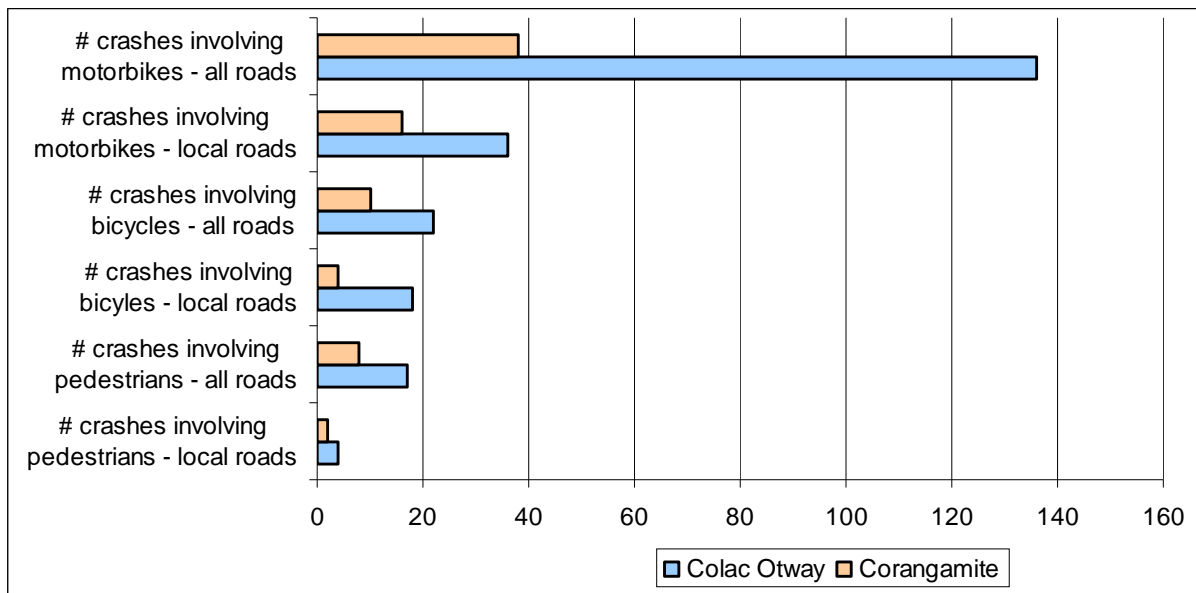
| Road Type   | Number of fatal truck crashes | Number of serious injury truck crashes | Number of other injury truck crashes | Total Truck Crashes |
|-------------|-------------------------------|----------------------------------------|--------------------------------------|---------------------|
| Local Roads | 2                             | 9                                      | 9                                    | 20                  |
| Main Roads  | 4                             | 7                                      | 9                                    | 20                  |
| Total       | 6                             | 16                                     | 18                                   | 40                  |

These figures demonstrate how important it is to address truck related crashes, given the very high rate of fatality crashes and the fact that local roads used by timber trucks are narrow winding roads and it is a mix of traffic.

### 2.4.2 Impacts on vulnerable road users: motorcycles, bicycles and pedestrians

A summary of the total number of crashes involving motorcycles, bicycles and pedestrians is shown in Figure 22.

**Figure 22: Number of crashes involving vulnerable road users (1 January 2003 to 31 December 2007)**



A high proportion of the pedestrians involved in crashes were male where there were only two female pedestrians for Corangamite and three female pedestrians for Colac Otway. For pedestrians under the age of 15 there were two pedestrian crashes in Colac Otway and three pedestrian crashes in Corangamite. There were also a high number of pedestrians 60 years and over, Colac Otway had five pedestrian crashes and Corangamite had one pedestrian crash.

It is interesting to note that crashes on main roads involving motorcycles in the Colac Otway Shire represents 29% of the total number of main road crashes in the Shire. 57% (or 77 out of a total of 136 motorbike crashes) occurred on the Great Ocean Road, highlighting the attraction (and also danger) of this route for these road users.

### 2.4.3 Crashes involving railway level crossings

Three reported crashes with trains occurred within the study period across both shires. Two of these incidents resulted in fatalities.

Corangamite shire reported two crashes at the sites listed below:

- Vite Vite Road near Factory Road, Derinallum; and
- Camperdown-Lismore Road between Brown Street and Lismore Station Road (45m North East of Lismore Station Road).

The crash at Vite Vite Road is located close to the town of Lismore and resulted in a serious injury.

Just one crash occurred within the Colac Otway shire on a local road - Barpinba-Poorneet Road between Hamilton Highway and Poorneet Station Road (17m North East of Poorneet Station Road), Wingeel. This crash resulted in a fatality.

The crash that occurred on Vite Vite Road, Derinallum took place in April 2005. Works completed at the level crossing of this site in February 2008 upgraded the intersection to include flashing lights and electronic bells. Previously only warning signage had provided forewarning of the crossing for motorists and pedestrians. The upgrade was completed as part of a program by the State Government to boost railway safety which may focus on other sites that present a significant risk such as those listed above.

**Table 11: Railway level crossing road control distribution**

| Road control type         | Number within Colac Otway Shire | Number within Corangamite Shire |
|---------------------------|---------------------------------|---------------------------------|
| Flashing Lights           | 14                              | 9                               |
| Give-way Signs            | 8                               | 14                              |
| Stop Signs                | 1                               | 2                               |
| Boom Barriers             | 1                               | 2                               |
| Position Markers          | 0                               | 2                               |
| Total number of crossings | 24                              | 29                              |

There are a total of 24 railway level crossings within the Colac Otway Shire and 29 in the Corangamite Shire. The most prevalent road control measure used within the Colac Otway Shire is flashing lights. Flashing lights are used broadly throughout the Corangamite Shire, however give-way signs are the most common form of control.

## 2.5 Statewide Comparison of Colac Otway and Corangamite Shires versus other Rural Shires

In order to determine how the Shires rate in the broader region, the number of crashes within Colac Otway and Corangamite Shires were compared against crash numbers in 45 surrounding rural Victorian Shires. Appendix A shows that the Colac Otway Shire ranks 31<sup>st</sup> for total number of crashes and Corangamite ranks 24<sup>th</sup> (with 1 being the highest and therefore the worse site). When the population, as at June 2007, was taken into consideration to produce a crash rate per head of population both Shires rankings decreased (and therefore improved) with 40<sup>th</sup> for Colac Otway and 31<sup>st</sup> for Corangamite.

**Table 12: Shire Ranking Summary from 45 Rural Victorian Shires**

| Shire       | Total crash ranking – All roads | Total crash ranking – Local roads | Crash ranking per head of population – All roads | Crash ranking per head of population – Local roads |
|-------------|---------------------------------|-----------------------------------|--------------------------------------------------|----------------------------------------------------|
| Colac Otway | 31                              | 23                                | 40                                               | 25                                                 |
| Corangamite | 24                              | 17                                | 31                                               | 17                                                 |

Rankings for Corangamite were higher than Colac Otway Shire in all categories reflective that the Shire covers a greater land area (of an additional 1,200 square kilometres). However Corangamite Shire has approximately 4,000 fewer residents. This could be reflective that additional traffic and crashes are partly generated by tourists and through traffic volumes on the road network, and therefore crash generation may not necessarily be a factor of population, but of total traffic flows.

Interestingly, the crash ranking were also far higher when only local roads were considered, highlighting that these shires need to focus funding towards addressing local crash issues.

## 2.6 Other Crash Factors

Other contributory factors which cannot be determined from CrashStats includes drink driving, fatigue and speed related crashes. The Victorian Governments ‘arrive alive 2008-2017’ road safety strategy indicates a percentage of crashes which can be attributed to these crashes:

- Drink driving contributes up to 30% of driver and rider deaths on Victoria's roads each year<sup>12</sup>. On a per head basis, motorists on country roads are more than twice as likely to be killed in drink driving crashes compared to motorists on Melbourne roads<sup>12</sup>.
- The incidence of driver related fatigue on country roads is particularly high when compared to metropolitan roads. It is estimated that fatigue is a factor in 20% of driver deaths on Victoria's roads each year<sup>12</sup>. Drivers on the road during the hours between 2am and 4am are three times more likely to be involved in a crash than those travelling from 12pm to 2pm. Heavy vehicle operators, who frequently operate at these times, are at particular risk and are estimated to be involved in twice as many fatigue related crashes as other vehicles.
- Speeding impacts both the frequency and severity of road crashes across all road types and locations. Speeding contributes to over 30% of fatalities on Victorian roads each year<sup>12</sup>.

## 2.7 Summary of Key Crash Types

The key crash types for both shires were run-off road crashes which involved vehicles travelling off the carriageway on either a straight or curved section of road. When a vehicle came off the carriageway a tree (or shrub) was the most commonly hit object. The other main crash type was vehicles from adjacent directions at intersections on local roads only.

The age group that was involved in the most crashes were people aged between 16 years and 25 years. Of the pedestrians involved in crashes the clear majority were male.

Motorcycles and trucks were also over represented in crashes but cars, station wagons, vans and utility vehicles covered the majority of vehicles involved in a crash.

---

<sup>12</sup> Victoria's Road Safety Strategy: Arrive Alive 2008-2017



## 3.0 Road Safety Goals and Strategies

### 3.1 Development of Road Safety Goals and Strategies

Priorities for road safety action in Colac Otway and Corangamite Shires (CO&C) have been developed based on consideration of a number of sources including:

- Local crash statistics (VicRoads CrashStats Data)
- A Key Stakeholder Workshop
- Review of State-wide and local priorities and policy, including Victoria's Road Safety Strategy arrive alive!

The priorities that have been developed are therefore based on a combination of:

- Objective analysis of what has happened in the past
- Subjective concerns in the local community about what may happen in the future
- Opportunities to target specific groups of people in particular settings, such as different road user groups

The identified priorities address three critical elements which are: safer road users, safer infrastructure and safer vehicles. The following identifies strategies which could be implemented to improve road safety for each of the three elements.

#### 3.1.1 Safer Road Users

##### Drink/drug driving

**GOAL: To reduce the number of people drinking/taking drugs and driving by educating the community about the risks involved.**

Drink/drug driving contributes to approximately 30% of all crashes and these drivers are more than twice as likely to crash on Victorian country roads as Melbourne roads. To achieve this goal education of the community is provided as well as being controlled by enforcement.

**Table 13: Drink/drug driving Key Actions**

| Issues        | Actions                                                                                                     | Lead Agency | Partners                                                                                    | Outcomes                                                                                                                           |
|---------------|-------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Drink driving | Encourage liquor license holders to promote responsible serving of alcohol.                                 | CO&C        | Sporting Clubs<br>Drink suppliers<br>Licensed Clubs Association<br>TAC                      | Responsible approach adopted by licensed venue operators to encourage consumption of low alcohol content and non alcoholic drinks. |
|               | Advocate the restriction of alcohol advertising, particularly those surrounding sporting and social venues. | CO&C        | Sporting Clubs<br>Drink suppliers<br>Licensed Clubs Association<br>Colac Liquor Association |                                                                                                                                    |
|               | Maximise the effectiveness of police enforcement activities.                                                | Police      | CO&C                                                                                        | Reduce the number of drivers driving                                                                                               |

| Issues                | Actions                                                                                                                                                                                                                  | Lead Agency | Partners                                                           | Outcomes                       |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------|--------------------------------|
|                       | Encourage the introduction of breath testing machines at licensed outlets.                                                                                                                                               | CO&C        | Police<br>Sporting Clubs<br>Licensed Clubs Association             | under the influence of alcohol |
|                       | Encourage designated driver programs and providing patrons with free non-alcoholic beverages.                                                                                                                            | RoadSafe    | Police<br>CO&C<br>Sporting Clubs<br>Licensed Clubs Association     |                                |
|                       | Promote the consumption of low-alcohol drinks at licensed venues.                                                                                                                                                        | RoadSafe    | CO&C<br>Sporting Clubs<br>Licensed Clubs Association               |                                |
|                       | Promote the introduction of interlock devices for repeat drink driving offenders and young drivers. Encourage vehicle manufacturers to consider the implementation of interlock devices into the design of new vehicles. | VicRoads    | Police<br>CO&C<br>TAC                                              |                                |
|                       | Encourage the availability of taxis and information on taxi booking hire at licensed venues                                                                                                                              | RoadSafe    | CO&C<br>Taxi Association                                           |                                |
|                       | Encourage drivers who are over the limit to keep cars parked overnight at venues (i.e. no parking restrictions and good lighting)                                                                                        | CO&C        | RoadSafe                                                           |                                |
| Drug affected driving | Maximise enforcement through increased roadside saliva testing.                                                                                                                                                          | Police      | CO&C<br>Australian Drug Foundation<br>Hospitals<br>VicRoads        |                                |
|                       | Education of drivers to better understand the risks associated with driving under the influence of drugs.                                                                                                                | RoadSafe    | CO&C<br>Australian Drug Foundation<br>Hospitals<br>TAC<br>VicRoads |                                |
|                       | Investigate the potential for introducing drug interlock devices in vehicles, particularly long haul trucks and fleet vehicles.                                                                                          | VicRoads    | CO&C<br>Australian Drug Foundation<br>TAC<br>Police                |                                |
|                       | Maximise blood tests of crash causalities at hospitals.                                                                                                                                                                  | Hospitals   | Police<br>CO&C                                                     |                                |

## Fatigued driving

**GOAL: To reduce the number of people attempting to drive while they are fatigued by informing the community of ways to reduce fatigue and providing adequate areas for drivers to pull over and recover.**

Fatigued drivers are mainly prevalent on rural roads due to the high probability of long travel journeys. There are three ways to reduce the occurrence of crashes due to fatigued drivers, namely: education, providing adequate rest stops and vehicle technology. Education is the important factor to reduce fatigued drivers and there are a number of strategies state-wide and locally to help educate the community. Rest stops are discussed below. New technology is currently being developed which can alert the driver when they seem to be falling asleep at the wheel.

**Table 14: Fatigued driving Key Actions**

| Issues                 | Actions                                                                                                                                                                                              | Lead Agency     | Partners                              | Outcomes                                                                                |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------|-----------------------------------------------------------------------------------------|
| Rest stops on highways | Increase the frequency of rest stops on major roads. Improve facilities on the Princes and Hamilton Highways and the Great Ocean Road.                                                               | VicRoads        | Road Safe                             | Increase the number of vehicles using rest stops, particularly heavy vehicle operators. |
| Driver rest breaks     | Increase fatigue awareness and promotion of the 'drowsy drivers' campaign.                                                                                                                           | RoadSafe        | CO&C<br>VicRoads<br>RACV              | Improve the awareness of the impact of fatigue on fatal crashes.                        |
|                        | Encouraging the development of in-vehicle technologies that identify the onset of fatigue and alert the driver.                                                                                      | VicRoads        | CO&C<br>RACV<br>Vehicle manufacturers | Decrease incidence of fatigue related crashes.                                          |
|                        | Introduce chain of responsibility laws to ensure that commercial operators limit the number of continuous hours spent behind the wheel by drivers. Particularly focusing on heavy vehicle operators. | Fleet operators | VicRoads<br>RACV<br>CO&C<br>RoadSafe  |                                                                                         |
|                        | Ensure driver rest areas provide participants with an acceptable level of safety to encourage power napping and driver revival.                                                                      | VicRoads        | CO&C<br>Police                        |                                                                                         |

## Excessive speed driving

**GOAL: To reduce the number of vehicles travelling at inappropriate speeds for the environment by educating the community of the risks, providing appropriate environments and enforcing the speed limit.**

Excessive speed contributes to approximately 30% of all crashes. Statistics show that increasing the speed of the vehicle exponentially increases the risk of being involved in a crash. Therefore a slight reduction in speed can dramatically reduce the risk of being in a crash. To reduce vehicles speeds, drivers need to be educated in the appropriate speed to be travelling for different situations and the risks that are involved at travelling at higher speeds.

**Table 15: Excessive Speed driving Key Actions**

| Issues                         | Actions                                                                                                                                                                             | Lead Agency                                 | Partners                                  | Outcomes                                                                                 |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------|
| Speeding and high risk driving | Implement speed limit reductions based on the risk presented at specific sites, i.e. Road sections that have recorded a high number of crashes are given priority for treatment.    | CO&C (local roads)<br>VicRoads (main roads) | VicRoads<br>Schools<br>Roadsafe<br>Police | Reduce the impacts of high risk driving and speeding.<br>Reduce the severity of crashes. |
|                                | Distribute messages about safe operation of a vehicle under varied road conditions. Utilise media publicity, highway signs and barriers and distribution of information at schools. | RoadSafe                                    | CO&C<br>VicRoads<br>RoadSafe              |                                                                                          |
|                                | Promote the installation of speed limiting devices and intelligent speed assist (ISA) in vehicles.                                                                                  | VicRoads                                    | CO&C<br>Vehicle manufacturers             |                                                                                          |
|                                | Promote greater compliance with the speed limit through enforcement, education and road safe speed machine.                                                                         | Police                                      | VicRoads<br>RoadSafe<br>CO&C              |                                                                                          |

## Young Drivers

**GOAL: Reduce the number of crashes involving young drivers by educating them on the risks involved with driving and ways to reduce the risks.**

Young drivers (18 years to 25 years) were involved in 29% of the crashes for Colac Otway and 37% for Corangamite Shires. Victoria wide young drivers represent over 25% of driver fatalities but only represent 13% of licensed drivers. Young drivers are inexperienced, risk takers and easily distracted by passengers therefore need to be educated on the risks involved while driving a vehicle. Education and regulations of licensing can help in the reduction of young drivers being involved in crashes.

**Table 16: Younger Road Users Key Actions**

| Issues                                      | Actions                                                                                                          | Lead Agency | Partners         | Outcomes                                                                                                                   |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------|------------------|----------------------------------------------------------------------------------------------------------------------------|
| Improving road safety of younger road users | Support information programs for younger drivers.                                                                | RoadSafe    | CO&C<br>VicRoads | Improve driver awareness and alertness of younger drivers.<br>Broaden awareness campaigns targeting inexperienced drivers. |
|                                             | Encourage further distribution of the 'HELP' message <sup>13</sup> to achieve reductions in the youth road toll. | RoadSafe    | CO&C<br>VicRoads |                                                                                                                            |
|                                             | Assist in delivering the 'Keys Please' information sessions to learner drivers and their parents.                | RoadSafe    | CO&C<br>VicRoads |                                                                                                                            |
|                                             | Promote the Graduated Licensing Schemes to assist inexperienced drivers to improve their driving skills.         | VicRoads    | CO&C<br>RoadSafe |                                                                                                                            |

### Older drivers

**GOAL: Reduce the number of crashes involving older drivers by educating them on their fitness to drive and other ways they can get stay mobile without driving.**

Older drivers (60 years plus) were involved in 12% of the crashes for Colac Otway and 11% for Corangamite Shires. Older drivers increase the severity of the crash as they are less likely to recover as well as a younger person. Education of drivers on their limits and refresher lessons can help in the reduction of older drivers being involved in crashes. Vehicle improvements which decrease the severity of the crash will also help with older drivers.

**Table 17: Mature Drivers (60+) Key Actions**

| Issues                               | Actions                                                                                        | Lead Agency | Partners                                      | Outcomes                                                                                                              |
|--------------------------------------|------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Mature aged driver road safety (60+) | Promote awareness of fitness to drive.                                                         | RoadSafe    | CO&C<br>VicRoads<br>TAC                       | Increase the number of participants in the programs.<br>Decrease the number of crashes involving mature aged drivers. |
|                                      | Provide road safety presentations at retirement villages.                                      | RoadSafe    | CO&C<br>VicRoads<br>Local retirement villages |                                                                                                                       |
|                                      | Encourage license retesting and refresher sessions.                                            | RoadSafe    | CO&C<br>VicRoads                              |                                                                                                                       |
|                                      | Support the RACV 'Years Ahead' program. Encourage older groups to participate in the sessions. | RACV        | CO&C<br>VicRoads                              |                                                                                                                       |

<sup>13</sup> TAC program

| Issues | Actions                                                                   | Lead Agency | Partners         | Outcomes |
|--------|---------------------------------------------------------------------------|-------------|------------------|----------|
|        | Promote and support the 'Keeping Safe and Mobile' program <sup>14</sup> . | RoadSafe    | CO&C<br>VicRoads |          |

## Motorcyclists

**GOAL: To reduce the number of motorcycles involved in crashes by educating motorcyclists and providing motorcycle friend road safety treatments.**

Motorcyclists represent 14% of all crashes on the roads but there are only 3% of all registered vehicles in Victoria. Motorcyclists were involved 21% of the crashes for Colac Otway and 12% for Corangamite Shires. Motorcycles have a high risk of hitting a road side hazard as when a rider falls off the motorcycle they need a long distance in which to stop. Motorcycle education for the riders and other drivers will help reduce the likelihood of them being involved in crashes. Infrastructure improvements that take motorcycles into account and providing motorcycle treatments along popular motorcycle routes can help reduce motorcycle crashes. Technology to improve motorcycles should be encouraged to reduce the severity of the crashes.

**Table 18: Motorcyclists Key Actions**

| Issues                                                          | Actions                                                                                                                                                                | Lead Agency                                 | Partners                                        | Outcomes                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|
| Motorcyclist training                                           | Promote increased motorcycles training and defensive driving courses.                                                                                                  | Motorcycle Riders Association               | Police<br>VicRoads<br>RoadSafe<br>CO&C          | Increased skills and experience of motorcyclists                                      |
| Safer motor cycle riding and identification of motorcycles.     | Encourage riders to maximise the use of visible and protective clothing. Promote motor bike apparel manufacturers to utilise reflective materials and light colouring. | VicRoads                                    | CO&C<br>Police<br>Motorcycle Riders Association | Improved motorcycle driving skills and increased awareness of motorbikes on the road. |
|                                                                 | Distribute and promote the motorcycle guide to the region to improve drivers' awareness of the road conditions within the Shires.                                      | VicRoads                                    | RoadSafe<br>CO&C                                |                                                                                       |
| Improve road conditions to target specifically at motorcyclists | Target road improvement to high crash zones and road sections which pose a significant risk to motorcyclists.                                                          | CO&C (local roads)<br>VicRoads (main roads) | RoadSafe<br>Motorcycle Riders Association       | Safer road conditions for motorcyclists.<br>Reduced crash severity for motorcyclists. |
|                                                                 | Install warning signs on high crash sites, principally along the Great Ocean Road where crashes involving motorcyclists are particularly high.                         | CO&C (local roads)<br>VicRoads (main roads) |                                                 |                                                                                       |

<sup>14</sup> [www.mav.ans.au/saferoads](http://www.mav.ans.au/saferoads) (date accessed: September 2008)

| Issues | Actions                                                                                                                                                   | Lead Agency                                 | Partners         | Outcomes |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------|----------|
|        | Encourage motorcyclists to report road hazards that present particular danger to them (such as loose stones on sealed surfaces and low visibility areas). | RoadSafe                                    | CO&C<br>VicRoads |          |
|        | Ensure that new road infrastructure is sensitive to motor cyclists.                                                                                       | CO&C (local roads)<br>VicRoads (main roads) |                  |          |

To improve road infrastructure for motorcycles funding can be sourced from the Motorcycle Blackspot Program (which is funded by the Motorcycle Safety Levy). The Motorcycle Blackspot Program targets locations where there is a high rate of motorcycle loss of control crashes, or high rate of motorcycle crashes or along popular motorcycle routes.

## Pedestrians

**GOAL: To reduce the number of pedestrians involved in crashes by improving pedestrian facilities.**

Pedestrians were involved 2.7% of the crashes for Colac Otway and 2.5% for Corangamite Shires. Everyone is a pedestrian for a least one part of their journey and therefore it is important to ensure the safety of all pedestrians. Pedestrian safety can be implemented in a number of ways including education, enforcement (jay walking) and infrastructure. The major initiative to reduce the severity of pedestrian crashes is reducing vehicle speed. If a pedestrian is hit by a vehicle that is travelling less than 40km/hr they are likely to survive. Educating the community on the importance of using designated crossings and looking out for pedestrians are all important ways to reduce pedestrian crashes. Infrastructure is also a key way to reduce pedestrian crashes by ensuring that facilities are provided for pedestrians in which pedestrian routes are catered for which don't unduly delay pedestrians in time and length of travel.

**Table 19: Pedestrians Key Actions**

| Issues                                        | Actions                                                                                                                                                                                                                                            | Lead Agency | Partners                                                                         | Outcomes                                                      |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------|---------------------------------------------------------------|
| Improve safe pedestrian movement in townships | Audit existing pedestrian crossing facilities within townships. Identify and prioritise where increased/improved pedestrian crossing facilities could improve safety of pedestrians. This is particularly a priority along high trafficked routes. | CO&C        | VicRoads<br>RoadSafe<br>Disability Service Providers<br>Community Health Service | Improved pedestrian access and safety in high activity zones. |
|                                               | Audit existing pedestrian facilities along common pedestrian routes and identify and implement measures to increase accessibility for disabled and impaired pedestrians.                                                                           | CO&C        | RoadSafe<br>VicRoads                                                             |                                                               |

| Issues | Actions                                                                                                                          | Lead Agency | Partners             | Outcomes |
|--------|----------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------|----------|
|        | Increase off-road walking paths and pedestrian routes between major origin-destination points in local towns to reduce conflict. | CO&C        | RoadSafe<br>VicRoads |          |
|        | Increase segregation of vehicles and pedestrians at high pedestrian activity sites.                                              | CO&C        | RoadSafe<br>VicRoads |          |

## Cyclists

**GOAL: To reduce the number of cyclists involved in crashes by improving the cyclist facilities and increasing the conspicuousness of cyclists on the road.**

Cyclists were involved 3.5% of the crashes for Colac Otway and 3.1% for Corangamite Shires. Lowering speed limits and providing cyclist infrastructure can help in reducing cyclist crashes. A number of improvements to the road network such as advanced stop lines (with bicycle logos), bicycle lanes (with or without painted green road surface), connectivity of bicycle routes and signage can also provide a safer environment for cyclists.

**Table 20: Cyclists Key Actions**

| Issues                                       | Actions                                                                                                                                           | Lead Agency                                 | Partners                                 | Outcomes                                                               |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------|------------------------------------------------------------------------|
| Improved safety and segregation for cyclists | Carry out gap analysis of the existing strategic cycle network and where possible, provide cycle lanes along common and strategic cycling routes. | CO&C                                        | VicRoads<br>RoadSafe<br>Bicycle Victoria | Increased awareness of cyclists and greater safety for all road users. |
|                                              | Improve segregation of cyclists and vehicles.                                                                                                     | CO&C (local roads)<br>VicRoads (main roads) | Bicycle Victoria                         |                                                                        |
|                                              | Expand network of advanced stop lines and bicycle logos.                                                                                          | CO&C (local roads)<br>VicRoads (main roads) | Bicycle Victoria                         |                                                                        |
|                                              | Increase driver advisory signs to prepare drivers for upcoming interaction with cyclists.                                                         | CO&C                                        | VicRoads<br>Bicycle Victoria             |                                                                        |
|                                              | Educate the community through the bicycle education program                                                                                       | Roadsafe                                    | CO&C<br>VicRoads                         |                                                                        |



## Heavy vehicle drivers

**GOAL: To reduce the number of crashes involving heavy vehicles**

Heavy vehicles were involved in 6% of the crashes for Colac Otway and 13% for Corangamite Shires. Adequate rest stops and enforcement would be beneficial for reducing heavy vehicle crashes. Enforcement of the 'Driving Hours Regulations' and the 'National Log Book' are recommended to ensure a high level of driver alertness and road awareness. B-double trucks should only be using B-double approved routes which are controlled by VicRoads.

**Table 21: Heavy Vehicle drivers Key Actions**

| Issues                           | Actions                                                                                                             | Lead Agency                                     | Partners                                       | Outcomes                                                                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Crashes involving heavy vehicles | Encourage heavy vehicle drivers to attend 'fatigue laws' information sessions.                                      | Victorian Road Freight Advisory Council (VRFAC) | CO&C<br>VicRoads                               | Reduction in the severity of crashes across the Shires. Greater adherence to the regulations that promote heavy vehicle safety procedures. |
|                                  | Promote acceptance and understanding of the Heavy Vehicle Fatigue Reform Package.                                   | VicRoads                                        | Driver Reviver sub-committee<br>CO&C           |                                                                                                                                            |
|                                  | Enforcement of the fatigue management strategy which stipulates maximum driver hours and record keeping provisions. | VicRoads                                        | Police<br>CO&C<br>Driver Reviver sub-committee |                                                                                                                                            |
|                                  | Improve rest stop facilities for heavy vehicle operators.                                                           | VicRoads                                        | CO&C                                           |                                                                                                                                            |
|                                  | Support TAC 15 minute powernap campaign.                                                                            | TAC                                             | VicRoads<br>CO&C<br>Roadsafe                   |                                                                                                                                            |
|                                  | Improve infrastructure on key heavy vehicle routes                                                                  | VicRoads                                        | CO&C                                           |                                                                                                                                            |

### 3.1.2 Safer Infrastructure

#### Run-off-road and head-on crashes

**GOAL: Reduce the number and severity of run-off-road and head-on crashes through providing a more forgiving environment.**

Run-off-road accounted for 57% of the crashes for Colac Otway and 59% for Corangamite Shires. Improvements to keep vehicles on the road are: edgelines, centrelines, rumble strips, RRPM's, CAM's and guide posts. Improvements to reduce the severity of the run off the road crashes are: removal of the hazard, slip based or impact absorbing poles and wire rope barrier. Head-on crashes accounted for 11% of crashes for Colac Otway and 7% for Corangamite Shires. Centre-lines can greatly assist drivers and reduce the occurrence of these crashes by around 30%<sup>15</sup>.

**Table 22: Run-off road crashes and head-on crashes**

| Issues                                                         | Actions                                                                                                                                                                                                                                    | Lead Agency | Partners                     | Outcomes                                                   |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------|------------------------------------------------------------|
| Run-off road crashes represent a high portion of total crashes | Implement infrastructure improvements including: <ul style="list-style-type: none"> <li>• Improved delineation</li> <li>• Warning signs</li> <li>• Road widening</li> <li>• Curve widening</li> <li>• Intersection improvements</li> </ul> | CO&C        | VicRoads<br>RoadSafe         | Reduce the frequency and severity of run-off road crashes. |
|                                                                | Improve clear-zones in line with Table 23 along run-off road high risk areas by removing road-side hazards and implementing embankment treatments.                                                                                         | CO&C        | VicRoads<br>RoadSafe         |                                                            |
|                                                                | Speed limit reductions.                                                                                                                                                                                                                    | CO&C        | VicRoads<br>RoadSafe<br>TAC  |                                                            |
|                                                                | Enforcement and education.                                                                                                                                                                                                                 | Police      | CO&C<br>VicRoads<br>RoadSafe |                                                            |
| Head-on crashes                                                | Introduce centrelines and RRPM's.                                                                                                                                                                                                          | CO&C        | VicRoads<br>RoadSafe         |                                                            |
|                                                                | Improve the visibility of on coming vehicles by removing obstructive vegetation.                                                                                                                                                           | CO&C        | VicRoads<br>RoadSafe         |                                                            |

<sup>15</sup> VicRoads Crash Reduction Spreadsheet

**Table 23: Road Treatments for various AADT**

| AADT (one-way) | Edge line required? | Carriageway type/width | Shoulder type/width | Austrroads clear zone requirements | Minimum clear zone standard* |
|----------------|---------------------|------------------------|---------------------|------------------------------------|------------------------------|
| 0-100          | No                  | Unsealed 3m min        | N/A                 | 6m                                 | 1m                           |
| 100-1000       | No                  | Sealed 3m min          | Unsealed 1m         | 6m                                 | 2m                           |
| 1000-2000      | No                  | Sealed 5m min          | Unsealed 1m-3m      | 6.8m                               | 3m                           |
| 2000-5000      | yes                 | Sealed 6m min          | Sealed 1m-3m        | 6.8-9m                             | 4m                           |
| 5000+          | yes                 | Sealed 7m min          | Sealed 1m-3m        | 9m                                 | 9m                           |

\*to be implemented proportionately if Austrroads standards are unachievable.

The Austrroads “*Guide to the Geometric Design of Rural Roads, 2003*” recommends a minimum clear zone of width of 6m for roads carrying less than 1,000 vehicles per day one-way, increasing to 9m for roads carrying in excess of 5,000 vehicles per day one-way. Austrroads also states that the first 4-5m of a clear zone provides the most benefit. However, such wide clear zones would have a negative impact on existing native vegetation. As such, reduced width clear zones may be more appropriate where significant levels of native vegetation exist. The clear zone would be increased to Austrroads requirements if traffic volumes are in excess of 5,000 vehicles per day one-way.

It is recommended that guideposts are installed on all sealed and unsealed rural roads. Guideposts should be installed at a spacing of 150m in straight sections of road. The spacing should be reduced to between 50-100m on curved sections of road. Refer to VicRoads Traffic Engineering Manual Vol 2 Chapter 23 for details.

Funding can be sort from AusLink Blackspot Program (Federal funding) and State Blackspot Program which targets locations (sites or road lengths) where there is a proven history of crashes. The minimum requirement is a benefit cost ratio of at least two to one. The minimum crash history is at least three casualty crashes or for a road length there must be an average of 0.2 casualty crashes per kilometre, both over a five year period.

Funding can also be sort from Greyspot Program which targets locations that has been identified as having a safety risk and is specifically designed to target locations that do not meet the criteria set out in the Blackspot Programs.

### Rest Stops

**GOAL: Ensure adequate rest stops are provided on key routes for tourist, commuters and heavy vehicles.**

Support and implement the installation of rest stops along key routes for tourists, commuters and heavy vehicles. Education is a pivotal means of informing road users of the associated risks between fatigue and road crashes. Long distance drivers, especially freight and fleet vehicles, need to be informed of the locations and applicable features of rest stops to maximise their use.

**Table 24: Key Actions for implementing Rest Stops**

| Issues                  | Actions                                                                                                                                                                    | Lead Agency | Partners                                                     | Outcomes                                                                                                                                                                                               |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rest points for drivers | Audit existing rest stops to identify current provision and condition. Review distance between and identify opportunity for increasing rest points at strategic locations. | CO&C        | VicRoads<br>RACV<br>RoadSafe<br>Driver reviver sub-committee | Improved rest stop facilities to allow better access for heavy vehicles.<br>Improved facilities for tourists e.g. Picnic tables, barbeques, vegetation barriers to limit noise/danger from busy roads. |
|                         | Support the 'Driver Reviver' campaign and the involvement of sponsors. Encourage expansion of the program.                                                                 | RoadSafe    | CO&C<br>VicRoads<br>SES<br>Driver reviver sub-committee      |                                                                                                                                                                                                        |
|                         | Ensure driver rest areas provide participants with an acceptable level of safety to encourage power napping and driver revival.                                            | VicRoads    | CO&C<br>Police                                               | Increased numbers of drivers choosing to revive at rest stops.                                                                                                                                         |

### Railway level crossings

**GOAL: Continue to improve railway level crossings as part of the ALCAM risks assessment. Upgrading railway level crossings from passive crossings (signage only) to active crossings with boom barriers and/or flashing lights.**

Treatment options include:

- Advanced warning signs
- Queuing treatment
- Traffic signal coordination
- Road realignment
- Upgrade of the protection mechanisms – lights, bells, boom gates
- High intensity lights
- Train speed reduction
- Rail realignment
- Line of sight improvements
- Rumble strips
- Closure of the road

**Table 25: Railway level crossings Key Actions**

| Issues                                                             | Actions                                                                                     | Lead Agency | Partners                                      | Outcomes                                                                                                 |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Improving the safety at railway level crossings across the Shires. | Assess the risk level of all level crossings within the Colac Otway and Corangamite Shires. | VicTrack    | VicRoads<br>CO&C<br>Public Transport Division | Reduce the number of crashes involving trains.<br>Increased driver awareness at railway level crossings. |
|                                                                    | Seek funding opportunities in the Australian Level Crossing Assessment Model (ALCAM).       | VicRoads    | VicTrack<br>CO&C                              | Reduction in the overall severity of                                                                     |

| Issues | Actions                                                                                                 | Lead Agency                                 | Partners          | Outcomes                |
|--------|---------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------|-------------------------|
|        | Promotion of the 'Don't Risk it' railway safety crossing awareness campaign.                            | VicRoads                                    | CO&C              | crashes in both Shires. |
|        | Proceed with Safety Interface Agreements and advocate for further upgrades (passive to active).         | CO&C (local roads)<br>VicRoads (main roads) | VicTrack<br>VLine |                         |
|        | Promotion of the 'Walking Bus' program that encourages supervised groups of children to walk to school. | CO&C                                        | Roadsafe          |                         |

### School Safety

**GOAL: Reduce the number and severity of pedestrian accidents in the vicinity of schools.**

Ensure that all roads abutting schools which are used by children are assigned speed limits of 40 km/hr and have appropriate crossing facilities to ensure children can safely cross the road. This may include supervised crossings at start of school and end of school times on high volume roads within close proximity to schools.

Table 26: School speed zones Key Actions

| Issues                                                 | Actions                                                                             | Lead Agency | Partners | Outcomes                                                                           |
|--------------------------------------------------------|-------------------------------------------------------------------------------------|-------------|----------|------------------------------------------------------------------------------------|
| Improving pedestrian safety in the vicinity of schools | Ensure all roads abutting access points to schools have appropriate speed treatment | CO&C        | VicRoads | Reduce the number and severity of pedestrian accidents in the vicinity of schools. |
|                                                        | Install supervised crossings on high volume roads                                   | CO&C        | VicRoads |                                                                                    |

### 3.1.3 Safer Vehicles

**GOAL: Continue to support the use of five star rated vehicles. Support the inclusion of safety measures in all new cars including ABS, six air bags, electronic stability control, cruise control and speed limiters.**

**Table 27: Safer Vehicles Key Actions**

| Issues                           | Actions                                                                                                                                                                                                                                                                                                       | Lead Agency | Partners                                                                                       | Outcomes                                                                                                                                            |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Improving the safety of vehicles | Promote and distribute information on vehicle ratings and encourage road users to consider vehicle safety measures such as electronic stability control and side curtain airbags. Create an awareness of next generation technologies such as intelligent speed assist and driver fatigue monitoring devices. | TAC         | VicRoads<br>Car Manufacturer<br>Australian New Car Assessment Program (ANCAP)<br>RACV<br>VRFAC | Greater numbers of five star rated vehicles.<br>Improved vehicle manufacturing standards.<br>Implementation of advanced safety devices in new cars. |
|                                  | Ensure future council fleet vehicles have a five star rating and include ABS, six airbags, cruise control and speed limiters.                                                                                                                                                                                 | CO&C        | VRFAC                                                                                          |                                                                                                                                                     |

### 3.2 Delivery of the Road Safety Strategy

In order to easily identify which areas each of the lead agencies will be looking after, the following table has been formulated from the key actions in Section 3.1. It is also recommended that for each of the lead agencies that a road safety representative is appointed to ensure all of the actions are monitored. This person would be responsible for the parts of the Road Safety Strategy and would need to work closely with the partners that will help in the delivery of the strategy.

**Table 28: Actions by Organisation**

| Organisation                       | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Colac Otway and Corangamite Shires | Encourage and promote the responsible serving of alcohol.<br>Provide infrastructure that is providing a safer environment for all road users.<br>Increase warning signs at high crash sites on local roads.<br>Apply for funding for supervised school crossings on high volume roads.<br>Ensure all future council fleet vehicles are five star vehicles.                                                                                                     |
| VicRoads                           | Investigate new methods to stop drivers from using a vehicle when they are affected by alcohol and/or drugs.<br>Encourage and promote new technologies that reduce casualty crashes.<br>Increase frequency of rest stops on arterial roads for all types of vehicles including trucks.<br>Increase warning signs at high crash sites on arterial roads.<br>Promote and enforce the fatigue management strategy for truck drivers and 'Don't risk it' campaign. |
| RoadSafe                           | Educating the community on: <ul style="list-style-type: none"> <li>• Drink/Drug Driving</li> <li>• Rest breaks</li> <li>• Excessive speed</li> <li>• Young/Mature/Motorcycle Drivers</li> <li>• Driver Reviver</li> </ul>                                                                                                                                                                                                                                      |

| Organisation                            | Actions                                                                                                                                                                      |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Police                                  | Enforcement of drink/drug driving, excessive speed.<br>Educating the public on safe driving principles.                                                                      |
| Hospitals                               | Blood testing of patients involved in casualty crashes                                                                                                                       |
| Fleet Operators                         | Introduce a responsibility law for commercial operators to limit the number of hours spent by drivers behind the wheel and ensure drivers comply with log book requirements. |
| RACV                                    | Continue to provide the 'Years Ahead' program to mature drivers                                                                                                              |
| Motorcycle Riders Association           | Promote motorcycle training including defensive driving training                                                                                                             |
| Victorian Road Freight Advisory Council | Encourage drivers to attend 'fatigue laws' information sessions.                                                                                                             |
| VicTrack                                | Continue to assess railway level crossings                                                                                                                                   |
| TAC                                     | Continue to advertise campaigns through various media types. Promote and distribute information on vehicle safety.                                                           |

### 3.3 Strategies targeting Crashes

To be able to easily identify which strategy is targeting which crash type the following table has been devised.

Table 29: DCA's targeted by each Strategy

| Strategies            |                         | DCA               |                      |                     |                     |                |         |             |             |            |            |
|-----------------------|-------------------------|-------------------|----------------------|---------------------|---------------------|----------------|---------|-------------|-------------|------------|------------|
|                       |                         | Off path on curve | Off path on straight | Opposing directions | Adjacent directions | Same direction | On path | Pedestrians | Manoeuvring | Overtaking | Passengers |
| Safer Road Users      | Drink/drug driving      | ✓                 | ✓                    | ✓                   | ✓                   | ✓              | ✓       | ✓           | ✓           | ✓          | ✓          |
|                       | Fatigued driving        | ✓                 | ✓                    | ✓                   | ✓                   | ○              | ✓       | ✓           | ○           | ○          | ✓          |
|                       | Excessive speed driving | ✓                 | ✓                    | ✓                   | ✓                   | ✓              | ✓       | ✓           | ✓           | ✓          | ○          |
|                       | Young drivers           | ✓                 | ✓                    | ✓                   | ✓                   | ✓              | ✓       | ✓           | ✓           | ✓          | ✓          |
|                       | Older Drivers           | ✓                 | ✓                    | ✓                   | ✓                   | ✓              | ✓       | ✓           | ✓           | ✓          | ✓          |
|                       | Motorcycles             | ✓                 | ✓                    | ✓                   | ✓                   | ✓              | ✓       | ✓           | ✓           | ✓          | ✓          |
|                       | Pedestrians             | ○                 | ○                    | ○                   | ○                   | ○              | ○       | ✓           | ○           | ○          | ○          |
|                       | Cyclists                | ○                 | ○                    | ✓                   | ✓                   | ✓              | ✓       | ✓           | ✓           | ✓          | ○          |
| Heavy vehicle drivers | ✓                       | ✓                 | ✓                    | ✓                   | ✓                   | ✓              | ✓       | ✓           | ✓           | ✓          |            |

| Strategies           |                         | DCA               |                      |                     |                     |                |         |             |             |            |            |
|----------------------|-------------------------|-------------------|----------------------|---------------------|---------------------|----------------|---------|-------------|-------------|------------|------------|
|                      |                         | Off path on curve | Off path on straight | Opposing directions | Adjacent directions | Same direction | On path | Pedestrians | Manoeuvring | Overtaking | Passengers |
| Safer Infrastructure | Run-off road            | ✓                 | ✓                    | ○                   | ○                   | ○              | ○       | ○           | ○           | ○          | ○          |
|                      | Rest stops              | ✓                 | ✓                    | ✓                   | ✓                   | ✓              | ○       | ✓           | ○           | ○          | ✓          |
|                      | Railway level crossings | ○                 | ○                    | ○                   | ✓                   | ○              | ○       | ○           | ○           | ○          | ✓          |
|                      | School safety           | ○                 | ○                    | ○                   | ○                   | ○              | ○       | ✓           | ○           | ○          | ○          |
| Safer Vehicles       | Safer Vehicles          | ✓                 | ✓                    | ✓                   | ✓                   | ✓              | ✓       | ✓           | ✓           | ✓          | ✓          |

- ✓ - Positive impact on crash type
- – Neutral impact on crash type
- ✗ - Negative impact on crash type



# Appendix A Rural Shire Crash Ranking



## Appendix A Rural Shires Crash Rankings

| Local Government Area    | Estimated Resident Population at 30 June 2007 | All Roads           |          |                |              | Local Roads         |          |                |              | Accidents on all roads per 1000 people | Accidents on local roads per 1000 people | Ranking by Total Accidents | Ranking by Local Road Accidents | Ranking by Acc/pop | Ranking by Local Acc/pop |
|--------------------------|-----------------------------------------------|---------------------|----------|----------------|--------------|---------------------|----------|----------------|--------------|----------------------------------------|------------------------------------------|----------------------------|---------------------------------|--------------------|--------------------------|
|                          |                                               | Number of accidents | Severity |                |              | Number of accidents | Severity |                |              |                                        |                                          |                            |                                 |                    |                          |
|                          |                                               |                     | Fatal    | Serious injury | Other injury |                     | Fatal    | Serious injury | Other injury |                                        |                                          |                            |                                 |                    |                          |
| Queenscliffe (B)         | 3175                                          | 19                  | 2        | 5              | 12           | 6                   | 1        | 2              | 3            | 5.98                                   | 1.89                                     | 1                          | 1                               | 1                  | 1                        |
| Yarriambiack (S)         | 7658                                          | 70                  | 6        | 28             | 36           | 29                  | 2        | 10             | 17           | 9.14                                   | 3.79                                     | 2                          | 3                               | 4                  | 4                        |
| Hindmarsh (S)            | 6190                                          | 81                  | 7        | 40             | 34           | 37                  | 1        | 18             | 18           | 13.09                                  | 5.98                                     | 3                          | 5                               | 15                 | 20                       |
| Buloke (S)               | 7038                                          | 87                  | 6        | 48             | 33           | 26                  | 1        | 18             | 7            | 12.36                                  | 3.69                                     | 4                          | 2                               | 11                 | 3                        |
| West Wimmera (S)         | 4578                                          | 88                  | 9        | 42             | 37           | 31                  | 4        | 13             | 14           | 19.22                                  | 6.77                                     | 5                          | 4                               | 33                 | 27                       |
| Gannawarra (S)           | 11634                                         | 146                 | 12       | 69             | 65           | 62                  | 2        | 30             | 30           | 12.55                                  | 5.33                                     | 6                          | 7                               | 12                 | 10                       |
| Pyrenees (S)             | 6763                                          | 149                 | 8        | 72             | 69           | 81                  | 2        | 44             | 35           | 22.03                                  | 11.98                                    | 7                          | 13                              | 39                 | 43                       |
| Central Goldfields (S)   | 12736                                         | 156                 | 11       | 64             | 81           | 69                  | 3        | 27             | 39           | 12.25                                  | 5.42                                     | 8                          | 8                               | 10                 | 12                       |
| Towong (S)               | 6256                                          | 157                 | 8        | 90             | 59           | 61                  | 1        | 32             | 28           | 25.10                                  | 9.75                                     | 9                          | 6                               | 43                 | 40                       |
| Horsham (RC)             | 19323                                         | 159                 | 7        | 104            | 48           | 114                 | 3        | 41             | 70           | 8.23                                   | 5.90                                     | 10                         | 19                              | 2                  | 19                       |
| Loddon (S)               | 8077                                          | 171                 | 15       | 87             | 69           | 171                 | 15       | 87             | 69           | 21.17                                  | 21.17                                    | 11                         | 27                              | 38                 | 46                       |
| Ararat (RC)              | 11671                                         | 177                 | 7        | 85             | 85           | 72                  | 3        | 33             | 36           | 15.17                                  | 6.17                                     | 12                         | 9                               | 23                 | 21                       |
| Southern Grampians (S)   | 17311                                         | 195                 | 6        | 92             | 97           | 88                  | 0        | 43             | 45           | 11.26                                  | 5.08                                     | 13                         | 14                              | 7                  | 8                        |
| Hepburn (S)              | 14289                                         | 205                 | 4        | 84             | 117          | 77                  | 2        | 29             | 46           | 14.35                                  | 5.39                                     | 14                         | 11                              | 19                 | 11                       |
| Northern Grampians (S)   | 12301                                         | 213                 | 13       | 95             | 105          | 89                  | 4        | 42             | 43           | 17.32                                  | 7.24                                     | 15                         | 15                              | 27                 | 32                       |
| Benalla (RC)             | 14024                                         | 216                 | 11       | 101            | 104          | 125                 | 2        | 51             | 72           | 15.40                                  | 8.91                                     | 16                         | 21                              | 25                 | 39                       |
| Swan Hill (RC)           | 21459                                         | 236                 | 16       | 98             | 122          | 117                 | 4        | 52             | 61           | 11.00                                  | 5.45                                     | 17                         | 20                              | 6                  | 13                       |
| Indigo (S)               | 15480                                         | 241                 | 16       | 109            | 116          | 74                  | 4        | 25             | 45           | 15.57                                  | 4.78                                     | 18                         | 10                              | 26                 | 5                        |
| Moyne (S)                | 16102                                         | 242                 | 19       | 112            | 111          | 78                  | 2        | 39             | 37           | 15.03                                  | 4.84                                     | 19                         | 12                              | 22                 | 6                        |
| Mount Alexander (S)      | 17851                                         | 252                 | 11       | 102            | 139          | 91                  | 1        | 39             | 51           | 14.12                                  | 5.10                                     | 20                         | 16                              | 18                 | 9                        |
| Gleneig (S)              | 20664                                         | 275                 | 18       | 95             | 162          | 143                 | 4        | 48             | 91           | 13.31                                  | 6.92                                     | 21                         | 24                              | 16                 | 28                       |
| Strathbogie (S)          | 9733                                          | 292                 | 23       | 128            | 141          | 102                 | 4        | 42             | 56           | 30.00                                  | 10.48                                    | 22                         | 18                              | 44                 | 41                       |
| Alpine (S)               | 12592                                         | 307                 | 4        | 145            | 158          | 147                 | 3        | 62             | 82           | 24.38                                  | 11.67                                    | 23                         | 25                              | 42                 | 42                       |
| Corangamite (S)          | 17188                                         | 311                 | 15       | 128            | 168          | 98                  | 2        | 42             | 54           | 18.09                                  | 5.70                                     | 24                         | 17                              | 31                 | 17                       |
| Mansfield (S)            | 7527                                          | 312                 | 4        | 145            | 163          | 180                 | 1        | 82             | 97           | 41.45                                  | 23.91                                    | 25                         | 29                              | 46                 | 47                       |
| Golden Plains (S)        | 17345                                         | 314                 | 24       | 140            | 150          | 125                 | 10       | 59             | 56           | 18.10                                  | 7.21                                     | 26                         | 21                              | 32                 | 31                       |
| Moira (S)                | 28223                                         | 358                 | 31       | 167            | 160          | 189                 | 9        | 86             | 94           | 12.68                                  | 6.70                                     | 27                         | 30                              | 13                 | 26                       |
| Wodonga (RC)             | 34776                                         | 402                 | 7        | 130            | 265          | 196                 | 3        | 65             | 128          | 11.56                                  | 5.64                                     | 28                         | 32                              | 8                  | 14                       |
| Bass Coast (S)           | 28081                                         | 410                 | 12       | 175            | 223          | 162                 | 4        | 74             | 84           | 14.60                                  | 5.77                                     | 29                         | 26                              | 21                 | 18                       |
| Wangaratta (RC)          | 27569                                         | 421                 | 19       | 148            | 254          | 200                 | 7        | 68             | 125          | 15.27                                  | 7.25                                     | 30                         | 33                              | 24                 | 33                       |
| Colac-Otway (S)          | 21183                                         | 475                 | 22       | 203            | 250          | 137                 | 3        | 52             | 82           | 22.42                                  | 6.47                                     | 31                         | 23                              | 40                 | 25                       |
| Macedon Ranges (S)       | 40353                                         | 486                 | 20       | 174            | 292          | 228                 | 7        | 80             | 141          | 12.04                                  | 5.65                                     | 32                         | 36                              | 9                  | 15                       |
| Surf Coast (S)           | 23521                                         | 487                 | 15       | 207            | 265          | 204                 | 4        | 85             | 115          | 20.70                                  | 8.67                                     | 33                         | 34                              | 37                 | 37                       |
| Campaspe (S)             | 37763                                         | 524                 | 20       | 233            | 271          | 243                 | 8        | 108            | 127          | 13.88                                  | 6.43                                     | 34                         | 37                              | 17                 | 24                       |
| South Gippsland (S)      | 26830                                         | 548                 | 16       | 217            | 315          | 207                 | 4        | 78             | 125          | 20.42                                  | 7.72                                     | 35                         | 35                              | 36                 | 35                       |
| Murrindindi (S)          | 14228                                         | 555                 | 13       | 232            | 310          | 269                 | 4        | 100            | 165          | 39.01                                  | 18.91                                    | 36                         | 40                              | 45                 | 45                       |
| Nillumbik (S)            | 62310                                         | 603                 | 10       | 214            | 379          | 174                 | 1        | 62             | 111          | 9.68                                   | 2.79                                     | 37                         | 28                              | 5                  | 2                        |
| Mitchell (S)             | 32760                                         | 632                 | 28       | 272            | 332          | 259                 | 11       | 106            | 142          | 19.29                                  | 7.91                                     | 38                         | 38                              | 34                 | 36                       |
| Mildura (RC)             | 52576                                         | 669                 | 22       | 272            | 375          | 388                 | 12       | 156            | 220          | 12.72                                  | 7.38                                     | 39                         | 42                              | 14                 | 34                       |
| Wellington (S)           | 41998                                         | 735                 | 31       | 291            | 413          | 371                 | 13       | 152            | 206          | 17.50                                  | 8.83                                     | 40                         | 41                              | 28                 | 38                       |
| East Gippsland (S)       | 41954                                         | 744                 | 40       | 336            | 368          | 263                 | 9        | 115            | 139          | 17.73                                  | 6.27                                     | 41                         | 39                              | 29                 | 23                       |
| Melton (S)               | 85613                                         | 777                 | 20       | 323            | 434          | 420                 | 6        | 181            | 233          | 9.08                                   | 4.91                                     | 42                         | 43                              | 3                  | 7                        |
| Baw Baw (S)              | 39078                                         | 892                 | 25       | 355            | 512          | 473                 | 9        | 184            | 280          | 22.83                                  | 12.10                                    | 43                         | 45                              | 41                 | 44                       |
| Cardinia (S)             | 60753                                         | 1175                | 32       | 425            | 718          | 434                 | 12       | 153            | 269          | 19.34                                  | 7.14                                     | 44                         | 44                              | 35                 | 30                       |
| Morrington Peninsula (S) | 142659                                        | 2048                | 48       | 833            | 1167         | 808                 | 17       | 339            | 452          | 14.36                                  | 5.66                                     | 45                         | 46                              | 20                 | 16                       |
| Yarra Ranges (S)         | 145596                                        | 2582                | 55       | 879            | 1648         | 912                 | 13       | 317            | 582          | 17.73                                  | 6.26                                     | 46                         | 47                              | 30                 | 22                       |
| Moorabool (S)            | 26843                                         | 2757                | 16       | 188            | 2553         | 191                 | 6        | 77             | 108          | 102.71                                 | 7.12                                     | 47                         | 31                              | 47                 | 29                       |

# Appendix B Definitions for Classifying Accidents (DCA's)



## Appendix B Definitions for Classifying Accidents (DCA's)



| PEDESTRIAN ON FOOT IN TOY / PRAM                            | VEHICLES FROM ADJACENT DIRECTIONS (INTERSECTIONS ONLY) | VEHICLES FROM OPPOSING DIRECTION                                   | VEHICLES FROM SAME DIRECTION                                                | MANOEUVRING                                             |
|-------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------|
| <br>NEAR SIDE 100                                           | <br>CROSS TRAFFIC 110                                  | <br>1 - WRONG SIDE<br>2 - OTHER<br>HEAD ON<br>(not overtaking) 120 | <br>VEHICLES IN SAME LANE<br>REAR END 130                                   | <br>U' TURN 140                                         |
| <br>EMERGING 101                                            | <br>RIGHT FAR 111                                      | <br>RIGHT THROUGH 121                                              | <br>VEHICLES IN SAME LANE<br>LEFT REAR 131                                  | <br>U' TURN INTO<br>FIXED OBJECT<br>PARKED VEHICLE 141  |
| <br>FAR SIDE 102                                            | <br>LEFT FAR 112                                       | <br>LEFT THROUGH 122                                               | <br>VEHICLES IN SAME LANE<br>RIGHT REAR 132                                 | <br>LEAVING PARKING 142                                 |
| <br>PLAYING, WORKING, LYING,<br>STANDING ON CARRIAGEWAY 103 | <br>RIGHT NEAR 113                                     | <br>RIGHT/LEFT 123                                                 | <br>VEHICLES IN PARALLEL LANES<br>LANE SIDE SWIPE 133                       | <br>ENTERING PARKING 143                                |
| <br>WALKING WITH TRAFFIC 104                                | <br>TWO TURNING RIGHT 114                              | <br>RIGHT/RIGHT 124                                                | <br>VEHICLES IN PARALLEL LANES<br>LANE CHANGE RIGHT<br>(not overtaking) 134 | <br>PARKING VEHICLES ONLY 144                           |
| <br>FACING TRAFFIC 105                                      | <br>RIGHT/LEFT FAR 115                                 | <br>LEFT/LEFT 125                                                  | <br>VEHICLES IN PARALLEL LANES<br>LANE CHANGE LEFT 135                      | <br>REVERSING 145                                       |
| <br>ON MEDIAN/CUT/PAITH 106                                 | <br>LEFT NEAR 116                                      |                                                                    | <br>VEHICLES IN PARALLEL LANES<br>RIGHT TURN<br>SIDE SWIPE 136              | <br>REVERSING INTO FIXED<br>OBJECT - PARKED VEHICLE 146 |
| <br>DRIVEWAY 107                                            | <br>LEFT/RIGHT FAR 117                                 |                                                                    | <br>VEHICLES IN PARALLEL LANES<br>LEFT TURN<br>SIDE SWIPE 137               | <br>EMERGING FROM<br>DRIVEWAY - LANE 147                |
| <br>STRUCK WHILE BOARDING<br>OR ALIGHTING VEHICLE 108       | <br>TWO LEFT TURN 118                                  |                                                                    |                                                                             | <br>FROM FOOTWAY 148                                    |
| <b>OTHER PEDESTRIAN</b><br>109                              | <b>OTHER ADJACENT</b><br>119                           | <b>OTHER OPPOSING</b><br>129                                       | <b>OTHER SAME DIRECTION</b><br>139                                          | <b>OTHER MANOEUVRING</b><br>149                         |

1. Definition for classifying accidents (DCA) should be determined by first selecting a column using the text above & then by diagrammatic sub-division.
2. The sub-division chosen should describe the general movement of vehicles involved in the initial event. It does not assign a cause to the accident.
3. Supplementary codes have been defined for most sub-divisions. These codes give further detail of the initial event.

# DEFINITIONS FOR CLASSIFYING ACCIDENTS

| OVERTAKING                  | ON PATH                                  | OFF PATH ON STRAIGHT                                   | OFF PATH ON CURVE                               | PASSENGER AND MISCELLANEOUS          |
|-----------------------------|------------------------------------------|--------------------------------------------------------|-------------------------------------------------|--------------------------------------|
| HEAD ON (not sideswipe) 150 | PARKED 160                               | OFF CARRIAGEWAY TO LEFT 170                            | OFF CARRIAGEWAY FRONT BEND 180                  | FELL FROM VEHICLE 190                |
| OUT OF CONTROL 151          | DOUBLE PARKED 161                        | LEFT OFF CARRIAGEWAY INTO OBJECT - PARKED VEHICLE 171  | OFF RIGHT BEND INTO OBJECT - PARKED VEHICLE 181 | LOAD OR MISSILE STRUCK VEHICLE 191   |
| PULLING OUT 152             | ACCIDENT OR BROKEN DOWN 162              | OFF CARRIAGEWAY TO RIGHT 172                           | OFF CARRIAGEWAY LEFT BEND 182                   | STRUCK TRAIN 192                     |
| CUTTING IN 153              | VEHICLE DOOR 163                         | RIGHT OFF CARRIAGEWAY INTO OBJECT - PARKED VEHICLE 173 | OFF LEFT BEND INTO OBJECT - PARKED VEHICLE 183  | STUCK RAILWAY CROSSING FURNITURE 193 |
| REAR END OUT - REAR END 154 | PERMANENT OBSTRUCTION ON CARRIAGEWAY 164 | OUT OF CONTROL ON CARRIAGEWAY 174                      | OUT OF CONTROL ON CARRIAGEWAY 184               | PARKED CAR RUN AWAY 194              |
|                             | TEMPORARY ROADWORKS 165                  | OFF END OF ROAD "T" INTERSECTION 175                   |                                                 |                                      |
|                             | STRUCK OBJECT ON CARRIAGEWAY 166         |                                                        |                                                 |                                      |
|                             | ANIMAL (not ridden) 167                  |                                                        |                                                 |                                      |
|                             |                                          |                                                        |                                                 | <b>OTHER</b> 198                     |
| <b>OTHER OVERTAKING</b> 159 | <b>OTHER ON PATH</b> 159                 | <b>OTHER STRAIGHT</b> 179                              | <b>OTHER CURVE</b> 189                          | <b>? UNKNOWN</b> 199                 |

- The number 1,2 identify individual vehicles involved when the DCA is linked with other vehicle/driver information.
- These codes were used for 1987 accidents and replace the Road User Movement (RUM) code.

Produced by the Road User Behaviour Branch, Road Safety Division, VIC ROADS - DCA.ppt4 & DCA2.ppt4

17

<sup>17</sup> VicRoads CrashStats User Guide

## CONSENT CALENDAR

### OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | D | W |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>SUSTAINABLE PLANNING AND DEVELOPMENT</u></b></p> <p><b><u>OM092502-15 KENNETT RIVER, WYE RIVER AND SEPARATION CREEK STRUCTURE PLAN</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Support a change to the Kennett River, Wye River and Separation Creek Structure Plan to remove all the land to the north of Separation Creek Township near Dollar Drive from the Low Density Residential Zone and include the land into the Rural Conservation Zone.</i></b></li> <li><b><i>2. Support a change to the Kennett River, Wye River and Separation Creek Structure Plan to remove the land described in Item 1 from being included in a Development Plan Overlay.</i></b></li> </ol> |   |   |
| <p><b><u>OM092502-16 COLAC OTWAY SHIRE ENVIRONMENT STRATEGY STEERING COMMITTEE</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council nominate Cr..... as its representative on the Steering Committee for the Colac Otway Shire Environment Strategy.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |   |

|                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM092502-17 COLAC OTWAY SHIRE SUBMISSION TO RACING VICTORIA</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council endorse the Colac Otway Shire’s submission to Racing Victoria Ltd in response to the Victorian Racecourse and Training Facilities Directions Paper.</i></p>                                                               |  |  |
| <p><b><u>OM092502-18 COUNCIL SUBMISSION TO THE STATE RETAIL POLICY REVIEW DISCUSSION PAPER</u></b></p> <p>Department: Executive</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council endorse the attached submission in relation to the Department of Planning and Community Development’s Retail Policy Review Discussion Paper and submit this to the Department of Planning &amp; Community Development.</i></p> |  |  |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....



**OM092502-15 KENNETT RIVER, WYE RIVER AND SEPARATION CREEK STRUCTURE PLAN**

|             |                                      |           |                           |
|-------------|--------------------------------------|-----------|---------------------------|
| AUTHOR:     | Anne Sorensen                        | ENDORSED: | Doug McNeill              |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | GEN00451<br>Amendment C58 |

**Purpose**

To seek Council's endorsement of a proposed change to the recommendations of the adopted Kennett River, Wye River and Separation Creek Structure Plan (KWSSP) to allow a change to the zoning of land at the rear of Separation Creek at Dollar Drive from Low Density Residential Zone to Rural Conservation Zone.

**Background**

After extensive community consultation the Kennett River, Wye River and Separation Creek Structure Plan was adopted by Council at the Council meeting of 26 February 2008. Council resolved to:

1. *Adopt the final Kennett River, Wye River and Separation Creek Structure Plan.*
2. *Implement the recommendations of the Kennett River, Wye River and Separation Creek Structure Plan through an amendment to the Colac Otway Planning Scheme.*

In relation to the land zoned Low Density Residential located north of Separation Creek (**Attachment 1**), the final Structure Plan noted:

*'The Low Density Residential Zoned (LDRZ) land north of Separation Creek is not covered by the SLO, NCO or DDO. Council has granted planning permits to allow a four lot subdivision of the eastern portion of this land and a three lot subdivision of the western portion of this land. While these subdivisions have not occurred to date, they provide an indication of the limited development potential of this Low Density Residential zoned land. Council's decisions on these subdivision proposals set a 'planning context' that indicates that while some subdivision may be possible, the environmental and topographical constraints of this land can only support a limited degree of development.*

*Given that these subdivisions have not occurred, it is possible that a land owner may seek a permit for a greater number of lots in the future. This would not meet the future direction outlined in the Structure Plan.*

*This limited degree of subdivision would support the landscape character objectives of the Structure Plan and allow the landscaped setting of Separation Creek to be retained.*

*In this light a strengthening of the planning controls to restrict development of this area has been recommended. It is recommended that a Development Plan Overlay requiring subdivision in accordance with the permitted subdivision plans be introduced to ensure a restricted extent of subdivision of land in this zone.'*

Council Officers have given further consideration to this matter during the process of developing a planning scheme amendment and concluded that the best planning tools to



ensure that the landscape and environmental values of this land are protected is to include the land in the Rural Conservation Zone.

#### History of Low Density Residential zoning

In 1993, the Minister for Planning approved Amendment L21 to the Otway Planning Scheme. The amendment altered the then existing Landscape Interest Zone to include provisions for a Rural Residential Zone, and part Public Land Recreation reservation to enable the subdivision of the land to the north of Separation Creek township into six rural residential lots and areas of public open space. This rezoning also included a clause that prohibited further subdivision, other than in accordance with an approved plan. As part of the Planning Scheme Amendment, the owners of the land and the Shire of Otway entered into a Section 173 Agreement which covenanted the land to prevent further subdivision.

The Agreement was made in December 1995 and was registered on title. That Agreement included Clause 21 which stated: *"In the event that the proposed development of the subject land is not commenced within 2 years of the date of issue of a Planning Permit and completed within 4 years or unless the parties agree otherwise in writing, the Responsible Authority shall, at the written request of the owners, execute a release of the agreement in favour of the owners."*

The development was never completed and, in accordance with the above clause, the owners requested release of the agreement from Council, which was supported at that time.

However, the land remained in the Low Density Residential Zone, allowing the landowners an opportunity of applying for planning approval to subdivide the land without having to comply with the obligations of the S173 Agreement, which precipitated the rezoning.

Planning approval was given in 2004 for this land to be further subdivided into four rural residential lots ranging in area between 2.9 ha and 1.3ha. A condition on the planning permit required a S173 Agreement to be entered into by the landowner for the purpose of restricting the further subdivision of any of the lots permitted. This agreement has been executed and is registered on the title to all lots created.

#### Adopted Structure Plan

The initial recommendation of the KWSSP was for this land to be rezoned Rural Conservation Zone (RCZ), to reflect its limited development potential beyond what has been approved by the existing planning permits. The structure plan noted:

*'The land is of environmental value with dense high quality native vegetation and there is likely difficulty in achieving the objectives of the Native Vegetation Framework. In this light a strengthening of the planning controls to restrict development of this area is recommended. The recommended approach is to rezone the area to Rural Conservation Zone.'*

However, subsequent to public consultation on the Draft Structure Plan submissions were received from the owners indicating their objection to the back zoning of the land. In consideration of submissions, the position on the matter was changed in the final structure plan, recommending that further development be controlled on this land by retaining the LDRZ and implementing a Development Plan Overlay to restrict further development.

**Corporate Plan/Other Strategies/Policy**

The Colac Otway Shire Council Plan 2005-2009 includes a strategy to: *“Complete a Neighbourhood Character Study and Structure Plan which will provide guidelines and a policy basis for determining development applications in the towns of Skenes Creek, Separation Creek and Wye River.”*

There is a specific action to:

*‘Develop the Wye River, Kennett River and Separation Creek Draft Structure Plan ensuring the integration of directions to deal with issues of concern to the community including water, waste water, parking and public safety in accessing beach, and sustainable town development.’*

The adoption of the structure plan and implementation of the future planning scheme amendment support the above objectives.

**Issues/Options**

- History behind the zoning changes;
- Adopted structure plan;
- Current status of the land;
- Most suitable zone for the land.

Most suitable zone for the land

The full subdivision potential of the land has been realised given the restrictions imposed by the S173 Agreement, however, the environmental values of the land are largely still intact. Building envelopes on the plan of subdivision will control the location of any future dwelling on each lot and potential for removal of vegetation is limited.

Upon further consideration of this matter, in light of the landscape and environmental sensitivities of the land, it is considered that the most appropriate zone would be the Rural Conservation Zone as the purpose of this zone is more consistent with the characteristics of the land and the future use and development opportunities. For example, the Rural Conservation Zone seeks:

- To protect and enhance the natural environment and natural processes for their historic, archaeological and scientific interest, landscape, faunal habitat and cultural values.
- To protect and enhance natural resources and the biodiversity of the area.

The Low Density Residential Zone seeks to provide opportunities for residential development in the absence of reticulated sewage. This zone allows land to be subdivided down to 0.4 ha in area. The Low Density Residential Zone only gives limited consideration to environmental issues as part of development and subdivision proposals.

Given the above it is considered that the more appropriate outcome is to adopt the original position of the draft Structure Plan and include this land in the Rural Conservation Zone for the following reasons:

- The land has reached its subdivision potential in accordance with the S173 Agreement;

- The land is located outside the township boundary of Separation Creek and it is considered inappropriate for a zone with a residential purpose to apply to land outside the settlement boundary. By rezoning this land to Rural Conservation Zone, Council is providing a clear and strategic direction for the future use and development of the land;
- The primary purpose of the Rural Conservation Zone is to protect and enhance features of identified cultural, environmental, landscape, and biodiversity significance, consistent with the environmental features and values of this land;
- The Low Density Residential Zone is primarily a residential zone that does not reflect the sensitivity of the site to environmental constraints;
- If the land is included in the Rural Conservation Zone, the Development Plan Overlay is considered to be an unnecessary and additional layer of control on the site with no benefit;
- The Low Density Residential Zone, on face value, suggests that there may be opportunities in the future for further subdivision of the land. This would be misleading and inconsistent with restrictions already in place.

For the above reasons, Council Officers are seeking Council endorsement of the proposed change to the adopted position of the structure plan and include the land north of Separation Creek into the Rural Conservation Zone instead of the Low Density Residential Zone.

### **Proposal**

To seek Council's endorsement of a proposed change to the recommendations of the adopted Kennett River, Wye River and Separation Creek Structure Plan (KWSSP) to allow a change to the zoning of land at the rear of Separation Creek at Dollar Drive from Low Density Residential Zone to Rural Conservation Zone.

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

A budget allocation has been provided for the implementation of the KWSSP and its recommendations into the Colac Otway Planning Scheme via a planning scheme amendment. Costs associated with a panel hearing for the Planning Scheme Amendment will be sought as part of the budgetary process for the 2009/10 financial year.

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

None identified.

### **Environmental Considerations**

A range of environmental issues are considered and addressed in detail within the Structure Plan. Support of this proposal will enhance the potential to ensure future protection of the environmental qualities of this land.

### **Communication Strategy/Consultation**

The proposed amendment to implement the Structure Plans into the planning scheme will be required to be placed on public exhibition for a minimum of one month providing an opportunity for affected parties to make submissions to Council. If there are submissions received that cannot be accommodated through changes to the amendment, a Panel Hearing would be required to enable the amendment to proceed.

The land owners affected by this proposed change have been notified prior to the Council meeting and will be informed of the Council resolution and if the recommendation is supported, of the opportunity to make submissions through the amendment process.

### **Implementation**

Implementation of the KWSSP and the proposed changes will be via a planning scheme amendment, where the relevant recommendations of the KWSSP will be introduced into the Colac Otway Planning Scheme. Ministerial authorisation for exhibition of the amendment will be sought following consideration of this report by Council.

### **Conclusion**

It is appropriate that Council consider this matter prior to placing the planning scheme amendment on public exhibition. Council has already resolved to forward the amendment to the Minister for authorisation and to place the amendment on public exhibition. Once the exhibition process is complete, any submissions would be given consideration and the matter would be reported to Council with recommendations on the matters raised in any submissions received and the next steps in the process.

From a strategic planning perspective, it is considered the most appropriate zone for the land identified is the Rural Conservation Zone and a change to the Structure Plan is warranted.

It is recommended that Council endorse the change as sought to allow the land to be included in the Rural Conservation Zone prior to obtaining Ministerial approval and exhibition of the planning scheme amendment.

### **Attachments**

1. Location and Zone Map

### **Recommendation(s)**

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

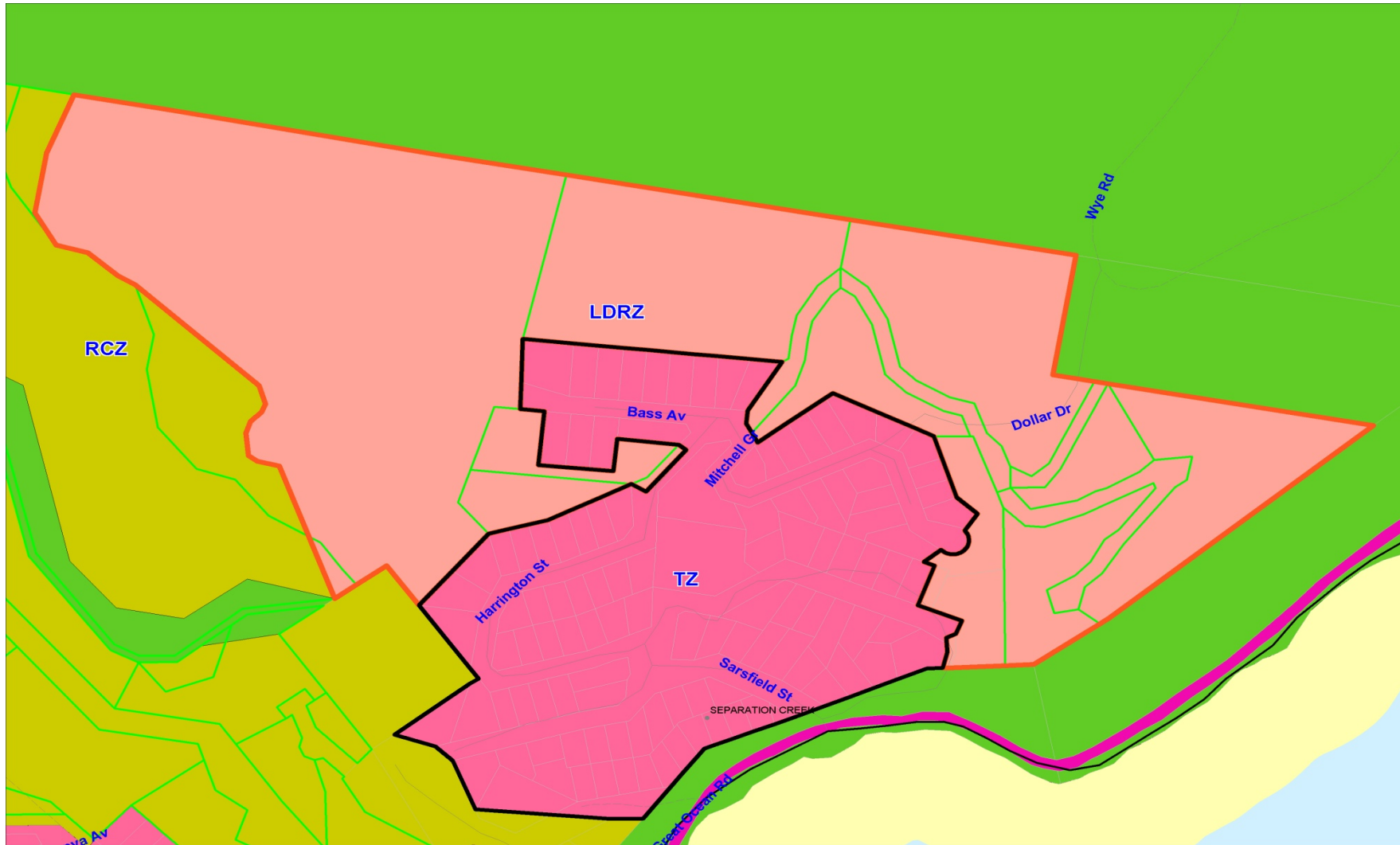
1. ***Support a change to the Kennett River, Wye River and Separation Creek Structure Plan to remove all the land to the north of Separation Creek Township near Dollar Drive from the Low Density Residential Zone and include the land into the Rural Conservation Zone.***
2. ***Support a change to the Kennett River, Wye River and Separation Creek Structure Plan to remove the land described in Item 1 from being included in a Development Plan Overlay.***

~~~~~\ ~~~~~



Kennett River, Wye River & Separation Creek Structure Plan

Attachment 1: Map showing the proposed Low Density Residential Zone north of the existing Township Zone



OM092502-16 COLAC OTWAY SHIRE ENVIRONMENT STRATEGY STEERING COMMITTEE

| | | | |
|-------------|--------------------------------------|-----------|--------------|
| AUTHOR: | Stewart Anderson | ENDORSED: | Doug McNeill |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | GEN00127 |

Purpose

To advise Council of the development of the Colac Otway Shire Environment Strategy and seek the appointment of a Councillor to chair the Steering Committee for the project.

Background

In 2007 the Colac Otway Shire became a signatory of the Victorian Local Sustainability Accord (the Accord). The Accord is a partnership initiative designed to strengthen collaborative efforts by the Victorian State Government and Local Governments to create better environmental sustainability outcomes at the local level. To become a signatory Council was required to develop a Local Environment Priority Statement (LEPS).

The development of an Environment Strategy is identified in the Colac Otway Shire's LEPS as being the highest priority. As described in the priority statement setting priorities across programs at a project level is problematic due to the absence of an overarching strategy. It is envisioned that the strategy would set out a process for prioritising projects across programs and existing strategies. This would enable the development of integrated Environmental Action Plans for the Colac Otway Shire.

In December 2008 Council secured funding (\$30,000) from Sustainability Victoria to develop an Environment Strategy. An Environment Officer will be the project manager, dedicating approximately one day a week to the project.

The Council contribution to the project is through salaries for relevant officers involved in the development of the document. The Manager for Environment and Community Safety will oversee the process and accordingly will allocate a significant amount of time to the project. Other Council Officers will dedicate time to the project through Management Workshops and the Sustainability Working Group.

Existing Environment Strategies from South West Victorian Councils have been examined and compared. This has revealed significant differences in the various strategies focus, frameworks, structure, costs, time and lifespan.

This project was discussed at the Councillor Workshop held in early February. In this session Councillors were provided with the details for the process of developing the strategy.

Corporate Plan/Other Strategies/Policy

The Environment Strategy is consistent with the Council Plan objective:

"We are committed to providing support to local communities to enable them to address local environment priorities, whilst working with State and Federal Government environment bodies to address major environmental issues."

The Strategy is also a key priority of the recently adopted Local Environment Priority Statement (2007).

Issues/Options

It is desirable that a Councillor chair the Steering Committee. Councillor representation will assist Council in understanding the project and to contribute to its development.

Proposal

It is proposed that Council nominate a Councillor to attend meetings of the Steering Committee for the Colac Otway Shire Environment Strategy.

Financial and other Resource Implications

As mentioned, funding for this project has been secured through Sustainability Victoria.

Risk Management & Compliance Issues

There are no risk management issues relevant to this report.

Environmental Considerations

There are no other environmental considerations related to this project.

Communication Strategy/Consultation

As expected when developing a strategic document of this nature there is a substantial element of community consultation required. Timing for this requirement is fortunate as the Colac Otway Shire is currently in the process of undertaking community consultation as part of the Council Plan development. Conversation with the consultant overseeing this project indicates that the consultation requirements of the Environmental Strategy can be improved through participation in this process.

A steering committee needs to be established to oversee the development of the Strategy. An interim Environment Strategy Steering Committee (ESSC) met late in 2009, as was required to satisfy the first milestone in the funding agreement. This meeting gave environmental management groups and agencies the opportunity to have an input at a very early stage and enabled the Shire to discuss their involvement in the development process. The key points discussed were the Project Plan (which examined the strategy scope and structure) and the ESSC Terms of Reference (ToR) (attached).

The broad function of the ESSC is to evaluate and integrate environmental issues and actions within the context of all south-western Victoria and beyond, along with other spheres of activity (economic and social). The membership includes:

Colac Otway Shire

- Councillor
- Manager for Environment and Community Safety
- Environment Officer (Executive Officer)

Government Agencies

- Department of Sustainability and Environment
- Department of Primary Industry
- Parks Victoria
- Environment Protection Authority

Statutory Organisations

- Corangamite Catchment Management Authority

Non-government Organisations

- Upper Barwon Landcare Network representative
- Southern Otway Landcare Network representative
- Lismore Landcare Network
- Greening Australia

A number of internal staff will be represented on the ESSC, which are still yet to be determined.

Implementation

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

Conclusion

It is desirable that a Councillor chair the Steering Committee. Councillor representation will assist Council in understanding the project and to contribute to its development. This report asks Council to nominate a representative.

Attachments

Environment Strategy Steering Committee Terms Of Reference Draft 2

Recommendation(s)

That Council nominate Cr..... as its representative on the Steering Committee for the Colac Otway Shire Environment Strategy.

~~~~~U~~~~~







**ENVIRONMENT STRATEGY  
STEERING COMMITTEE  
TERMS OF REFERENCE**

**DATE: 17 December 2008**

## Table of Content

|      |                                |   |
|------|--------------------------------|---|
| 1    | Background.....                | 1 |
| 2    | Functions of an OPG .....      | 1 |
| 3    | General .....                  | 1 |
| 3.1  | Membership.....                | 1 |
| 3.2  | Meeting Frequency.....         | 2 |
| 3.3  | Chair .....                    | 2 |
| 3.4  | Executive Officer .....        | 2 |
| 3.5  | Decision Making .....          | 2 |
| 3.6  | Conflict of Interest .....     | 3 |
| 3.7  | Agenda Items .....             | 3 |
| 3.8  | Minutes & Meeting Papers ..... | 3 |
| 3.9  | Guests .....                   | 3 |
| 3.10 | Quorum Requirements .....      | 3 |
| 3.11 | Sitting Fees.....              | 3 |

DRAFT

## 1 INTRODUCTION

These Terms of Reference have been developed for the Steering Committee of the Colac Otway Shire Environment Strategy.

## 2 BACKGROUND

In 2007 the Colac Otway Shire became a signatory of the Victorian Local Sustainability Accord (the Accord). The Accord is a partnership initiative designed to strengthen collaborative efforts by the Victorian State Government and Local Governments to create better environmental sustainability outcomes at the local level.

In 2008 Council received \$30,000 to develop of an Environment Strategy which was identified in the Colac Otway Shire's Sustainability Accord Priority Statement as being the highest priority. As described in the priority statement setting priorities across programs at a project level is problematic due to the absence of an overarching strategy. The strategy would set out a process for prioritising projects across programs and existing strategies and enable the development of integrated Environmental Action Plans as a subsequent action.

Such a strategy requires a steering committee to maximise local engagement and to ensure the capture of diverse information sources and the creation of broad networks.

The Environment Strategy and Steering Committee makeup was outlined to, and supported by, Councils Executive Team on 12 November 2008. The aim is to present a final draft of the strategy to Council in November 2009.

## 3 FUNCTIONS OF THE STEERING COMMITTEE

The broad function of the group is to:

- bring knowledge and experience of environmental issues, threats and actions in the region;
- make recommendations in relation to the scope and structure of the strategy;
- evaluate and integrate environmental issues and actions within the context of all south-western Victoria and beyond, along with other spheres of activity (economic and social);
- promote and link the plan with existing and new strategies, policies, plans and community networks; and
- prepare community networks, authorities and local government for active implementation of the plan.

## 4 GENERAL

### 4.1 Membership

The committee membership includes representation from relevant environmental organisations and the community from across different geographical and social areas in the Shire:

The group is comprised of:

Colac Otway Shire

- Councillor
- Manager for Environment and Community Safety
- Environment Officer (Executive Officer)

Government Agencies

- Department of Sustainability and Environment
- Department of Primary Industry

- Parks Victoria
  - Environment Protection Authority
- Statutory Organisations
- Corangamite Catchment Management Authority
- Non-government Organisations
- Upper Barwon Landcare Network representative
  - Southern Otway Landcare Network representative
  - Lismore Landcare Network
  - Greening Australia

## 4.2 Meeting Frequency

The group is expected to meet bi-monthly. Proposed dates are listed below:

| DATE                           |
|--------------------------------|
| 17 <sup>th</sup> December 2008 |
| 3 <sup>rd</sup> March 2009     |
| 7 <sup>th</sup> April 2009     |
| 2 <sup>nd</sup> June 2009      |
| 4 <sup>th</sup> August 2009    |
| 6 <sup>th</sup> October 2009   |

## 4.3 Chair

The Councillor representative will be the Chairperson who will convene all meetings and provide feedback to the group in accordance with the agreed principles or direction of the group.

If the designated Chair is not available, then the Manager for Environment and Community Safety will assume the role of Acting Chair and will be responsible for convening and/or conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Meetings of the group shall at all times be under the control of the Chair and shall be conducted in accordance with good meeting procedures.

## 4.4 Executive Officer

The Executive Officer will be responsible for minutes, agendas, meeting papers, etc. In the event that Executive Officer is unavailable, he/she will designate these responsibilities to another member of staff and notify the Chair of such arrangements.

## 4.5 Decision Making

The group should aim to achieve consensus on any decisions (where required). Where this cannot be attained, the Chair has the casting vote. This vote may be undertaken at the following meeting, if further advice is required. Voting will be used to accept minutes and other cases where necessary. By agreement, out-of-session decisions will be deemed acceptable (i.e. via the use of e-mail, teleconference, etc.).

#### 4.6 Conflict of Interest

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

#### 4.7 Agenda Items

All agenda items should be forwarded to the Executive Officer by C.O.B. five working days prior to the next scheduled meeting.

The agenda, with attached meeting papers will be distributed at least three working days prior to the next scheduled meeting by the Executive Officer. For documents requiring review, appropriate time will be allowed between document distribution and expected submittal of review.

The meeting agenda will include outstanding action items from the previous meeting and any relevant new issues for consideration as submitted by the members. Members may raise an item under 'Other Business' as time permits and at the discretion of the Chair.

#### 4.8 Minutes & Meeting Papers

The minutes of each meeting will be prepared by the Executive Officer. Full copies of the minutes, including attachments, will be provided to all members no later than 10 working days following each meeting. Minutes including attendance, apologies, issues discussed, decisions made and action items will all be recorded for each meeting by the Executive Officer.

All out-of-session decisions will be recorded in the minutes of the next scheduled Steering Committee meeting.

#### 4.9 Guests

The group may invite guests to appear at the meeting via the approval of the Chair and a majority of members. Guests may include any persons whom provide technical or other insight as appropriate from time to time. The group is encouraged to make use of guests where particular skills/experience can be provided.

#### 4.10 Proxies for Meetings

Members of the ESSC shall nominate a proxy to attend a meeting if the member is unable to attend.

The Chair will be informed of the substitution at least three working days prior to the scheduled nominated meeting.

The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback, of the ESSC member they are representing, at the attended meeting.

#### 4.11 Quorum Requirements

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

#### 4.12 Sitting Fees

Sitting Fees will be paid to community representatives at a rate consistent with Council Policy.

**OM092502-17 COLAC OTWAY SHIRE SUBMISSION TO RACING VICTORIA**

|             |                                      |           |              |
|-------------|--------------------------------------|-----------|--------------|
| AUTHOR:     | Mike Barrow                          | ENDORSED: | Doug McNeill |
| DEPARTMENT: | Sustainable Planning and Development | FILE REF: | GEN0414      |

**Purpose**

To seek Council's endorsement of the Colac Otway Shire's submission prepared by the Economic Development Unit in response to Racing Victoria Ltd's (RVL) 'Victorian Racecourse & Training Facilities Directions Paper' 2008. The Directions Paper recommends the withdrawal of training facilities funding from the Colac Turf Club and reducing the number of annual meetings from four to two.

**Background**

The Colac Turf Club Inc has been operating in the Colac and district community for over 145 years. The Colac races have traditionally been a meeting place where the community have come together and taken part in a community outing. In particular the Christmas Races meeting has been a high attendance event where local businesses hold their staff Christmas parties.

The Colac Turf Club Inc. currently receives funding for training facilities from RVL as it is designated a Regional Racing and Training Venue. This funding is provided through RVL's Training Track Maintenance Fund. Over \$580,000 (in both Government and Club funding) has been spent on course to improve the facilities since 2006 including efforts to make Colac one of the few drought proofed racecourses in country Victoria.

The Colac Turf Club Inc holds four meetings annually at the Colac Racecourse. These include three "event days" - the Colac Cup, Farmers Day and Christmas Race meetings and a normal race meeting in November. Between April and October the Racecourse and its facilities are used for community activities and events.

In November 2008 RVL developed 'Racing to 2020' to address Victorian thoroughbred racing's future and to ensure its continued vitality, growth and sustainability. This new strategic vision provides the platform and framework for industry development over the next twelve years.

In accordance with the objectives outlined in the Industry's 'Racing to 2020' Vision Statement, RVL prepared the 'Victorian Racecourse & Training Facilities Directions Paper'. This Paper proposes a restructure of country racing that would have a devastating impact on the racing industry in South West Victoria and threatens the viability of clubs such as Colac. It proposes to reclassify country race facilities, restrict funding for facilities, remove race meetings, reduce prize money, and create pressure on trainers to relocate.

On 16 December 2008, representatives from RVL and Country Racing Victoria (CRV) travelled to Colac to present the 'Victorian Racecourse and Training Facilities Directions Paper' to the Colac and district racing community including the Colac Turf Club Inc, trainers, jockeys, strappers, owners, local politicians and the local media.

Key objectives of the report are to:

1. Recognise that the current uncoordinated approach to the development of racing and infrastructure in Victoria cannot continue;
2. Identify and respond to issues, trends and opportunities that impact the future viability and sustainability of racing and training facilities across the State;
3. Identify and respond to government, community and environmental needs and opportunities;
4. Provide detail with respect to how the relevant strategic objectives set out in RVL's 'Racing to 20:20' Vision can be achieved;
5. Provide the Victorian Racing Industry and key stakeholders with a prioritised framework/plan for the coordinated development of racing and training facilities across Victoria;
6. Provide direction for race clubs and industry stakeholders on the minimum facility standards that must be met for the safe operation of racing and training facilities;
7. Ensure that RVL and CRV's investment in racing and training facilities is invested in the right areas and hence ensuring the greatest return on investment; and
8. Provide direction to all levels of Government with respect to prioritising the limited levels of funding available from them.

RVL provided all country racing clubs and venues with the opportunity to respond to the Directions Paper by 27 February 2009 (after an extension was granted from 6 February).

The Directions Paper makes two recommendations which will impact on the Colac Turf Club Inc and the Colac and district community:

- The Colac Turf Club Inc. would be classified as a Community Racing Venue and lose status as a Regional Racing and Training Venue.
- The Colac Turf Club Inc. would lose two of its annual four meetings.

Classified as a Community Racing Venue, the Colac Turf Club Inc would not be eligible for Racing Victoria funding or grants from the State Government to maintain and invest in facilities for the future. Requirements under Occupational Health and Safety (OH&S) would need to be met solely by the Club when it has a reduced capacity to raise funds through race meetings. The current facilities would eventually run down making the venue not viable and economic modelling by the Club has indicated that the Colac Turf Club Inc would be non-financial by 2013.

Trainers have invested significant funds in developing facilities and rely on Colac Turf Club for preparing their horses. If the Club were to close as a training facility then the viability of these enterprises would be severely affected. It is not viable to train out of another centre given the logistics and costs of transportation.

There is an assumption in the Directions Paper that Hamilton or Geelong would be viable alternatives for relocation but this would have to be funded by the trainers themselves. The cost to individual trainers would be in excess of what would sustain the viability of the enterprise. As well as this there is an assumption that there is land available at these other

centres and facilities to cope with such an expansion. The Colac Turf Club advises that to its knowledge neither is the case.

The loss of two annual meetings would impact on the level of prize money offered to trainers, jockeys and owners and reduce the potential for income to the club as sponsorship opportunities would not exist and then importantly the loss of two community events would impact on the community as a whole. If the weather is too wet for racing, the event is moved to an alternative venue, so Colac could end up with one or no race meetings. The loss of income would make it even more difficult for the club to be able to meet its OH&S requirements.

The downgrading of the Colac Turf Club would see a gradual decline in the racing industry locally and a subsequent decline in the local economy. The industry currently generates economic activity through:

- Race meeting days through marketing and promotion; gate takings; tourism, hospitality and accommodation activity.
- Training centres that require veterinary, farrier and transportation services; feed, saddlery, rugs and other equipment.
- Agistment of horses.

It is also important to know that horse racing is not just an industry in itself or a sport that generates gambling activity. It also generates a community of interest that includes many people who are interested in horses and many who like being a part of a community club. The Colac races provide employment for local people either through facility maintenance (grounds person) or through race meetings (TAB staff, catering and jockeys) and brings \$1.08m into the local economy annually. The loss of the racecourse is not indicated directly in the Directions paper but it is foreshadowed by proposals that severely limit its future. It would be a great loss to the community.

The Colac Turf Club Inc. has commenced a community awareness campaign in response to the Directions Paper findings and recommendations. This has included strong support from the Colac Herald and the Minister for Polwarth, Terry Mulder who has developed and distributed a petition throughout the community.

The Colac Turf Club Inc. Committee has been meeting weekly with the Economic Development Unit to develop a written submission to challenge the recommendations in the RVL Directions Paper. Written submissions are due 27 February 2009.

In addition, the Economic Development Unit has prepared a submission from the Colac Otway Shire which will compliment the Colac Turf Club Inc's submission, outlining the social and economic effects of the decision to withdraw training facility funding and reduce the number of race meetings held annually in Colac.

On 4 February 2009, representatives from the Colac Turf Club Inc and Mike Barrow, Manager Economic Development, verbally presented the Colac Turf Club Inc's submission to RVL Chief Executive Officer Rob Hines and CRV Chief Executive Officer Scott Whiteman. Feedback from the presentation was positive and there was a strong indication for the need to demonstrate close links between the Colac Turf Club Inc and the Colac Otway Shire. This has been incorporated into the Colac Turf Club Inc's and Colac Otway Shire's draft submission.



**Corporate Plan/Other Strategies/Policy**

The Colac Turf Club is a generator of economic activity in the Shire as a training centre for thoroughbred horses and through its annual race meetings. Council assistance to the Colac Turf Club is consistent with the Economic Development role of Council to *"provide human resources to assist in achieving positive economic development and tourism activities"* (Economic Development and Tourism Strategy 2004).

**Issues/Options**

The 'Victorian Racecourse and Training Facilities Directions Paper' 2008 recommends the withdrawal of training facilities funding from the Colac Turf Club and reducing the number of annual meetings from four to two. Both recommendations would have a devastating impact on the local racing industry and the future of the Colac Turf Club.

There are two options for Council to consider. Option 1 is to endorse the Colac Otway Shire's submission to RVL in support of the Colac Turf Club Inc's campaign to maintain its current status as a Regional Racing and Training Venue with no changes in the number of annual race meetings.

Option 2 is not to provide endorsement, and to make no submission.

**Proposal**

It is proposed that Council endorse the submission prepared by the Economic Development Unit.

**Financial and other Resource Implications**

Not applicable.

The Economic Development Unit has prepared the Colac Otway Shire's submission and assisted with the development of the Colac Turf Club Inc's submission. The Economic Development Unit will continue to work with the Colac Turf Club Inc. within existing resources.

**Risk Management & Compliance Issues**

Not applicable.

**Environmental Considerations**

Not applicable.

**Communication Strategy/Consultation**

The Economic Development Unit will report Council's resolution to the Colac Turf Club Inc.

**Implementation**

Upon Council endorsement of this report's recommendations, the Economic Development Unit will prepare the attached submission to RVL for the Mayor to sign and submit to RVL.

**Conclusion**

The Colac Turf Club Inc and the Colac Racecourse are enriched with local history and provide employment for a variety of people throughout the district. If the Club loses its training facility funding and two of its meetings a year, it will place the Club in severe financial stress which has potential to have an impact on the local community and economy. It is therefore appropriate to make a submission that supports the facility.

**Attachments**

1. Colac Otway Shire submission to RVL

**Recommendation(s)**

***That Council endorse the Colac Otway Shire's submission to Racing Victoria Ltd in response to the Victorian Racecourse and Training Facilities Directions Paper.***

~~~~~U~~~~~



Our Ref: GEN 00414 CS
Your Ref:
Contact: Mike Barrow

20 February 2009

Mr Rob Hines
Chief Executive Officer
Racing Victoria Limited
400 Epsom Road
FLEMINGTON VIC 3031

Dear Mr Hines

Submission to the Victorian Racecourse & Training Facilities Paper December 2008

The Victorian Racecourse & Training Facilities Directions Paper December 2008 proposes to reclassify country race facilities, remove race meetings, reduce prize money, restrict funding for facilities, and force trainers to relocate. The Colac Otway Shire Council is extremely concerned about the effect this will have on the Racing Industry in Colac and South West Victoria, as well as the economy and local communities of the South West.

Colac Otway Shire recognises that Colac Turf Club is a key community organisation supporting a local industry that contributes to a vibrant economy and provides jobs; performs an important recreational and social function; and provides wider benefits to the whole community.

Colac is a city of 12,000 servicing a rural community of 22,000 with high quality business and professional services, educational facilities, health services, and recreation and cultural opportunities. It has the kind of economic and social infrastructure and environmental conditions to support a Regional Racing and Training Venue and to grow the industry.

The City is strategically located on the Princes Highway at the gateway to the Western Plains to the West and the Otways and Great Ocean Road to the South. It is one hours drive respectively from Geelong, Ballarat and Warrnambool. When the Geelong Ring Road is completed it will be one and a half hours drive from Melbourne and this will be enhanced by the duplication of the Princes Highway from Geelong to Winchelsea in the next 3 years and eventually to Colac.

The proposal to re classify Colac Racecourse to a Community Facility, remove two of its four annual race days and discontinue funding for training facilities will have a profound effect on Colac and the local economy.

The downgrading of the Course and relocation of trainers would be a huge backward step in a regional centre that has transformed from a rural city in decline through the 1990s to a vibrant prosperous regional hub for growth in retail, manufacturing, the service industry and tourism.

The Colac Turf Club is one of Victoria's oldest racing establishments. It has played a part in the recreational and social life of the district since 1863 and contributes significantly to our local economy. As a race meeting centre that attracts crowds from all over Victoria it provides an influx of people and spending around race days. As a training centre it provides an economic catalyst that generates flow on income throughout the business and rural community.

The Colac Turf Club provides:

- Thoroughbred racing and training facilities
- Inside grass training track
- Inside sand track
- Inside dirt track
- Equine swimming pool
- Residence and training stables of 34 boxes
- Grandstand, food and beverage facilities
- Totaliser facilities
- Covered betting ring
- Bars and food facilities
- Stewards and jockeys facilities
- Members bar and facilities
- Race Day Stalls
- Maintenance and equipment sheds
- Administration offices

"Currently the Turf Club provides stabling for approximately 34 horses, with approximately 52% of its boxes occupied. The current facilities ... cater for between 25 and 40 horses per day – 60% of which are currently from outside the Colac Otway Region. Off site, private training facilities in the region provide a training base for a further 30 to 50 horses." IER Focused Thinking for Colac Turf Club September 2008.

Current training facilities at Colac include:

- Thoroughbred racing and training facilities
- Inside grass training track
- Inside sand track
- Inside dirt track
- Equine swimming pool

- Residence and training stables of 34 boxes
- Maintenance and equipment sheds
- Administration offices

Colac was in the Top 20 for starters in the 2007/08 season with 444 horses racing from Colac training facilities. There are currently 12 local trainers with approximately 140 horses utilising the training facilities and the Turf Club is assessing two new applications to train in Colac. Apart from the trainers themselves and their families the trainers as a total employ a total of 18 part time and casual staff. Their annual expenditure on veterinary services, fuel, fee and other training costs are approximately \$268,000 per annum. This represents a significant input into the local economy and the loss of this income generating industry would have a flattening impact on economic activity.

Country racing contributes \$1.046 billion annually to the Victorian state economy and provides \$808 million to regional Victoria. Current economic activity generated from horse training in Colac represents \$1.13 million per annum. (IER Focused Thinking for Colac Turf Club September 2008)

The Colac Turf Club represents millions of dollars of rural investment in community infrastructure and facilities including Racecourse infrastructure and training facilities off course. Over \$580,000 has been spent on Racecourse upgrades since 2006. The Colac Turf Club has made a significant investment in track renovation over the past two years in consultation with RVL. It has contracted a new curator and with the drought proofing of the Course, is assured of being able to provide high quality racing surfaces for all seasons.

The Turf Club has completed first stage feasibility and planning for the development of an additional 12 training complexes to increase the number of horses able to be stabled on course to 257. Working on an average of 6 runs per year per horse that equates to more than 1,500 starters per year which would place Colac in the top 5 country training centres in Victoria.

Strong investor interest has already been shown in the development of new training facilities. *"Based on current rentals a total income of \$0.5m should be realised from these boxes capitalised at 10% but based on a 70% occupancy would give an asset value of some \$3.5million."* IER Focused Thinking for Colac Turf Club September 2008

Once the new training facility was established, it would be the catalyst for further investment and expansion. *"It is the finding of this report that the implementation of this development (the redeveloped Turf Club as a Centre for Thoroughbred Racing and Training) is likely to have a strong positive impact for the Colac Otway Shire ... the most compelling statistic in favour of this proposal is that up to 140 individuals will be required to satisfy employment demand in the region."* IER Focused Thinking for Colac Turf Club September 2008

The practical feasibility of this proposal in terms of attracting trainers and horses is supported by the location of Colac in travelling distance to other regional centres and the potential for closing the distance between Colac and Melbourne through Highway duplication and completion of the Geelong Ring Road. The practical feasibility is also supported by the drought proofing of Colac Racecourse, a rare position in country Victoria. Colac's annual average rainfall is 830mm. The Colac Turf Club has an agreement with Southern Rural Water to draw water from nearby Deans Creek and as a back up the Club has commenced construction of an 8 mega litre dam which will guarantee its water supply.

The financial feasibility is supported through current strong interest from investors who have indicated full financing would be available. The projected economic activity following the development of the new training facilities is \$5.28m.

The Colac Turf Club has strong support from the business community through membership on the Turf Club Committee and through sponsorship of race meetings.

It has been well supported through Colac Otway Shire's Recreation Arts and Culture Unit in the development of the Club as a family recreational facilitator. It has been assisted by the Economic Development Unit in planning for future development as a sustainable centre of regional thoroughbred racing and with access to State Government grants for facility upgrades. Colac Otway Shire through its funding for Otways Tourism and Otway Business Inc has enabled two race sponsorships at the recent Metricon Gold Homes Colac Cup. There is a strong commitment from the Colac Otway Shire to continue to partner with the Turf Club in future development of the Club, its facilities and its role as a social, recreational and economic asset for the Shire.

The loss of two meetings per year will reduce local interest in the sport, and deny revenue to the Club to continue to invest in facilities and marketing to support the sport and the racing industry. Local accommodation providers report stronger demand for rooms in Colac on race days. It is reasonable to suggest that if the Colac Turf Club were enabled to develop rather than diminish, increased patronage would result in increased investment in accommodation options in and around Colac. Local food establishments and hotels also report increases in lunch, dinner and alcohol sales.

The State Government has recognised the role of country racing:

"The Government's vision for racing will be guided by the following principles:

Continuing to invest in country racing and training venues, supporting industry development projects and increasing the focus on marketing and promotion of key racing carnivals and events through the state." Racing in Victoria Leading the Field State Government Oct 2006

Minister for Racing Rob Hulls has said:

"We are a proud supporter of the racing industry in this state, and indeed a proud supporter of country racing in this state. As members would know the racing industry employs something like 70,000 people in Victoria and is worth over \$2 billion to this state... country racing is the backbone of thoroughbred racing" VICHANSARD 19 Aug 2008

The strategy to relocate country race meetings to facilities closer to Metropolitan Melbourne may produce higher gaming revenue but it is a contradiction of the belief the “country racing is the backbone of thoroughbred racing”. The racing industry may produce among other things a gaming return however the fundamental strength of the industry is the widespread community interest in racing that supports the rural and regional clubs and trainers that produce the starters for all levels of racing. The downgrading of Colac will diminish community interest and diminish the contribution of a significant part of the rural racing sector.

Alternative proposals for local trainers are not realistic in that they are based on assumptions that extra meetings held at Regional Centres will compensate for loss of rural meetings and that trainers will be able to relocate. The overheads in operating a successful horse training business are already high. Relocating meetings to Regional Centres, means significant increases in costs such as transport, fuel, feed and labour supply. This will threaten the viability of many professional trainers in rural communities. It will all but make extinct local ‘hobby trainers’ who would have no capacity to absorb these costs.

The Directions Paper contends that trainers may move to Regional Centres. This proposal firstly assumes that there is land available and facilities available. The Colac Turf Club assures Council that its investigations indicate that neither Geelong nor Hamilton have either. If there were land available at a reasonable cost in proximity to a Regional Centre a relocating trainer would also have to privately fund his or her new facilities. This would be on top of abandoning facilities built in the Colac region at significant loss as there would be very little chance of anyone other than a horse trainer wanting to purchase a horse training facility.

“Country racing in Victoria also promotes significant social and community benefits and is embedded in regional identity.

Country racing provides shared activity that builds community pride and social capital, including occasions for community gathering and reunion, facilities for community events, tourism demand and capacity enhancement.

The decreased social benefits and harmony resulting from the loss of country racing may even be more significant than the loss of expenditure.” Economic and Social Contribution of Thoroughbred Horse Racing in Country Victoria, (Victoria University, Melbourne)

The Colac Turf Club is central to the local racing industry but also provides a recreational and social outlet for the community. Many local people are involved in racing and a crowd attendance at race meetings has been growing. The Club provides land premises and support to ‘Riding for the Disabled’. It rents the function room for weddings and parties and provides the outdoor facilities for school sports events and sporting club training. The local Harness Racing Track is located within current facilities.

The Colac Otway Shire urges Racing Victoria to re-examine the current situation of the Colac Turf Club in what it provides to the racing Industry and the rural community of Colac. We also urge you to consider the potential of the redevelopment proposal for the Training Facilities at Colac in light of the completion of the Geelong Ring Road and the future duplication of the Princes Highway.

Colac Turf Club is an important historic, community, recreation, and economic asset to the Colac Otway Shire and we will endeavour to do everything we can within current resources to work with the Club on a sustainable profitable future.

Should you require further information please contact Manager Economic Development Mike Barrow on 5232 9450.

Yours sincerely

Cr Brian Crook
Mayor, Colac Otway Shire

**OM092502-18 COUNCIL SUBMISSION TO THE STATE RETAIL POLICY REVIEW
DISCUSSION PAPER**

| | | | |
|-------------|--------------|-----------|------------------------------|
| AUTHOR: | Paul Marsden | ENDORSED: | Doug McNeill |
| DEPARTMENT: | Executive | FILE REF: | Planning GEN00450
General |

Purpose

To present Council's submission to the State Government's Retail Policy Review Discussion Paper for consideration and endorsement.

Background

The Department of Planning and Community Development (DPCD) released its Retail Policy Review Discussion Paper in October 2008 and is currently accepting submissions from interested parties. The review follows on from a commitment stated in *Melbourne 2030* to develop a set of criteria to be used to assess out-of-centre development. The overarching objective of the Review is '*...to inform development of a clearer, whole-of-retailing policy and statutory framework for Victoria*'.

The Retail Policy Review examines existing policy and statutory frameworks which guide the development of retail activities in Victoria. More specifically, it considers the effectiveness of land use controls, definitions, zoning controls and other related provisions contained within planning schemes that are relevant to retailing.

The Review is structured with 4 'Guiding Principles', leading to 6 'Challenges and Responses' and 17 more specific 'Proposed Responses'. A complete copy of the final Discussion Paper can be viewed online at www.dpcd.vic.gov.au. The 6 main challenges to be addressed by the Review are:

- Managing growth and the network of centres
- Facilitating appropriate development in appropriate locations
- Managing restricted retail premises
- Managing retailing in industrial areas
- Managing new centres and major retail proposals
- Improving design outcomes

The review identifies that current retail policies are generally sound; however it suggests that much greater guidance and direction is required on how policy objectives are to be achieved. This additional guidance is to be provided via the implementation of 17 specific recommendations; all of which are outlined below:

1. Undertake a program of improved monitoring and reporting on retail development.
2. Work with councils and the industry to develop Regional Retail Assessments.
3. Provide greater assistance to councils in preparing municipal strategies that provide for future retail growth.
4. Work with councils to ensure structure planning for activity centres provides for adequate retail growth.
5. Refine planning policies to provide greater clarity and guidance for retail proposals.
6. Undertake adjustments to the Business 1 Zone and schedule to allow better delivery of policy outcomes.
7. Encourage councils to investigate and implement non-regulatory mechanisms as well as planning controls to deliver the desired outcomes for a centre.
8. Maintain the existing definition of 'restricted retail premises' in planning schemes and the VPP.

9. Amend industrial zones so that 'restricted retail premises' become a prohibited use.
10. Develop transitional arrangements and work with councils to deal with restricted retail premises that are currently located within industrial areas.
11. Develop and implement Retail Assessment Criteria based on a sequential test approach.
12. Develop criteria to be applied when considering a request for a new centre or to reclassify a centre.
13. Continue to provide advice and assistance to councils in planning for major retail proposals.
14. Finalise the Interim Design Guidelines for Large Format Retail Premises.
15. Undertake a review of design guidelines for retail developments and where possible consolidate this advice, improve the content and minimise any duplication.
16. Update the Activity Centre Design Guidelines to incorporate design objectives and guidance on the development of new activity centres.
17. Continue to provide assistance and advice to developers and councils on the design of major retail development.

Corporate Plan/Other Strategies/Policy

The outcomes of the Retail Policy Review are considered relevant to the following strategies:

- Colac Otway Economic Development & Tourism Strategy 2004 – 2009
- Colac Structure Plan 2007
- Apollo Bay Structure Plan 2007

In addition to the above, the Colac Otway Shire Council Plan 2005-2009 identifies the need '*...to ensure that community and infrastructure servicing, open space, industrial and commercial facilities are provided in a staged and efficient manner.*' It is considered that the key outcomes contained within the Retail Policy Review will assist in the achievement of this priority.

Issues/Options

The following issues are considered relevant to Council's consideration of the Retail Policy Review:

- The review has a metropolitan focus and seeks to consolidate on the existing activity centres policy advocated by *Melbourne 2030*. As such it is considered unlikely that the anticipated outcomes will have a significant impact on Colac Otway Shire.
- The public consultation phase of the Retail Policy Review provides an opportunity for Council to submit its views and concerns regarding the content of the discussion paper and it is recommended that Council lodge a submission with the DPCD.
- The outcomes considered relevant to Colac Otway Shire will primarily relate to the townships of Colac and Apollo Bay. This is due to the fact that these centres contain the vast majority of Business and Industrial Zoned land within the Shire. It is worth noting that the Review does not consider, nor recommend, any changes to the Township Zone covering smaller centres such as Birregurra, Forrest and Lavers Hill.

The outcomes of the Retail Policy Review are broadly supported by Council Officers, however some concerns have been identified relating to the limited scope of the review and the fact that it does not include a comprehensive reassessment of *all* the Business Zones contained within the Victoria Planning Provisions.

The following is an overview of three main concerns raised within the proposed submission:

1. *Additional research needs to be undertaken to evaluate the effectiveness of all retail planning policy controls contained within the VPP's*

It is of some concern that the Review did not seek to undertake a review of all statutory controls relevant to state and local level retail policy. Section 4.2 of the Review recommends minor adjustments to the Business 1 Zone and Schedule to allow planning authorities to better manage and achieve retail outcomes within specific activity centres. Whilst the intent of this recommendation is supported by officers, the report contains no other reference to the effectiveness of existing controls contained within the other Business Zones.

Consequently, the Review offers few recommendations as to how existing zoning controls could be improved to ensure that state level Retail Policies can be better achieved and implemented on the ground.

Significant commercial areas within Colac are covered by the Business 2 and Business 4 Zones. In addition to this, Amendment C55 seeks approval to rezone land in Elliminyt from Residential to the Business 3 Zone. Given the range of zoning controls currently guiding retail development within the Shire it seems appropriate that further research be undertaken to understand the effectiveness of all retail planning policy controls contained within the VPP's, not just within the Business 1 Zone.

2. *The Review does not identify what controls are to be included in the proposed Activity Centre Zone to guide retail development.*

The introduction of the new *Activity Centre Zone* will result in significant modifications to the statutory controls affecting Major and Principal Activity Centres throughout Victoria. Given its impending implementation, it is considered appropriate that the content of the new *Activity Centre Zone* be addressed as part of the Retail Policy Review.

As the only sub-regional centre identified within the Shire, Colac is considered large enough to potentially be affected by the introduction of the new *Activity Centre Zone*. However, at this stage it remains unclear which, if any, aspects of the existing Business Zones will be used to manage retail development within key activity centres.

A significant amount of housing and commercial growth is likely to occur within the Shire's main Activity Centres over the longer term and it is considered appropriate that the Review should include reference to the controls likely to be contained within the proposed new Zone.

3. *The Review still offers no further clarity as to what can and cannot be sold within the definition of 'Restricted Retail Premises'.*

The Victorian Planning Provisions currently differentiate between two primary retail uses referred to as 'Retail Premises' and 'Restricted Retail Premises'.

The definition of a 'Retail Premises' includes smaller retail outlets such as the Reject Shop or JB Hi Fi and are generally located within existing commercial precincts. The definition of a 'Restricted Retail Premises' was created as a result of demand from furniture and floor covering stores to locate in peripheral locations outside of main commercial centres. 'Restricted Retail Premises' generally sell bulky goods and include examples such as Harvey Norman, Bunnings and Carpet Choice.

The original Ministerial media release announcing the Department's intention to undertake a Retail Policy Review outlined a commitment to changing the definition of 'restricted retail premises'. It was proposed that the revised definition would '*...clarify what types of goods can be sold in bulky goods stores and remove anomalies such as retailers being able to sell floor coverings but not window coverings and beds but not bedding.*' However, the Retail Policy Review recommends maintaining the existing definition of 'restricted retail premises' in planning schemes and the VPP.

The problems associated with accurately determining what can and cannot be sold under the definition of 'restricted retail premises' are widely acknowledged and continue to be a source of confusion for Council, applicants and the wider community. Officers acknowledge the difficulties associated with distinguishing between this type of retailing and ordinary retail but suggests more could still be done to resolve this issue.

Proposal/Discussion

It is proposed that the attached submission (**Attachment 1**) be endorsed by Council as its submission to the Retail Policy Review: Discussion Paper. If Council endorses the attached submission, it is proposed that it be submitted to the Department of Planning and Community Development before the closing date of the 27 February 2009.

Financial and other Resource Implications

None identified.

Risk Management & Compliance Issues

None identified.

Environmental Considerations

None identified.

Communication Strategy/Consultation

The DPCD conducted several consultation strategies for the Retail Policy Review. A Reference Group was established and a series of workshops were conducted with key industry stakeholders including retailers, developers, and planning consultants. The issues and challenges identified through this process helped inform development of the final Discussion Paper.

The DPCD is currently accepting submissions from interested parties. In addition to Council's submission (Attachment 1), members of the public are also able to make their own submissions to the Retail Policy Review.

Implementation

It is envisaged that the recommendations contained within the Review will be incorporated into the Planning Scheme via a Ministerial amendment.

The timing, scope and content of any such amendment would be determined at the discretion of the Minister. Consequently, Council has limited power to influence the implementation of any recommendations contained within the Review beyond this submission.

Conclusion

The DPCD released its Retail Policy Review Discussion Paper in October 2008 and invited all stakeholders and the public to make a submission by 27 February 2009.

The Review examines existing policy and statutory frameworks which guide the development of retail activities in Victoria. The Review considers the effectiveness of land use controls, definitions, zoning controls and other related provisions contained within planning schemes that are relevant to retailing. It makes a number of recommendations as to how the broader local and state level Retail Policies can be better achieved and implemented on the ground.

Officers have reviewed the document and a submission has been prepared for Council's consideration and endorsement. Whilst the Retail Policy Review is broadly supported, Council's submission identifies a number of issues that warrant further consideration.

Attachments

Attachment 1: Council submission

Recommendation(s)

That Council endorse the attached submission in relation to the Department of Planning and Community Development's Retail Policy Review Discussion Paper and submit this to the Department of Planning & Community Development.

-----~\-----



In general, Council is supportive of the recommendations contained within the Retail Policy Review Discussion Paper and the work undertaken by the DPCD. Council, in its submission, has identified a number of issues that should be further considered.

The key issues that need to be addressed include:

1. Additional research needs to be undertaken to evaluate the effectiveness of all retail planning policy controls contained within the VPP's

It is of some concern that the Review did not seek to undertake a review of all statutory controls relevant to state and local level retail policy. Section 4.2 of the Review recommends minor adjustments to the Business 1 Zone and Schedule to allow planning authorities to better manage and achieve retail outcomes within specific activity centres. Whilst the intent of this recommendation is supported by Council, the report contains no other reference to the effectiveness of existing controls contained within the other Business Zones.

Consequently, the Review offers few recommendations as to how existing zoning controls could be improved to ensure that state level Retail Policies can be better achieved and implemented on the ground.

Significant commercial areas within Colac and Apollo Bay are covered by the Business 2 and Business 4 Zones. In addition to this, Amendment C55 seeks approval to rezone land in Elliminyt from Residential to Business 3 Zone. Given the range of zoning controls currently guiding retail development within the shire it seems appropriate that further research be undertaken to assess the effectiveness of all retail planning policy controls contained within the VPP's, not just within the Business 1 Zone.

2. The Review does not identify what controls are to be included in the proposed Activity Centre Zone to guide retail development.

The introduction of the new *Activity Centre Zone* will result in significant modifications to the statutory controls affecting Major and Principal Activity Centres throughout Victoria. Given its impending implementation, it is considered appropriate that the content of the new *Activity Centre Zone* be addressed as part of the Retail Policy Review.

As the only sub-regional centre identified within the Shire, Colac is considered large enough to be affected by the introduction of the new *Activity Centre Zone*. However, at this stage it remains unclear which, if any, aspects of the existing Business Zones will be used to manage retail development within key activity centres.

A significant amount of housing and commercial growth is likely to occur within the shires main Activity Centres over the longer term and it is considered appropriate that the Review should include reference to the controls likely to be contained within the new Zone.

3. The Review still offers no further clarity as to what can and cannot be sold within 'Restricted Retail Premises'.

The original Ministerial media release announcing the Departments intention to undertake a Retail Policy Review outlined a commitment to changing the definition of 'restricted retail premises'. It was proposed that the revised definition would *'...clarify what types of goods can be sold in bulky goods stores and remove anomalies such as retailers being able to sell floor coverings but not window coverings and beds but not bedding.'* However, the Retail Policy Review recommends maintaining the existing definition of 'restricted retail premises' in planning schemes and the VPP.

The problems associated with accurately determining what can and cannot be sold on 'restricted retail premises' are widely acknowledged and continue to be a source of confusion for Council, applicants and the wider community. Council acknowledges the difficulties associated with distinguishing between the two types of retailing but suggests more could still be done to resolve this issue.

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:

| <i>SUBJECT</i> | <i>REASON</i> | <i>SECTION OF ACT</i> |
|---|---|---|
| <i>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>Contract</i> | <i>Contractual Matter</i> | <i>Section 89(2)(d)</i> |
| <i>Land Management
Issue</i> | <i>Legal Advise
Matter may prejudice
Council or any person</i> | <i>Section 89(2)(f)
Section 89(2)(h)</i> |